

UW HEALTH JOB DESCRIPTION

ALLERGY ANTIGEN SPECIALIST

Job Code: 530019	FLSA Status: Non-exempt	Mgt. Approval: A. Webb	Date: March 2024
Department: Pharmacy		HR Approval: D. Ripp	Date: March 2024

JOB SUMMARY

The Allergy Antigen Specialist position is responsible for providing medication related services to the allergen immunotherapy clinics, including, but not limited to preparing and distributing allergenic extract prescription sets, performing inventory control, compliance audits, and financial transactions, providing customer service, and maintaining records. The Allergy Antigen Specialist works as part of an interdisciplinary patient care team under the direction and guidance of physicians, nursing leaders, and pharmacists.

MAJOR RESPONSIBILITIES

1. Works independently and serves as a liaison to clinic staff (physicians and nurses) to support the medication use system.
2. Demonstrates knowledge and competency in compounding allergenic extract prescription sets through annual evaluations of sterile technique and other compounding duties.
3. Inventory & order supplies of stock antigens and extracts, diluents, vials, venom kits, mailers, labels, and other supplies.
4. Maintain proper care of facilities using proper cleaning, disinfection and monitoring systems.
5. Maintain awareness of Practice Parameter guidelines, immunotherapy standards, and incorporate into daily work processes and procedures.
6. Receive and review physician orders for immunotherapy; Aids in creating complex allergy testing kits that require serial dilutions (complex math calculations). Develops patient specific protocols for antigen challenges and testing.
7. Prepare immunotherapy mixing sheets, calculating appropriate antigen strength and diluent volume.
8. Dispense or deliver prepared patient extracts to various locations, using couriers, US Mail, and FedEx as appropriate. Must be an approved driver to use the department car.
9. Prepare venoms for testing in-house and at various locations.
10. Must understand complex billing and charge transfers for antigens and other immunotherapy related medications;
11. Submits billing codes and immunotherapy documentation for inclusion in patient's medical record.
12. Trains new employees in proper performance of preparing test material and patient antigen dilutions.
13. Test or develop new allergy procedures.

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

JOB REQUIREMENTS

Education	Minimum	High school diploma
	Preferred	Associate degree in Medical Laboratory (MT or MLT), Pharmacy Technician, OR Licensed Practical Nursing or Registered Nurse
Work Experience	Minimum	
	Preferred	Two (2) years previous experience in a medical setting.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Sterile techniques, accurate measurements, and mathematical computations Proficient in Word and Excel

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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.

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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
X 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.	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
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.