

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

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APPROVED: Thinh Tran, Pharm.D.
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SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **PERFORMANCE EVALUATIONS AND PHYSICAL EXAMINATIONS**

POLICY

Evaluations

Civil Service Rule 20 requires that performance evaluation reports must be submitted for all permanent and temporary employees at least once a year.

The report provides the official basis for evaluating an employee's performance during a specified period and for determining the extent to which he/she has met the requirements of his/her position during the rating period.

The pharmacy supervisors will be responsible for submitting the evaluations for the personnel that he/she is responsible for. The Director of Service will complete the form for the supervisor's evaluation.

Physical Examinations

The California Administration Code, Licensing Act, and Requirements, and the Joint Commission on Accreditation of Hospitals specifically requires that all hospital employees undergo annual medical examinations.

Verification of compliance is kept in the employee's personnel file.

Reviewed: 4/12/16bdk, 12/26/2018bdk, 4/19/2022 TT

Approved By: 