Suggested Sterile Compounding Orientation and Training Schedule

By completing planned courses over time, the curriculum is more meaningful and not simply viewed as a task. If your pharmacy does not perform high-risk or hazardous drug compounding or other lessons do not apply, adjust the schedule and order of curriculum to one that makes the most sense for your organization’s facility, practice, staff, experience, and needs. Please refer to our Training Process Flow Chart to see how this sterile compounding schedule fits in with the overall training process.

Weeks 1 and 2, or longer if needed

<table>
<thead>
<tr>
<th>1. eLearning and Post Tests</th>
<th>2. SOPs and Standards</th>
<th>3. Mentoring with Trainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1st Tier eLessons from <a href="#">CriticalPoint’s Suggested Sterile Compounding eCurriculum Training Schedule</a></td>
<td>• Read <a href="#">Section 4 SOPs and SOP-305; Material Handling</a></td>
<td>• Trainer teaches/demonstrates and assesses knowledge/skill of orientee relative to sterile gloving, garbing, material handling and personnel sampling</td>
</tr>
<tr>
<td>• Successfully pass eLearning post tests for the eLessons completed</td>
<td>• Review questions related to the SOPs with the trainer</td>
<td>• Provide opportunities to observe material handling, garbing, and compounding</td>
</tr>
<tr>
<td>• Provide time for the orientee to follow instructions and job aids to practice new behaviors such as sterile gloving</td>
<td>• Pair the orientee with other staff persons throughout the training period</td>
<td>• Successfully complete hand hygiene and garbing, aseptic technique competencies</td>
</tr>
<tr>
<td>• Have the orientee return and demonstrate new behaviors</td>
<td>• Practice material handling, donning and doffing garb, and simulated compounding</td>
<td>• Completes 3 initial GFS</td>
</tr>
<tr>
<td>• Allow practice time for simulated compounding</td>
<td>• Review and practice documentation procedures</td>
<td>• Perform media-fill testing on 3 consecutive days when ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Successfully complete material handling competency</td>
</tr>
</tbody>
</table>
### Suggested Sterile Compounding Orientation and Training Schedule

#### Year 3

**Recommendations**
- Ongoing training curriculum design might be based on any of the following:
  - Repeat all Year 1 eLesson Courses for each compounding employee
  - Select individual eLessons based on job description
  - Select individual eLessons based on annual performance review for each employee with selection of enrichment focus area(s)
  - Select individual eLessons based on review of operational variances and other quality-management data from previous year
  - A combination of the above or other derivative, provided that training is ongoing, and curriculum is based upon logic that ties back to organizational practice and outcomes.
- Always include annual training/competency required by USP 797 and USP , such as Hand Hygiene and Garbing, Cleaning and Disinfecting, Aseptic Technique, and HDs (if applicable).

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#### Year 2

**Recommendations**
- Annual refresher training in concert with USP 797 and USP 800 required competencies
- Have competencies be a part of day-to-day work instead of a scheduled event
- Specific training based on need identified through data/feedback from the QM program
- Capture training that occurs with the rollout of new SOPs, new vendors, equipment, etc.

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#### Year 1

**Q1 and Q2 Recommendations**
- 2nd Tier eLessons from [CriticalPoint’s Suggested Sterile Compounding eCurriculum Training Schedule](#)
- Read the following SOPs: Section 1, Section 2, Section 3, Section 5, Section 6 (specific to the topics covered in the eLessons), and Section 8
- Cleaning and disinfecting competency and other, required facility competencies
- Additional training as required by organizational SOPs

**Q3 and Q4 Recommendations**
- 3rd and 4th Tier eLessons from [CriticalPoint’s Suggested Sterile Compounding eCurriculum Training Schedule](#)
- Read the following SOPs: Section 6 (specific to the topics covered in the eLessons), Section 7
- Hazardous drug competency (if applicable) and other, required facility competencies
- Additional training as required by organizational SOPs

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**Remainder of First Year**

**Q1 and Q2 Recommendations**
- 2nd Tier eLessons from [CriticalPoint’s Suggested Sterile Compounding eCurriculum Training Schedule](#)
- Read the following SOPs: Section 1, Section 2, Section 3, Section 5, Section 6 (specific to the topics covered in the eLessons), and Section 8
- Cleaning and disinfecting competency and other, required facility competencies
- Additional training as required by organizational SOPs

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**Q3 and Q4 Recommendations**
- 3rd and 4th Tier eLessons from [CriticalPoint’s Suggested Sterile Compounding eCurriculum Training Schedule](#)
- Read the following SOPs: Section 6 (specific to the topics covered in the eLessons), Section 7
- Hazardous drug competency (if applicable) and other, required facility competencies
- Additional training as required by organizational SOPs

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**Q3 and Q4 Recommendations**
- 3rd and 4th Tier eLessons from [CriticalPoint’s Suggested Sterile Compounding eCurriculum Training Schedule](#)
- Read the following SOPs: Section 6 (specific to the topics covered in the eLessons), Section 7
- Hazardous drug competency (if applicable) and other, required facility competencies
- Additional training as required by organizational SOPs