

Good Samaritan Health & Wellness Center

Subject: Personnel Training

Policy #: 6.11

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6.11 Personnel Training

OBJECTIVE: To provide guidelines in the training of supportive personnel to assist in the day-to-day operations of the Good Samaritan Health & Wellness Center Pharmacy.

POLICY:

- A. The Pharmacy Manager, or staff designated by the Pharmacy Manager, will train supportive personnel (pharmacy technicians and students) to assist in the day-to-day operation of the pharmacy. The responsibilities and duties of the supportive personnel will include, but not be limited to:
1. A general knowledge of the legal aspects of the practice of pharmacy.
 2. A specific knowledge of the GSHWC pharmacy rules and procedures.
 3. Ordering and receiving of drugs.
 4. Stocking and storing of drugs.
 5. Preparing prescription labels.
 6. Working knowledge of the pharmacy computers.
 7. Filling prescriptions for pharmacist review, including reconstitution of antibiotics.
 8. Filing new prescriptions.
 9. Specific knowledge of GSHWC's record-keeping systems relating to the pharmacy.
 10. Promoting intra-clinic harmony and communication.
 11. Performing other duties as assigned by the immediate supervisor.
 12. Pharmacy Technicians will complete initial basic training via webinar on the 340B and Prime Vendor programs
(<https://www.brainshark.com/apexus/TopFive340BBasics>)
- B. The GSHWC Pharmacy will verify through registration or certification that any pharmacy employee possesses the education or training requirements necessary to comply with applicable state and federal law or regulation as well as GSHWC Pharmacy policy.