

Department: Pharmacy

Policy Number: HHS-8117-P

Attachments: _____

Policy Title: Meetings, Pharmacy

Date: 1984 Revised: 10/01,7/12, 12/12

Approved by:  Date: 12/12/12

MEETINGS

Staff meetings are held the Second Tuesday of the month from 8:00 a.m. to 10:00 a.m. Pharmacy and Therapeutics meetings will be held quarterly and scheduled by the Director of Pharmacy.

The Health Clinic holds a monthly one-hour staff meeting. The Clinic Coordinator will announce the time.

Sales representative will be seen as time permits. They representative will be sent to the medical receptionist if they wish to see any providers. Representatives are encouraged to visit the pharmacy to pass on new and important information.

Pharmacy Department staff meetings will be held at least every 30 days for a brief discussion of any pertinent business affairs. The meetings will be held usually in the early morning hours after opening.