

SELF-ASSESSMENT					ACTION PLAN		EVALUATION SUMMARY				
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This section is designed for Inpatient Pharmacists and Technicians NOTE: Pharmacists will also complete MSMEDS Order Entry and AcuDose Profile Orientation..all employees will complete CSP Training) Procedure / Task	Have you ever done this procedure or accessed information?		Are you competent performing/ locating information?		TEACH	REVIEW	DATE	INITIAL			
	YES	NO	YES	NO							
Personnel Procedures											
-Time and Attendance											
-Schedule					n/a	n/a	n/a	n/a	✓		
-Requests for Leave					n/a	n/a	n/a	n/a	✓		
-Forms					n/a	n/a	n/a	n/a	✓		
-Weekend Staffing					n/a	n/a	n/a	n/a	✓		
- Minimum Staffing					n/a	n/a	n/a	n/a	✓		
- Leaving Campus					n/a	n/a	n/a	n/a	✓		
- STAR system for keeping time											
- ID badge (placement)					n/a	n/a	n/a	n/a	✓		
-Clock location					n/a	n/a	n/a	n/a	✓		
- Use of badge for clocking in/out					n/a	n/a	n/a	n/a	✓		
- Failure to follow policy					n/a	n/a	n/a	n/a	✓		
- Tardiness					n/a	n/a	n/a	n/a	✓		
- Procedures for Calling Out											
- MUSC Policy on missed work					n/a	n/a	n/a	n/a	✓		
- MUSC Policy on missed shift on weekend					n/a	n/a	n/a	n/a	✓		
- AOC					n/a	n/a	n/a	n/a	✓		
- Switching shifts/approval					n/a	n/a	n/a	n/a	✓		
- Punch correction log					n/a	n/a	n/a	n/a	✓		
- Missed Lunch					n/a	n/a	n/a	n/a	✓		

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Procedure / Task			YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
- Breakroom										
- lockers			n/a	n/a	n/a	n/a	✓			
- microwave			n/a	n/a	n/a	n/a	✓			
- refrigerator			n/a	n/a	n/a	n/a	✓			
- personal items storage			n/a	n/a	n/a	n/a	✓			
-Dress Code										
- Scrubs/Lab Coats			n/a	n/a	n/a	n/a	✓			
- Artificial Finger Nails and overlays			n/a	n/a	n/a	n/a	✓			
-Jewelry/Makeup			n/a	n/a	n/a	n/a	✓			
-Parking										
- Lockwood/Hagood Shuttle Buses			n/a	n/a	n/a	n/a	✓			
- Visitor/Patient Parking			n/a	n/a	n/a	n/a	✓			
- Moving Vehicle During Shift			n/a	n/a	n/a	n/a	✓			
-Location/Layout of Pharmacies										
-Ambulatory (RT, McB, HCC, Nuclear)			n/a	n/a	n/a	n/a	✓			
- AIP, CHP, IOP, OR, CMH			n/a	n/a	n/a	n/a	✓			
Distribution Center			n/a	n/a	n/a	n/a	✓			

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Procedure / Task		YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
- Life Safety									
- Emergency Exits		n/a	n/a	n/a	n/a	✓			
- Fire Alarm Pull Stations		n/a	n/a	n/a	n/a	✓			
- Fire Extinguisher Location/Use		n/a	n/a	n/a	n/a	✓			
-Environment of Care									
- Hazardous Material/MSDS		n/a	n/a	n/a	n/a	✓			
- Eye Wash Stations: how to use		n/a	n/a	n/a	n/a	✓			
- Patient Privacy and Confidentiality		n/a	n/a	n/a	n/a	✓			
- Chemicals and Cleaning		n/a	n/a	n/a	n/a	✓			
- Infection Control/Handwashing		n/a	n/a	n/a	n/a	✓			

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DISTRIBUTION: 1.) EMPLOYEE 2.) DEPARTMENT EMPLOYEE FILE

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Procedure / Task			YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
- Locations within the Pharmacy: Unit Dose Area			n/a	n/a	n/a	n/a	✓			
(Bulk Items, oral chemo, compounding area, enterals										
Inhalers, Injections, Liquids, Ophthalmics, Otics										
Refrigerators/Freezers, suppositories, supplies										
Tablets, TD patches, topicals, transplant bulk items)										
-Emergency Supplies										
- Tackleboxes			n/a	n/a	n/a	n/a	✓			
- Pharmacist Bags			n/a	n/a	n/a	n/a	✓			
- Radiology Contrast Reaction Kits			n/a	n/a	n/a	n/a	✓			
- Anaphylaxis Kits			n/a	n/a	n/a	n/a	✓			
- Anti-venom/Antidote products and location			n/a	n/a	n/a	n/a	✓			
-Deliveries										
- Rounds (frequency, location for deliveries, return bins,			n/a	n/a	n/a	n/a	✓			
Refrigerators, pegboards)			n/a	n/a	n/a	n/a	✓			
-Pneumatic Tube (items that cannot be tubed)			n/a	n/a	n/a	n/a	✓			
-After hours transport to IOP/CMH			n/a	n/a	n/a	n/a	✓			

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Procedure / Task			YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
- Unit Dose Labels										
-Standard			n/a	n/a	n/a	n/a	✓			
- Half Tabs			n/a	n/a	n/a	n/a	✓			
- Multiple Dose			n/a	n/a	n/a	n/a	✓			
-UD Liquids			n/a	n/a	n/a	n/a	✓			
-Doses to Dispense			n/a	n/a	n/a	n/a	✓			
-Enteral Products			n/a	n/a	n/a	n/a	✓			
-Chemotherapy			n/a	n/a	n/a	n/a	✓			
-Non-UD liquids			n/a	n/a	n/a	n/a	✓			
-Compounded Liquids			n/a	n/a	n/a	n/a	✓			
-MSMeds Label Printing			n/a	n/a	n/a	n/a	✓			
-Transplant Bulk Labels			n/a	n/a	n/a	n/a	✓			
-Label Types: F, I, P			n/a	n/a	n/a	n/a	✓			
- How to Print Labels			n/a	n/a	n/a	n/a	✓			
-Unit Dose Processing										
- Calculation of Doses			n/a	n/a	n/a	n/a	✓			
- Preparation of Doses			n/a	n/a	n/a	n/a	✓			
-Standard			n/a	n/a	n/a	n/a	✓			
-Multiple Tabs/Caps/Cups			n/a	n/a	n/a	n/a	✓			
-Chemotherapy			n/a	n/a	n/a	n/a	✓			
Labels, Double Bags			n/a	n/a	n/a	n/a	✓			

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Procedure / Task			YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
- UD Processing, Con't										
-Refrigerated Items			n/a	n/a	n/a	n/a	✓			
-Labeling			n/a	n/a	n/a	n/a	✓			
- Partial Doses			n/a	n/a	n/a	n/a	✓			
-Note Dose Stickers			n/a	n/a	n/a	n/a	✓			
-Tablets			n/a	n/a	n/a	n/a	✓			
-Liquids			n/a	n/a	n/a	n/a	✓			
-Suppositories			n/a	n/a	n/a	n/a	✓			
-Use of Security Bags			n/a	n/a	n/a	n/a	✓			
-Use of Tamper Tape			n/a	n/a	n/a	n/a	✓			
-Bulk Item Preparation			n/a	n/a	n/a	n/a	✓			
-Enteral Dosing/Compounding			n/a	n/a	n/a	n/a	✓			
- Compounding Manual/Recipes			n/a	n/a	n/a	n/a	✓			
-Robot/Repackaging (see Robot/Packager competency)										
-IV Room Layout										
- General IV Preparation Hood			n/a	n/a	n/a	n/a	✓			
- Chemotherapy Hood			n/a	n/a	n/a	n/a	✓			
-PN Compounding Hood			n/a	n/a	n/a	n/a	✓			
-Refrigerator			n/a	n/a	n/a	n/a	✓			
-Supplies			n/a	n/a	n/a	n/a	✓			

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IV Room Preparation of Doses:										
-Calculations (see Age Specific Competency)										
-Chemotherapy (see CSP Course)										
-Refrigerated			n/a	n/a	n/a	n/a	✓			
-Controlled Substances			n/a	n/a	n/a	n/a	✓			
-AcuDose Code			n/a	n/a	n/a	n/a	✓			
-Withdrawal from cabinet inventory			n/a	n/a	n/a	n/a	✓			
-Wasting partial dose			n/a	n/a	n/a	n/a	✓			
-Documentation of Controlled Substance			n/a	n/a	n/a	n/a	✓			
-Use of Tamper Tape			n/a	n/a	n/a	n/a	✓			
-Basket Procedure			n/a	n/a	n/a	n/a	✓			
- MB+ Assembly			n/a	n/a	n/a	n/a	✓			
- MB+ Dating, Labeling			n/a	n/a	n/a	n/a	✓			
-Overwrap Labeling and Dating			n/a	n/a	n/a	n/a	✓			
-Dosage Forms: Use and Dating			n/a	n/a	n/a	n/a	✓			
-ampules			n/a	n/a	n/a	n/a	✓			
-vials			n/a	n/a	n/a	n/a	✓			
-single use vials			n/a	n/a	n/a	n/a	✓			
-multidose vials			n/a	n/a	n/a	n/a	✓			

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Procedure / Task			YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
- Reconstitution and Dilution										
-Reconstitution Chart			n/a	n/a	n/a	n/a	✓			
-SWFI Placement in Hood			n/a	n/a	n/a	n/a	✓			
- Use of Multi-Add Device			n/a	n/a	n/a	n/a	✓			
-Reconstitution Labels			n/a	n/a	n/a	n/a	✓			
-Reconstitution Label Printing and Filing			n/a	n/a	n/a	n/a	✓			
-Reconstitution Verification by RPh			n/a	n/a	n/a	n/a	✓			
-Refrigerated vs. Non-Refrigerated items			n/a	n/a	n/a	n/a	✓			
-Dilutions			n/a	n/a	n/a	n/a	✓			
-Storage			n/a	n/a	n/a	n/a	✓			
-Shift and Mics. Duties in IV Room										
-Items left in Hood and Dating			n/a	n/a	n/a	n/a	✓			
-Shift Baskets			n/a	n/a	n/a	n/a	✓			
-Restocking			n/a	n/a	n/a	n/a	✓			
-Hood Cleaning Documentation (see CSP course)										
-Hood Filter Change Documentation (see CSP)										

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-Reconstitution Chart			n/a	n/a	n/a	n/a	✓			
-SWFI Placement in Hood			n/a	n/a	n/a	n/a	✓			
- Use of Multi-Add Device			n/a	n/a	n/a	n/a	✓			
-Reconstitution Labels			n/a	n/a	n/a	n/a	✓			
-Reconstitution Label Printing and Filing			n/a	n/a	n/a	n/a	✓			
-Reconstitution Verification by RPh			n/a	n/a	n/a	n/a	✓			
-Refrigerated vs. Non-Refrigerated items			n/a	n/a	n/a	n/a	✓			
-Dilutions			n/a	n/a	n/a	n/a	✓			
-Storage			n/a	n/a	n/a	n/a	✓			
-Shift and Mics. Duties in IV Room										
- Items left in Hood and Dating			n/a	n/a	n/a	n/a	✓			
-Shift Baskets			n/a	n/a	n/a	n/a	✓			
-Restocking			n/a	n/a	n/a	n/a	✓			
-Hood Cleaning Documentation			n/a	n/a	n/a	n/a	✓			
-Hood Filter Change Documentation			n/a	n/a	n/a	n/a	✓			
-PN Compounding (see Baxa Checkoff)										
-Chemotherapy (see CSP course)										

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