

UA College of Pharmacy PhPr 803a – Community Pharmacy Practice Rotation Task Check List

In-progress Rating / date / initials	Complete Date / initials	Description of Task
1. Processing Prescriptions		
		a. Describes requirements for receiving prescriptions
		Written
		Electronic
		Facsimile
		Verbal
		Transfers
		Any other means used at rotation site
		b. Evaluates new and refill prescriptions
		Completeness
		Legal requirements
		Appropriate indication
		Appropriate dosing and route of administration
		Allergies
		Drug-drug interactions
		Drug-disease interactions
		c. Collects missing information efficiently from appropriate sources (See section 2 below for details)
		d. Prescription data entry into computer system
		Creates profile or adds information to existing profile
		Makes appropriate product selection according to established laws and protocols
		Generates accurate labeling for dispensing product to patient
2. Medication Therapy Management		
		a. Identifies prescription problems relating to Section 1b
		Interviews patients/care givers to obtain information needed to evaluate prescriptions as described in section 1 above
		Evaluates new prescription, refill prescription, or other patient encounter in context of an individual patient's profile
		b. Resolves prescription problems
		Effectively communicates problem and suggested resolution with physician or other health care provider
		Effectively communicates problem and intended course of action to patient

		c. Demonstrates communication skills needed for effectively interviewing/counseling patients
		Speaks clearly
		Uses appropriate terminology
		Asks open ended questions
		Prioritizes counseling points
		Listens to patient, verifies patient understanding
		Displays caring attitude
		Provides complete and accurate information
		Uses printed or other patient information media appropriately
		Identifies patients who have/may have medication compliance problems and explores potential solutions
		Describes resources available at practice site for communication with non-English speaking patients, and uses them appropriately
		d. Drug Information – Responses to questions from patients or prescribers
		Clarifies question/specific request
		Uses appropriate references to gather information
		Formulates appropriate (complete, concise, accurate) response
		Effectively communicates response to person that requested it
		e. Appropriately documents interventions, communications with other health care providers, and significant patient interactions according to established procedures
		f. Describes procedures for reporting significant adverse drug events to MedWatch or other agencies
3. Preparation/Dispensing of Prescription products		
		a. Finished dosage forms
		Selects correct products from inventory
		Counts or measures products accurately, including reconstitution of oral suspension products
		Selects appropriate container for dispensing to patient
		b. Compounding
		Uses appropriate ingredients
		Makes accurate calculations
		Makes accurate measurements
		Uses correct procedures and techniques to make the product
		Follows procedures for documentation of compounding products for immediate or anticipated use
		c. Cytotoxic or hazardous products
		Identifies products that have safe-handling precautions
		Uses appropriate precautions when preparing these products for compounding or other preparation for dispensing
		Describes and uses appropriate disposal methods for cytotoxic or hazardous materials

		d. Dispensing prescription products and devices
		Delivers correct products to correct patient or patient representative
		Documents dispensing of prescription medications and controlled substances according to established procedures
		Appropriately counsels patients regarding use of medication or medical device (more detail under Medication Management Therapy section of checklist)
		e. Efficiently fills prescriptions
		f. Effectively supervises work of technicians and supportive personnel
4. Controlled Substances - Describes and complies with established procedures for		
		a. Procurement and inventory/storage requirements
		b. Prevention of theft/diversion
		c. Filing prescriptions
		d. Disposal or other procedures for handling expired or partially used products
		e. Over the counter dispensing of C-V products
5. Over the Counter Products		
		a. Obtains information from patient to assess chief complaint
		b. Refers patient to physician when appropriate
		c. Advises selection of appropriate OTC products in categories including but not limited to
		Analgesics/antipyretics
		Cough/cold/allergy
		Topical anti-infectives and anti-inflammatories, including those for intravaginal use
		First-aid/medical supplies
		Ophthalmic and otic products
		Vitamins/nutritional supplements
		Contraceptives/fertility aids
		Other product categories commonly sold at pharmacy practice site
		d. Effectively communicates to patient appropriate use of selected OTC product
6. Therapy Monitoring Devices		
		a. Explains importance of monitoring drug therapy to patient or other health care provider
		b. Demonstrates skill in use of devices with ability to counsel patients
		Blood glucose monitoring
		Cholesterol screening
		Blood pressure monitoring

7. Pharmacy/Personnel Management		
		a. Workflow/staff relationships
		Understands function of all pharmacy personnel
		Effectively communicates with pharmacy staff to accomplish tasks, delegating tasks appropriately
		Prioritizes tasks appropriately
		b. Describes procedures for billing for pharmacy services
		Defines common terminology such as deductible and copay
		Resolves third party payment rejections when possible
		Communicates with patient reasons for third party rejections
		Communicates with prescriber to facilitate therapy changes mandated by third party payers
		c. Procurement and storage
		Describes procedures for determining inventory needs
		Describes procedure for obtaining inventory from suppliers, including related documentation
		Describes handling of product recalls and returning products to suppliers
		Describes disposal of expired materials, including special requirements for hazardous substances
		Describes theft / diversion precautions
		d. Describes procedures for procurement and maintenance of supplies and equipment in the pharmacy
		e. Describes procedures for assuring compliance with federal, state, and company regulations regarding pharmacy practice
		f. Attends meetings relevant to pharmacy practice/management (ie. Staff meetings, Interdepartmental, Promotional, etc....)

The above are guidelines regarding activities in which students should gain experience or at least exposure during the Community Pharmacy Rotation. These may be adjusted to accommodate the student's previous experience and goals as well as the unique characteristics of a pharmacy practice site. Activities not available at a particular practice site may be marked N/A.

*Once a task is achieved, the preceptor should initial and date the appropriate box. "In progress" ratings may be used at the discretion of the preceptor to identify areas in which the student has some experience, but needs more exposure/practice before considering the task completed.

N-Student needs improvement in understanding objective task

P-Student has made progress in understanding objective task, but needs more practice

A-Student has accomplished task with reasonable skill

Overall ratings of the accomplishment of checklist tasks are reflected in items 1 and 2 (Knowledge/Application section) of the online evaluation form. Communication skills, Self-management, and Professionalism/Ethics items for evaluation are included in the online evaluation form. The online evaluation form is available at <https://www1.ems-webs.com/Arizona>.