

## UW HEALTH JOB DESCRIPTION

### STUDENT - PHARMACY

Job Code: 94870

FLSA Status: Non-Exempt

Mgt Approval: Date:

HR Approval: CMW Date: 12-16

### JOB SUMMARY

The Student in Pharmacy is an entry-level position and duties are designed to develop knowledge base and competency level while performing technical pharmacy functions. Duties may include: computer order entry, medication preparation and distribution, maintaining patient paperwork, forms and supplies, narcotic control, interpretation, filling and compounding prescription orders, cashiering orders, inventory management, and customer service. As part of an interdisciplinary patient care team, the incumbent will have interaction with patients, nurses, doctors, respiratory therapists, unit clerks, and pharmacists.

### MAJOR RESPONSIBILITIES

The Student in Pharmacy may perform one or more of the following duties:

#### 1. Customer Service

- Provides patients with information concerning prices, number of refills available, pharmacy policies and insurance as requested by patients.
- Answer phones.
- Process cash and credit card transactions.

#### 2. Maintains computerized patient medication profile system

- Enters basic patient admission data (height, weight, diagnosis, allergies).
- Enters conditional medication orders.
- Prints out PRN, Omitted, and Early reports and uses this information to complete billing duties.
- Enters vaccinations into the computer system.

#### 3. Preparation/Distribution of Medication

- Assists with preparation, measuring, compounding and labeling of the prescription which includes the mixing of oral suspensions, measuring liquid medications, counting the required capsules or tablets and compounding ointments, creams, lotions, oral syringes and vials under the pharmacist's supervision.
- Assists patients with over-the-counter medication sales, acquiring pharmacist input where required or requested.
- Exchanges medication carts.
- Initiates transfer of patient's drugs, profile, as applicable.
- Responds to emergency situations, anticipate needs, and communicates any pertinent issues to Pharmacist.
- Adjusts IV drip.
- Puts away all medication orders except chemotherapy and Total Nutrient Admixtures.
- Completes medication compliance checks on the units.
- Pulls discontinued medications from the patient drawers.
- Orders missing medications.
- Generates a prescription label and patient receipts.

#### 4. Maintains Forms and Paperwork

- Prints out a patient census each shift.
- Stamps up name tags, medication history sheets, monitoring notes and immunization forms for each new Admit.
- Records lab values.
- Creates Medication charts and Self-Administer Sheets.
- Distributes reports to the units.

#### 5. Maintains Supplies

- Orders supplies and pharmaceuticals to maintain pharmaceutical and supply inventory.
- Checks expiration dates monthly.
- Orders paper supplies, mini-bag plus bags, and medications as needed.
- Posts receipts of controlled substances to appropriate accountability document.

#### 6. Completes miscellaneous responsibilities as needed

- Maintains cleanliness and orderliness of work area.

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- Rotates shifts according to the master schedule.
- Performs additional tasks as assigned.

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

### REQUIRED QUALIFICATIONS

<b>Education</b>	HS Diploma or equivalent Enrollment in post-secondary educational degree program
<b>Work Experience</b>	6 months previous work experience
<b>Licenses/Certifications</b>	
<b>Skills, Knowledge, and Abilities</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Excellent customer service skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work independently as well as part of a team</li> <li>• Ability to prioritize and problem solve</li> <li>• Keyboarding skills</li> <li>• Ability to use computer for order entry, inventory control, billing, and record keeping.</li> </ul>

### 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.*

<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
	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<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 be 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>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<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>	<b>Negligible- 10#</b>
	<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>	<b>10-20#</b>
	<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>Over 20#</b>