

PHARMACY PERSONNEL ORIENTATION

A. PURPOSE

To ensure that all pharmacists/pharmacy technicians receive adequate orientation to perform job requirements according to Department of Corrections Health Services guidelines.

B. DEFINITION

Preceptor: Individual assigned as the primary contact for a new pharmacist/pharmacy technician for the duration of the orientation period. The role of the preceptor is to assist the new employee in learning the required Department of Corrections and Health Services policies and procedures.

C. RESPONSIBILITY

1. It is the responsibility of the pharmacy manager-Administrative of each cluster pharmacy to assure that each newly hired pharmacist/pharmacy technician is provided with a comprehensive orientation, under the direction of a preceptor to perform his/her job responsibilities.
2. It is the responsibility of the Pharmacy Manager-Administrative to review these files periodically and maintain documentation which demonstrates compliance. Noncompliance with standards of this technical instruction must be reported to the Pharmaceutical Services Director.
3. The pharmacy manager may delegate the preceptorship role to other pharmacists as deemed necessary and/or appropriate by the Pharmaceutical Services Director.

D. ACTION

DC4-654E, *Pharmacy Personnel Orientation Process Checklist* will be utilized to assure all primary areas of responsibility are addressed during the orientation period. Additional areas of necessary training will be identified by the preceptor based on need.