

## UW HEALTH JOB DESCRIPTION

### APPRENTICE – PHARMACY TECHNICIAN

Job Code: 510063	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: August 2023
Department: HR – Career Pathways		HR Approval: S. Whitlock	Date: August 2023

### JOB SUMMARY

The Apprentice is enrolled in a UW Health Pharmacy Technician Apprentice Program - The Apprentice is responsible for providing pharmacy services, including, but not limited to dispensing and preparing pharmaceuticals, performing inventory control, compliance audits, and financial transactions, providing customer service, and maintaining pharmacy records.

The Apprentice may assist under the direction and guidance of a Pharmacy Technical Supervisor and/or a Pharmacy Technician Trainer. The Apprentice should utilize the knowledge and competency they have acquired while performing technical pharmacy functions in the Ambulatory Pharmacy and Inpatient Pharmacy.

### MAJOR RESPONSIBILITIES

May include one or more of the following responsibilities (may vary based on pharmacy location):

- Receive, distribute, manage, and store pharmaceutical products and supplies.
- Handling of medications in accordance with pharmacy department policies and procedures.
- Manage logistics for filing and distributing orders or prescriptions.
- Completes medication repackaging or compounding prior to patient administration.
- Perform pharmaceutical calculations.
- May be required to operate advanced, innovative technology to assist in preparation and dispensing of medications
- Performs all quality control checks prior to final pharmacist verification including accurate manipulation, volumes, labeling, and storage requirements.
- Medication inventory management.
- Conduct in-person patient interviews to collect and maintain an accurate medication, allergy, social and insurance history.
- May facilitate prior authorization process.

#### Team Member Objective:

- Communicate effectively with patients/families and the clinic or inpatient team.
- Interact with staff and co-workers in a manner that promotes positive working relationships.
- Comply with the UW Health patient satisfaction, customer service, and standards.
- Attend and actively participate in staff meetings as requested.
- Read and respond to email communications.
- Following current infection control and/or isolation procedure

#### Program Objectives:

- Complete all classroom and clinical/experiential coursework with a passing grade.
- Pass national certification exam for pharmacy technician (PTCB Exam).
- Complete and pass CPR course.

#### Professional Development & Continuing Education:

- Complete all required competencies and classroom coursework and maintain skill level.
- Recognize the need for continuous learning by attending staff development programs and workshops.
- Obtain required continuing education credits to maintain certification.
- Serve on task forces/committees as requested.
- Perform Additional Duties as requested.

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

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent and formal acceptance into the UW Health Pharmacy Technician Apprentice Program.
	Preferred	
Work Experience	Minimum	

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	Preferred		
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>Ability to work independently as well as part of a team</li> <li>Time and task management, prioritizing, and organizational skill</li> <li>Ability to prioritize and problem solve</li> <li>Ability to mathematically compute and convert drug concentrations and doses.</li> <li>Demonstrated customer–first attitude and philosophy.</li> <li>Ability to learn computer and application skills as applicable to role.</li> <li>Ability to interact with and work around people.</li> <li>Ability to make judgments in demanding situations.</li> <li>Ability to react to frequent changes in duties and volume of work.</li> <li>Effective oral and written communication skills.</li> <li>Commitment to patient privacy.</li> <li>Commitment to patient safety.</li> </ul>		
<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,			
<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>
<input type="checkbox"/>	<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>Negligible</b> or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/>	<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>
<input type="checkbox"/>	<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>
<input type="checkbox"/>	<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.

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