

## UW HEALTH JOB DESCRIPTION

### LEAD MILK & FORMULA LAB TECHNICIAN

Job Code: 540049	FLSA Status: Non-Exempt	Mgt. Approval: E. Wallace	Date: September 2022
Department: Clinical Nutrition		HR Approval: S. Whitlock	Date: September 2022

#### JOB SUMMARY

The Lead Milk & Formula Lab Technician is responsible for providing nutritional services through preparing and distributing human milk and formula feedings and maintaining milk and formula lab records. This position is also responsible for managing supply inventory and linen laundering. The Lead Milk & Formula Lab Technician will be a technology superuser and will be a trainer for new technicians and nursing staff.

The Lead Milk & Formula Lab Technician works as part of an interdisciplinary patient care team along with the Registered Dietitian Nutritionist(s) in a children's hospital setting. The Lead Milk & Formula Lab Technician is a fully trained technician position designed to utilize knowledge and competency while performing technical lab functions. The Lead Milk & Formula Lab Technician maintains productivity standards, demonstrates effective time management to prioritize tasks, uses department resources prudently, and participates in compliance and quality performance improvement efforts to ensure that milk preparation and distribution is safe and effective. The Lead Milk & Formula Lab Technician may participate in clinical patient education on related topics to the role.

#### MAJOR RESPONSIBILITIES

- Receive, prepare, and deliver breast milk and formula feedings with accuracy while using the tracking software application.
- Manage supply inventory from central services.
- Manage human milk and enteral product inventory; ensure product labeling, rotation, distribution, and milk removal once patients discharge.
- Manage pediatric enteral samples.
- Demonstrate expertise in software programs utilized in the milk lab.
- Manage linens and ensure routine laundering.
- Train new employees and nursing staff on preparation of feeds and use of the tracking software application.
- Provide education to patients/families, as needed.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	
Work Experience	Minimum	Six (6) months Pharmacy Technician, nutrition or science lab work experience
	Preferred	One (1) year of milk lab experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Organizational and communication skills are crucial to successful performance</li> <li>• Ability to interact with staff in many departments to deliver care</li> <li>• Excellent analytical skills to gather, analyze, and interpret data</li> <li>• Attention to detail</li> <li>• Customer service skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work independently as well as part of a team</li> <li>• Time and task management skill</li> <li>• Ability to prioritize and problem solve</li> <li>• Ability to type</li> <li>• Previous experience with computers</li> <li>• Ability to mathematically compute and convert measurements with recipes</li> </ul>

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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<b>X</b>	Infants (Birth – 11 months)	<b>X</b>	Adolescent (13 – 19 years)
<b>X</b>	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)
<b>X</b>	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)
<b>X</b>	School Age (6 – 12 years)	<b>X</b>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>X</b> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.