Required Training by Position

* All training is required to be completed within 30 days of hire or transfer to another position (unless noted differently below).

Store Pharmacy Associates: Pharmacy Manager Pharmacy Manager Pharmacy Manager Pharmacy Manager Pharmacy Manager Any associate cross-trained for Pharmacy Billoud program: Pharmacy Overview (Technicians/Clerks, Interns & cross-trained trained associates are not required to complete) Management/MOD: Manager Associate (any version) Billoud program: Pharmacy 2024 Methquard (any version) Billoud program: Pharmacy 2024 Associates: Any associate (any version) Billoud program: Pharmacy 2024 Associates: Any associate (any version) Billoud program: Pharmacy 2024 Methquard (any version) Billoud program: Pharmacy 2024 Associates: Associat		
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Store Pharmacy Associates: HIPAA Training for the Pharmacy 2024		- · · · · · · · · · · · · · · · · · · ·
Position: Required Training Courses (reference notes on page 2):		

Cashier Trainer Certification

Cashier trainers

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Store Associates:	Methguard (any version)
Receiver	Forklift-Safe Techniques (if applicable)
	*DSD Receiver Certification Test
Store Associates:	Methguard (any version)
General Merchandise Manager	Forklift-Safe Techniques (if applicable)
Store Associates:	*Prepaid Access
Any associate who runs a register	Fraud Prevention
Store Associates:	Deli Slicer-Basic Functions & Safe Use
Deli Associates	Forklift-Safe Techniques (if applicable)
All Store Associates:	Department specific iMod based on job code General Shrink iMod
	Forklift-Safe Techniques (if applicable)
	* Sexual Harassment Prevention Training Online
	(all associates INCLUDING VT and PA must take the course in their first 30 days.)
	*Workplace Violence
Tops Xpress Stores:	HIPPA Training for the Pharmacy (PH-1418)
Store Managers	Methguard (any version)
Manager on Duty	* Bloodborne Pathogens Training - Prevention Through Awareness
	Forklift-Safe Techniques (if applicable)
* The Following Courses are required annually:	
January	DSD Certification Test required by anyone who receives
February/March	Sexual Harassment Prevention Training
	(All Associates in NYS. PA/VT MOD Only)
April	Workplace Violence
June	Country Compliance
	Money Service Business (MSB)
	Prepaid Access
August	Bloodborne Pathogens Training - Prevention Through Awareness
August	Bloodborne Pathogens in the Pharmacy
September	Medicare Parts C & D FWA and Compliance

Required Training by Position (Course Requirements)

Code of Ethics

HIPAA Privacy:

November

As of May 2019, HIPAA Privacy and Security were combinded into ONE Course "HIPPA Training for the Pharmacy (PH-1418)" Associates who have PREVIOUSLY completed both HIPAA Privacy AND Security, are compliant and do NOT need to take the updated course.

Anyone, other than Pharmacy staff that previously completed the any of following set of courses is HIPAA Privacy compliant & does not need to take the newest course.

Completion Set 1

The Privacy Rule and Pharmacy Practice

HIPAA Update: Breach Notification HIPAA Update: Violations and Penalties

HIPAA Best Practices: Identity Theft Protection HIPAA Update: The HITECH Omnibus Final Rule

Completion Set 2

HIPAA Privacy Training for the Pharmacy Workforce 2008

HIPAA Update: Breach Notification
HIPAA Update: Violations and Penalties
HIPAA Best Practices: Identity Theft Protection
HIPAA Update: The HITECH Omnibus Final Rule

Completion Set 3

HIPAA Privacy Training for the Pharmacy Workforce (v4)

HIPAA Update: The HITECH Omnibus Final Rule

HIPAA Security:

As of May 2019, HIPAA Privacy and Security were combinded into ONE Course "HIPPA Training for the Pharmacy (PH-1418)" Associates who have PREVIOUSLY completed both HIPAA Privacy AND Security, are compliant and do NOT need to take the updated course.

Anyone, other than Pharmacy staff that previously completed the following set of courses is HIPAA Security compliant & does not need to take the newest course, Pharmacy Security Under HIPAA, HITECH & the Omnibus Rule

HIPAA Security Basics for the Pharmacy Workforce HIPAA Update: The HITECH Omnibus Final Rule

HIPAA Training for The Pharmacy:

CE Exams are only required of Pharamicists who need Continuing Education credits; these are not required for anyone else.

Methguard:

Completions of any version of the Methguard course fulfills the requirement.