

UW HEALTH JOB DESCRIPTION

Milk & Formula Lab Technician

Job Code: 540006	FLSA Status: Non-Exempt	Mgt. Approval: M.Waltz	Date: April 2020
Department: Clinical Nutrition		HR Approval: J. Olson	Date: April 2020

JOB SUMMARY

The Milk & Formula Lab Technician is responsible for preparing and distributing human milk, formula feedings, and enteral feedings while also maintaining appropriate documentation to ensure safe feeding practices are in place for patients. This position is also responsible for performing inventory control, conducting compliance audits, and maintaining professional competency and skills required for professional practice. The Milk & Formula Lab Technician works as part of an interdisciplinary patient care team and with the Registered Dietitian Nutritionists (RDN) in a children's hospital setting. The Milk & Formula Lab Technician will assist with the training of new staff or other disciplines as needed and perform clinical education with patients/families, as needed, under the direction of the Registered Dietitian Nutritionist.

The Milk & Formula Lab Technician is a fully trained technician position designed to utilize knowledge and competency while performing technical lab functions. The Technician maintains productivity standards, demonstrates effective time management to prioritize tasks, uses department resources prudently, and participates in compliance and quality performance improvement efforts to ensure that milk preparation and distribution is safe and effective.

MAJOR RESPONSIBILITIES

- Accurately prepare infant feedings using appropriate equipment and aseptic techniques.
- Follow standardized recipes and assist with calculations of new formulas under the direction of the Registered Dietitian (RDN).
- Verify questionable feeding orders with RDNs or other designated medical staff to ensure accuracy.
- Pick up and deliver all infant, pediatric, and enteral feedings according to schedule.
- Maintain sufficient inventory for Milk & Formula Lab, rotate supplies, and notify appropriate personnel when products are short in supply.
- Distribute, receive, store, and prepare human milk feedings and enteral products using the system for product barcoding to ensure the right patient is provided the right formula for each feeding.
- Miscellaneous duties will include checking expiration dates, performing audits, restocking unit nourishment rooms and the outpatient sample closet, rotating stock, nutrition screening, nutrition education, menu planning, and training new employees.

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	
Work Experience	Minimum	
	Preferred	Previous Pharmacy Technician or science lab experience Previous nutrition experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong organizational and communication skills • Ability to interact with staff in many departments to deliver care • Excellent analytical skills to gather, analyze, and interpret data • Attention to detail • Customer service oriented • Excellent verbal and written communication skills • Ability to work independently as well as part of a team • Time and task management skill • Ability to prioritize and problem solve • Ability to type • Previous experience with computers, preferably using Microsoft Office and other Windows based systems

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	<ul style="list-style-type: none"> Ability to mathematically compute and convert measurements with recipes 		
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 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)
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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
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"/>	Up to 10#	Negligible	Negligible
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.			
<input type="checkbox"/>	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
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.			
<input checked="" type="checkbox"/>	20-50#	10-25#	Negligible-10#
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.			
<input type="checkbox"/>	50-100#	25-50#	10-20#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.			
<input type="checkbox"/>	Over 100#	Over 50#	Over 20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.			
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.