

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **INSERVICES / ON-THE-JOB TRAINING**

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**POLICY**

Examples of on-the-job training:

**Pharmacist** - Prescriptions, unit dose distribution system, intravenous admixture program, pharmacy stock control, audit system and inventory control, Quality Assessment and Improvement process, Patient Consultation techniques, student training program, Medication Usage Evaluation, Drug Regimen Review process, technology, and Performance Improvement.

**Pharmacy Technician** - Reading and transcribing physician orders, unit dose distribution system, handling and filling requisitions, data entry into computer, I.V. Admixture Policy and Procedure preparation, ordering and maintaining drug inventory, drug repackaging, receiving drugs from vendors, assembling crash cart drug trays, phone answering etiquette, technology, and providing help to patients.

Examples of in-services:

Sterile products preparation, Introduction to the automated dispensing machine, and Black Box Warnings

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