

## UA College of Pharmacy PhPr 803b – Institutional Pharmacy Practice Rotation Task Check List

Student initials	Preceptor initials	Date	Description of Task
<p>1. Processing Medication orders – Most students should have considerable exposure to these tasks on this rotation, up to two weeks. Whenever possible, this exposure should be varied among areas within the pharmacy department and integrated into other aspects of pharmacy services, as they often are in the daily life of an institutional pharmacist. Students should participate in order screening/entry done in patient care areas and pharmacy satellite locations as well as the central inpatient pharmacy.</p>			
			a. Describes requirements for receiving orders including written, electronic, verbal, and any other means allowed in institution
			b. Evaluates orders for
			Completeness
			Appropriate indication
			Appropriate dosing and route of administration
			Allergies
			Drug-drug interactions
			Drug-disease interactions
			Formulary requirements
			c. Order entry
			Creates profile or adds information to existing profile
			Appropriate product selection
<p>2. Preparation/Distribution of products – Most students should spend considerable amounts of time with these “hands on” activities, possibly up to two weeks of the rotation. The experience should include these types of activities performed in patient care areas and pharmacy satellite locations as well as the central inpatient pharmacy. Students may work with pharmacy technicians performing these tasks.</p>			
			a. <b>Unit dose</b> – cart fill/delivery (suggest 2-3 days)
			b. <b>Repackaging</b> bulk to unit dose with appropriate record keeping, labeling (suggest ¼-1/2 day)
			c. Accepted exceptions to unit dose dispensing/ <b>bulk dispensing</b> according to established procedures (Specific time not suggested, may incorporate this objective into other product preparation objectives)
			d. Unique dose preparation procedure, often called “ <b>specials</b> ” (Specific time not suggested, would incorporate into non-sterile compounding or other product preparation objective)
			e. <b>Non-sterile Compounding</b> (Suggest ½ day, activity may be dispersed throughout rotation to ensure student sees various commonly ordered preparations)
			Uses appropriate ingredients
			Makes accurate calculations
			Makes accurate measurements
			Uses correct procedures to make the product

			f. <b>Sterile compounding</b> (Suggest 3-5 days, activity may be dispersed throughout rotation to ensure student sees various commonly ordered preparations)
			Follows procedures to maintain sterile environment, including cleaning procedures, use of personal equipment, and aseptic technique
			Makes accurate calculations and measurements
			Compounds sterile preparations including
			Large volume IV hydration fluids
			Small volume preparations, ie. IVPB antibiotics and other medications
			Medications administered by continuous infusion i.e. cardiac drips
			Total Parenteral Nutrition
			g. <b>Cytotoxic agents</b> (Suggest ½ day, may be incorporated into sterile compounding experience)
			Follows procedures to maintain sterile environment, including cleaning procedures and aseptic technique
			Uses appropriate personal protective equipment
			Follows procedures for disposal of unused cytotoxic agents and supplies used in handling cytotoxic agents
			Makes accurate calculations and measurements
			Prepares chemotherapeutic agents for patient administration
			h. Describe procedures for delivering products to patients/patient care areas including products requiring special precautions (ie. fragile, “do not tube”, cytotoxic, costly products, etc...)
			i. Floor stock systems - Describes use of floor stock systems used including locations in which they are used, rationale for providing of floor stock instead of dispensing products pursuant to patient orders, and procedures to maintain floor stocks.
3. Controlled Substances – Suggest up to ½ day. This may be divided between “time in the vault” and other activities that require handling of controlled substances.			
			a. Describes procedure for procurement of controlled substances
			b. Describes inventory/storage requirements of controlled substances within the pharmacy department and in patient care areas.
			c. Describes procedures for distribution / tracking of controlled substances and prevention of theft/diversion
			d. Describes procedures for disposal/handling of expired, partially used products
4. Investigational Drugs – Suggest up to ½ day, depending on extent of institution’s involvement in investigational drugs.			
			a. Describes pharmacists role in investigational drug program in institution
			b. Describes storage, distribution, and record keeping requirement
5. Code Arrest Procedures			
			a. Describes pharmacists role in code situations at specific institution
			b. Attends a code, if possible (Institutional policies regarding individuals allowed to attend codes must be adhered to.)
			c. Stocks a code cart for delivery to patient care area

6. Pharmacy Management – Suggest 1-2 days. Student should be exposed to various aspects of institutional pharmacy administration.			
			a. Describes procedures regarding inventory
			Procurement and storage
			Handling of product recalls and returning products to suppliers
			Disposal of expired materials, including special requirements for hazardous substances
			Theft / diversion precautions
			b. Describes procedures for billing for pharmacy services including provision of products and clinical services
			c. Describes for procurement and maintenance of equipment in the pharmacy
			d. Describes procedures for assuring compliance with federal, state, and institutional regulations regarding pharmacy practice
			e. Attends departmental and institutional meetings relevant to pharmacy services (ie. Staff meetings, P&T, interdisciplinary, etc....)
			f. Describes procedures for adverse drug event and medication error reporting including follow-up evaluation
6. Medication Therapy Management – Most students should have considerable exposure to these tasks while on this rotation, up to two weeks. Whenever possible, this exposure should be varied among areas within the pharmacy department including activities in patient care areas and pharmacy satellite locations. These activities may be integrated into other aspects of pharmacy services, as they often are in the daily life of an institutional pharmacist.			
			a. Formulary
			Defines formulary
			Describes process for adding or removing a product from the formulary
			Describes institutional procedures for formulary enforcement
			Attends Pharmacy and Therapeutics Committee meetings when possible
			b. Interviews patients to obtain information needed for appropriate care
			Gathering allergy or medication history information to solve medication order problems
			Gathering information pursuant to clinical pharmacy consults
			Patient Counseling
			Describes resources available for communication with non-English speaking patients, and uses them appropriately
			c. Gathers pertinent information from charts, medication administration records, patient care flow sheets, laboratory reports, or other sources efficiently to solve drug related issues
			d. Evaluates applicability of information and organizes information for presentation to other health care providers
			e. Documents clinical services and patient care interventions according to institutional procedures

The above are guidelines regarding the activities in which students should gain experience or at least exposure during the institutional rotation. If particular items, such as Investigational Drugs, are not available at the rotation site, please indicate "N/A." The suggested time to spend on particular tasks may be adjusted to the previous experience of the student as well as the unique characteristics of an institution.