

## UW HEALTH JOB DESCRIPTION

### Pharmacy Research Specialist

Job Code: 700012	FLSA Status: Exempt	Mgt. Approval: J. Temple	Date: February 2023
Department: Pharmacy – Research Center	HR Approval: B. Haak	Date: February 2023	

#### JOB SUMMARY

The Pharmacy Research Specialist has the primary responsibility for four major Pharmaceutical Research Center (PRC) programs: 1) the PRC cost center budget (including management of office expenses and revenue generation, 2) the PRC/Pharmacy Fee for Service program (involving the critical review of each drug protocol to predict and determine reimbursement needs for PRC/Pharmacy services rendered, 3) the PRC Data Management Program (including the management of data within the PRC program for workload statistics and research benchmarking analysis and as well as the tracking of clinical drug research protocols conducted, and 4) the PRC Operations programs (the coordination of research, administrative and educational activities through the PRC program and the evaluation of technology to assist PRC in fulfilling its mission.

The Pharmacy Research Specialist provides administrative support and research, data management and technical assistance for investigational/study drug use and protocols conducted through the system. Serves as a key role in coordinating the continuous provision of quality services between all the PRC programs. Functions as an operational and contract liaison between other pharmacy and hospital departments, principal investigators, study coordinators, data managers, other SMPH research departments, and external customers.

#### MAJOR RESPONSIBILITIES

- Initial feasibility assessments of research protocols from a pharmacy perspective
- Creation of PRC/Pharmacy Study Budget estimates
- Transform PRC research activities and services into operations realities
- Organizing, collecting and managing data collection
- Supervision of PRC continuous quality improvement programs
- Statistical database management
- Policy and procedures management
- Technology assessment and management
- Coordination of sponsor inspections and audits
- Closure and final drug accountability record retention coordination of drug protocols in accordance to all regulations

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

#### JOB REQUIREMENTS

Education	Minimum	Bachelor of Science or High School Diploma with pharmacy research experience
	Preferred	
Work Experience	Minimum	One (1) year of experience in pharmacy with research related activities
	Preferred	Experience in an academic health care environment
Licenses & Certifications	Minimum	As defined by the enactment of 2021 WI Act 100, all candidates hired into this role on or after March 1, 2023, must apply for registration as a Pharmacy Technician with the WI Dept of Safety and Professional Services (“DSPS”), and provide proof of application to their UW Health Recruiter prior to their start date. Failure to do so will result in delay of start date or withdrawal of offer. Current incumbents or those starting in an impacted role prior to March 1, 2023, are required to provide proof of application to their department designee no later than March 31, 2023.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Familiarity with federal regulations as they pertain to investigational drugs and the conduct of clinical drug research in humans</li> <li>• Knowledge of quality assurance methodologies and Improving Organizational Performance processes</li> <li>• Strong organizational and problem-solving skills and communication skills both verbal and written</li> <li>• Knowledge of and ability to use aseptic technique</li> <li>• Knowledge of and ability to use computers and a variety of computer programs including database management, spreadsheets, and word processing</li> </ul>

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<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>x</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>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>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>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>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.