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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.

A. The Pharmacy Manager, or staff designated by the Pharmacy Manager, 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. Promoting intra-clinic harmony and communication
12. Performing other duties as assigned by the pharmacist in charge

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.

Kynda Hall  
CHIEF EXECUTIVE OFFICER

Date: 10/14/19

Debi Rhines  
CHAIR, BOARD OF DIRECTORS

Date: 10-14-19

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