



## Pharmacy Department Policy Orientation Training Pharmacy Staff

**A. EFFECTIVE DATE :**

March 15, 2022

**B. PURPOSE :**

The purpose of this policy is to describe the orientation and training of pharmacy staff.

**C. POLICY :**

Under the direction of Pharmacy Management, all new pharmacy staff will participate in an orientation and training program designed for their role.

**D. SCOPE :**

Applies to all John Dempsey Hospital Pharmacy Staff

**E. DEFINITIONS :**

None

**F. MATERIAL(S) NEEDED :**

None

**G. PROCEDURE :**

1. An orientation schedule prepared by Pharmacy Management and/or Designee will assign time with staff personnel for training.
2. Newly hired trainees will be given an orientation checklist to complete.
3. Trainees will document completion of each specific item individually on checklist by date and initials. The staff member training the individual on each item will also initial.
4. New trainees will accompany experienced staff members during regular work activity.
5. Trainees who will be performing sterile compounding preparations will view all appropriate training materials related to sterile products preparation, and subsequently the trainee's sterile technique will be observed during active preparation.
6. Pharmacy Management and/or Designee will ensure the orientation schedule and form is completed for each new trainee.

**H. ATTACHMENTS :**

None

**I. REFERENCES :**

None

**J. SEARCH WORDS :**

Pharmacy, Pharmacist, Orientation, Training

**K. ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**L. STAKEHOLDER APPROVALS :**

On File

**M. COMMITTEE APPROVALS :**

None

**N. FINAL APPROVAL :**

- |   |                           |
|---|---------------------------|
| 1. <u>Bruce T. Liang, MD (Signed)</u><br>Bruce T. Liang, MD<br><b>UConn Health Interim Chief Executive Officer</b>  | <u>04/10/2022</u><br>Date |
| 2. <u>Anne D. Horbatuck (Signed)</u><br>Anne D. Horbatuck, RN, BSN, MBA<br><b>Clinical Policy Committee Co-Chair</b>  | <u>03/29/2022</u><br>Date |
| 3. <u>Scott Allen, MD (Signed)</u><br>Scott Allen, MD<br><b>Clinical Policy Committee Co-Chair</b>  | <u>04/04/2022</u><br>Date |
| 4. <u>Caryl Ryan (Signed)</u><br>Caryl Ryan, MS, BSN, RN<br><b>Chief Operating Officer, JDH</b><br><b>VP Quality and Patient Services &amp; Chief Nursing Officer</b> | <u>03/31/2022</u><br>Date |

**O. REVISION HISTORY :**

Date Approved: 09/25/1988

Date Revised: 11/14/15, 11/23/2019, 10/12/2021, 3/15/2022

Date Reviewed: 9/10/89, 11/16/90, 12/20/91, 11/17/00, 06/22/01, 10/20/03, 11/14/15, 11/27/17, 11/23/2019, 10/12/2021