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POLICY

SITUATIONAL PROCEDURES

8032

OBJECTIVE: To standardize certain procedures so that they will be handled correctly and all employees will have a reference for pharmacy operations.

POLICY BCHC pharmacy will keep a pharmacy situational procedure manual in the pharmacy. The manual will be added to or changed as new situations and procedures are identified.

PROCEDURES:


As procedures are identified they will be written up and presented to the staff at a regular unit meeting. Staff will indicate they have read and understand the procedure by signing and dating on the signature page at end of each procedure.

The pharmacy managers will be responsible for caring out this policy. Copies of the procedure manual will be kept in the BCHC shared drive under pharmacy and situational procedures.



CHIEF EXECUTIVE OFFICER

Date: 11-25-14



CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

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