

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 9.02.0
DATE: 1/5/82
REVISED: 2/9/05,6/26/08,3/14/11
8/14/14

SECTION: PERSONNEL RELATED POLICIES

APPROVED: Brian Joyo, Pharm. D.

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SUBJECT: ORIENTATION

POLICY

The Pharmacy Department will document that orientation to the Facility and Department was conducted. Permanent personnel files are kept in the Human Resources Department. A separate file for Departmental orientation will be kept on file for all new employees and contract workers. This document will be kept in the personnel files of the Department. Listed below is a guideline for orientation to the Facility and the Department.

Orientation to Medical Center

1. Provided by Personnel - First day -8 hours.
 - a. General Orientation to the facility
 - b. Time Card Coding.
 - c. Pay Period, Fringe Benefits.
 - d. Sick Benefits, Holidays.
 - e. Health Insurance, Retirement.
 - f. Training (HIPAA, Fire and Safety, Guest Relations, etc.)
2. Provided by Personnel Department-Second day
 - a. Patient Care employees (8 hours).
 - b. Non-patient care employees (4 hours).
3. Provided by Pharmacy

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SUBJECT: ORIENTATION

- a. Disaster Manual - Pharmacy Disaster Plan.
- b. Infection Control (Infection Control Manual see pages 9 and 10).
- c. Pharmacy Mission and Services.
- d. Pharmacy Policy and Procedure Manual.
- e. Rancho Administration
- f. Pharmacy Performance Improvement Plan.
- g. Facility QA&I.
- h. Pharmacy Stock Control and audit system for drug inventory.
- i. Location of pharmacies and patient units.
- j. Event Notification process.

Orientation to Pharmacy

1. Pharmacist
 - a. Policy and Procedures.
 - b. Pharmacy Stock Control and Audit System.
 - c. Outpatient Pharmacy Service
 - d. Inpatient Service.
 - e. Intravenous Additive Service.
 - f. Clinical Pharmacy Services
 - g. Medication Usage Evaluation.
 - h. Outpatient Pharmacy/Patient Consultation.

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- i. Inpatient Pharmacy/I.V. Additive Service.
- j. Drug Monitoring.
- k. Pharmacy Bulletin.
- l. In-Services Training.
 - m. Student Training Program.
- n. Adverse Drug Reaction/Drug Product Reporting Process.
- o. Medication Error Reporting.
- 2. Pharmacy Helper - Pharmacy Technician
 - a. Pharmacy Mathematics/Metric System.
 - b. Pharmacy Abbreviations.
 - c. Processing Orders and Delivery System.
 - d. I.V. Admixtures Policy and Procedures/Quality Control.