

UW HEALTH JOB DESCRIPTION

Program Instructor, Pharmacy Tech Apprenticeship

Job Code: 700017	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: July 2023
Department: HR – Career Pathways		HR Approval: S. Whitlock	Date: July 2023

JOB SUMMARY

The Program Instructor, Pharmacy Tech Apprenticeship is responsible for assisting with the instruction of the UW Health Pharmacy Technician Apprenticeship Program. The incumbent will be responsible for ensuring the effective delivery of training activities including; planning, coordinating and delivering pharmacy educational material to students enrolled.

This position is responsible for the execution of the training for technical services as it relates to drug products and drug distribution. Technical services may include management of outpatient and inpatient drug distribution systems, interpretation and order entry of medication and solution orders, patient billing, preparation of patient education materials, and inventory management, pharmacy regulations and the medication use process. The scope of patients is varied from adult to pediatrics and may include specialty areas such as transplant, cardiology, oncology, trauma, pediatrics, rehabilitation and psychiatry.

MAJOR RESPONSIBILITIES

PROGRAM DEVELOPMENT

- Collaborate to develop and maintain curriculum, while ensuring it meets ASHP/ACPE standards and the Pharmacy Technician Certification Board, (PTCB).
- Collaborate to develop and maintain program policies and procedures under the discretion of the Program Director.
- Generate, review and update training materials, and competency checklists as needed.
- Assist with recruiting new students, screening applications and interviewing potential students for the training program.
- Collaborate with Program Director to determine necessary supplies, materials and expenses of the training program.
- Actively participate as a member of the UW Health Pharmacy Technician Training Program's advisory committee.
- Assist the program director in maintaining ASHP/ACPE accreditation by keeping up-to-date with the standards and recognition by the Pharmacy Technician Certification Board (PTCB).

EDUCATION AND TRAINING

- Identifies learner needs and provides individualized instruction.
- Observes and evaluates competence both in the classroom and in the pharmacies.
- Provide feedback to both pharmacy technician students and preceptors in a timely manner.
- Teaches or is able to teach all courses in the curriculum including oral and written communication, anatomy, physiology, pharmacology, medical terminology, ethics, legal issues, quality assurance, pharmacy calculations and computer applications.
- Serve as experiential coordinator to schedule and manage technician students throughout a minimum of two various pharmacy practice sites, per ASHP/ACPE standard.
- Collaborate with program manager to keep ASHP/ACPE related documentation up-to-date. This includes required documentation with our affiliated and internal experiential sites, technician preceptors, and student progress.
- Actively participate and/or serve as a preceptor in the technician training development, education and curriculum program.
- Assist the program manager in assessing and maintaining documentation regarding all students' progression in the training program.
- Assist the program manager in assessing and maintaining documentation for each technician preceptor.
- Participate with orientation and training to new personnel and students as part of the Technician Training Program.
- Provide technician in-services or other trainings for current staff.
- Maintain SPA component within the pharmacy.

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

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JOB REQUIREMENTS

Education	Minimum	High School Diploma or Equivalent
	Preferred	Associate or higher degree in Adult Education or related field
Work Experience	Minimum	One (1) year of supervisory experience, three (3) years experience as a Pharmacy Technician
	Preferred	Three (3) years supervisory or teaching experience
Licenses & Certifications	Minimum	CPHT and registration with Wisconsin Department of Safety and Public Services (DSPS) as a Pharmacy Technician.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Good verbal and written communication skills. • Good problem-solving skill and attention to detail. • Ability to perform and instruct on a variety of daily tasks associated with Pharmacy Technicians. • Broad knowledge of the application of procedures and techniques performed by Pharmacy Technicians. • Good time and task management, prioritizing, and organizational skill. • Math ability to convert and compute drug concentrations and dosages. • Knowledge of pharmacology • Knowledge of pharmacy legal issues and procedures. • Knowledge of compounding standard set by USP <795> and USP <797>. • Experience with computers, preferably using Microsoft Office and other Windows based systems. • Ability to instruct adult learners in the classroom and clinical settings • Knowledge of pharmacy structure and operations

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,

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	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
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	Up to 10#	Negligible	Negligible
X Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25	20-50#	10-25#	Negligible-10#

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	pounds.			
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - 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.