

**MUSC MEDICAL CENTER
DEPARTMENT OF PHARMACY SERVICES**

PHARMACY STAFF ORIENTATION

Department of Pharmacy Services Orientation

Bush, PharmD, MBA, FASHP

- Welcome to department
- Medical Center and department vision/mission and organizational structure
- MUSC Excellence
- Pharmacy department newsletter, staff and department education meetings
- UHC Patient Safety Net

Gaye Chinnis

- Payroll, leave, holidays
- Time and attendance
- Lunch and breaks
- PTO, ESL, SML
- Payroll procedures and overtime
- Family medical leave act (FMLA)

Margaret Wheat

- Computer use policy, Lynx account info, pharmacy <

Joe Mazur

- Clinical pharmacy services

Carole Small

- Inpatient pharmacy services

Bobby Bradham

- Outpatient pharmacy services

Heather Kokko

- Support services

Marisah Daniels

- Paperwork
- Medical Center and department website, paging system, staff directory
- Policies and procedures (Dress code, job exclusion, Hazardous Weather)
- Customer Service
- CE and training opportunities
- 30 and 90 day reviews, BLS, CA TTS website/lesson plans

Tour

- Inpatient/outpatient/decentralized pharmacy areas
- RTA 6th floor, medical center

Meeting with area specific coordinator / manager

- Discuss expectations
- Work schedule
- Training
- Review area specific checklist
- Department and area specific

**SESSION II: Newly hired managers, coordinators, clinical specialists, clinical pharmacists, staff pharmacists, and pharmacy technicians
(OFFERED ONCE MONTHLY)**

Medication Safety

Maureen Sheakley

- JCAHO
- National patient safety goals
- Department and medical center specific patient and medication safety issues

Drug Information

Kelli Garrison / Holli MacFall

- DI services and procedures
- Formulary / non-formulary, restricted, ATS
- P&T Committee/W3
- MUSC library and DI center online resources

Clinical Overview

Joseph Mazur

- Oncall program
- Medication protocols
- Documentation forms
- Nutrition competencies
- Patient assistance program/samples
- Clinitrend
- Outpatient clinical services/PCT clinic/referrals

Bobby Bradham
Lynn Uber
Christopher Fortier

College of Pharmacy

Peter Edwards/June Taylor

- PEU students
- 4th year pharmacy students
- Grading and evaluations

Residency Program

Christopher Fortier

- Program overview
- Resident rotations
- Operational experience
- Centralized experience
- E-value

Lunch

**SESSION III: Newly hired managers, coordinators, clinical specialists, clinical pharmacists,
staff pharmacists, and technicians
(OFFERED ONCE MONTHLY)**

Pharmacy Information Systems

Margaret Wheat

Horizons Med Manager (classroom training) - 4 hours

- Clinical specialists
- Clinical pharmacists/inpatient pharmacists
- Ambulatory Care pharmacists
- Technicians attend first 20 minutes
 - Logging on
 - Looking up profile
 - Printing labels
 - Reports
 - Batches
 - Charging/credits

Baxa Abacus

AcuDose training (2 hours)

Kristen Baker

- Power-point presentation
- Hands on training

Medication Reconciliation

(New clinical specialists and clinical pharmacists only)

Christopher Fortier

**SESSION IV: All inpatient operations staff (pharmacists/technicians) and applicable pharmacist/technicians
working in the support services and/or ambulatory care divisions
(OFFERED FIRST FRIDAY OF MONTH AL TERNA TING AM/PM)**

Aseptic Technique

Carole Small-Russell

8:00 am- 12:00 pm
Alternating
1:00 pm- 5:00 pm

2006 Update of USP 797 and NIOSH Standards

Sterile Product Preparation 2006

ASHP Aseptic Technique and Handling Hazardous Materials video

Written Exam

Demonstration of Proper procedures and documentation

Visual observation of sterile technique in vertical and horizontal flow hoods and barrier isolation chamber

Media fill challenge test

Hazardous Drug Manipulation Technique Test

Course evaluation and grading

Monday	Tuesday	Wednesday	Thursday	Friday
Medical Center Orientation (a11 day)	Beneflts (AM) Pharmacy Department Orientation (PM)	Clinical Services Orientation (AM) Pharmacy Information Systems (PM)	Computer Training (AM)	Pharmacists specific orient (AM) - offered monthly Aseptic Technique (AM/PM) - first Friday of month
HIPPA and Compliance Training (AM)				