

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT : **INTRODUCTION**

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POLICY

The Administrative Policy and Procedure Manual for Rancho Los Amigos National Rehabilitation Center include many policies that deal with personnel related issues. This manual is available on the Rancho Intranet and located in the both the Outpatient Pharmacy Supervisor's Office and Pharmacy Supervisor's area. The manual is readily available for all staff members to use as a reference source for such issues as bereavement leave, employee medical services, expert testimony, outside employment and activity, leaves of absence, etc.

The Memorandum of Understanding for represented positions in the Department of Pharmacy is kept on file in the Pharmacy Supervisor's Office; this reference source is available for all staff members to view it.

The basis for the pharmacist's contribution to health care is a thorough knowledge of drugs and their actions. To bring this expertise to bear in the most effective manner, the pharmacist must interact and cooperate closely with all other health professionals practicing at Rancho, and should assist the patient (and family members, if appropriate) to cope with the problem of illness.

Criteria based job descriptions are established by the department when an evaluation is conducted on all pharmacy staff. A criteria based performance evaluation form is completed, in addition to the form required by the Department of Health Services of Los Angeles County.

Confidentiality of personnel issues (performance evaluations, disciplinary grams, etc.,) are kept confidential in the Outpatient Supervisor's Office. This information, as well as other confidential documents (Risk Management, Pharmacy and Therapeutics Minutes, etc.), are all kept in the Outpatient Supervisor's Office.

The Pharmacy Director utilizes the County of Los Angeles, Civil Service Commission, to establish the class specification titles, definitions, standards, minimum requirements, and physical class standards used for all positions at Rancho Los Amigos National Rehabilitation Center Pharmacy.

The duties and responsibilities of non-pharmacist personnel are consistent with their training and experience. Non-pharmacist personnel are not assigned duties that by law must be performed only by a licensed pharmacist. Only a pharmacist or authorized pharmacy personnel under the direction and supervision of a pharmacist, is permitted to dispense medications, make labeling changes, or transfer medications to different containers. Non-pharmacists may not make independent clinical decisions. Pharmacists must be readily available at all times to answer all clinical questions from Facility staff.

CPR is not mandatory for the staff, but each member is encouraged to know it.