

# 8 Week Rx Technician Checklist & Guide

Use this checklist to keep you and your new Technician on track with completing ALL the training in just EIGHT WEEKS! For a more detailed description of the required modules in each section, refer to LearnRX Training Roadmap! \*Use this in conjunction with your Plan For Leader & Plan For Tech

<b><u>DAY ONE</u></b>	<p style="text-align: right;">Attend NCO (2 Hours) <input type="checkbox"/></p> <p style="text-align: right;">Compliance Training (3 Hours) <input type="checkbox"/></p> <p style="text-align: right;">Enroll in all 3 Phase 1 Classes <input type="checkbox"/></p> <p style="text-align: right;">Manager Confirms Pick Up OJT is Scheduled <input type="checkbox"/></p>	<b>6 Hour Shift (TR7)</b>
<b><u>DAY TWO</u></b>	<p style="text-align: right;">Complete Compliance Training (4 Hours) <input type="checkbox"/></p> <p style="text-align: right;">Human Resources Training (30 Min) <input type="checkbox"/></p> <p style="text-align: right;">New Hire Training (30 Min) <input type="checkbox"/></p>	<b>5 Hour Shift (TR7)</b>
<b><u>DAY THREE</u></b>	<p style="text-align: right;">Pharmacy Basics Modules (2.5 Hours) <input type="checkbox"/></p> <p style="text-align: right;">Pick Up and Production Modules (2 Hours) <input type="checkbox"/></p>	<b>5 Hour Shift (TR7)</b>
<b><u>DAY FOUR</u></b>	<p style="text-align: right;">Attend Foundations of Pharmacy Class (2 Hours) <input type="checkbox"/></p> <p style="text-align: right;">Complete FS Register Training (4 Hours) <input type="checkbox"/></p>	<b>6 Hour Shift (TR7)</b>
<b><u>DAY FIVE</u></b>	<p style="text-align: right;">Attend Foundations of Pick Up Class (2 Hours) <input type="checkbox"/></p> <p style="text-align: right;">Complete Pick Up OJT with MTC (4 Hours) <input type="checkbox"/></p>	<b>6 Hour Shift (TR7)</b>

Your new hire is now compliant with the state & [REDACTED] Policies, and is ready to be scheduled to work Pick-Up in the Pharmacy, this is **not** the end of Phase 1 to finish out their 21 Day deadline. Please continue onto **page 2** of this Checklist & Guide to finish out the rest of the training!

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<u>WEEK TWO</u>	Attend Foundations of Production Class (1 Hrs) <input type="checkbox"/> Complete Remaining Pick Up & Production Modules (3 Hrs) <input type="checkbox"/> <b>**Phase 1 Training is Now Complete!**</b>	4 Hours (TR7)
<u>WEEK THREE</u>	Complete Production OJT with your HSTB (4 Hours) <input type="checkbox"/> Complete Patient Care OJT with your HSTB (1 Hour) <input type="checkbox"/>	5 Hours (TR7)
<u>WEEK FOUR</u>	Enroll in Foundations of Drop Off Class (to be taken in Week 5) <input type="checkbox"/> Enroll in Advanced Drop Off Class (to be taken in Week 5) <input type="checkbox"/> Manager Schedules Basic Drop Off OJT with HSTB (to be done in Week 6) <input type="checkbox"/> Manager Schedules Adv. Drop Off OJT with MTC (to be done in Week 7) <input type="checkbox"/> Complete Drop Off Modules (4 Hours) <input type="checkbox"/>	4 Hours (TR7)
<u>WEEK FIVE</u>	Attend Foundations of Drop Off Class (2.5 Hours) <input type="checkbox"/> Attend Advanced Drop Off Class (3 Hours) <input type="checkbox"/>	5.5 Hours (TR7)
<u>WEEK SIX</u>	Complete Basic Drop Off OJT with your HSTB (4 Hours) <input type="checkbox"/> Complete Any Remaining Modules (2 Hours) <input type="checkbox"/> Enroll in Patient Care Class (to be taken in Week 8) <input type="checkbox"/>	6 Hours (TR7)
<u>WEEK SEVEN</u>	Complete Drive Thru OJT with your HSTB (2 Hours) <input type="checkbox"/> Complete Advanced Drop Off OJT with MTC (4 Hours) <input type="checkbox"/>	6 Hours (TR7)
<u>WEEK EIGHT</u>	Ensure All OJTs have been logged by RPH <input type="checkbox"/> Attend Patient Care Class (1.5 Hours) <input type="checkbox"/>	1.5 Hours

**Congratulations!**

Your new technician is fully trained in 8 Weeks. You have also used all 60 of the allotted TR7 hours for your new hire.

**Remember:** Learning should never stop! Continue to work with your new hire to develop them and perfect their new skills!

\*If you are in a state that requires State Technician Exam, please ensure your New Technician is enrolled and ready to take the exam within 3 months of completing this checklist & guide.