

Minnesota Board of Pharmacy



INTERNSHIP COMPETENCY MANUAL



JULY 2003

NAME OF INTERN: _____

INTERN REGISTRATION #: _____

FOREWORD

MINNESOTA BOARD OF PHARMACY INFORMATION AND DEFINITIONS FOR PHARMACIST-INTERNS AND PHARMACIST-PRECEPTORS

IF YOU HAVE ANY QUESTIONS REGARDING THIS INFORMATION, PLEASE BE SURE TO CONTACT THE BOARD OF PHARMACY OFFICE FOR CLARIFICATION!

ELIGIBILITY AND REGISTRATION: Any pharmacy student, intending to work as an intern in Minnesota, must register with the Board of Pharmacy, before he/she can begin working. Pharmacy students can only begin working as interns after completion of the first professional year of the standard six-year pharmacy curriculum.

INTERN HOURS: Intern hours, by the Board's definition, are any hours worked by a registered intern in any of the categories detailed below. Interns may begin to accumulate these hours after completion of the first professional year of the standard six-year curriculum.

To ensure that you receive proper credit for all intern hours worked in Minnesota, please follow the instructions detailed here.

1. **Verify that your preceptor has a preceptor registration card and that the dates of preceptor registration include the time you will be supervised by that preceptor.**
2. Be sure that you submit your Notices of Employment (blue forms) within five days of beginning employment.
3. Be sure to submit your Progress Report affidavit (white forms) to the Board office by June 15th of each year or within 5 days of changing place of employment or preceptor.
4. Always send new forms each time you change preceptor or work site.
5. Be sure to check the correct category covered by the form (i.e., summer, externships, concurrent, etc.).
6. Please note that the Minnesota Board will only grant credit for a maximum total of 54 hours per week, among any number of sites.
7. You must file blue and white forms for each site.

All hours worked in other states must be reported to that state's Board of Pharmacy and according to that state's policies and procedures. These hours can be transferred to Minnesota upon request of the state where they were worked. Check with each state's Pharmacy Board for instructions.

CATEGORIES OF INTERN EXPERIENCES: Use this information as a guide to filling out the blue Notice of Employment form and the white Progress Report/Affidavit form.

Summer Hours: This category of hours includes any summer between spring and fall quarters or semesters where you are not registered for school and taking classes, or participating in required advanced practice experiences or rotations. The summers which are most common for students to work are: after the first professional year of college and after the second professional year. (This may vary from school to school. If in doubt, check with this Board office.)

Concurrent Time: Concurrent time is defined as time worked, as an intern, while you are attending school and registered for 12 or more credits per quarter or semester (a full-time student). This category does not include school-required experiences. Most concurrent internship time periods begin the first day of fall quarter or semester and end with the last day of spring quarter or semester. Blue forms may be filed at the beginning of the fall quarter/semester and white forms at the end of spring quarter/semester. You may also file these forms at the beginning and ending of each quarter/semester. The five-day rule for filing forms applies to both (see above). The Minnesota Board will grant a maximum of 400 hours for experience accumulated in this category. Any hours worked over 400 in this category may still be submitted to our office, and should be, in the event you plan to request that your hours be transferred to a state that accepts more than 400 hours of concurrent time.

Advanced Practice Experiences: This experience is worked in accordance with college of pharmacy requirements. Credit will be given to University of Minnesota students, for this type of internship experience, as arranged between the college and the Board. Out-of-state students will receive credit for actual patient contact hours on file with the Board of Pharmacy of the state where the hours were worked.

Pharm D Rotations/Pharmacy Practice Clerkships: These are the clinical rotations required of Pharm D students, not the community or traditional hospital experiences, which are often called "rotations" as well, in many schools. If you have questions regarding this definition, call the Minnesota Board office. Students will receive internship credit for participation in clinical rotations, up to a maximum of 800 hours, provided that the remaining 800 hours, of the 1600-hour requirement, are obtained from traditional, dispensing and compounding settings.

Fewer Than 12 Credits: The fewer than 12 credits category includes all quarters or semesters where you are taking fewer than 12 credits, including Pharm D's doing rotations during summer sessions.

Students Doing Externships And/Or Rotations In Minnesota That Attend A School Other Than The University Of Minnesota: You will be required to register with the Minnesota Board of Pharmacy as an intern before starting your Externship and/or Rotation. Within 5 days of starting that professional experience you will also be required to submit a blue Notice of Employment form signed by a Minnesota registered preceptor to our office. Your College of Pharmacy will provide information on the number of hours accumulated directly to the Board.

Elective Courses: Students taking elective advanced practice courses should submit a course description to the Minnesota Board of Pharmacy, for determination of allowable hours.

Experiences Requiring Prior Authorization: Students occasionally have the opportunity to engage in unique experiences such as spending a summer at FDA, with a drug company, with a PBM, or doing research. These experiences require prior authorization by the Board, if credit toward the 1600-hour requirement is desired.

Post-Graduate Experience: Blue and white forms should be submitted as usual. Students who have completed their 1600-hour requirement, but who are still working as interns until passing the board exams, should file the blue form. They may file a white form to end that experience, if there is a possibility that they will need the hours transferred to another state. Please note that an internship automatically ends with the date of licensure, but those hours can only be transferred to another state if a white form is filed with us.

INTERNSHIP COMPETENCY MANUAL: This is the Internship Manual listing the competencies that are expected to be mastered during the course of each intern's practical experience. Each intern doing 240 hours of internship or more, in Minnesota, is required to complete the entire manual. Each preceptor, who is a Minnesota pharmacist, and who is signing off on the various competency statements, must be registered as a preceptor with the Board of Pharmacy. Interns may have preceptors from other states, where they might be doing part of their internship, sign off on portions of the manual as appropriate.

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1.00.00

PRESCRIPTION PROCESSING

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
1.01.00	The objective is to acquire competencies necessary for a proper interpretation of prescription orders; drug selection; and identification, packaging, labeling of drug products, and record keeping.		
1.01.01	Given a written prescription, a nurse requisition, or a copy of a prescriber's chart order, the intern interprets, analyzes, and determines the completeness, accuracy, validity, and legality.	_____	_____
1.01.02	Given a prescription or drug order requiring special labeling or relabeling, the intern demonstrates competence in handling such situations.	_____	_____
1.01.03	Given a list of commonly used abbreviations that appear in the body of a prescription or drug order, the intern demonstrates knowledge of what they mean.	_____	_____
1.01.04	Given a request for a human prescription drug for a family animal, the intern processes the prescription appropriately.	_____	_____
1.01.05	Given one or more prescriptions to dispense and file, the intern demonstrates familiarity and knowledge of routine and special record keeping, and prescription filing.	_____	_____
1.01.06	Given a prescription order in which a generic product is available, the intern uses reference materials that aid in appropriate drug product selection.	_____	_____
1.02.00	The objective is to gain familiarity with drug products, dosage forms, sources of supply, package inserts and labeling, and storage requirements.		
1.02.01	Given a list of prescription drugs, the intern matches at least the top 200 with their respective brand names, generic names, strengths, available dosage forms, therapeutic uses, and distinctive physical appearances.	_____	_____

1.02.02	Given a product name containing either a prefix or suffix (numbers or letters), the intern knows the meaning of the prefix or suffix.	_____	_____
1.02.03	Given a list of drug products, the intern demonstrates awareness of the need for special patient package inserts, containers, handling, or storage requirements.	_____	_____
1.02.04	Given a request for identification of an unknown dosage form, the intern shall identify sources for obtaining the needed information.	_____	_____
1.03.00	The objective is to understand the role of a computer for prescription processing.		
1.03.01	Given a prescription order, the intern shall demonstrate basic knowledge about computer entry and processing of the order.	_____	_____
1.03.02	Given a request for third-party billing of a prescription order, the intern shall demonstrate ability to process the claim and take appropriate action to remedy any problems encountered.	_____	_____
1.04.00	The objective is to demonstrate competence in providing prospective review of each prescription.		
1.04.01	Given a drug-related problem, the intern demonstrates knowledge of appropriate action (i.e., therapeutic appropriateness, over-utilization and underutilization, appropriate use of generic products, therapeutic duplication, drug/disease contraindications, drug/drug interactions, incorrect dosage or duration of drug treatment, drug/allergy interaction, and clinical abuse/misuse).	_____	_____
1.05.00	The objective is to obtain a working knowledge of the rules and regulations governing the prescribing, distribution, acquisition, and dispensing of investigational drugs.		
1.05.01	The intern knows what constitutes an investigational drug and is able to identify the policies and procedures involved in acquisition and utilization of investigational drugs.	_____	_____

1.05.02	The intern understands the pharmacist's role in the use of investigational drugs.	_____	_____
1.05.03	The intern can describe the storage, labeling, and dispensing policies and procedures of investigational drugs.	_____	_____
1.05.04	The intern can discuss how informed patient consent and patient rights apply to investigational drugs.	_____	_____

2.00.00

PRESCRIPTION COMPOUNDING AND CALCULATIONS

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
2.01.00	The objective is to acquire the competencies necessary for the safe and accurate preparation of pharmaceuticals requiring extemporaneous or bulk compounding.		
2.01.01	Given a prescription to be compounded (i.e., lotions, solutions, suppositories, suspensions, creams), the intern can identify special procedures required and prepare the product successfully using proper compounding techniques and skills.	_____	_____
2.02.00	The objective is to identify incompatibilities, assure stability, and determine shelf life of the preparation.		
2.02.01	Given a prescription for preparations of drugs subject to easy degradation, the intern recognizes the same and is able to propose optimum dispensing methods and storage methods.	_____	_____
2.03.00	The objective is to perform pharmaceutical calculations.		
2.03.01	Given prescriptions or bulk compounding formulas, the intern is able to calculate weight, molarity, normality, weight in weight, volume in volume, or weight in volume percentage or ratio strength preparations; calculate the quantity of active ingredient(s) or diluent needed to make a proper amount of the preparation; calculate the amount of agent needed to render a solution isotonic; convert solution concentrations expressed in mass per volume or mass per mass units to milli-equivalents.	_____	_____
2.03.02	Given a compounded prescription for capsules involving use of commercial tablets or capsules as an ingredient source, the intern recognizes the necessity of allowing for the presence of "inert" ingredients in any weight calculations.	_____	_____

2.04.00 The objective is to understand the preparation and/or administration, handling, labeling, and storage of sterile products.

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|---------|--|-------|-------|
| 2.04.01 | The intern can describe various sterile flow hoods and aseptic techniques. | _____ | _____ |
| 2.04.02 | The intern can describe the types of equipment involved with infusion therapy (i.e., tubing, pumps, volume chambers, Heparin locks, catheters, etc.). | _____ | _____ |
| 2.04.03 | Given a list of chemotherapeutic drugs, the intern can describe any special considerations (precautions) that must be taken during their handling, preparation, and/or disposal. | _____ | _____ |
| 2.04.04 | Given an infusion order, the intern can screen the order for physical, chemical, and therapeutic incompatibilities and can predict the stability of the finished product. | _____ | _____ |

3.00.00

OTC DRUGS, NATURAL PRODUCTS, CHEMICALS, POISONS, & HAZARDOUS SUBSTANCES

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
3.01.00	The objective is to acquaint the intern with the content, dosage form and therapeutic activity of non-prescription drugs and dietary supplements.		
3.01.01	Given a list of non-prescription drugs or dietary supplements, the intern can recognize their main ingredients (brand and generic name), dosage forms, therapeutic classification and usage.	_____	_____
3.01.02	Given the above list of non-prescription drugs or dietary supplements within similar use categories, the intern is able to choose an appropriate product for given situations.	_____	_____
3.01.03	Given a list of non-prescription drugs, the intern can identify the proper label warnings, and demonstrate a knowledge of any special directions that may be required for its administration, or of any special storage requirements.	_____	_____
3.02.00	The objective is for the intern to become knowledgeable and conversant in special OTC products intended for specific age groups, patients with special dietary problems or allergy problems, and veterinary use.		
3.02.01	Given a patient request for help with OTC products, the intern must demonstrate patient assessment skills to help guide patients in the proper selection of an OTC product or, when appropriate, suggesting that the patient visit with a physician.	_____	_____
3.02.02	Given a request for geriatric, pediatric, or dietetic products, the intern can choose appropriate products to meet the patient's needs.	_____	_____
3.02.03	Given a list of non-prescription veterinary products, the intern can determine their veterinary use.	_____	_____
3.02.04	Given a request for pediatric dosing on a given medication, the intern can determine the appropriate dosing and methods of delivery.	_____	_____

3.03.00	The objective is to demonstrate familiarity with the common and official names, actions, and uses of chemicals, commonly available to the consumer in pharmacies.		
3.03.01	Given a list of common chemicals, the intern can recognize their common names, synonyms, and accepted usages.	_____	_____
3.04.00	The objective is to be familiar with poisons and other hazardous substances as well as their antidotes and laws regarding their sale.		
3.04.01	Given a request for poisons or hazardous substances, the intern can respond to the request, provide appropriate warnings on handling and disposal, and maintain records as needed.	_____	_____
3.04.02	Given a request for information in a case of suspected poisoning, the intern can identify possible antidotes, treatment, and treatment centers.	_____	_____
3.05.00	The objective is to gain familiarity with herbals and nutraceutical products (dietary supplements), and their dosage forms, efficacy, drug interactions, adverse effects, and toxicity.		
3.05.01	Given a list of common herbals and nutraceuticals, the intern can recognize their common use, dosage forms, efficacy, drug interactions, adverse effects, and toxicity.	_____	_____
3.05.02	Given a patient request for herbals and nutraceuticals, the intern can respond to the request using the most appropriate resources.	_____	_____
3.05.03	Given a request for herbals and nutraceuticals, the intern can explain the different pieces of information available in pharmacy references.	_____	_____
3.05.04	Given a patient request for information concerning current media issues relating to a dietary supplement, the intern responds appropriately.	_____	_____

4.00.00

PROFESSIONAL COMMUNICATION AND PATIENT CARE

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
4.01.00	The objective is to become familiar with patient records, references, and information services available in the prescription department, their purposes and scope.		
4.01.01	Given a patient profile, the intern can identify elements required.	_____	_____
4.01.02	Given a request for drug information, the intern can respond to the request using the most appropriate resources.	_____	_____
4.01.03	Given a request for drug information, the intern can explain the different pieces of information available in commonly available pharmacy references.	_____	_____
4.02.00	The objective is to develop skill and confidence in initiating the communication of drug and health knowledge to patients in order to optimize drug therapy.		
4.02.01	Given a prescription requiring oral and/or written explanation in addition to the label information, the intern conveys the instructions clearly and completely.	_____	_____
4.02.02	Given the obligation to consult with a patient, the intern does so and documents the interaction when appropriate.	_____	_____
4.02.03	Given a patient request for information about the use of any medication, the intern responds appropriately, demonstrating proper use of the patient medication profile.	_____	_____
4.02.04	Given a patient request for information concerning current media issues relating to pharmacy, the intern responds appropriately.	_____	_____
4.02.05	Given a situation involving requests for purchase of contraindicated items, the intern demonstrates acceptable manners of handling the situation (i.e., weighing risk versus benefits).	_____	_____

4.02.06	Given questions from a patient, suggesting the possibility of ADR's, the intern demonstrates the ability to analyze the problem and suggest an appropriate course of action for the patient.	_____	_____
4.02.07	Given a street name or slang expression for a drug, the intern demonstrates the ability to identify and provide pertinent information.	_____	_____
4.02.08	Given a patient request for first aid information or treatment, the intern demonstrates knowledge of basic first aid and recommends the appropriate treatment or makes the appropriate referral.	_____	_____
4.02.09	Given an emergency situation (i.e., person has stopped breathing or is choking), the intern assesses the situation and initiates appropriate action.	_____	_____
4.02.10	Given information from a computerized patient profile, the intern appropriately consults with health care professionals and patients regarding the information that appears.	_____	_____
4.02.11	Given the need for an intern to communicate with patients regarding third-party non-covered drugs, the need for prior authorization, etc., the intern demonstrates competence in handling these situations.	_____	_____
4.03.00	The objective is to develop skill and confidence in the furnishing of timely and factual information concerning the use and effects of chemicals and poisons.		
4.03.01	Given a possible case of poisoning, the intern provides general information on the initial treatment of poisoning and overdoses, and the necessity of consulting the Poison Control Center.	_____	_____
4.04.00	The objective is to exhibit knowledge of patient assessment and triage regarding pathological disease states, adverse drug reactions, etc., and to recommend the appropriate action.		
4.04.01	Given patient symptoms and requests for non-prescription drugs, the intern provides the appropriate counseling.	_____	_____

4.04.02	Given a street or slang expression for a common pathological state, the intern identifies the condition and/or the recognized products indicated for its relief.	_____	_____
4.04.03	Given a description of a patient suffering from a specific adverse drug reaction and the necessary data on a patient medication profile or medical record, the intern identifies the possible causes of the reaction.	_____	_____
4.04.04	Given a patient profile or a patient's medical record, the intern identifies potential drug therapy problems and develops a care plan to address the problem(s).	_____	_____
4.04.05	Given a patient profile or a patient's medical record, the intern can monitor and evaluate the patient's drug therapy and alter care plans appropriately.	_____	_____
4.04.06	Given a patient profile and medication order, the intern, based upon the patient's medical history, can determine if the drug is appropriate.	_____	_____
4.04.07	Given a patient complaint about a medication being ineffective, the intern understands the need to examine the issue further.	_____	_____
4.05.00	The objective is to demonstrate competence in communication with other health care professionals.		
4.05.01	Given a request from a patient for transfer of their prescription, the intern demonstrates the ability to process this request.	_____	_____
4.05.02	Given a request for drug information from a prescriber, the intern demonstrates the ability to provide such information utilizing the most appropriate source.	_____	_____
4.05.03	Given the need for an intern to communicate with physicians regarding third-party non-covered drugs, the need for prior authorization, etc., the intern demonstrates competence in handling these situations.	_____	_____
4.05.04	Given a request for an in-service lecture, the intern prepares and delivers a satisfactory presentation.	_____	_____

4.06.00 The objective is to demonstrate competence in the handling of a potential substance abuser and the licensed practitioners who are responsible for the patient's treatment.

4.06.01 Given a patient profile that shows multiple Rx's with abuse potential, the intern can demonstrate the appropriate manner of dealing with the situation. _____ _____

4.07.00 The objective is to provide responsible drug therapy and other pharmaceutical patient care services. (Outcome Focused)

4.07.01 Given a patient's current drug profile and medical history, the intern evaluates the appropriateness and/or effectiveness of the patient's current drug therapy. _____ _____

4.07.02 Given a patient's lab values, the intern can interpret laboratory values and how they relate to drug therapy. _____ _____

4.07.03 Given a disease state, the intern can discuss its impact on normal body processes. _____ _____

4.07.04 Given a new patient, the intern is able to perform a comprehensive medication history. _____ _____

5.00.00

MEDICAL DEVICES

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
5.01.00	The objective is to become familiar with medical devices, durable medical equipment, and medical supplies; and be able to demonstrate and teach the proper use and care of these products.		
5.01.01	Given a request for a medical device requiring precautionary warnings, the intern can communicate these to the patient.	_____	_____
5.01.02	Given a request for diabetic supplies (e.g., insulin, insulin delivery systems, testing equipment), the intern can demonstrate thorough knowledge of them.	_____	_____
5.01.03	Given a list of diagnostic agents or devices, the intern can indicate the use of each product and advise the patient on proper use and meaning of test results.	_____	_____
5.01.04	Given a request for family planning or contraceptive products (e.g., ovulation/pregnancy tests, condoms, basal thermometers), the intern can demonstrate knowledge and their uses.	_____	_____
5.01.05	Given a list of drug delivery devices (e.g., infusion pumps, nasal and oral inhalers, home nebulizers), the intern can demonstrate knowledge and their uses.	_____	_____
5.01.06	Given a request for ostomy supplies, the intern understands their form and function and can advise the patient on their proper use.	_____	_____

6.00.00

LAW - ETHICS

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
6.01.00	The objective is to become thoroughly familiar with the federal and state controlled substance laws and regulations, and the state and federal food and drug laws as they pertain to the practice of pharmacy.		
6.01.01	Given a list of legal requirements, the intern can identify those applicable to community pharmacy, hospital pharmacy, long-term care facility pharmacy, and home health care pharmacy practice.	_____	_____
6.01.02	Given a list of duties in the pharmacy, the intern can identify those which are the responsibility of the pharmacist-in-charge, staff pharmacist, and intern; and which may be assumed by pharmacy technicians or clerical personnel.	_____	_____
6.01.03	Given a need for preparing stock solutions and for bulk compounding, the intern can demonstrate proper compliance with Minnesota Rule 6800.3300.	_____	_____
6.01.04	Given a need for pre-packaging, the intern can describe the required record keeping, labeling, and expiration dating for these products.	_____	_____
6.01.05	Given a request for purchase of hypodermic syringes and needles, the intern understands the parameters applicable to different requests.	_____	_____
6.01.06	Given a controlled substance order form for Schedule II drugs, the intern can complete the form accurately.	_____	_____
6.01.07	Given a prescription for controlled substance drugs (CII - CIV), the intern can describe the required record keeping, labeling, security, and storage in both retail and institutional practice.	_____	_____
6.01.08	Given a list of drugs, the intern can identify the schedule under which each drug is classified.	_____	_____

6.01.09	Given perpetual inventory records, the intern understands how to reconcile the records.	_____	_____
6.01.10	Given a controlled substance requiring disposal or transfer to another registered practitioner, the intern can complete the necessary waste and transfer record keeping.	_____	_____
6.01.11	Given examples of drugs whose restrictions on distribution vary between the state and federal law, the intern can identify those differences.	_____	_____
6.01.12	Given the names of drugs not included in the Controlled Substance Acts, the intern can apply the law and professional judgment in controlling these substances.	_____	_____
6.01.13	Given a list of drugs, the intern can identify special labeling requirements for each drug.	_____	_____
6.01.14	Given a list of products (i.e., alcohol, tobacco, food, controlled substances, etc.), the intern can identify those requiring a special license for sale in addition to the pharmacist and pharmacy license.	_____	_____
6.01.15	Given the names of various classes of health practitioners, the intern can identify drugs that can legally be prescribed or dispensed within each practitioner's scope of practice.	_____	_____
6.01.16	Given a prescription, the intern can discuss when generic/therapeutic substitution is not appropriate.	_____	_____
6.01.17	Given a prescription requiring authentication, the intern can identify the best source and method of verification.	_____	_____
6.01.18	Given a prescription order, label, and the drug to be dispensed, the intern can determine whether all legal requirements have been met.	_____	_____
6.01.19	Given a request for supplying a legend drug to a licensed practitioner for office use, the intern can discuss proper procedures and documentation.	_____	_____

6.01.20	Given a list of regulatory agencies (e.g., State Board of Pharmacy, DEA, FDA, OSHA, etc.), the intern can describe each agency's jurisdiction, and how and when to contact each agency.	_____	_____
6.01.21	Given a faxed prescription order, the intern can determine appropriateness and legality of the prescription.	_____	_____
6.01.22	Given an electronically transmitted prescription, the intern can determine appropriateness and legality of the prescription.	_____	_____
6.01.23	Given the use of computers in the pharmacy, the intern can describe the record keeping requirements (e.g., ability to reconstruct database, daily printouts, certification, record retention requirements, etc.).	_____	_____
6.01.24	Given a request for a prescription transfer, the intern can demonstrate proper procedures for receiving and giving transfers.	_____	_____
6.01.25	Given a request from another pharmacy, to sell a drug product to them, the intern can describe the proper procedure for handling the request.	_____	_____
6.01.26	Given the request for the return of drugs and/or medical devices, the intern can discuss proper procedures for addressing the request.	_____	_____
6.01.27	Given a recall notice by a drug manufacturer/distributor, the intern can describe appropriate action.	_____	_____
6.02.00	The objective is to gain skill and competence in the exercising of professional judgment when interacting as a health team member with the safety and concern for the patient becoming paramount.		
6.02.01	Given a request to divulge the nature of pharmaceutical services rendered to a patient, the intern can describe the responsibility for maintaining confidentiality.	_____	_____
6.02.02	Given an emergency dispensing situation, the intern can describe the professional and legal methods of meeting the emergency.	_____	_____

6.02.03 Given a prescription order which is technically or legally incorrect, or professionally improper, the intern can describe the appropriate professional and legal methods of dealing with the situation. _____

6.03.00 The objective is to become familiar with ethical issues in pharmacy practice and be able to identify unethical behavior.

6.03.01 Given a prescription written by a prescriber for himself/herself or a member of their family, the intern can describe appropriate methods of handling the situation. _____

6.03.02 Given a request for accessories that could be used in illegal drug traffic (e.g., syringes, glassine papers, empty capsules, pseudoephedrine, lactose, or similar products), the intern demonstrates how to take appropriate actions. _____

6.03.03 Given a prescription for a drug where it's intended use is contrary to one's own religious/moral beliefs, the intern can discuss options for handling the situation. _____

6.03.04 Given a situation where a member of the health care team is suspected of abusing alcohol or drugs, the intern can describe the options for handling the situation. _____

6.03.05 Given an opportunity to prepare compounded pharmaceuticals, the intern shall demonstrate knowledge of FDA's restrictions on compounding. _____

7.00.00

PHARMACY MANAGEMENT AND ADMINISTRATION

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
7.01.00	The objective is to become familiar with organizational structures, the policies and procedures, and identify the pharmacy's role.		
7.01.01	Given a medication error, the intern can describe the pharmacy's policies and procedures for handling medication errors.	_____	_____
7.01.02	Given a patient's experience of an adverse drug reaction, the intern can initiate and complete an adverse drug reaction form and recognizes FDA's interest in receiving reports of unusual adverse drug reactions.	_____	_____
7.01.03	Given a request for after-hours or emergency pharmaceutical services, the intern can describe accepted methods of providing these services.	_____	_____
7.02.00	The objective is to become familiar with the safety and security policies of the pharmacy.		
7.02.01	Given a situation where a licensed area is only a part of the physical location, the intern can describe the policies relating to access to the licensed area and after-hours security.	_____	_____
7.03.00	The objective is to become familiar with pricing schedules, billing systems, and current reimbursement rates allowed by third-party payers.		
7.03.01	Given a list of third-party providers, the intern can discuss differences regarding formulary drugs, co-payments, and other aspects of reimbursement.	_____	_____
7.03.02	Given a prescription for a third-party payment, the intern can submit and resolve claims.	_____	_____
7.03.03	Given a request for explanation of prices, the intern can explain and compare various pricing structures.	_____	_____

7.04.00 The objective is to become familiar with the basic record keeping procedures used in purchasing and inventory control.

7.04.01 Given a list of drug suppliers, the intern can differentiate those which are wholesalers from those which are pharmaceutical manufacturers. _____

7.04.02 Given a list of business terms used in drug purchasing, the intern can define their meaning and significance (e.g., back orders, out-of-state, bid pricing, acquisition cost). _____

7.04.03 Given data concerning demand for a particular drug, the intern can establish appropriate inventory levels. _____

7.04.04 Given a description of an overstocked prescription inventory, the intern can describe the "return goods" policies of suppliers and can effect an inventory reduction. _____

7.04.05 Given the task of generating a purchase order, the intern can discuss good buying practices. _____

7.05.00 The objective is to become familiar with general accounting terms and tools, utilized in pharmacy management.

7.05.01 Given a profit-loss statement, the intern demonstrates an understanding of the concepts contained therein. _____

7.06.00 The objective is to become familiar with the privacy requirements of HIPAA.

7.06.01 Given a new patient at the pharmacy, the intern shall demonstrate knowledge of the need to provide the patient with a copy of the pharmacy's Privacy Policy. _____

7.06.02 Given a change of employment by the intern, the intern shall demonstrate knowledge of the need to become familiar with the privacy policies of each place of employment. _____

7.06.03 Given a request by a third-party to pick up a prescription for a patient, the intern shall know what is allowable under HIPAA and the pharmacy's Privacy Policy. _____

- 7.06.04 Given a request for patient profile or other health care information for a family member for insurance or tax purposes, the intern shall know what is permissible under HIPAA, state law and the pharmacy's Privacy Policy. _____
- 7.06.05 Given a request for information from someone other than the patient and for purposes other than treatment, payment, or internal operations, the intern shall know what is permissible under HIPAA, state law and the pharmacy's Privacy Policy. _____

8.00.00

HOSPITAL PHARMACY PRACTICE

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
8.01.00	The objective is to understand standards of hospital pharmacy practice.		
8.01.01	Given a list of regulatory agencies, the intern can discuss each agency's role in Hospital Pharmacy Practice (e.g., Board of Pharmacy, Department of Human Services, Minnesota Department of Health, JCAHO, ASHP, HCFA).	_____	_____
8.01.02	Given hospital and pharmacy department policies and procedures, the intern can discuss their formulation and application.	_____	_____
8.01.03	Given the composition of the P & T Committee, the intern can discuss its role in QA and drug therapy education.	_____	_____
8.01.04	Given the hospital's formulary, the intern can discuss its formulation and application.	_____	_____
8.01.05	Given the hospital's QA process, the intern can describe its application to hospital pharmacy practice.	_____	_____
8.01.06	Given JCAHO's definition of DUE, the intern can describe its purpose.	_____	_____
8.01.07	Given a list of Health Care Practitioners, the intern can describe the role of each of these practitioners in the institution as it relates to drug therapy.	_____	_____
8.02.00	The objective is to become familiar with the different types of drug distribution systems.		
8.02.01	Given a medication order, the intern can correctly interpret, analyze, profile, and dispense the proper product.	_____	_____
8.02.02	Given a unit dose dispensing system, the intern can define and identify the key elements involved.	_____	_____

8.02.03	Given an order for infusion therapy, the intern can demonstrate procedures for preparation, storage, distribution, and use of equipment and products.	_____	_____
8.02.04	Given the common hazards of IV therapy, the intern can discuss their prevention and/or resolution.	_____	_____
8.03.00	The objective is to become familiar with clinical pharmacy services in the organized health care setting.		
8.03.01	Given a patient chart, the intern can describe the key elements, understand how to use the data, and develop conclusions relating to patient care.	_____	_____
8.03.02	Given a list of specialty pharmacy services, the intern can describe the function of each (e.g., pharmacokinetic dosing service, nutrition support service, and decentralized pharmacy services).	_____	_____

9.00.00

LONG-TERM CARE FACILITY PHARMACY PRACTICE

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
9.01.00	The objective is to understand the requirement for consultation to long-term care facilities.		
9.01.01	Given a request from a long-term care facility, to provide consultation services, the intern demonstrates knowledge of requirements and responsibilities of the consultant pharmacist (e.g., patient chart review, quarterly reports, etc.).	_____	_____
9.02.00	The objective is to understand standards of long-term care facility pharmacy practice.		
9.02.01	The intern can discuss DHS, MDH, JCAHO, and ASCP standards for long-term care facilities.	_____	_____
9.02.02	The intern can discuss long-term care pharmacy practice written policies and procedures.	_____	_____
9.02.03	The intern can describe the composition and role of the Patient Care Committee, and its role in Quality Assurance, DUR, and staff performance.	_____	_____

10.00.00

HOME HEALTH CARE PHARMACY PRACTICE

		<u>DATE</u>	<u>PRECEPTOR INITIALS</u>
10.01.00	The objective is to understand standards of home health care pharmacy practice.		
10.01.01	The intern can describe JCAHO standards of home health care pharmacy practice.	_____	_____
10.01.02	The intern can describe written policies and procedures for the provision of pharmaceutical services to Home Care patients.	_____	_____

Comments by Preceptors

Were there any areas that were not addressed in the manual? If so, what should be added?

Comments by Interns
(Optional)

Did you find this manual helpful in getting the most out of your practice experience?

Indicate your answer by circling one of the following:

- 1 - Not Helpful
- 2 - Somewhat Helpful
- 3 - Helpful
- 4 - Very Helpful
- 5 - Extremely Helpful

Affidavit of Preceptors

I certify, by my initials, that, on the date listed with each competency statement, the intern whose manual I have signed has demonstrated mastery of the competency listed.

	<u>Name (please print)</u>	<u>Preceptor Lic. #</u>	<u>Pharmacy</u>	<u>Initial</u>
Preceptor #1	_____	_____	_____	_____
Preceptor #2	_____	_____	_____	_____
Preceptor #3	_____	_____	_____	_____
Preceptor #4	_____	_____	_____	_____
Preceptor #5	_____	_____	_____	_____