

UW HEALTH JOB DESCRIPTION

Pharmacy Intern

Job Code: 6425	FLSA Status: Non-Exempt	Mgt. Approval: D.Hager & K.Hartkopf	Date: 10.2017
Department : Pharmacy		HR Approval: K.Sawyer	Date: 11.2017

JOB SUMMARY

The Pharmacy Intern is an entry-level position and duties are designed to develop knowledge base and competency level while performing pharmacy functions under the direct supervision of a clinical pharmacist. Functions performed as an intern include, but are not limited to: interdisciplinary patient care rounds, admission medication history, medication counseling and patient education, drug information, drug dosing, drug preparation and drug distribution. In addition, the pharmacy intern will serve as a preceptor for student pharmacists, participate in educational experiences, and engage in scholarship. The pharmacy intern ensures that patient care is maintained under the supervision of a clinical pharmacist through compliance with the department's policies, rules and regulations promulgated by the Board of Pharmacy, and other applicable regulatory bodies.

MAJOR RESPONSIBILITIES

Customer Service

- Provides patients with information concerning prices, number of refills available, pharmacy policies and insurance as requested Facilitates phone calls from patients, family members, other pharmacies, and other members of the health care team as appropriate
- Process cash and credit card transactions

Complete duties of a pharmacist under direct supervision

- Participate in interdisciplinary rounds
- Work collaboratively with treatment team to maximize individual patient outcomes
- Perform medication history interviews, first dose teaching, food-drug interaction counseling, discharge counseling, assessment of education and adherence
- Create updated medication lists for patients upon discharge from hospital stay or end of clinic appointment
- Counsel patients on prescription and over-the-counter medications and devices
- Monitor medication therapies through performing profile reviews, interpreting laboratory values, and ensuring drug regimens are consistent with medication use guidelines and protocols
- Assess patient's progression to achieving desired medication treatment goals
- Develop and recommend appropriate therapeutic plans, identify and resolve drug-related problems, communicate to other health care team members, follow through, and document in the electronic record
- Review medication orders for appropriate dose, duration, frequency, dosage form, indication and drug interactions
- Perform pharmacokinetic monitoring
- Retrieve, evaluate and provide drug information to health care providers, answering general and patient specific drug information questions
- Review documented adverse drug reactions/allergies and report new occurrences via Patient Safety Net (PSN)
- Promote health, wellness, and disease prevention
- Establish and interpret patient information – active problem list, past medical history, physical exam data, laboratory data, hospital course, medication history, medication profile, pharmacokinetic evaluation
- Apply federal and state legal standards surrounding medication use
- Understand the process and prepare accurate extemporaneous compounded products
- Prepare applicable vaccinations, confirm appropriateness through patient profile review and the Wisconsin Immunization Registry (WIR), and utilize appropriate vaccination preparation skills
- Administer vaccinations when applicable
- Perform computer order entry and claim adjudication

Teaching and precepting

- Teach, evaluate and provide direct feedback to student pharmacists completing IPPE rotations

Miscellaneous responsibilities

- Complete quality improvement projects
- Participate in a variety of educational experiences, including but not limited to clinical pearl presentations, patient case presentations, and weekly seminars
- Commit to complete staffing requirements through the third-year of pharmacy school
- Report weekly data on productivity
- Complete all other duties as designated

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

JOB REQUIREMENTS

Education	Minimum	Completion of 2 years of Doctor of Pharmacy curriculum within the UW School of Pharmacy
	Preferred	
Work Experience	Minimum	6 months previous pharmacy work experience
	Preferred	1 year of previous pharmacy work experience
Licenses & Certifications	Minimum	Eligible to work as a pharmacy intern in the state of Wisconsin
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to learn computer and application skills as applicable to role • Ability to interact with and work around people • Ability to make judgments in demanding situations • Ability to react to frequent changes in duties and volume of work • Effective verbal and written communication skills • Ability to listen empathetically • Ability to logically organize details • Excellent customer service skills • Ability to work independently as well as part of a team • Ability to prioritize and problem solve • Ability to manage multiple concurrent activities

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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
<input type="checkbox"/>	Sedentary: 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.	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
<input type="checkbox"/>	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input type="checkbox"/>	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#

UW HEALTH JOB DESCRIPTION

	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#
List any other physical requirements or bona fide occupational qualifications:				

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.