Notes:

* If standard/requirement says “at time of hire,” any employee hired prior to readiness date may be exempt from standard.
* If annual training does not reflect everything listed, may show policy documenting that those things are being added to annual training and will be performed at the next scheduled training time.

DRX 1-4A – Resume of pharmacist in charge/physician over dispensing displays they meet the minimum education and experience required.

DRX 1-4B – Staff pharmacist/backup physician – Job description must list that they are to act as the temporary leader in the absence of the primary manager.

DRX 1-4B – Staff pharmacist/backup physician has been oriented to the job responsibilities of temporary leader

DRX 2-5A – Signed confidentiality agreement for all personnel (including technicians, couriers, etc.)

DRX 4-1B Prior to time of hire, all personnel complete the following:

* application
* date and signed withholding statements
* I-9

DRX 4-2A – 2 reference checks prior to hire

DRX 4-2B – documentation that the employees are qualified – meet education, training, and experience required by the job descriptions

DRX 4-2B – Verify qualifications of employees’ credentials:

* at time of hire
* prior to expiration of credentials

DRX 4-2C – TB testing

* At time of hire, PPD or x-ray screening
* Annual verification that employee is free of symptoms
* P&P/QI showing infection control, including rates of TB in the community as well as rate of TB in the organization

DRX 4-2D – Hep B

* Everyone has access (either received or documented declination) to Hep B vaccine (OSHA and CDC requirement)

DRX 4-2E – Personnel file must contain job description signed by employee

DRX 4-2F – deliveries

* Employees required to operate motor vehicle, must have valid drivers license
* If clinic uses courier/delivery service, N/A

DRX 4-2H – Background Checks (includes personnel hired prior to readiness date)

* Criminal background check
* National sex offender registry check
* OIG

DRX 4-2J – performance evaluations

* delivered, reviewed, and signed at least every 12 months

DRX 4-6A – Orientation checklist completed for personnel (see orientation checklist)

DRX 4-7A – Annual competency evaluations

* Assess ability of employee to perform job functions such as
	+ Perform pharmaceutical calculations
	+ Read and interpret prescription orders
	+ Know and interpret BOP rules/regulations

DRX 4-8A – Annual training

* Emergency/disaster training
* Complaint resolution policy
* Infection control training
* Patient rights
* Cultural diversity
* Communication barriers
* OSHA
* Compliance program

DRX 4-9A – supervision of new employees – training checklist, newly hired evaluations

DRX 4-9A – Supervisor is qualified to perform services

* Education and training – professional degree, state boards, maintaining licensure, CE’s, etc.
* Evidence of clinical and/or supervisory knowledge appropriate to position
* Evidence of ongoing in-services and training pertinent to roles
	+ Could be anything, just make sure you have documentation
	+ Oncology-related CE’s
	+ Lunch/dinner in-service presentations – copy sign in sheets from pharma reps sponsoring

DRX 4-10A – evidence of annual observation of job duties being performed

DRX 4-14A – Pharmacists and technicians have appropriate licensure

DRX 4-14B – Supervising Pharmacist – evidence of annual competency evaluation

DRX 4-14C – Pharmacy Technicians – performance evaluations/competency evaluations (at least annually)