

Pharmacy Services Orientation

Number & Title: C10 – Pharmacy Services Orientation
Owner: Paul Bush
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Reviewed:
Legal Review:
Revised:

Definitions: None.

Policy: The purpose of this policy is to set guidelines to ensure that all new employees of the Medical University Hospital Authority Pharmacy Services department receive a complete and thorough orientation.

Procedure:

- A. Medical Center General Orientation
 1. General orientation will commence on the employees first day of employment.
 2. All new employees must complete the general orientation program supplied by the Medical University Hospital Authority.
 3. General orientation will be conducted by MUHA human resource personnel.
 4. General orientation will be completed within two weeks of date of hire.
- B. Pharmacy General Orientation
 1. Pharmacy orientation will commence on the day following the end of general orientation.
 2. All new and transferred employees must complete pharmacy orientation.
 3. The pharmacy recruiter, clinical specialist, coordinators, managers, departmental director and designated personal, will conduct the orientation.
 4. The new employee will meet with the pharmacy recruiter to update status and to discuss concerns or request support on a monthly basis.
 5. Pharmacy orientation will be completed within one month of date of hire.
- C. Area Orientation
 1. When it is necessary for a new associate to further their orientation they will complete an area orientation packet.
 2. Area orientation may be conducted congruently with pharmacy orientation.
 3. The area coordinator and the departmental manager will conduct area orientation.
 4. Area orientation will be completed within two months of date of hire.
 5. New employees may not perform tasks until competency is assessed and documented.

Appendices: