UW HEALTH JOB DESCRIPTION

YOUTH APPRENTICE – PHARMACY TECH

Job Code: 700016	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: May 2022
Department: AHECP, Pharmacy		HR Approval: S. Whitlock	Date: May 2022

JOB SUMMARY

The Youth Apprentice-Pharmacy is responsible for assistance in 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 Youth Apprentice role is designed to utilize and extend knowledge and competency while performing technical pharmacy functions of the Ambulatory Pharmacy, Centralized Pharmacy Distribution Services, and Inpatient Pharmacy.

MAJOR RESPONSIBILITIES

Major responsibilities of the Youth Apprentice will vary depending on area and location which may include one or more of the following responsibilities.

- 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
- Charge and/or credit patients
- Performs all quality control checks prior to final pharmacist verification including accurate manipulation, volumes, labeling, and storage requirements
- Responsible for medication inventory management
- Ensure accuracy of patient's medication list including follow-up with clinics, external pharmacies, or patients to clarify and update
- Complete audits, including documentation of audit completion and expired medications in designated documentation location
- Ensures records are accurate, complete, within specification to ensure compliance with FDA, DEA, or other applicable rules and regulations
- Serve as a liaison to physicians and nurses to support the medication use system
- Work with Pharmacy Manager to ensure that policies and procedures are current, and all activities are following relevant standards

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

JOB REQUIREMENTS

Education	Minimum	High school senior, 17+ years old, on track to graduate. Completion of at least two health science courses.
	Preferred	
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		• Attention to detail • Customer service skills • Excellent verbal and written communication skills • Ability to work independently as well as part of a team • Time and task management, prioritizing, and organizational skill • Ability to prioritize and problem solve • Ability to mathematically compute and convert drug concentrations and doses. • Previous experience with computers, preferably using Microsoft Office and other Windows based system. • Ability to use computer for order entry, inventory control, billing, and record keeping.

	• Takes ongoing ownership for service, quality and organization for one area of the pharmacy department as directed by manager

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)			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)
	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 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**
	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
X	**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#**
	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.