

Staff Onboarding & Competency

Read-only preview

OWNER

Training Lead

CADENCE

New hire + annual

PURPOSE

Give new hires a repeatable training path with sign-offs, role expectations, and refreshers.

Sample procedure sections

1. Scope and responsibilities for the workflow owner.
2. Step-by-step procedure with evidence expectations.
3. Exception handling, escalation, and documentation rules.
4. Training acknowledgement and revision-control prompts.

Compliance note

Templates are starting points. Adapt them to your pharmacy, state, accreditation standards, and qualified counsel guidance.

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