

JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: ORIENTATION FOR NEW EMPLOYEES	Original Issue Date: 12/31/07	Procedure # 025
	Supersedes: 7/1/11	Effective Date: 1/30/13
Departments Consulted: DHS Pharmacy Affairs	Approved By: (Signature on File) Pharmacy Supervisor (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator

PURPOSE

To state the Pharmacy Department's orientation program for new employees.

All new pharmacy employees must receive an orientation program related specifically to the Pharmacy Department of Juvenile Court Health Services.

PROCEDURE

1. Employee will report to the Pharmacy Supervisor or Pharmacist in Charge.
2. Pharmacy Supervisor will:
 - a. Give employee lunch and break schedule.
 - b. Explain employee's duties and responsibilities.
 - c. Explain and give written material for emergency, and safety procedures.
 - d. Explain and provide for review the JCHS Policy and Procedures Manual and Pharmacy Procedures Manual
3. Reporting off duty:

If an employee is ill, or an emergency arises, and the employee needs to be off duty, that employee shall:

 - a. Call Pharmacy Service Chief or designee within ½ hour after the scheduled start time of the missed shift.
 - b. If more than three days are required off, the employee will be required to have a doctor's note.
 - c. If an extended leave of absence is required, the employee will work with the Return-to-Work Unit in the Department of Human Resources.

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d. If an employee becomes ill while on duty, he/she should notify the Pharmacy Supervisor or Pharmacist in Charge.

4. Industrial accident.

In the event of an accident, the employee should notify the Pharmacy Supervisor,

5. Meal Facilities and Rest Periods.

a. Rest periods are 15 minutes, twice daily. Lunch period is 30 minutes from the time of leaving work area until employee returns.

6. Vacations

Vacations will be pre-approved by the Pharmacy Supervisor to ensure that adequate coverage is always maintained in the Pharmacy.

7. Alcohol and drug use during working hours:

- a. It is strictly prohibited the use of alcohol or any kind of drug while on duty. This will be cause for dismissal.
- b. If an employee reports for work under the influence of drugs or alcohol, he/she may be dismissed.

8. Efficiency Records:

- a. New employees are rated continuously and closely supervised for the first five months.
- b. New employees are rated, and the rating discussed with the employee every month.
- c. Permanent appointment is contingent upon satisfactory completion of a probationary period of six months.

9. Absenteeism and Tardiness:

Any employee who has more than 12 days unscheduled absence in any calendar year or is tardy more than a total of 20 minutes in one pay period will be considered to have unsatisfactory attendance.

10. Personal Leave and Vacation Scheduling

- a. An employee who wishes to use any, or all, of his/her allotted Personal Leave for non-emergency purposes, must notify the Pharmacy Supervisor, at least three working days in advance. The Pharmacy Supervisor will then authorize the use of personal leave upon request unless Pharmacy services would be seriously limited by the employee's absence.
- b. In the case of serious emergencies, usual call-in notice is required. Personal Leave may be used in increments of one hour or greater. Three working days advance notice for unscheduled vacation or for an alteration of existing daily work schedule is required.

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- c. The Pharmacy Supervisor or designee will establish a yearly vacation schedule in December of each year. Choices will be made based on seniority in this section. Due to service needs, only one person will be permitted to be on vacation at any one time. Persons making their primary choice will have the option to request only current vacation credit. Subsequent requests may be made after all staff have submitted their primary request.

REFERENCE

- JCHS Policy # J-101, "Employee Orientation, Competency, and Performance Evaluation"
- JCHS Policy # J-220, "Leave of Absence"
- JCHS Policy # J-231, "Work Hours"