**Employment Requirements**

**Section:** Employee Relations

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM Core 4, 26, 30, 41

**Policy ID:** 2.3

**Approved by:**

**POLICY**

In compliance with federal and state regulations/guidelines, all employees will meet the <insert practice name> requirements for employment. **[PHARM Core 4 (a, b)] [PHARM Core 26]**

**PROCEDURE**

1. All employees with <insert practice name> are required to have pre-employment drug testing. (effective date 01/01/2015) **[PHARM Core 41 (b)]**
2. All employees who are required to operate a company vehicle are required to have a valid driver’s license appropriate for the type of vehicle they operate. **[PHARM Core 26]**
3. Personnel required to operate a motor vehicle in the course of their duties shall carry appropriate vehicle insurance in compliance with state laws and regulations. **[PHARM Core 26]**
4. All employees hired for positions requiring licensure or registration (pharmacists, pharmacy technicians, etc.) shall have current and unrestricted license(s) or registration(s) from appropriate agencies. **[PHARM Core 26]**
5. Primary source verification for licensure or certification as required for position will be performed upon hire (print out from state website with date/time stamp is required) and thereafter no less than once per year or before the expiration date whichever comes first. **[PHARM Core 30 (a, d)]**
6. Employees are required to notify <insert practice name> within five (5) calendar days of an adverse change in licensure or certification status **[PHARM Core 30 (b)]**
	1. If an Employee does notify <insert practice name> within five (5) calendar days of an adverse change in licensure or certification status that employee will be subject to the Correct Action Policy (see the Regulatory Compliance Policy). The employee will be removed from Clinical Services or suspended until his/her license or certification returns to positive status.
	2. If employee does not notify <insert practice name> of an adverse change in licensure or certification within the five (5) calendar day timeframe, then corrective action up to dismissal will be taken **[PHARM Core 30 (c)]**
7. All employees will be screened before employment for OIG Exclusion and the OIG Exclusion list will be reviewed at least monthly. Candidates identified in the OIG Exclusion list will not be employed. Employees identified in the OIG Exclusion list will be terminated.
8. Criminal background checks will be performed on all candidates prior to employment (effective date XX/XX/20XX). Candidates convicted of felonies will typically be excluded from employment. **[PHARM Core 41 (b)]**
9. All employees providing direct patient care will have documented Hepatitis B vaccination history or initiate vaccination series immediately upon employment if that employment would bring them into “hands on” patient care or compounding of sterile drug products. As of policy review date, <insert practice name> does not have employed nurses or any pharmacists compounding or preparing sterile products.

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