



Pharmacy Department Procedure General Department Rules & Standards

A. EFFECTIVE DATE:

August 17, 2021

B. PURPOSE:

The purpose of this policy is to assure employees familiarize themselves with the UConn Health Rules of Conduct as these outline acceptable behavior standards.

C. POLICY:

Pharmacy employees shall be responsible for conducting themselves in accordance with UConn Health Rules of Conduct.

D. SCOPE:

This procedure applies to the Department of Pharmacy.

E. DEFINITIONS:

None

F. MATERIAL(S) NEEDED:

None

G. PROCEDURE:

1. All employees are expected to act in a professional, courteous, respectful, and confidential manner as outlined in Rules of Conduct, Policy 2002-03.
2. Electronic technology such as; televisions, iPads or similar, and cell phone(s) for personal use are not allowed in the pharmacy department. Personal cell phones are limited to the break room or outside the department on break time only. Radios may be used but are not to interfere with the work of the employee or their peers. Radios are to be kept on low volume. Please be considerate of your peers in choosing volume and program. If a peer requests the volume be turned down, the employee must comply.
3. Each employee using the department breakroom refrigerator is to label all items with name and date. The employee is responsible for assisting in the cleaning of the refrigerator. Drinking and eating are not allowed in drug dispensing or preparation areas. The break room may be utilized for drink and food consumption.
4. The Pharmacy Department is a secured area therefor employees should not receive personal visitors during work hours.

5. Name badges shall be worn at all times.
6. Employees shall keep all work areas clean and organized to promote safe and efficient work practices.
7. Supplies needed in a work area should be kept to a minimum.

Telephones

Phones are to be answered with the statement "Pharmacy Department" and the individual's name at all times. Employees are to always be courteous and offer assistance to the person calling.

Department telephones are for official business only.

Dress Code

All employees are to dress in neat, appropriate, professional attire. Lab coats may be worn to protect clothing.

All Pharmacy technicians will adhere to assigned dress code attire, which consists of black scrub pant and shirt. Long-sleeve, solid color, black or white shirt may be worn underneath the black scrub top.

Emergency/Fire/Safety/Infection Control

The following is a summarization of information. All employees should be familiar with the more specific information located in the Safety Manual.

The following telephone numbers should be memorized in the event of an emergency:

ANY EMERGENCY (Fire, etc.)	-	DIAL 7777
POLICE/SECURITY	-	DIAL 2121

To report a fire in the building, the following steps need to be taken:

1. Dial 7777 to report a fire emergency.
2. Activate the manual fire alarm station located in the hallway next to the fire door exit.
3. Evacuate the building through the fire exit door in the pharmacy department hallway.
4. Management personnel should assist any visitors, children, or persons requiring special assistance to evacuate the premises, and then close all doors after all people have been evacuated.

Employees should also evacuate the building should the fire alarm system activate and/or the words "Fire Alarm Activation + Location" will be announced.

The Disaster Plan is activated through the announcement of a "The Hospital's Emergency Operations Plan has been activated for + Description of Emergency + Location. Please see the Disaster Plan Manual for proper procedure.

Pharmacy employees are exposed to the hazards of working in a hospital/clinic environment. As a result, employees should be aware of posted warnings in designated areas.

H. ATTACHEMENTS:

None

I. REFERENCES:

2002-03: Rules of Conduct

J. SEARCH WORDS:

None

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>
Bruce T. Liang, MD
Interim Chief Executive Officer & EVP for Health Affairs
Dean, School of Medicine | <u>11/08/2022</u>
Date |
| 2. <u>Anne Horbatuck (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>11/02/2022</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>11/04/2022</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
Chief Operating Officer, JDH
VP Quality and Patient Services & Chief Nursing Officer | <u>11/04/2022</u>
Date |

O. REVISION HISTORY:

Date Issued: 7/30/08, 6/13/12

Date Reviewed: 6/13/12, 11/5/15

Date Revised: 6/13/12, 9/8/2020, 7/26/21