

IREDELL HEALTH SYSTEM

Hazardous Drug Training for Pharmacy Personnel	
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P&T Committee	Date: 04/2020

Purpose:

To provide training for pharmacy employees about hazardous drugs, their risks, and appropriate measures for handling them, in order to ensure employee safety while working with and around hazardous drugs and in managing emergent situations, such as spills and exposures.

Policy:

- Personnel who work with and around hazardous drugs shall be trained in the proper handling of them as pertinent to their work area and in accordance with the *Hazard Communication Program*.
- Employees will receive training, and demonstrate competency, before independently handling hazardous drugs.
- Employees will also be trained prior to the introduction of a new hazardous drug or new equipment and prior to any significant change in work practice or policy.
- All training will be observed and documented by the Hazardous Drug Designated Person (HDDP) or by a designated personnel.
- Employee competency will be reassessed and documented annually by the HDDP. Documentation will be kept on file in employee personnel files.
- Using the *Hazardous Drug Acknowledgement Statement*, each employee must document in writing confirmation of receipt and understanding of information and training about the risk of exposure to hazardous drugs in their work area. This documentation will be maintained in employee personnel files.
- See Appendix 1 for Hazardous Drug Acknowledgement Statement.

Objectives of training:

1. Provide didactic overview of the hazardous drugs used at Iredell Health System, including risks of carcinogenicity; teratogenicity; genotoxicity; and developmental, reproductive, and organ toxicity.
 - a. Ensure that employees understand that occupational exposures to hazardous drugs can lead to (1) acute effects such as skin rashes; (2) chronic effects, including adverse reproductive events; and (3) possibly cancer.
 - b. Ensure that employees understand that hazardous drugs should be handled with caution at all times and that personal protective equipment (PPE) should be used as outlined in the *Assessment of Risk Document* during receipt, stocking, inventory, compounding, preparation for administration, transport, distribution, disposal, deactivation, cleaning, disinfection and cleanup of spills.
 - c. Ensure that employees recognize potential opportunities for exposure to hazardous drugs in their daily tasks.
 - d. Ensure that employees demonstrate competency in the proper operation and maintenance of pharmacy equipment designated for use with hazardous drugs, including the Compounding Aseptic Containment Isolator (CACI).
 - e. Ensure that employees understand how to protect personnel and compounding environments from contamination by hazardous drugs.

2. Ensure that training includes the following, as pertinent to work area:
 - a. Policies and procedures for safe practices for handling hazardous drugs, including receipt; storage; inventory; compounding; preparation for administration; distribution; transport; disposal; deactivation, cleaning and disinfection; and cleanup of spills
 - b. USP standards for utilizing the CACI, including aseptic and negative-pressure techniques
 - c. Correct use of closed-system transfer device (CSTD) devices
 - d. Measures to prevent or lessen exposure to hazardous drugs, including proper use of PPE and appropriate work practices
 - e. Procedures to follow if breakages, exposures and spills occur, including containment, cleanup, disposal and reporting
 - f. Treatment of personnel contact and inhalation exposure
 - g. An overview of OSHA's Hazard Communication Standard
 - h. The contents of the Pharmacy's Hazard Communication Plan and how to access it
 - i. Identification of hazardous drugs and their locations, and how to access the listing of these agents
 - j. How to access, understand, and use information on labels and Safety Data Sheets (SDS)
 - k. Identification of operations where exposure to hazardous drugs may occur
 - l. Methods for detecting the presence or release of hazardous drugs
 - m. Disposal of hazardous drug wastes

Process for Hazardous Drug Training

The following steps are to be completed by personnel handling hazardous drugs, as pertinent to their responsibilities:

1. Review and understand the Iredell Health System policies and guidelines for handling hazardous drugs.
2. Review and understand the ASHP Guidelines on Handling Hazardous Drugs.
3. Review and understand the Chemotherapy videotape.
4. Review and understand procedures for use of the CACI, including proper technique for cleaning and decontaminating.
5. Observe trained personnel prepare hazardous drugs.
6. Complete didactic overview of hazardous drugs and the training objectives listed above.
7. Demonstrate understanding of policies, procedures and techniques.
8. Demonstrate understanding of the use of equipment and supplies, including PPE.
9. Demonstrate understanding of the use of spill kits.
10. Successfully complete Chemoteq Aseptic Technique validation procedure.
11. Work under direct supervision of the pharmacist or trained personnel until able to complete all preparations successfully with minimal or no assistance given.
12. Complete any didactic training as assigned through the IHS online education system.
13. Complete Hazardous Drug Risk Acknowledgement form.
14. Training is to be documented by the HDDP or by designated personnel on Hazardous Drug Training checklists and maintained in employee personnel files.

See Hazardous Drug Training checklists (Appendix 2) and *Hazard Communication Program*.

INITIAL EFFECTIVE DATE: 11/2004

DATES REVISIONS EFFECTIVE: 10/2008, 05/2020

DATES REVIEWED (no changes): 05/2021

Appendix 1

Hazardous Drug Risk Acknowledgement Form

Name of Employee: _____

I understand that Iredell Health System receives, stores, dispenses, transports, administers, and disposes of drugs determined to be hazardous by the NIOSH List, USP<800>, and OSHA.

I understand that working with, or near, hazardous drugs in health care settings may cause skin irritations, infertility, miscarriage, birth defects, and possibly cancer.

I understand that Iredell Health System has implemented best practice policies and procedures for handling hazardous drugs to minimize occupational exposure to them. Iredell Health System will review these policies and procedures on an annual basis and revise them as necessary to continue to reflect appropriate standards of care and relevant local, state and federal regulations.

I understand that Iredell Health System will provide safety measures such as spill kits and eye wash stations to help limit exposure to hazardous drugs and to minimize the results of accidental exposure to them.

I understand that Safety Data Sheets are accessible to me if exposure occurs.

I understand that proper application of personal protective equipment and safe handling are required when handling hazardous drugs to avoid risk to my health and the health of other staff members working in the environment.

I understand that proper apparel and safe handling are required when handling body fluids during the first 48 hours following the administration of a hazardous drug.

I have been provided with training that reflects Iredell Health System's policies and procedures regarding hazardous drugs and have been given the opportunity to ask questions. After completion of the training I have been required to take and pass a test verifying my understanding of appropriate handling of hazardous drugs.

I understand Iredell Health System's policies and procedures and agree to comply with them at all times.

I agree that I will immediately contact my department manager or direct supervisor should I have any questions or concerns pertaining to handling hazardous drugs.

I understand that failure to follow the established policies and procedures may put me at risk of exposure to hazardous drugs and may lead to adverse effects such as skin irritations, infertility, miscarriage, birth defects, and possibly cancer.

Signature of Employee

Date

Appendix 2

Hazardous Drug Training and Competency Checklist for Injectable Chemotherapy

Competency must be demonstrated initially (before handling hazardous drugs), at least annually, and for any new hazardous drug or equipment or new or significant change in policy or procedure.

Employee's Name

Topic	Date Completed		Employee's initials	Trainer's initials
	Training	Competency		
IHS policies and procedures				
List of IHS chemotherapy agents and their locations				
Risks associated with handling chemotherapy				
ASHP Guidelines on Handling Hazardous Drugs				
Chemotherapy videotape				
Reference materials and their use (SDSs, policies and procedures, hazardous drug list)				
Hazard Communication Program				
Recognition of potential opportunities for exposure				
Protection of personnel and compounding environments from contamination				
Detection of presence or release of hazardous drugs				
Proper use of personal protective equipment				
Receipt and storage				
Proper use of engineering controls and equipment:				
1. Compounding Aseptic Containment Isolator (CACI)				
2. Closed System Transfer Devices (CTSD)				
3. Excel IV bag				
4. Primary IV tubing				
Proper compounding techniques				
Proper preparation of all types of injectable chemotherapy:				
1. SQ injections				
2. Chemotherapy for Infusion Care patients				
3. Chemotherapy for inpatients				
4. Using CTSD				
Preparation techniques				
Observation of compounding and preparation				
Compounding and preparing under direct supervision				
Chemoteq Aseptic Technique validation				

Labeling				
Packaging				
Dispensing				
Transport				
Administration				
Management of spills				
Management of exposure events				
Hazardous waste disposal				
Deactivation, cleaning and disinfection of CACI				
	Date Completed			
Hazardous Drug Acknowledgement Risk Form signed				
Training and competency documented in personnel file by HDDP				

_____ has completed the Hazardous Drug Training Program for
Employee's Name

Injectable Chemotherapy and is authorized to handle injectable chemotherapy.

Employee's signature

Date

Trainer's signature

Date

Hazardous Drug Designated Person signature

Date

Hazardous Drug Training and Competency Checklist for Oral Chemotherapy

Competency must be demonstrated initially (before handling hazardous drugs), at least annually, and for any new hazardous drug or equipment or new or significant change in policy or procedure.

Employee's Name

Topic	Date Completed		Employee's initials	Trainer's initials
	Training	Competency		
IHS policies and procedures				
List of IHS oral chemotherapy agents and their locations				
Risks associated with handling chemotherapy				
ASHP Guidelines on Handling Hazardous Drugs				
Reference materials and their use (SDSs, policies and procedures, hazardous drug list)				
Hazard Communication Program				
Recognition of potential opportunities for exposure				
Protection of personnel and compounding environments from contamination				
Detection of presence or release of hazardous drugs				
Proper use of personal protective equipment				
Receipt and storage				
Proper use of engineering controls and equipment				
Proper compounding techniques				
Proper preparation of all types of oral chemotherapy				
Preparation techniques				
Observation of preparation				
Preparation under direct supervision				
Labeling				
Packaging				
Dispensing				
Transport				
Administration				
Management of spills				
Management of exposure events				
Hazardous waste disposal				
Deactivation, cleaning and disinfection of CACI				
	Date Completed			
Hazardous Drug Acknowledgement Risk Form signed				
Training and competency documented in personnel file by HDDP				

_____ has completed the Hazardous Drug Training Program for
Employee's Name

Oral Chemotherapy and is authorized to handle oral chemotherapy.

Employee's signature

Date

Trainer's signature

Date

Hazardous Drug Designated Person signature

Date

Hazardous Drug Training and Competency Checklist for Non-neoplastic Agents

Competency must be demonstrated initially (before handling hazardous drugs), at least annually, and for any new hazardous drug or equipment or new or significant change in policy or procedure.

Employee's Name

Topic	Date Completed		Employee's initials	Trainer's initials
	Training	Competency		
IHS policies and procedures				
List of IHS non-neoplastic agents and their locations				
Risks associated with handling hazardous drugs				
ASHP Guidelines on Handling Hazardous Drugs				
Reference materials and their use (SDSs, policies and procedures, hazardous drug list)				
Hazard Communication Program				
Recognition of potential opportunities for exposure				
Protection of personnel and compounding environments from contamination				
Detection of presence or release of hazardous drugs				
Proper use of personal protective equipment				
Receipt and storage				
Proper use of engineering controls and equipment				
Proper preparation of all types of non-neoplastic hazardous drugs				
Preparation techniques				
Observation of preparation				
Preparation under direct supervision				
Labeling				
Packaging				
Dispensing				
Transport				
Administration				
Management of spills				
Management of exposure events				
Hazardous waste disposal				
Deactivation, cleaning and disinfection of CACI				
	Date Completed			
Hazardous Drug Acknowledgement Risk Form signed				
Training and competency documented in personnel file by HDDP				

_____ has completed the Hazardous Drug Training Program for
Employee's Name

Non-neoplastic Hazardous Drugs and is authorized to handle these agents.

Employee's signature

Date

Trainer's signature

Date

Hazardous Drug Designated Person signature

Date