PCN CO-LOCATION CLINICAL PHARMACIST(PCCP)
OPTIONAL CLINIC ONBOARDING CHECKLIST

Vancouver Division of Family Practice
An FPSC initiative

TASK	NOTES
ADMINISTRATVE	
Clinic agreement documents (to be done before first day)	Sent by Community Network Manager ☐ Invoice Template – for overhead billing ☐ MOU Sent by Fraser Health Program Coordinators ☐ Online Potential Hazards Survey ☐ OH&S Letter of Understanding/Agreement Between Employers ☐ Confidentiality Agreement for read-only or read-and-write EMR access
Preparations for pharmacist first day	☐ Office space, fire exits and parking ☐ Operating hours ☐ Medication and immunization storage ☐ Organizational structure ☐ Contact list ☐ Meeting schedule ☐ Panel size and special programs or services ☐ Ensure patient scheduling between clinic and UBC MOAs is established
Identify who is responsible for welcoming and orienting the Pharmacist to the practice. Meet and greet all clinic staff.	☐ MOAs & Clinic Manager ☐ Lead Physician ☐ NPs/ Family physicians ☐ RNs & Allied Health Practitioner
TRAINING	
Provide training on the practice's policies and procedures, such as:	☐ Privacy and security training ☐ Patient and staff incident(s) and safety reporting ☐ Emergencies and occupational health and safety ☐ Administrative processes
Provide any additional training or orientation required for pharmacist to deliver care in primary practice	☐ Provide training on documentation standards and minimum charting requirements of the practice ☐ Share expectations around communication processes and notification of required tasks (e.g. lab results review and follow-up) ☐ Accessing the practice's schedule and assigned caseload ☐ Discuss scheduling workflow between clinic MOA and UBC MOA (e.g., timing of sending day sheets to UBC)
Organize shadowing sessions for pharmacist to observe key team members	☐ MOA shadowing ☐ Provider shadowing ☐ RN and other Allied Health Professionals if applicable
Remote access of EMR and provide training to ensure appropriate security measures and processes are in place	☐ Provide training on EMR software and charting workflows ☐ EMR support (access to the EMR) PCCP Package Pg.9