

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **STAFF MEETINGS**

CODE: 9.03.5
DATE: 1/4/85
REVISED: 4/19/22
APPROVED: Tinh Tran, Pharm.D.
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POLICY

Staff meetings will be conducted on a regular basis.

PROCEDURE

1. The respective pharmacy supervisor will prepare the agenda for staff meetings to be held in each pharmacy.
2. The pharmacy supervisor will preside at the staff meeting; any concerns or questions arising from agenda items will be taken back to the Director of Pharmacy for clarification.
3. A list of signatures or a list of the employees present at the meeting will be kept on file to document acknowledgment of the information presented.
4. Staff members that were not present at the meeting will read and sign the meeting update or be notified by the supervisor of any procedural changes.

Reviewed: 4/12/16bdk, 11/19/2018bdk, 4/19/2022 TT

Approved By: 