

SELF-ASSESSMENT				ACTION PLAN		EVALUATION SUMMARY			
<p align="center"><u>DIRECTIONS:</u></p> <p>For each procedure listed, answer the two questions indicated. Competence means "able to perform the procedure safely, correctly, effectively and legally."</p>				<p align="center"><u>DIRECTIONS:</u></p> <p>Based upon the self-assessment, the following plan is indicated.</p>		<p>This is to validate that the above has demonstrated the ability to perform the skills listed below, in a simulated or work setting, within the practice guidelines established.</p>			
<p>This section is designed for Hollings Cancer Center Pharmacist/Technician</p>		<p>Have you ever done this procedure or accessed information?</p>		<p>Are you competent performing/locating information?</p>					
Procedure / Task		YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
<b>Pharmacy Orientation:</b>									
Hollings Cancer Center Pharmacy									
Rutledge Tower Pharmacy									
McBanks Pharmacy									
Control Substances/Acudose									
Distribution Center									
Inpatient Pharmacies									
<b>Emergency and Environment:</b>									
Emergency Exits									
Fire alarms									
Fire Extinguisher location									
Eye wash station									
Infection control									
Chemicals and cleaning									
<b>Chemo/IV room</b>									
Layout									
IV labels									
Supplies									
Reconstitution and Dilution									
Hood cleaning									

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Page 1

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		YES	NO	YES	NO				
Procedure / Task		YES	NO	YES	NO	TEACH	REVIEW	DATE	INITIAL
<b>Chemotherapy/ IV Room (continued)</b>									
Aseptic Technique									
Chemotherapy and Blood product Disposal									
Chemotherapy Spill Kits									
PPE usage and storage									
<b>Medication Delivery</b>									
Route for Delivery									
Delivery cart in Nursing Units									
Unit Medication Refrigerators									
Returning to Pharmacy									
<b>Distribution Center</b>									
Accessing Distribution Center									
Layout									
Stocking/Ordering procedures									
<b>Emergency Supplies:</b>									
Tackle Boxes									
Code boxes/Trays									
BMT Conscious Sedation Emergency Kit									
<b>Acudose</b>									
Items stored in Acudose									

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<b>Outpatient Prescription Filling Area</b>									
Layout									
Outpatient Prescription Labels									
Outpatient Prescription Processing									
3 <sup>rd</sup> Party Billing Procedures									
POS Procedures/Cashiering Duties									
Outpatient prescription filling procedures									
Outpatient prescription record keeping									
<b>ADT</b>									
Admit patient via order entry screen									
Transfer a patient between units									
Discharge a patient									
Re-admit a patient									
Admit patient without patcom and/or MRN									
Change patcom and/or MRN numbers									
Update patient information									
<b>Order Entry</b>									
Understands pneumonics in drug file									
Distinguishes names/strengths/release products									
Drug-drug interactions									

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Page 3

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<b>Order-Entry (continued)</b>									
Drug-food interactions									
Drug-herb interactions									
Drug-allergy interactions									
Understand dose check alerts									
Unit dose orders									
IV piggy back orders									
Building piggyback from scratch									
Medications in a syringe									
IV fluid entering, building, and modifying									
Entering Chemotherapy orders									
Understands order sets									
<b>Updating Orders</b>									
Unverified orders									
Verify orders									
Discontinue/change orders									
Print labels									
<b>Charging and Crediting</b>									
Verify/change/update Patcom number									
Bill doses once Patcom number updated									

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<b>Charging and Crediting (continued)</b>									
Verify charges via log labels									
Record all doses dispensed in OSHA book									
Check charges via HCC billing report									
Credit doses when drugs returned									
<b>BMT</b>									
Review P&P for BMT									
Verify BMT orders against protocol									
Enter BMT orders into 2 computer systems									
Review order entry for correct start times/dates									
BMT patient/caregiver teaching									

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