



VOLUME 9: PHARMACY SERVICES	Effective Date: 06/2008
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9.37 PHARMACY STAFF SCHEDULING PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

Pharmacy staff scheduling shall be standardized to ensure continuity and appropriate service levels in California Correctional Health Care Services (CCHCS) pharmacies.

II. PURPOSE

To define scheduling standards for CCHCS pharmacies in order to provide adequate access to pharmacy services.

III. PROCEDURE

A. Pharmacy Operating Hours

1. Pharmacy operating hours shall be determined by a collaborative effort between the Chief Executive Officer (CEO), Chief of Pharmacy Services, and the Pharmacist-In-Charge (PIC) based on institutional pharmacy service needs.
2. Approved pharmacy hours shall be submitted in writing by each institution to the Chief of Pharmacy Services.

B. Staff Scheduling

1. The PIC or designee shall be expected to work a schedule during the primary operating hours of the pharmacy. This schedule is subject to approval by the CEO.
2. Pharmacist I staff and Pharmacy Technicians shall be scheduled based on pharmacy operational needs and in a collaborative effort between the CEO or designee and the PIC.