

PHARMACY AND POISONS BOARD OF HONG KONG

Guidelines for Accredited Pharmacy Internship Training Institutions for Hospitals

A. Basic Requirements for Qualification as Training Sites

1. The training institution* must be recognized by the Pharmacy and Poisons Board of Hong Kong.
2. The training institution must be able to provide a comprehensive and structured training programme for the pharmacy interns.
3. The training performance of individual training institutions must be monitored and reviewed periodically to ensure that the training provided is up to standard.

* Training institution can be the pharmaceutical department of a hospital or similar institution or more than one pharmaceutical department within a group of hospitals.

B. Areas of Training to be Provided

Overview

The training institution should provide a structured, competency-based training programme for the pharmacy interns to enable them to practise effectively and independently as competent pharmacists at the end of the training. To this end, the training programme should be based on a set of Unit Standards which describe the **skills, knowledge and attitudes** required of a newly registered pharmacist. These Unit Standards are grouped under two main categories, namely, Professional Competencies and Personal Attributes.

Part A (Professional Competencies) refer to a set of competency standards specific to pharmacy practice which define the unit of learning, and expected learning outcomes for the entire internship training programme. Each standard encompasses a number of **Elements of Competency** which the pharmacy intern should achieve in order to join the pharmacist register. Each **Element of Competency** has a range of **Performance Criteria**, which should be derived by the training institution in an appropriate manner, specify the standards of performance against which achievements will be measured.

The established Unit Standards, key elements of competency and sample performance criteria of a typical hospital training programme are outlined in the ensuing pages.

Part B (Personal Attributes) relates to the professional attitudes and behaviours expected to be possessed by individuals preparing to enter the pharmacy profession. Developing these personal attributes will enhance the way professional relationships are handled and facilitate individual personal improvement. Each of the attributes comprises a set of requirements which the pharmacy intern should achieve in order to be considered fit for registration.

Part A: Professional Competencies

Unit Standard 1: Dispense Medicines

Dispensing is the process by which a pharmacist supplies medicines to patients on and in accordance with the prescription or order of an authorized prescriber. All aspects of the process involve the exercise of professional judgement and responsibility.

Elements of Competency

1.1 Validate prescriptions

- *Check the completeness, legality and authenticity of different types of prescriptions*

1.2 Assess and interpret prescriptions

- *Determine whether individual prescriptions should be dispensed by assessing the correctness and appropriateness of prescribing*
- *Identify prescribed medicines and interpret prescription instructions*

1.3 Review patients' medicines in relation to their medication histories

- *Access patient medication histories and verify details with patients, their caregivers or other health professionals*

1.4 Determine the safety and appropriateness of the drug therapy

- *Consider pertinent data which are likely to affect the efficacy or safety of drug therapy, identify any drug-related problems and take appropriate action to rectify the drug-related problems detected*

1.5 Demonstrate a disciplined dispensing procedure

- *Dispense medicine in accordance with legal requirements, established policies and procedures*

1.6 Counsel patients or caregivers to encourage compliance with recommended treatment

- *Communicate effectively with patients, ascertain patients' understanding of their medicines; give correct and appropriate advice about dispensed medicines and advise on ways to improve patient compliance*

Unit Standard 2: Prepare Pharmaceutical Products

This Unit Standard covers the skills in preparing sterile and non-sterile pharmaceutical products. Proper documentation and in-process control should be performed to ensure that prepared products are safe and are of good quality. Interns should acquire sound knowledge and, if possible, experiences in aseptic dispensing as well as extemporaneous compounding and also be familiar with quality assurance/control procedures in the following areas:

(I) Extemporaneous Dispensing Services

The services include the production of a batch of product (batch compounding) or the preparation of an extemporaneously compounded product for a single patient (extemporaneous compounding).

(II) Aseptic Dispensing Services

- (a) Total Parenteral Nutrition Service ("TPN") which is responsible for the provision of parenteral nutrition mixtures;

- (b) Cytotoxic Reconstitution Service (“CYTO”) which involves the reconstitution and mixing of cytotoxic preparations; and
- (c) Pharmacy Intravenous Admixture Service (“PIVAS”) which involves the reconstitution and mixing of other parenteral preparations (other than TPN and CYTO preparations).

Elements of Competency

- 2.1 Consider relevant legislative and policy requirements
 - *Comply with local workplace practices and professional practice standards for product preparations*
- 2.2 Select and apply established formulations for pharmaceutical products to be prepared
 - *Select and interpret formulations; validate the formula and production method and modify the formulations when necessary*
- 2.3 Perform calculations for preparation of pharmaceutical products
 - *Prepare worksheet and calculate quantities of ingredients required accurately*
- 2.4 Obtain stock and equipment for preparation of pharmaceutical products
 - *Obtain correct form and strength of ingredients and check to ensure they are in suitable conditions for use and ensure equipment and work area are appropriate, clean and tidy*
- 2.5 Perform the preparation of pharmaceutical products
 - *Make reference to the master formula, apply formulation techniques and select suitable equipment for the preparation of pharmaceutical products*
 - *Make reference to the standard operating procedures and apply aseptic techniques for the preparation of sterile pharmaceutical products*
- 2.6 Pack and store all finished products
 - *Select the most appropriate container or packaging to ensure stability and safety, assign appropriate expiry dates to different kinds of preparations and ensure proper labeling and storage*
- 2.7 Perform quality assurance and control procedures
 - *Comply with workplace quality control procedures for assessment of finished products*

Unit Standard 3: Promote and Contribute to Rational Drug Use

This Unit Standard covers the roles of the pharmacist in promoting rational drug use, and applying the concept of pharmaceutical care. Rational drug use refers to the appropriate selection of drug therapy on the basis of scientific, pharmacokinetic and therapeutic evidence. Pharmaceutical care is the direct, responsible provision of medication-related care for the purpose of achieving definite outcomes that improve a patient’s quality of life. Pharmacists’ expertise in therapeutics and pharmaceutical sciences enables them to monitor and evaluate drug therapy and to advise prescribers, health care providers, patients and carers on the choice of drug therapy in order to optimize patient outcomes.

Elements of Competency

- 3.1 Promote rational and safe drug use on hospital-wide basis
 - *Understand the various means of promoting rational and safe drug use in the hospital, participate in medication incidents and adverse drug reactions reporting and drug utilization evaluations*
- 3.2 Obtain individual patient medication history
 - *Access patient's medication history and obtain relevant clinical and medication related information from patient and/or carer and/or healthcare professional*
- 3.3 Review and assess the drug therapy of individual patients
 - *Consider the appropriateness of the drug choice for patient's medical condition*
- 3.4 Recommend necessary changes to drug therapy of individual patients
 - *Identify necessary changes and advise prescribers and other health professionals the optimal medicine, dosage form and method of administration for the patient*
- 3.5 Document clinical pharmacy interventions
 - *Record clinical decisions and recommendations*

Unit Standard 4: Provide Drug Information and Education

This Unit Standard covers the role of pharmacist in promoting the safe and effective use of drugs and by providing verbal and written drug information and education to patients, pharmacy colleagues and other health care professionals

Elements of Competency

- 4.1 Have a general understanding on drug information and education services
 - *Describe the operation/delivery of drug information and education services in hospital pharmacies*
- 4.2 Obtain and clarify information about the query
 - *Ask appropriate questions and obtain relevant information effectively from the enquirer*
- 4.3 Identify and access relevant sources for retrieval of information
 - *Know how to use appropriate sources to obtain necessary information in a systematic way*
- 4.4 Interpret and evaluate information to formulate a reply
 - *Evaluate information for suitability, accuracy and reliability and interpret available information to formulate reply for queries*
- 4.5 Communicate verbal and written reply
 - *Know the appropriate means of communication and communicate verbal and written reply clearly*
- 4.6 Evaluate the outcomes of provision of information
 - *Know how to document and evaluate the outcomes of provision of information*

- 4.7 Provide other drug information and education services (such as publication of drug education bulletins, newsletters, etc.)
- *Participate in the preparation of drug education bulletins and newsletters of hospital pharmacies and lecture materials for educating hospital staff and patient groups*

Unit Standard 5: Compliance to Legal Requirements in Daily Practice

Forensic pharmacy is the study of the laws affecting the practice of pharmacy and the sale or distribution of medicines and poisons. This encompasses the information contained in the following legislations:

- (a) Pharmacy and Poisons Ordinance (Cap. 138) and related Regulations
- (b) Dangerous Drugs Ordinance (Cap. 134) and related Regulations
- (c) Antibiotics Ordinance (Cap. 137) and related Regulations
- (d) Import and Export Ordinance (Cap. 60) and related Regulations
- (e) Undesirable Medical Advertisements Ordinance (Cap. 231)
- (f) Waste Disposal Ordinance (Cap. 354) and related Regulations
- (g) Personal Data (Privacy) Ordinance (Cap 486)
- (h) Occupational Safety and Health Ordinance (Cap. 509) and related Regulations

After covering this aspect of training, interns are expected to have acquired general knowledge of pharmacy-related legislations and thus be able to comply with the legal requirements in daily practice.

Elements of Competency

- 5.1 Have a general understanding on the roles and functions of regulatory bodies relating to pharmacy practice
- *Describe the regulatory roles and functions of the Department of Health and the Pharmacy and Poisons Board*
- 5.2 Have working knowledge on the application of the laws governing the sale, supply and control of poisons, dangerous drugs and antibiotics in the hospital pharmacy
- *Comply with those parts of the legislative requirements on poisons, dangerous drugs and antibiotics that apply to pharmacy practice*
- 5.3 Familiarize with the laws governing authorized sellers of poisons and listed sellers of poisons
- *Describe the definition of authorized sellers of poisons (“ASPs”) and listed sellers of poisons (“LSPs”) and the roles and duties of pharmacist in ASPs*
- 5.4 Familiarize with the laws governing the use of unregistered drugs and the application of clinical trial/medicinal test certificates in the hospital pharmacy
- *Describe the legal requirements and procedures in the procurement, supply and control of unregistered drugs for patient use*
 - *Describe the legal requirements and procedures in the application of clinical trial/ medicinal test certificates*

- 5.5 Familiarize with the laws governing the procedures in applying for the registration of pharmaceutical products, and the manufacturing of pharmaceutical products
- *Describe the application procedures for registration of a pharmaceutical products and for obtaining manufacturer licence and the information required for supporting the application*
- 5.6 Familiarize with the laws governing the import and export of pharmaceutical products
- *Describe the legal requirements on import and export of pharmaceutical products*
- 5.7 Familiarize with the laws governing advertisements relating to pharmaceutical and health products
- *Describe the legal requirements on advertisement of pharmaceutical and health products*
- 5.8 Familiarize with the laws governing the management and disposal of pharmaceutical wastes
- *Describe the legislative requirements on handling and disposal of pharmaceutical wastes*
- 5.9 Have a working knowledge on the application of laws governing personal data protection
- *Comply with the legal requirements on personal data protection*
- 5.10 Have working knowledge on application of laws governing occupational safety in workplace
- *Comply with the legal requirements on ensuring the safety and health of persons at workplace*

Unit Standard 6: Apply General Organizational Skills and Professional Ethics in Pharmacy Practice

This Unit Standard covers the general administrative and managerial skills common to all pharmacists. It encompasses the ability to deal with contingencies in the workplace as well as routine work.

Elements of Competency

- 6.1 Understand the general operation and organization of a hospital pharmacy department
- *Describe the overall organization and functioning of the hospital and the local policies, hours of operations and scope of services of the pharmacy department*
 - *Familiarize with the relevant documents affecting daily pharmacy operations*
- 6.2 Understand effective staff management, annual staff review, staff training and development
- *Describe the significance and principles of staff development review and the significance of staff training and development*
- 6.3 Understand effective stock management, quality complaint of products and waste disposal of pharmaceutical products
- *Describe the principles behind the management of pharmaceutical stock, handle correctly quality complaint of pharmaceutical products and dispose chemical and pharmaceutical waste in the right manner*

- 6.4 Understand effective contingency, risk and disaster management
- *Describe the procedures for emergency/ after-hours dispensing, contingency measures for dispensing in case of major system breakdown, disease outbreak, mitigation and risk reduction measures in pharmacy*
- 6.5 Understand and familiarize with service improvement programmes and clinical audits
- *Give examples of service improvement programmes and clinical audits in hospital pharmacy*
- 6.6 Understand pharmacy budget control and financial management
- *Describe budget control mechanisms and financial management on manpower resources, drug consumption and other pharmacy-related expenses in hospitals*
- 6.7 Understand other administrative & management issues (e.g. Occupational Safety and Health (“OSH”); principles and measures of infection control, testing and maintenance of medical gas pipeline system, pharmacy security, etc.)
- *Describe the operations of various committees/ task forces/ working groups relevant to pharmacy practice in the organization*
 - *Understand the significance of OSH and infection control in workplace and familiarize with medical gas pipeline system testing and maintenance and pharmacy security measures*
- 6.8 Perform ethical and professional responsibilities
- *Apply ethical and professional principles and judgment to pharmacy practice*
- 6.9 Understand patient rights and confidentiality issues
- *Respect patient rights and confidentiality in day-to-day practice*
- 6.10 Commit to continuing professional development
- *Review and reflect on own professional practice against relevant competence standards and undertakes professional development*

Part B: Personal Attributes

This set of standards covers professional attitudes and attributes which a pharmacist should possess. Interns should recognize the importance of punctuality; demonstrate initiative and a commitment to quality in daily practice; and demonstrate ability to communicate at all levels and work with colleagues and other health professionals that best serve patient's interest.

Unit Standard 1: Application to Work

Scope of Requirements

1.1 Punctuality

- *Recognize the importance of punctuality*
- *Be on time everyday*
- *Perform assigned duty in a timely manner*

1.2 Willingness to work

- *Respond with willingness and flexibility to new tasks*

1.3 Grasp the essentials

- *Be able to grasp essentials in daily work*

1.4 Use of opportunities to extend knowledge and skills

- *Make full use of learning and development opportunities*

Unit Standard 2: Quality of Work

Scope of Requirements

2.1 Maintain high standard of work

- *Commit to maintain a high standard of work*

2.2 Apply theoretical knowledge to practical work

- *Apply theoretical knowledge and skills to day-to-day practice*

2.3 Reliability in carrying out instructions and following procedures

- *Meet commitments made to others within agreed deadlines and follow work procedures correctly*

2.4 Plan and complete own work/organize work of others

- *Plan and manage own work effectively, and delegate tasks appropriately*

2.5 Self-reliance and resourcefulness

- *Complete task independently and be resourceful*

2.6 Make clear and concise written communication

- *Express thoughts and ideas clearly and unambiguously in written form*

Unit Standard 3: Attitude to Patients

Scope of Requirements

- 3.1 Anticipate and recognize patient's needs
 - *Anticipate and recognize patient's needs sensitively*
- 3.2 Understand patients as individuals
 - *Respect the uniqueness of individuals*
- 3.3 Gain confidence and co-operation of patients
 - *Behave in a manner which instills confidence*
- 3.4 Communicate in appropriate language
 - *Use communication style appropriate to patient*
- 3.5 Tactfulness
 - *Communicate with patients respectfully and with tact*

Unit Standard 4: Attitude to Co-workers

Scope of Requirements

- 4.1 Acceptance by colleagues and co-workers
 - *Establish good working relationships with all colleagues*
- 4.2 Communicate with other health professionals
 - *Communicate with other health professionals effectively*
- 4.3 Courtesy and helpfulness
 - *Behave in a polite and helpful manner*
- 4.4 Accept instruction, advice, constructive criticism
 - *Willing to accept instruction, advice and value constructive criticism from team members*

Unit Standard 5: Personal Behaviour

Scope of Requirements

- 5.1 Neatness and grooming
 - *Dress appropriately*
- 5.2 Handle difficult situations
 - *Demonstrate ability to handle difficult situations*
- 5.3 Professional attitude
 - *Behave in a manner consistent with the professional standard and code of ethics*

..... A checklist of the training activities is illustrated in **Appendix I**.

C. Assessments

1. To successfully complete the hospital training programme, the pharmacy intern must:
 - (a) achieve competence against all the established Unit Standards as assessed during the training period;
 - (b) achieve a satisfactory standard in the quarterly appraisals completed by the preceptor;
 - (c) adequately complete all the set assessment activities including projects and assignments (if available);

- (d) provide a complete training log or learning record for the entire training period;
and
- (e) be judged competent during the end-of-year oral assessment.

2. Intern's Performance

..... The criteria for assessing intern's performance are outlined in **Appendix II**.

3. Intern's Assessment of Training Experience

..... The criteria for assessing the training experience are outlined in **Appendix III**.

**INTERN'S CHECKLIST FOR
TRAINING PROGRAMME AT HOSPITALS**

Name of Intern : _____ Intern _____
 _____ ID# _____
 (first 4 characters including letter)

Name of Training Establishment : _____

Name of Preceptor : _____

Period of Internship Experience : Jul – Sep 20__ Oct – Dec 20__
 Jan – Mar 20__ Apr – Jun 20__
 √ the appropriate box.

The intern has been exposed to or has participated in the following activities: (*please √)

Check*	Training Activities
<input type="checkbox"/>	Dispensing medicines on the prescription or order of an authorized prescriber
<input type="checkbox"/>	Orientation to Extemporaneous Dispensing Services
<input type="checkbox"/>	Orientation to Aseptic Dispensing Services, for example, Total Parenteral Nutrition Service (“TPN”), Cytotoxic Reconstitution Service (“CYTO”) and Pharmacy Intravenous Admixture Service (“PIVAS”)
<input type="checkbox"/>	Discussion of role of pharmacist in promoting rational drug use, and applying the concept of pharmaceutical care
<input type="checkbox"/>	Discussion of role of pharmacist in promoting the safe and effective use of drugs and by providing drug information and education to patients, pharmacy colleagues and other health care professionals
<input type="checkbox"/>	Orientation to compliance of legal requirements in daily practice including the information contained in the Pharmacy and Poisons Ordinance (Cap. 138) and related Regulations, Dangerous Drugs Ordinance (Cap. 134) and related Regulations, Antibiotics Ordinance (Cap. 137) and related Regulations, Import and Export Ordinance (Cap. 60) and related Regulations, Undesirable Medical Advertisements Ordinance (Cap. 231), Waste Disposal Ordinance (Cap. 354) and related Regulations, Personal Data (Privacy) Ordinance (Cap 486), Occupational Safety and Health Ordinance (Cap. 509) and related Regulations
<input type="checkbox"/>	Orientation to general operation, organization of a hospital pharmacy department and roles & responsibilities of pharmacy staff in workplace
<input type="checkbox"/>	Orientation to effective staff management, annual staff review, staff training and development

<input type="checkbox"/>	Orientation to effective stock management, quality complaint of products and waste disposal of pharmaceutical products
<input type="checkbox"/>	Orientation to effective contingency, risk and disaster management in pharmacy
<input type="checkbox"/>	Orientation to service improvement programmes and clinical audits in pharmacy
<input type="checkbox"/>	Orientation to pharmacy budget control and financial management
<input type="checkbox"/>	Orientation to other administrative & management issues (e.g. Occupational Safety and Health (“OSH”); principles and measures of infection control, testing and maintenance of medical gas pipeline system, etc.)
<input type="checkbox"/>	Discussion of ethical and professional responsibilities
<input type="checkbox"/>	Orientation to patient rights and confidentiality issues
<input type="checkbox"/>	Discussion of continuing professional development
<input type="checkbox"/>	Engaged in projects and assignments (if available)

Other activities, please list:

Signature of Intern: _____ Signature of Preceptor: _____ Date: _____

**PHARMACY INTERN
APPRAISAL FORM

IN

HOSPITAL**

PHARMACY INTERN APPRAISAL FORM

Personal Particulars of Intern

Full Name : _____

HKID No.
(first 4 characters including letter) : _____

Name & Address of
Training Establishment : _____

The Period of Internship Experience to which This Form Relate

Commenced on : _____

Completed on : _____

Module No. : _____

Personal Particulars of Preceptor

Full Name : _____

HK Pharmacist
Registration No. : _____

Rank/Title : _____

General Notes for Preceptors and Interns

Interns will be appraised at quarterly intervals in accordance with the following schedule:

1. *Module 1* (July – September), **due end of September**
2. *Module 2* (October – December), **due end of December**
3. *Module 3* (January – March), **due end of March**
4. *Module 4* (April – June), **due end of June**

The appraisal scheme is a vital component of the internship training, since it covers the professional competencies expected of the newly-registered pharmacist, i.e. those aspects of performance which underpin practice and which, taken together, demonstrate a professional attitude and appropriate sense of responsibility. In this respect, the appraisal scheme is essential as it:

- assesses aspects of the interns' skills and attitude in a systematic manner
- provides a record of the interns' progress in these aspects during the year
- identifies effectively areas of performance which the interns require further training and development
- provides feedback to interns about their progress
- is used to judge fitness for registration at the end of the internship

The Appraisal Form

The assessment for the interns is based on two key aspects of training, contained in Part A and Part B of the form. Part A of the appraisal form lists out all the competency elements (learning outcomes) expected of the interns. Preceptors will evaluate the performance of their interns against these elements and allocate an achievement level (From rating scale "1" to "6") for each of the element. If preceptors are unable to assess their interns against any of the elements, they will check off the box labelled N/A to indicate "not applicable" and give a brief explanation in the 'Remarks' box. Also, preceptors will give specific comments in the 'Remarks' box, such as examples of competency and areas for improvement, especially of elements accorded "1" or "6".

Part B of the form will be used for assessing the personality and attitude of interns. Preceptors are asked to rate the performance of their interns (From rating scale "1" to "6") on aspects such as attitude to work, patients and co-workers; and personal behaviour. In addition, an overall rating for the interns should be given in Part C of the form with due regard to the performance evaluation for both Parts A and B.

Preceptors to Note

The appraisal form for each of the training modules will be bound into a booklet and distributed to the preceptors at the commencement of the internship year. These booklets should be kept by the preceptors and handed to the interns at the time of the appraisal for them to sign and to add comments. Upon completion of the form by all the concerned parties, preceptor(s) should forward the original copy to the Pharmacy Internship Training Committee of the Pharmacy and Poisons Board.

PART A – PHARMACY INTERN COMPETENCIES APPRAISAL

How to Complete Part A

- (a) This part of the appraisal form lists out all the competency elements for the six key pharmacy functions. For each element, put a tick in the box which best fits the intern's usual performance. If you cannot assess your intern on any particular element, place a tick under the box labelled N/A for "not applicable" and explain briefly in the "Remarks" box why you cannot assess these. Preceptors may also list out other competency areas under "Additional Competencies and Competency Elements" for training and assessment purposes as appropriate.
- (b) Try to consider the elements independently from one another. You can expect your intern to be strong in some areas and to have considerable difficulty with others. Do not hesitate to allocate rating scale "1" or "6" where these are deserved. The rating descriptions are as follows:

Rating Scale	Rating Description
1	<i>The Intern always exceeds the competency requirements.</i>
2	<i>The intern always meets and sometimes exceeds the competency requirements.</i>
3	<i>The intern usually meets the competency requirements.</i>
4	<i>The intern often meets the competency requirements but needs some improvement.</i>
5	<i>The intern sometimes meets the competency requirements and needs further improvement.</i>
6	<i>The intern rarely or never meets the competency requirements and needs significant improvement.</i>
N/A	<i>Not applicable to the job.</i>

PART A: PHARMACY INTERN COMPETENCIES APPRAISAL

1. Dispense Medicine	Rating (√ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Validate prescriptions							
(b) Assess and interpret prescriptions							
(c) Review patients' medicines in relation to their medication histories							
(d) Determine the safety and appropriateness of the drug therapy							
(e) Demonstrate a disciplined* dispensing procedure							
(f) Counsel patients or caregivers to encourage compliance with recommended treatment							
<p>*disciplined: includes appropriate, organized, systematic, orderly, unrushed, cautious, etc.</p> <p>Remarks: (Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of all of the above competency elements)</p> <p><input type="checkbox"/> The element was not covered in this module (for N/A rating).</p> <p><input type="checkbox"/> Others:</p>							
2. Prepare Pharmaceutical Products (Extemporaneous and Aseptic Dispensing)	Rating (√ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Consider relevant legislation and policy requirements							
(b) Select and apply established formulations for pharmaceutical products to be prepared							
(c) Perform calculations for preparation of pharmaceutical products							
(d) Obtain stock and equipment for preparation of pharmaceutical products							
(e) Perform the preparation of pharmaceutical products							
(f) Pack and store all finished products							
(g) Perform quality assurance and control procedures							
<p>Remarks: (Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of all of the above competency elements)</p> <p><input type="checkbox"/> The element was not covered in this module (for N/A rating).</p> <p><input type="checkbox"/> Others:</p>							

3. Demonstrate the Understanding and Application of Rational Drug Use in the Following Areas:	Rating (√ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Promote rational and safe drug use on hospital-wide basis							
(b) Obtain individual patient medication histories							
(c) Review and assess the drug therapy of individual patients							
(d) Recommend necessary changes to drug therapy of individual patients							
(e) Document clinical pharmacy interventions							
<p>Remarks: (Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of all of the above competency elements)</p> <p><input type="checkbox"/> The element was not covered in this module (for N/A rating). <input type="checkbox"/> Others:</p>							
4. Provide Drug Information and Education	Rating (√ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Have a general understanding on drug information and education services							
(b) Obtain and clarify information about the query							
(c) Identify and access relevant sources for retrieval of information							
(d) Interpret and evaluate information to formulate a reply							
(e) Communicate verbal and written reply							
(f) Evaluate the outcomes of provision of information							
(g) Provide other drug information and education services*							
<p>*other drug information and education services include writing a drug information leaflet, an article for the newsletters or publications, etc.</p> <p>Remarks: (Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of all of the above competency elements)</p> <p><input type="checkbox"/> The element was not covered in this module (for N/A rating). <input type="checkbox"/> Others:</p>							

5.	Knowledge of the Application of the Following Legal Requirements in Relation to Pharmacy Practice:	Rating (✓ as appropriate)						
		1	2	3	4	5	6	N/A
	(a) Have a general understanding on the roles and functions of regulatory bodies relating to pharmacy practice							
	(b) Have working knowledge on the application of the laws governing the sale, supply and control of poisons							
	(c) Have working knowledge on the application of the laws governing the sale, supply and control of dangerous drugs							
	(d) Have working knowledge on the application of the laws governing the sale, supply and control of antibiotics							
	(e) Familiarize with the laws governing authorized sellers of poisons and listed sellers of poisons							
	(f) Familiarize with the laws governing the use of un-registered drugs and the application of Clinical Trial/Medicinal Test Certificates in hospital pharmacy							
	(g) Familiarize with the law governing the procedures in applying for the registration of pharmaceutical products							
	(h) Familiarize with the laws governing the manufacturing, import and export of pharmaceutical products							
	(i) Familiarize with the laws governing advertisements relating to pharmaceutical and health products							
	(j) Familiarize with the laws governing the management and disposal of pharmaceutical wastes							
	(k) Have a working knowledge on the application of laws governing personal data protection							
	(l) Have a working knowledge on the application of laws governing occupational safety in workplace							
Remarks: (Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of all of the above competency elements)								
<input type="checkbox"/> The element was not covered in this module (for N/A rating).								
<input type="checkbox"/> Others:								
6.	Apply General Organizational Skills and Professional Ethics in Pharmacy Practice	Rating (✓ as appropriate)						
		1	2	3	4	5	6	N/A
	(a) Understand the general operation and organization of pharmacy department							
	(b) Understand effective staff management, annual staff review, staff training and development							
	(c) Understand effective stock management, quality complaint and waste disposal of pharmaceutical products							
	(d) Understand effective contingency, risk and disaster management							
	(e) Understand and familiarize with service improvement programmes and clinical audits							
	(f) Understand pharmacy budget control and financial management							
	(g) Understand other administrative and management issues							
	(h) Perform ethical and professional responsibilities							
	(i) Understand patient rights and confidentiality issues							
	(j) Commit to continuing professional development							
Remarks: (Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of all of the above competency elements)								
<input type="checkbox"/> The element was not covered in this module (for N/A rating).								
<input type="checkbox"/> Others:								

ADDITIONAL COMPETENCIES AND COMPETENCY ELEMENTS (MAINLY FOR CPO POSTINGS)	Rating (√ as appropriate)					
	1	2	3	4	5	6
<i>(As agreed between intern and preceptor)</i>						
Remarks: <i>(Any specific comments such as examples of competency, areas for improvement, especially for items accorded "1" or "6", in respect of all of the above competency elements)</i>						

PART B – PHARMACY INTERN PERSONAL ATTRIBUTES APPRAISAL

How to Complete Part B

- (a) In completing this part, please appraise the intern's progress and overall performance so far. Try to remember that you are assessing an intern over a period of time. Isolated incidents should not influence your assessment.
- (b) For each item/performance characteristic, put a tick in the box which best fits the intern's usual performance. Do not hesitate to give rating scale "1" or "6" where deserved. Try not to let the intern's strength or weakness in one quality cloud your judgement of his/her standing in another. It is quite normal for an individual to be above average in some respects and to fall short in others. If you are unable to evaluate a particular item/performance characteristic, place a tick under the box labelled N/A for "not applicable".
- (c) Comments are always helpful, particularly to explain an unusual rating or when an unqualified rating might not present a true picture. The rating descriptions are as follows:

Rating Scale	Rating Description
1	<i>The Intern always exceeds the requirements for the job.</i>
2	<i>The Intern always meets and sometimes exceeds the requirements for the job.</i>
3	<i>The intern usually meets the requirements for the job.</i>
4	<i>The intern often meets the requirements for the job but needs some improvement.</i>
5	<i>The intern sometimes meets the requirements for the job and needs further improvement.</i>
6	<i>The intern rarely or never meets the requirements for the job and needs significant improvement.</i>
N/A	<i>Not applicable to the job.</i>

PART B: PHARMACY INTERN PERSONAL ATTRIBUTES APPRAISAL

1. Application to Work	Rating (✓ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Punctuality							
(b) Willingness to work							
(c) Grasp the essentials							
(d) Use of opportunities to extend knowledge and skills							
<p>Remarks: (Any specific comments such as examples of areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of the above performance characteristics)</p>							
2. Quality of Work	Rating (✓ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Maintain high standard of work (in general)							
(b) Apply theoretical knowledge to practical work							
(c) Reliability in carrying out instructions and following procedures							
(d) Plan and complete own work/organize work of others							
(e) Self-reliance and resourcefulness							
(f) Make clear and concise written communication							
<p>Remarks: (Any specific comments such as examples of areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of the above performance characteristics)</p>							

3. Attitude to Patients	Rating (✓ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Anticipate and recognize patient's needs							
(b) Understand patients as individuals							
(c) Gain confidence and co-operation of patients							
(d) Communicate in appropriate language							
(e) Tactfulness							
<p>Remarks: (Any specific comments such as examples of areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of the above performance characteristics)</p>							
4. Attitude to Co-workers	Rating (✓ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Acceptance by colleagues and co-workers							
(b) Communicate with other health professionals							
(c) Courtesy and helpfulness							
(d) Accept instruction, advice, constructive criticism							
<p>Remarks: (Any specific comments such as examples of areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of the above performance characteristics)</p>							
5. Personal Behaviour	Rating (✓ as appropriate)						
	1	2	3	4	5	6	N/A
(a) Neatness and grooming							
(b) Handle difficult situations							
(c) Professional attitude							
<p>Remarks: (Any specific comments such as examples of areas for improvement, especially for items accorded "1", "6" or "N/A", in respect of the above performance characteristics)</p>							

PART C – SUMMARY OF OVERALL PERFORMANCE

Overall Rating

(Please indicate the intern's overall performance by marking the appropriate box. In arriving at the decision, the assessments of both Parts A and B should be considered)

- Outstanding performance – Consistently well above the requirements for the job.
- Superior performance – Frequently exceeds the requirements for the job.
- Good performance – Occasionally exceeds the requirements for the job.
- Effective performance – Meets the basic requirements for the job.
- Marginal performance – Some aspects of performance are below the requirements for the job. Further improvement is necessary.
- Below-standard performance - Significant improvement in performance is essential to meet the required standard for the job.

General Comments by the Preceptor (particularly on overall performance and development progress under the review period)

The intern has/has not* completed the training satisfactorily for the specified period (***please delete as appropriate**)

Signature of Preceptor

Name/Position

Date

**PART D – COUNTERSIGNING MANAGER’S (OFFICER-IN-CHARGE)
ASSESSMENT**

Comments

Name of Countersigning Manager/
Senior Management

Position

Signature

Date

PART E – INTERN’S COMMENTS

Comments (including comments on the training, suggestion for improvement and development, or any other points)

Signature of Intern

Date

INTERN'S ASSESSMENT OF HOSPITAL TRAINING PROGRAMME

Name of Intern : _____ Intern ID# _____
(first 4 characters including letter)

Name of Training Establishment : _____

Name of Preceptor : _____

Period of Internship Experience : Jul – Sep 20__ Oct – Dec 20__
 Jan – Mar 20__ Apr – Jun 20__
 ✓ the appropriate box.

The rating descriptions are as follows:

Rating Scale	Rating Description
1	Strongly Agree
2	Agree
3	Neutral
4	Disagree
5	Strongly Disagree

1. EVALUATION OF TRAINING ACTIVITIES	Rating (✓ as appropriate)				
	1	2	3	4	5
(a) The training experience increased my ability to communicate with patients and/or other health care providers.					
(b) The training provided opportunity to increase my knowledge of rational drug use and pharmacotherapy.					
(c) The training experience increased my ability to handle prescriptions.					
(d) The training experience increased my ability to counsel patients and provide drug information to patients and/or other health care providers.					
(e) I gain a good understanding of the general set-up and daily operations of a hospital pharmacy.					

2. EVALUATION OF THE PRECEPTOR	Rating (✓ as appropriate)				
	1	2	3	4	5
(a) The preceptor demonstrated professionalism in his/her work.					
(b) The preceptor communicated effectively with me.					
(c) The preceptor taught with enthusiasm.					
(d) The preceptor provided constructive feedback for my improvement.					
(e) The preceptor provided adequate support and supervision during the training.					

3. BRIEFLY SUMMARIZE YOUR TRAINING EXPERIENCE (BOTH POSITIVE AND NEGATIVE ASPECTS) IN THE SPACE BELOW.

Signature of Intern

Date