



HEALTH RESEARCH ASSOCIATION

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POLICY & PROCEDURE

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Subject:		Issued By:	
NEW EMPLOYEE TRAINING CHECKLIST		IDS PHARMACY	
		Approved By: Kathleen R. Hurtado R.Ph. HRA's President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
2005	November 1, 2006		November 1, 2006

PURPOSE

To ensure that all new IDS employees complete a standardized orientation and training program.

POLICY

1. **ALL NEW IDS EMPLOYEES WILL BE TRAINED:** Any new IDS employees must complete an orientation and training program as outlined in the checklist contained at the end of this document;
2. **PROOF OF TRAINING:** As proof that such training takes place, both the trainer and the trainee must sign the checklist upon completion of training and orientation.

RESPONSIBILITY

All IDS Staff & New Hires

**Investigational Drug Service
Health Research Association
New Employee Training Check List**

Name: _____

Position: _____

	<u>Trained by</u>	<u>Trainee/Date</u>
Orientation	_____	_____/_____
Service		
Hours of operation		
Confirmation of registration or license	_____	_____/_____
Attach web confirmation and hard copy		
Facility access (IDS)	_____	_____/_____
Key assignment		
Facility tour	_____	_____/_____
Hospital(s) tour	_____	_____/_____
Med 8 Pharmacy		
Emergency contacts	_____	_____/_____
Telephone system	_____	_____/_____
Documentation	_____	_____/_____
Aseptic technique	_____	_____/_____
Protocol filing system	_____	_____/_____
Computer access	_____	_____/_____
Computer order entry	_____	_____/_____

I have completed the above training and comprehend each area of training that was covered.

Trainee

Date

Trainer

Date