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POLICY

PERSONNEL TRAINING

8019

OBJECTIVE: To provide guidelines in the training of supportive personnel to assist in the day-to-day operations of the Bullhook Community Health Center (BCHC) Pharmacy.

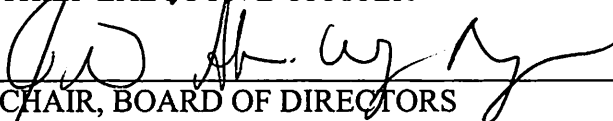
POLICY:

- A. The Pharmacy Managers, or staff designated by the Pharmacy Managers, 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 BCHC 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 computer.
 7. Filling prescriptions for pharmacist review, including reconstitution of antibiotics.
 8. Filing new prescriptions.
 9. Specific knowledge of BCHC's record-keeping systems relating to the pharmacy.
 10. Preparing daily logs.
 11. Preparing monthly reports.
 12. Promoting intra-clinic harmony and communication.
 13. Performing other duties as assigned by the immediate supervisor.
- B. The BCHC Pharmacy will verify through licensure, certification or registration that any pharmacy employee possesses the education or training requirements necessary to comply with applicable state and federal law or regulation as well as BCHC Pharmacy policy.



 CHIEF EXECUTIVE OFFICER

Date: 11-28-14



 CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

Date first adopted	09/24/2014
Date revised/QI	09/24/2014
New date adopted/Board	10/13/2014
Next review date	10/13/2015