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POLICY

PHARMACIST COMPETENCE

8029

OBJECTIVE: To ensure that all Pharmacists retained by the Bullhook Community Health Center (BCHC) Pharmacy or function under contract are competent as demonstrated by a working knowledge of the pharmaceutical products and services offered by the Company.

POLICY:

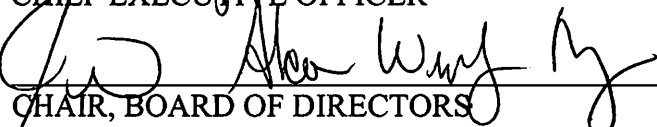
1. The BCHC Pharmacy will create and maintain job descriptions for each position assumed by a pharmacist.
2. The job descriptions will include, but not be limited to the following information:
 - a. A position summary
 - b. Position responsibilities and duties
 - c. Qualifications, including education and experience, knowledge, abilities, and skills, and appropriate pharmacist's license
 - d. Working conditions
 - e. Physical demands
 - f. Job relationships
 - Reports to: Chief Medical Officer
 - Supervises: Pharmacists – Pharmacy Tech
3. The BCHC Pharmacy will provide, as appropriate, written policy and procedures for each category of pharmaceutical services provided. This will include but not be limited to the following:
 - a. Special training requirements.
 - b. Special certification.
 - c. Equipment required for preparation and delivery of pharmaceuticals.
 - d. Other materials or supplies required.
 - e. Step-by-step procedures.

4. Prior to performing a specific pharmaceutical task or procedure, the pharmacist:
 - a. Will review the appropriate policy and procedure.
 - b. Will receive orientation and training commensurate with his needs, based on prior education and experience.
 - c. Will be requested to demonstrate said procedure to a pharmaceutically or medically qualified superior to the satisfaction of that individual.
 - d. In the event that a pharmacist is unable to demonstrate said procedure satisfactorily, that pharmacist will not be assigned responsibilities involving that procedure until such time as competence can be satisfactorily demonstrated.
5. Education, training, and demonstration of proficiency of staff pharmacists will be documented and placed in his/her personnel file.
6. Each pharmacist will maintain in his/her personnel file the following:
 - a. Memberships in appropriate professional organizations.
 - b. Continuing education programs completed including title, date completed, continuing education hours earned, plus minimum CE statement in courses approved by a superior.
7. Each BHC Pharmacy pharmacist will be monitored at least once each year by appropriate supervisory personnel for compliance to requirements outlined in that persons' job description. Monitoring methods will include:
 - a. Demonstration of pharmaceutical procedures.
 - b. Discussion of products, procedures, and techniques.
8. In the event that the professional personnel of the BCHC Pharmacy lack appropriate clinical training and/or experience for the provision of specialty clinical services to the patient/client population, an outside consultant may be retained.
9. The pharmacist in charge and/or an appropriately qualified pharmacist will be responsible for evaluating both the education and experience of an outside consultant to determine their professional capability to provide specialized clinical services.
10. An outside consultant may be retained only by written contract with that individual or agency.
11. Professional personnel of the BCHC Pharmacy will be notified of the retention of an outside consultant of the scope of specialty clinical services they will provide and of access procedures to those services.
12. The Pharmacy Director will be the pharmacist in charge as designated by the Montana Board of Pharmacy.



 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
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