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POLICY

PERSONNEL TRAINING RECORDS

8020

OBJECTIVE: To comply with Montana Pharmacy Rules as regarding supportive personnel (i.e. Pharmacy Technician) training records at Bullhook Community Health Center (BCHC).

REFERENCES: Montana Pharmacy Rules

POLICY:

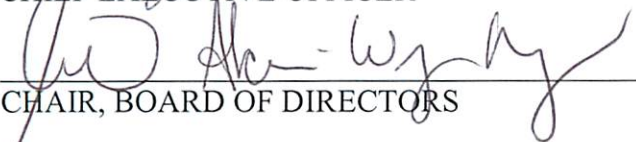
A written record of supportive personnel training will be maintained for each Pharmacy Technician and containing the following information:

1. Certification by Pharmacy Technician Certification Board (PTCB);
2. Date(s) of subsequent training;
3. General description of topics covered;
4. Name of the person or organization providing the training; and
5. Signature of the pharmacy technician.
6. Records will be kept in the BCHC pharmacy.
7. Copies of the Pharmacy Technician Certification Board (PTCB) and the Montana Pharmacy Technician license will be kept on file with the Operations Coordinator/Compliance Officer.



CHIEF EXECUTIVE OFFICER

Date: 11-25-14



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