

RECORD OF TRAINING AND EXPERIENCES OF PROVISIONALLY REGISTERED PHARMACIST (PRP)

Community Pharmacy



	ERSONAL PARTICULARS To be completed by the Provisionally Registered Pharmacist (PRP)						
1	Full Name (as per I/C)						
2	I/C Number						
3	Provisional Registration Number						
4	Contact Number (Mobile)						
5	Home Address						
6	E-mail Address						
	Education Qualification						
7 Name of University Qualification							
7	Qualification						
	Year of Graduation						
8	Scholarship / Sponsor						
	Contact Person Details in Case of	Emergency					
9	Name						
	Contact Number						
	IG PREMISE PARTICULARS which approved by Pharmacy Board D	ivision Malaysia (PBMD)					
10	Name of Training Premise						
11	Address of Training Premise						
12	Duration of Training (Date)	to					
By signir	ng, I confirm that all the information բ	provided above is true.					
Signatur	e:	Date:					

1 INTRODUCTION

- 1.1 The Registration of Pharmacist Act 1951 stipulates that a person who is provisionally registered shall be required to obtain experience immediately upon being provisionally registered, engage in employment as a pharmacist to the satisfaction of the Pharmacy Board for a period of not less than one year.
- **1.2** The engagement as a pharmacist must be in any premises accredited and approved by Pharmacy Board Malaysia (PBM).
- 1.3 The PBM may extend for not more than one year the period of training of a provisionally registered pharmacist (PRP) if the Board is not satisfied with the performance of that person as a pharmacist.
- 1.4 The provisional registration of a person shall be revoked if that person fails to engage in employment as a PRP to the satisfaction of the Pharmacy Board for a period of not less than 52 weeks in any premises accredited and approved by PBM.

2

PRP TRAINING MODULES AND RECORD

- 2.1 This log book is designed primarily to guide PRP and preceptors of various pharmacy disciplines in the training organization in coordinating activities and programmes during the 52 weeks of training.
- 2.2 This log book will be the basis for the **appraisal** by all preceptors, which will be submitted to the PBM for the purpose of registration as a Fully Registered Pharmacist (FRP).
- 2.3 The PRP is required to fill the following information;
 - **2.3.1** Name, I/C Number, Name of organizations and period of training.
 - **2.3.2** Date of task completed and evidence of proof for each section/unit of attachment. If the column is not enough, please make attachment.
 - **2.3.3** Each evidence given is to be **endorsed by the immediate preceptor/s** of the section/unit
- 2.4 The preceptor is required to complete the record by filling the following;
 - **2.4.1** Endorse the completion of each task with signature, name and date in the column provided.
 - **2.4.2** Level of performance is based on the following scale;

SCALE	RATING	DESCRIPTION				
10	Outstanding	Exceed target within the stipulated duration with an extraordinary level of commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, initiative and good attitude.				
9 Excellent		Exceed target within the stipulated duration with good quality of work, efficiency, timeliness and good level of commitment.				
8	Very Satisfactory	Target met within the stipulated duration with good quality of work, efficiency and timeliness.				
7	Satisfactory	Target met within the stipulated duration				
6	Average	Target met with extension.				
5	Unsatisfactory	Target not met within the stipulated duration with good level of commitment.				
4	Unsatisfactory	Target not met within the stipulated duration with average level of commitment.				
1- 3	Very Unsatisfactory	Target not met within the stipulated duration with poor level of commitment.				

- **2.4.3** The passing mark is 60 % for each respective section. The overall average should be not less than 60%.
- 2.4.4 The final appraisal and Appendix A or Appendix A1 should be completed by the Master Preceptor at the end of the 12th month of the training period. Certified copies of Appraisals and Appendix A or Appendix A1 shall be uploaded by PRP into Pharmacist Registration Management System (PRiSMA) for the Fully Registered Pharmacist (FRP) application. The original log book should be kept at the premise for a minimum period of three (3) years.

DUTIES AND RESPONSIBILITIES OF A PRECEPTOR

3.1 CRITERIA OF A PRECEPTOR

- 3.1.1 Not less than three years of experience as a registered practicing pharmacist in community pharmacy and at least one year prior to training a PRP
- 3.1.2 Fulfill other criteria set by PBM

3.2 Responsibilities of a Preceptor;

- **3.2.1** To be a learning resource for the PRP who receives necessary training to develop skills and competencies as a community pharmacist.
- **3.2.2** To guide the PRP throughout 52 weeks of training.
- **3.2.3** To be a role model as a professional pharmacist to the PRP.
- **3.2.4** To provide professional services and constructive feedbacks during the training.
- **3.2.5** To assess PRP performances during the training period.
- **3.2.6** To comply to the Preceptor to PRP ratio set by PBM.

DUTIES AND RESPONSIBILITIES OF A PRP

- 4.1 Being a Provisionally Registered Pharmacist [PRP], you should;
 - 4.1.1 At all-times comply with the directives and orders given to you by the preceptor.
 - 4.1.2 Aim to become a competent registered pharmacist by the end of the training period.
 - 4.1.3 Undertake the training modules/ program with a positive attitude and a commitment to learn from the preceptor and other staff in the training environment.
 - 4.1.4 Remember that obtaining adequate working experience is your responsibility. Others will help, but it requires a conscientious effort on your own part, not just passive acceptance.
 - 4.1.5 Recognize that not all of the preceptor's time can be devoted to teaching, and you should therefore actively acquire knowledge and skills by observation, reading and questioning others.
 - 4.1.6 Be aware that, in addition to the daily activities, your time should be set aside to consider activities outside working/office hours.
 - 4.1.7 Always actively participate in professional development as it is essential to build on your undergraduate studies and keep abreast of current knowledge.
 - 4.1.8 Be aware that the Certificate of Satisfactory Experience, required under Section 6A(2) Registration of Pharmacists Act 1951 will only be issued to you if the average passing mark of your training performance must be at least 60% for each section and the sum total of all the units.

4.2 Overview of Competencies Training Schedule:

During the entire training duration, the PRP will be placed in the core Divisions/Departments in the Company under the guidance and supervision of the Department/Division Head (practicing supervisor) and supervised overall by the preceptor. The duration of training in each module is as indicated in **Table 1**.

4.3 At least **ONE** (1) mini project needs to be done compulsorily and the topic selection will be in the interest of the PRP and preceptor.

Table 1 - Training Modules

COMPETEN	CY TRAINING MODULES	Duration (Weeks)
i) Comm ii) Good iii) Good iv) Code v) Good vi) Nation vii) Good viii) Busine B. Commur Section 1: Section 2: Section 3: Section 4: Section 5: Section 6: Section 7: C. Pharmac Section 2: Section 3:	anding Legislations and Guidelines (Assessment) munity Pharmacy Benchmarking Guideline Dispensing Practice Guideline Distribution Practice of Ethics for Pharmacist & Bodies Corporate Governance of Medicine (GGM) nal Medicine Policy (NMP) Pharmaceutical trading practice guideline ess Licensing Procedure nity Pharmacy Practice (Logbook & Assessment) Dispensing Process of a Prescription (Poison Group B) 1.1 Medical and Medication History Taking 1.2 Processing Prescription and Intervention 1.3 Filling and Dispensing (Including Labeling and Recording) Minor Ailments Management Medication Use Review and Counseling Selfcare and Wellness Management Drug Information Service Handling of Medication Error (ME), Adverse Drug Reaction (ADR) and Adverse Event Following Immunization (AEFI) Reporting Mini Project Ey and Business Management (Assessment) Organizational Structure Shop Layout & Merchandising Marketing Strategy	48 weeks
Section 4: Section 5: Section 6 Section 7: Section 8:	Store Management 4.1 General Store Management 4.2 Procurement And Distribution 4.3 Storage 4.4 Inventory Control 4.5 Disposal 4.6 Product Complaints 4.7 Product Recall Finance Management Human Resource Management Safety and Security Customer Service	
D. Out-patier Assessment	nt Pharmacy Services (Health Clinic attachment) (Logbook &	4 weeks
	TOTAL	52

LOG BOOK

SECTION 1: DISPENSING PROCESS OF A PRESCRIPTION (Poison Group B)

1.1 : MEDICAL AND MEDICATION HISTORY TAKING

Target: At least 10 history taking process must be assessed by a preceptor [Attach History Taking Form (Appendix 1) for each case]

Date	Patient complaint/ symptom	Medication History (√)	Allergy (√/x)	Medical history (√)	Special Consideration $()$	Family History (√)	Remark

COMMUNITY PHARMACY PRACTICE LOGBOOK

Date	Patient complaint/ symptom	Medication History (√)	Allergy (√/x)	Medical history (√)	Special Consideration $()$	Family History (√)	Remark

Name of Preceptor: Signature: **General Remarks:**

1.2 : PROCESSING PRESCRIPTION AND INTERVENTION

At least 10 complete screening processes with 5 interventions must be assessed by a preceptor

		Туре				
Drugs	Incomplete Prescriptions	Inappropriate Regimens	Inappropriate Prescriptions	Complete Prescriptions	Other	Description of intervention(s)
	Drugs	incomplete	Drugs Incomplete Inappropriate	Incomplete Inappropriate Inappropriate	Druge	Druge

Type of Interventions:

(c) Signature & stamp / MMC/address of the clinic (d) Patient's name, age, (e) Date of Rx **Incomplete Prescriptions** (a) Frequency (b) Duration address and ID **Inappropriate Regimens** (a) Medicine (b) Duration (c) Dose (d) Frequency Inappropriate (c) Polypharmacy (e) Contraindication (b) Wrong (d) Interaction (a) Spelling Prescriptions Identification Others (a) Authenticity (b) Illegibility

			Туј				
Date	Drugs	Incomplete Prescriptions	Inappropriate Regimens	Inappropriate Prescriptions	Complete Prescription	Other	Description of intervention(s)

Type of Interventions:

1.	Incomplete Prescriptions	(a) Frequency	(b) Duration	(c) Signature & stamp / MMC/address of the clinic	(d) Patient's name, age, address and ID	(e) Date of Rx
2.	Inappropriate Regimens	(a) Medicine	(b) Duration	(c) Dose	(d) Frequency	
3.	Inappropriate Prescriptions	(a) Spelling	(b) Wrong Identification	(c) Polypharmacy	(d) Interaction	(e) Contraindication
4.	Others	(a) Authenticity	(b) Illegibility			

Name of Preceptor: Signature: **General Remarks:**

: FILLING AND DISPENSING (Include Labeling and Recording)

At least 10 complete filling processes must be assessed by a preceptor

Date	Name of Medication	Indication	Dosage Regimen	Name & Signature of Preceptor

COMMUNITY PHARMACY PRACTICE LOGBOOK

Date	Name of Medication	Indication	Dosage Regimen	Name & Signature ofpreceptor

Name of Preceptor: **General Remarks:** Signature:

SECTION 2: MINOR AILMENTS MANAGEMENT

At least 20 patients must be directly observed and assessed by a preceptor

Date	Name of Patient	Type of Ailments	Medication and medical history taking (√)	Action Taken (Medication/monitoring)	Counseling (√)	Dispensing (Filling & Labelling (√)	Name & Signature of Preceptor

Date	Name of Patient	Type of Ailments	Medication and medical history taking (√)	Action Taken (Medication/monitoring)	Counseling (√)	Dispensing (Filling & Labelling (√)	Name & Signature of Preceptor

Date	Name of Patient	Type of Ailments	Medication and medical history taking (√)	Action Taken (Medication/monitoring)	Counseling (√)	Dispensing (Filling & Labelling (√)	Name & Signature of Preceptor

Date	Name of Patient	Type of Ailments	Medication and medical history taking (√)	Action Taken (Medication/monitoring)	Counseling (√)	Dispensing (Filling & Labelling (√)	Name & Signature of Preceptor

Name of Preceptor:	Signature:	General Remarks:
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SECTION 3: MEDICATION USE REVIEW AND COUNSELING

- At least 2 Medication Use Review (APPENDIX 2)
- At least 50 counseling must be directly observed and assessed by a preceptor.

Date	Name of Patient	Medication and Medical History Taking (√)	*Types	Description of Counseling	Name & Signature of Preceptor

^{*1.} Device (e.g. insulin pen, inhaler, nasal spray)

^{2.} Disease

^{3.} Medications

^{4.} Others

Name of Patient	Medication and Medical History Taking (√)	*Types	Description of Counseling	Name & Signature of Preceptor
	Name of Patient	Name of Patient Medication and Medical History Taking (√)	Name of Patient Medication and Medical History Taking (√) *Types	Name of Patient Medication and Medical History Taking (\(\frac{1}{2}\)) Medication and Medical History Taking (\(\frac{1}{2}\)) Description of Counseling Description of Counseling

^{*1.} Device (e.g. insulin pen, inhaler, nasal spray)

^{2.} Disease

^{3.} Medications

^{4.} Others

Name of Patient	Medication and Medical History Taking (√)	*Types	Description of Counseling	Name & Signature of Preceptor
	Name of Patient	Name of Patient Medication and Medical History Taking (√)	Name of Patient Medication and Medical History Taking (√) *Types	Name of Patient Medication and Medical History Taking (\(\frac{1}{2}\)) Medication and Medical History Taking (\(\frac{1}{2}\)) Description of Counseling Description of Counseling

^{*1.} Device (e.g. insulin pen, inhaler, nasal spray)

^{2.} Disease

^{3.} Medications

^{4.} Others

Date	Name of Patient	Medication and Medical History Taking (√)	*Types	Description of Counseling	Name & Signature of Preceptor

^{*1.} Device (e.g. insulin pen, inhaler, nasal spray)

^{2.} Disease

^{3.} Medications

^{4.} Others

Date	Name of Patient	Medication and Medical History Taking (√)	*Types	Description of Counseling	Name & Signature of Preceptor

^{*1.} Device (e.g. insulin pen, inhaler, nasal spray)

^{2.} Disease

^{3.} Medications

^{4.} Others

Date	Name of Patient	Medication and Medical History Taking (√)	*Types	Description of Counseling	Name & Signature of Preceptor
	TOTAL				

^{*1.} Device (e.g. insulin pen, inhaler, nasal spray) 2. Disease

^{3.} Medications

^{4.} Others

SECTION 4: SELFCARE AND WELLNESS MANAGEMENT

At least 50 cases, under the supervision of a preceptor

Date	Type of Supplement/ Non pharmacological intervention	Information provided	Name & Signature of Preceptor

Date	Type of Supplement/ Non pharmacological intervention	Information provided	Name & Signature of Preceptor

Date	Type of Supplement/ Non pharmacological intervention	Information provided	Name & Signature of Preceptor

Date	Type of Supplement/ Non pharmacological intervention	Information provided	Name & Signature of Preceptor
	TOTAL		

SECTION 5: DRUG INFORMATION SERVICES

At least 50 enquiries, answered under the supervision of a preceptor

*Type of enquiries	Description	Source of reference	Name and signature of Preceptor
	*Type of enquiries	*Type of enquiries Description	*Type of enquiries Description Source of reference

* 1. Poisoning 2.Allergy 3.Efficienc 4.Indication /Dose 5.Interaction 6.Special

Date	*Type of enquiries	Description	Source of reference	Name and signature of Preceptor

* 1. Poisoning 2.Allergy 4.Indication /Dose 5.Interaction 3.Efficienc 6.Special

COMMUNITY PHARMACY PRACTICE LOGBOOK

Date	*Type of enquiries	Description	Source of reference	Name and signature of Preceptor
	1			<u> </u>

* 1. Poisoning 2.Allergy 3.Efficienc 4.Indication /Dose 5.Interaction 6.Special

Date	*Type of enquiries	Description	Source of reference	Name and signature of Preceptor

^{* 1.} Poisoning 2.Allergy 3.Efficienc 4.Indication /Dose 5.Interaction 6.Special

Date	*Type of enquiries	Description	Source of reference	Name and signature of Preceptor

* 1. Poisoning 6.Special 2.Allergy 3.Efficienc 4.Indication /Dose 5.Interaction

SECTION 6: HANDLING OF MEDICATION ERROR (ME), ADVERSE DRUG REACTION (ADR) AND ADVERSE EVENT FOLLOWING IMMUNIZATION (AEFI) REPORTING

- To assess the ability to identify ME, ADR AND AEFI
- To identify the work flow processes involved
- To perform ME/ADR /AEFI reporting (if any)

Date	Patient's IC / R/N	*Types	Description	Name and signature of Preceptor

*ME/ ADR / AEFI

SECTION 7: MINI PROJECT

• Related to Community Health Awareness

Date	*Types	Description	Name and signature of Preceptor

^{*}Public talk, counseling tools, exhibition, social media sharing, survey, press write-up etc

OUTPATIENT PHARMACY SERVICES

A. DURATION OF TRAINING

4 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

- 1. have adequate knowledge of out-patient pharmacy management
- 2. familiarize with the generic names, proprietary names, pharmacological groupings and MOH / hospital formularies.
- 3. screen prescription
- 4. label and fill medication
- 5. countercheck medication
- 6. dispense medications / prescriptions
- 7. counsel patient
- 8. handle dangerous drugs / psychotropic substances
- 9. prepare extemporaneous preparations

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Screening	50 prescriptions	
2	Labelling and Filling of Prescriptions	-	At least 5 complete filling processes must be assessed by a senior pharmacist
3	Dispensing	200 prescriptions	
4	Medication Counseling	Individual: 12 patients Group: 4 sessions (if available)	
5	Handling of Dangerous Drugs & Psychotropic Substances	10 prescriptions / *case simulation *Case simulation if prescription is not enough during attachment	
6	Preparing Extemporaneous Medications	5 preparations / *case simulation *Case simulation if preparation is not enough during attachment	Ability to understand formulation and calculate the appropriate quantities required

D. TRAINING COMPONENT TO OBTAIN BRIEFING

Na	Component	Date of	Briefing o	lone by:
No.	Component	Briefing	Name	Signature
1.	Good Dispensing Practice			
2.	Patient Waiting Time and Peak Hour Management (Staff Mobilization)			
3.	Psychotropic And Dangerous Drugs Distribution and Disposal in Accordance to The Respective Legislations			
4.	Value Added Services (VAS) (If available)			

SECTION 1: SCREENING

A. Instructions:

- 1. The screening of a prescription must be performed at any point of processing a prescription
- 2. Able to contact prescriber to discuss errors or ambiguous prescriptions
- 3. Use the legend below to indicate each type of intervention (INT)

Type of Intervention (INT)					
A-Incomplete Prescription	B-Inappropriate Regimens	C-Inappropriate Prescriptions	D-Others	R-Receiving	
A1 Patient Details	B1 Medicine	C1 Wrong identification	D1 Not in the hospital drug formulary	F-Filling	
A2 Medicine	B2 Dose	C2 Polypharmacy	D2 Illegibility	D-Dispensing	
A3 Dose	B3 Frequency	C3 Contraindication	D3 Authenticity		
A4 Frequency	B4 Duration	C4 Interaction		_	
A5 Duration		C5 Incompatibility			
A6 Signature & stamp			-		
A7 Countersignature					

Target of the activity: 50 prescriptions

No.	Date	Number of Prescriptions Screened	Patient IC/RN (Prescription with intervention)	PDI	Type of INT (if any)	Preceptor's Initial

No.	Date	Number of Prescriptions Screened	Patient IC/RN (Prescription with intervention)	PDI	Type of INT (if any)	Preceptor's Initial

No.	Date	Number of Prescriptions Screened	Patient IC/RN (Prescription with intervention)	PDI	Type of INT (if any)	Preceptor's Initial

No.	Date	Number of Prescriptions Screened	Patient IC/RN (Prescription with intervention)	PDI	Type of INT (if any)	Preceptor's Initial

No.	Date	Number of Prescriptions Screened	Patient IC/RN (Prescription with intervention)	PDI	Type of INT (if any)	Preceptor's Initial
		TOTAL PRESC	RIPTIONS			

SECTION 2: FILLING OF PRESCRIPTIONS (Include Labeling and Recording)

- At least 5 complete filling processes must be assessed by a senior pharmacist
- A. Instruction:
 - 1. Ensure correct medication are filled according to prescription and label

No	Date	Number of Prescriptions	Preceptor's Initial

SECTION 3: DISPENSING

- A. Instruction:
 - 1. Abide to principles of 5 Rights on Quality Use of Medications
 - 2. Adhere to the Good Guide Dispensing Practice (GDsP)
- B. Target of the activity: 200 prescriptions

No	Date	Number of Prescriptions	Preceptor's Initial

SECTION 4: MEDICATION COUNSELING

- At least 5 counseling must be directly observed and assessed by a senior pharmacist
- A. Target of the activities:

Individual Counselling: 12 patients

No	Date	Patient's IC/RN	*Type of Counseling	Preceptor's Initial	
	TOTAL PATIENTS				

^{* 1.} Device (e.g insulin pen, inhaler, nasal spray)

3. Medications

2. Disease

4. Others

Note: PRP must undergo the counseling validation / evaluation before performing actual activity

Group Counseling : 4 sessions (if applicable)

No	Date	Patient's IC/RN	*Type of Counseling	Preceptor's Initial
			TOTAL SESSIONS	

^{* 1.} Device (e.g insulin pen, inhaler, nasal spray)

3. Medications

2. Disease

4. Others

Note: PRP must undergo the counseling validation / evaluation before performing actual activity

SECTION 5: HANDLING OF DANGEROUS DRUG & PSYCHOTROPIC

- A. Instructions:
 - 1. Handle dangerous drugs and psychotropic substances in accordance to respective legislations:
 - i. Dangerous Drugs Act 1952
 - ii. Poison Act 1952
 - iii. Poison (Psychotropic Substances) Regulations 1989
- B. Target of the activity: **10 prescriptions/*case simulation**

*Case simulation if prescription is not enough during attachment

No.	Date	Number of Prescriptions Dispensed & Recorded	Preceptor's Initial
	ТО	TAL PRESCRIPTIONS	

SECTION 6: PREPARING EXTEMPORANEOUS MEDICATIONS

- A. Instruction:
 - 1. Understand formulation and calculate the appropriate quantities required
- B. Target of the activity: 5 preparations/ *case simulation

*Case simulation if preparation is not enough during attachment

No.	Date	Patient IC /RN	Name of Preparation	Preceptor's Initial
TO	TAL PREPAR SIMUL	ATIONS / CASE ATION		

Community Pharmacy

ASSESSMENT

A. UNDERSTANDING LEGISLATIONS AND GUIDELINES

	Maranda da a			Lev	el o	f Un	ders	stan	ding			Commonto	Name and
	Knowledge	1	2	3	4	5	6	7	8	9	10	Comments	Signature of Preceptor
i)	Community Pharmacy Benchmarking Guideline												
ii)	Good Dispensing Practice Guideline												
iii)	Good Distribution Practice												
iv)	Code of Ethics for Pharmacist & Bodies Corporate												
v)	Good Governance of Medicine (GGM)												
vi)	National Medicine Policy (NMP)												
vii)	Good Pharmaceutical trading practice guideline												
viii)	Business Licensing Procedure												
	 Business Registration 												
	 Local Authorities 												
	State Enforcement												
ix)	Good Compounding Practice												

EVALUATION

NOTE:

1. % Mark should not less than 60% for every units / sections.

GENERAL COMMENT ON ATTITUDE:

Preceptor's Name & Signature:

Date:

B. COMMUNITY PHARMACY PRACTICE

				Lev	/el o	f Pe	rforr	nand	се				Name and	
	Knowledge	1	2	3	4	5	6	7	8	9	10	Comments	Signature of Preceptor	
Section 1: [Dispensing Process of a Prescription	(Pois	on G	roup	B)									
1.1	Medical and Medication History Taking													
1.2	Processing Prescription and Intervention													
1.3	Filling and Dispensing (Including Labeling and Recording)													
Section 2	Minor Ailments Management													
Section 3	Medication Use Review and Counseling													
Section 4	Self-care and Wellness Management													
Section 5	Drug Information Service													
Section 6	Handling of Medication Error Reporting and Adverse Drug Reaction Reporting / Adverse Event Following Immunization (AEFI)													
Section 7	Mini Project													

EVALUATION

1. % Mark should not less than 60% for every units / sections.

GENERAL COMMENT ON ATTITUDE:

Preceptor's Name & Signature:

Date:

C. PHARMACY AND BUSINESS MANAGEMENT

SECTION 1: ORGANIZATIONAL STRUCTURE

Knowledge			Lev	el of	Per	form	nanc	е			Comments	Name and Signature	
Milowicage	1	2	3	4	5	6	7	8	9	10	Comments	of Preceptor	
ORGANIZATION STRUCTURE / LAYOUT / CHART Able to explain structure/layout and identify your role in the organization													

SECTION 2: PREMISE LAYOUT & MERCHANDISING

Knowledge			Lev	el c	f Pe	erfor	mar	nce			Comments	Name and Signature of Preceptor	
	1	2	3	4	5	6	7	8	9	10			
Able to explain the principle of premise layout													
Able to explain the principle in merchandising, management of customer flow													

SECTION 3: MARKETING STRATEGY

Knowledge			Lev	el o	f Pe	rfor	mar	ıce			Comments Name and Signature of Preceptor	
	1	2	3	4	5	6	7	8	9	10		Preceptor
Able to describe the marketing strategy												

SECTION 4: PREMISE MANAGEMENT

Knowledge of the principles of store management organization structure, inventory, stockmovement and control, cleanliness, and security

4.1 GENERAL PREMISE MANAGEMENT

			Le	vel d	of Po	erfoi	maı	nce				Name and Signature	
Knowledge	1	2	3	4	5	6	7	8	9	10	Comments	of Preceptor	
PREMISE IDENTIFICATION													
Able to maintain and project a professional image													
PRODUCT CATEGORIES													
Able to identify the categories and subcategories of the product													
PREMISE IMAGE													
Able to demonstrate the cleanliness													
 Able to describe the integrity policy of the company 													

4.2 PROCUREMENT AND DISTRIBUTION

Knowledge of ordering process and monitoring of vendor performances

Ka sa la las			Le	vel d	of Po	erfo	rma	nce			0	Name and Signature
Knowledge	1	2	3	4	5	6	7	8	9	10	Comments	of Preceptor
Purchasing Procedure												
Able to recognize the different method/processes in procurement: - Quotation - Direct supply - Distribution centre - Inter branch transfer												
Detection of Genuine and Registered Product												
 Able to use Authorized device to decode genuine Hologram Able to explain and interpret MAL registration number 												
Ordering Systems												
Able to explain: Min Order Value How to ask for quotation Trade Negotiation Min/Max order quantity E-procurement system (optional)												

			Le	vel	of P	erfo	rma	ance	•			Name and Signature of Preceptor
Knowledge	1	2	3	4	5	6	7	8	9	10	Comments	
Receiving Of Goods												
Stock checking on Invoice or D/O against P/O Expiry date checking Sign and acknowledgement on D/O & Invoice												
At least 10 exercises of the above event												
Applicable only to Preceptor with wholesaling activity Include Good Distribution Practice (GDP)												
Working knowledge with respect to the legislative requirement on wholesaling activity. (e.g., the recording requirement, licensing requirement)												

4.3 STORAGE

Knowledge of storage in accordance to Good Distribution Practice

Knowledge			Lev	el c	f Po	erfo	rma	anc	е		Comments	Name and Signature of
	1 2 3		4	5	6 7		8	9	10		Preceptor	
Good Distribution Practice												
Able to identify storage requirement of various dosage form according to manufacturer's instruction. • Min 10 Items												
Cold Chain Management Able to identify the:												
 Cold chain process 												
 Goods monitoring – from receiving to dispensing must maintain cold chain standard 												
 Equipment monitoring (thermometer monitored) 												
 Documentation 												

4.4 INVENTORY CONTROL

Knowledge of drug usage patterns, identification of slow and non-moving stocks, maximum andminimum stock levels, cost accounting, and expiry date monitoring

Knowledge			Lev	el o	f Pe	erfo	rma	ance	е		Comments	Name and Signature
Kilowieuge	1	2	3	4	5	6	7	8	9	10	of Precept	
Drug Usage Pattern												
Able to retrieve, analyse and interpret reports												
Slow/ Non- moving Stock												
Able to retrieve, print, analyse and interpret reports												
Item Below / Above Buffer Level												
Able to retrieve, print, analyse and interpret reports												
Item Near Expiry												
Ability in managing near expiry item and to highlight to management for appropriate follow up action												
Stock Take												
Able to identify the importance of stock take (Min once per year)												

Knowledge			Lev	el c	of P	erfo	rma	anc	е		Comments	Name and Signature	
Kilowieuge	1	2	3	4	5	6	7	8	9	10		of Preceptor	
Return Procedure													
Familiar with the method to initiate and complete return procedure (generate Trade Return Notes / Goods Return Notes or ask for Credit Note) e.g.: Wrong item sent, near expiry goods received													

4.5 DISPOSAL

Knowledge of disposal procedures and documentation.

Knowledge			Lev	el c	of P	erfc	rm	anc	е		Comments	Name and Signature
Knowledge	1	2	3	4	5	6	7	8	9	10	Comments	of Preceptor
DISPOSAL PROCESS Able to explain the workflow for proper disposal including psychotropic substance												

4.6 PRODUCT COMPLAINTS

Knowledge of handling of product complaints and reporting procedures

Knowledge		ı	Lev	el c	f Po	erfo	rma	anc	е		Comments	Name and Signature	
- monitoring	1	2	3	4	5	6	7	8	9	10	Comments	of Preceptor	
Handling of Complaints													
Able to explain workflow and manage product complaint (if any)													

4.7 PRODUCT RECALL

Knowledge of handling of product recall and reporting procedures

Knowledge		I	Lev	el c	f P	erfo	rma	anc	е		Comments	Name and Signature
ougo	1	2	3	4	5	6	7	8	9	10	Comments	of Preceptor
Handling of Product recall												
Able to explain workflow and manage product recall (if any)												

SECTION 5: FINANCIAL MANAGEMENT

Knowledge of the financial aspects of the business

Knowledge			Lev	el c	of P	erfo	rma	anc	е		Comments	Name and Signature	
ouge	1	1 2 3 4 5 6 7 8 9 10						8	9	10		of Preceptor	
Able to explain performance measurements and financial control.													

SECTION 6: HUMAN RESOURCE (HR) MANAGEMENT

Knowledge			Lev	el o	f Pe	erfo	rma	ance	•		Comments	Name and Signature
Mowieage	1	2	3	4	5	6	7	8	9	10		of Preceptor
Able to explain the basic aspects of HR management												

SECTION 7: SAFETY AND SECURITY

Knowledge			Lev	el c	of P	erfo	orm	anc	е		Comments	Name and Signature	
Knowledge	1	1 2 3 4 5 6 7 8 9					7	8	9	10		of Preceptor	
Able to explain on the relevant safety and security aspects (refer to the company sop if any)													

SECTION 8: CUSTOMER SERVICE

Understanding that customer satisfaction is a major requisite to business success.

Knowledge			Lev	/el d	of P	erfo	orm	anc	е		Comments	Name and Signature of	
Knowledge	1	2	3	4	5	6	7	8	9	10		Preceptor	
Assess client satisfaction (At least 10 customers)													
Able to handle customer complaints (If any)													

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	v <i>F</i>	۱L	U.	A I		'IN

NOTE:

1. % Mark should not less than 60% for every units / sections.

GENERAL COMMENT ON ATTITUDE:

Preceptor's Name & Signature:

Date:

OUTPATIENT PHARMACY ASSESSMENT (HEALTH CLINIC ATTACHMENT)

D. OUTPATIENT PHARMACY ASSESSMENT (HEALTH CLINIC ATTACHMENT)

SECTION A: COMPETENCY ASSESSMENT

N.	Task	ock Target	Completed	Percentage												
No.		Target	task	Achieved (%)	1	2	3	4	5	6	7	8	9	10	NA	Comments
1.	Screening	50 prescriptions														
	Labelling and Filling of Prescriptions	-														
3.	Dispensing	200 prescriptions														
	Medication Counseling	Individual: 12 patients														
		Group: 4 sessions (if available)														
	Handling of Dangerous Drugs & Psychotropic Substances	10 prescriptions / case simulation														
6.	Preparing Extemporaneo us Medications															

OUTPATIENT PHARMACY ASSESSMENT (HEALTH CLINIC ATTACHMENT)

EVALUATION

NOTE:

1. % Mark should not less than 60% for every units / sections.

GENERAL COMMENT ON ATTITUDE:

Preceptor's Name & Signature:

Date:

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment				Comments									
	Assessment		2	3	4	5	6	7	8	9	10	NA	Comments	
1.	A commitment to provide quality pharmaceutical care of patients is demonstrated													
2.	A polite and helpful manner is demonstrated													
3.	Dress code and behavior meet the requirements of the organization													
4.	Reliability is demonstrated													
5.	Initiative is demonstrated													
6	Adaptability, flexibility and willingness are demonstrated in new situations													
7.	Understanding of personal limitation is demonstrated													
8.	Work is carried out in an organized and systematic manner with attention to detail so that the desired result is achieved													

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment			Comments									
	, , , , , , , , , , , , , , , , , , ,	1	2	3	4	5	6	7	8	9	10	NA	Comments
9.	Work is prioritized effectively												
10.	Tasks are pursued to completion and within agreed time limits												
11.	Problems or potential problems are identified and the appropriate corrective action taken or solution found												
12.	Stressful situations are handled effectively												
13.	Use professional judgement in a decision making												
	TOTAL MARKS (SECTION 1)												
	MARKS (%)(SECTION 1)	Marks =X 100											
		=%											

SECTION 2: TEAMWORK

No.	Assessment			Comments									
110.	Accessment	1	2	3	4	5	6	7	8	9	10	NA	Comments
1.	Able to collaborate with other team members to achieve organizational goals												
2.	Able to provide constructive feedback to colleagues in a respect manner												
3.	Constructive criticism is received in a positive manner												
	TOTAL MARKS (SECTION 2)												
MARKS (%)(SECTION 2)			Marks =X 100										
		=%											

SECTION 3: UNDERTAKE PERSONAL AND PROFESSIONAL DEVELOPMENT

No.	Assessment			Comments										
1101			2	3	4	5	6	7	8	9	10	NA	Comments	
1.	The ability to self-evaluate and reflect onexperiences is demonstrated													
2.	Feedback on performance is used effectively to improved competence													
3.	The ability to take responsibility to meet own development needs and to achieve targets is demonstrated													
	TOTAL MARKS (SECTION 3)													
	MARKS (%)(SECTION 3)			Marks =X 100										
		=%												

PRP PERSONAL ASSESSMENT BY PRECEPTOR

SECTION 4: COMMUNICATION SKILLS

	_			Le	evel c	of Per	form	ance					
No.	Assessment	1	2	3	4	5	6	7	8	9	10	NA	Comments
1.	A sufficient command of the <i>Bahasa Malaysia</i> and English Language is demonstrated												
2.	Conversations are conducted confidentially and with empathy												
3.	Questioning is used effectively to elicit necessaryinformation and increase understanding												
4.	Responses in conversation are helpful and clear												
5.	Body language is appropriate to the situation												
6.	Clear, concise and well-structured written material isprovided when required												
7.	All responses are tailored to the needs of the recipient												
8.	Complaints or demands are responded to in a professional manner												
	TOTAL MARKS (SECTION 4)												
	MARKS (%)(SECTION 4)	Mari	ks = _%		80	X 1	100						

PRP PERSONAL ASSESSMENT BY PRECEPTOR

SECTION 5: INTEGRITY

Nia	A	Level of Performance											Comments
1. 2. 3. 4.	Assessment	1	2	3	4	5	6	7	8	9	10	NA	Comments
1.	Subscribes to the organization's core values												
2.	Tasksand situation are approached with compliance to organizational policy and legalities												
3.	Accountable, follows the rule of law and guidelines to prevent corruption.												
4.	Honest, being open and not taking advantage of others												
	TOTAL MARKS (SECTION 5)												
	MARKS (%)(SECTION 5)	Marks =X 100											
		=%											
	MARKS (%)(SECTION 1 – SECTION 5)	Mari	ks =	3	310	X 1	100						
		=				%	1						

Appendix A

SUMMARY OF PERFORMANCE (%) FOR EACH SECTION

NO.	SECTION	MARK %
1.	Understanding Legislations and Guidelines (Assessment)	
2.	Community Pharmacy Practice (Logbook & Assessment)	
3.	Pharmacy and Business Management (Assessment)	
4.	Out-patient Pharmacy Services (Health Clinic attachment) (Logbook & Assessment)	
	AVERAGE MARK	
	PRP PERSONAL ASSESSMENT AVERAGE PERF	ORMANCE
1.	Demonstrate a Professional Approach	
2.	Work Effectively as Part of a Team	
3.	Undertake Personal and Professional Development	
4.	Communication Skills	
5.	Integrity	
	AVERAGE MARK	

Preceptor's Name, Signature & Stamp:	Date:
--------------------------------------	-------

(TO BE FILLED BY PRINCIPAL PRECEPTOR FOR THOSE EXTENDED)SUMMARY OF PERFORMANCE (%) FOR EACH SECTION

NO.	SECTION	Mark % prior to extension period	Mark % after extension period	Actual extension period
1.	Understanding Legislations and Guidelines (Assessment)			
2.	Community Pharmacy Practice (Logbook & Assessment)			
3.	Pharmacy and Business Management (Assessment)			
4.	Out-patient Pharmacy Services (Health Clinic attachment) (Logbook &Assessment)			
	AVERAGE MARK			
	PRP PERSONAL ASSESS	MENT AVERAGE	PERFORMANC	E
1.	Demonstrate a Professional Approach			
2.	Teamwork			
3.	Undertake Personal and Professional Development			
4.	Communication Skills			
5.	Integrity			
	AVERAGE MARK			

Preceptor's Name, Signature & Stamp:	Date:
r receptor e riame, eignature a ciamp.	Bato.

		APPRAISAL BY MASTER PRECER	TOR		
Bahagian F Lot 36, Jala	i Farmasi Mala Perkhidmata an Universiti aling Jaya, S	n Farmasi ,			
PROVISIO	NALLY REC	GISTERED PHARMACIST'S DETAIL	s		
Name of Pi Registered Pharmacis	·				
I/C Numbe	r				
Provisional Registration Number			Insert photo		
Place of Training					
Duration of Training		to			
•		PRP has completed his/her training a Registration of Pharmacist Act 1951.	•		
PROPOSA Tick where					
A		of satisfactory experience in accordaration of Pharmacists Regulations 200 him/her.	•		
В	7(1) Regi	of satisfactory experience in accordatistration of Pharmacists Regulatinged to be given to him/her.	ance to sub-regulation tions 2004 is <u>not</u>		
MASTER F	PRECEPTO	R'S DETAILS			
Name					
Address of Premise	Training				
Master Pre Signature	ceptor's				
Date					

APPRAISAL BY PRP OF PRECEPTOR

Setiausaha Lembaga Farmasi Malaysia Bahagian Perkhidmatan Farmasi Lot 36, Jalan Universiti,46200 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist	<u>:</u>
I/C Number	<u> </u>
PRP Registration Number	:
Place of Training	
I have undergone training at the above mentioned place from ((date): To
Name of Preceptor	:

No	Subject		Grad e									Comment
		1	2	3	4	5	6	7	8	9	10	S
1	Facilities of Training Place											
2	Professional Exposure bythe Preceptor											
3	Professional Guidance bythe Preceptor											
4	Training Skills of the Preceptor											

^{*}to be sent by PRP directly to Pharmacy Board Malaysia

	TION HISTOI Pharmacy (CP) Nam						APPENDIX 1
FORM TO BE F A: PATIENT BIO	ILLED BY THE PHA	ARMACIST	UPON PATIENT	VISIT	B: REASO	N FOR VIS	SIT TO CP
Full Name							
Gender	: M/F		Age:				
RN/IC	·						
Address			-				
Phone No							
Visit Date/Time					0. 411.550	V 0 ABVE	NOT DELLO DE LOTION
PMHx					C: ALLERG	Y & ADVER	RSE DRUG REACTION
Last Visit / Review Date							
		DOSE	FREQUENCY	BALANCE FROM PREVIOUS SUPPLY	WRI C FOR CO DC FO DISCON WH FOR W	NTINUE, OR FINUE,	COMMENTS
	RIPTION MEDICATION itamin/Other Supplements)		REASON FO			BALAI	NCE / COMMENTS
Pharmacist Sign	& Sta <u>mp :</u>				Time	/ Date :	

APPENDIX 2

MEDICATION USE REVIEW / COUNSELLING

Name				
NRIC				Age (year)
Gender	Male	Female		
Race	Malay	Chinese _	India	Others
Home Address				Tel
Height	m	Weight	kg BM	11
Type of Patient			3. Referred	by prescriber
Diamasia	2. Follow up	Ш		
Diagnosis Madical History				
Medical History Drug Allergy	/ No 🗀		Yes	specify:
Allergy Card	No 🗆		Yes	Card No:
Smoking	No 🔲		Yes	specify:
Alcohol	No 🔲		Yes	specify:
Pregnant	No		Yes	Trimester:
Breast feeding	No 🔲		Yes	l
отс	No 🔲		Yes	specify:
	Me	dication His	story (if any)	
Medication ((specify strength)	Dos	е	Frequency
	Cı	ırrent List o	f Medication	_
Medicatio	n (specify strength	n) Do	se	Frequency

Community Pharmacy

COMPLIANCE ASSESSMENT: (Choose either A or B)					
A) Pill/ Tablet counts					
Compliance score is calculated a	according to the	formula:			
Compliance score = No. of table		No. tablets not tales should be take			
Compliance score =() - ()) x 1009	% = <u> </u>	%		
*Compliant to medication when s	score is ≥ 85%				
B) MyMAAT					
(APPENDIX 2a)					
FEEDBACK AFTER MEDICATI	ON USE REVIE	W / COUNSELL	ING		
		el of Understand]	
	Good	Intermediate	Poor		
Compliance					
Medications / devices					
	RE ^v	VIEW BY PRP			
Follow up: Not Required	Require	ed Date : _			
Prepared by :		Checke	ed by :		
Signature and Name of PRP				nature mp of Preceptor	
Date:		Date:			





ALAT PENGUKURAN TAHAP KEPATUHAN PESAKIT TERHADAP PENGAMBILAN UBAT DI MALAYSIA MALAYSIA MEDICATION ADHERENCE ASSESSMENT TOOL (MyMAAT)

Hospital/ Hospital		
Nama Pesakit/	No. Pendaftaran/ Reg. No.	
Patient's Name	Tarikh/ Date	
No. KP/ IC No.	Lokasi/ Location	

Bahagian I : Persepsi Tahap Kepatuhan Pesakit Terhadap Pengambilan Ubat-Ubatan

Part I : Perception on Patient's Adherence Towards Medication

Soal selidik ini dijalankan untuk mendapatkan maklumat mengenai amalan pengambilan ubat oleh pesakit dan sebaik-baiknya diisi oleh pesakit/ penjaga.

*Sila tandakan ($\sqrt{}$) pada kotak yang berkenaan.

This survey will ask about your current practice related to medication taking and preferably to be filled by patient/ care taker.

* Please tick $(\sqrt{})$ in the appropriate boxes.

		Skor/Score					
Bil./ No.	Perkara/ Item	Sangat Tidak Setuju/ Strongly Disagree	Tidak Setuju/ Disagree	Neutral/ Neutral	Setuju/ <i>Agree</i>	Sangat Setuju/ Strongly Agree	
		5	4	3	2	1	
1.	Dalam sebulan yang lepas, saya kerap tidak mengambil ubat seperti yang diarahkan oleh doktor. In the past one month, I frequently failed to take my medication in accordance with the doctor's instruction.						
2.	Dalam sebulan yang lepas, saya mengurangkan pengambilan ubat apabila berasa sihat. In the past one month, I reduced my medication intake when I felt better.						
3.	Dalam sebulan yang lepas, saya mengambil ubat secara berselang-seli. In the past one month, I took my medication alternately.						
4.	Saya sering terlewat/terlepas untuk temujanji pengambilan ubat susulan di kaunter farmasi. I was often late on / missed the appointment date to get the supplies of my follow-up medication at the pharmacy counter.						

Community Pharmacy

		Skor/Score				
Bil./ No.	Perkara/ Item	Sangat Tidak Setuju/ Strongly Disagree	Tidak Setuju/ Disagree	Neutral/ Neutral	Setuju/ Agree	Sangat Setuju/ Strongly Agree
		5	4	3	2	1
5.	Daripada bekalan ubat yang diterima, saya mempunyai banyak lebihan ubat di rumah. I have excess supply of the prescribed medication at home.					
6.	Saya hanya mengambil sebahagian sahaja daripada ubat yang diberikan kerana merasakan ianya tidak perlu/tidak penting. I did not fully comply with the prescriptions becausel felt it was unnecessary/insignificant.					
7.	Dalam sebulan yang lepas, saya sering terlupa untuk mengambil ubat saya. In the past one month, I frequently failed to remember to take my medication.					
8.	Saya sering mengurangkan pengambilan ubat kerana bimbang akan kesan sampingnya terhadap badan. I regularly take less medication than prescribed for fear of the side effects to my body.					
9.	Saya tidak mengambil ubat apabila tiada sesiapa mengingatkan saya. I will miss/not take my medication if no one reminds me to do so.					
10.	Saya tidak begitu pasti tentang dos ubat yang perlu diambil setiap hari. I am uncertain about my daily medication doses.					
11.	Saya tidak boleh menguruskan pengambilan ubat saya dengan baik. I am unable to manage my medication intake properly.					
12.	Ketiadaan sokongan atau pertolongan dari orang tersayang menyebabkan saya tidak bermotivasi untuk mengambil ubat yang diberikan oleh doktor. Without support or help from the loved ones, I lack motivation to take my medication as prescribed by the doctor.					
	JUMLAH/ TOTAL Skor minimum = 12; Skor maksimum = 60 Minimum score = 12; Maximum score = 60					

SOAL SELIDIK TAMAT/ END OF SURVEY
TERIMA KASIH/ THANK YOU





ALAT PENGUKURAN TAHAP KEPATUHAN PESAKIT TERHADAP PENGAMBILAN UBAT DI MALAYSIA MALAYSIA MEDICATION ADHERENCE ASSESSMENT TOOL (MyMAAT)

Bahagian II : Kategori Kepatuhan Pesakit Terhadap Pengambilan Ubat-Ubatan

Part II : Category of Patient's Adherence Towards Medication

Kategori kepatuhan mengikut jumlah skor adalah seperti berikut:

Patient's adherence category based on total score as stated below:

Kategori/ Category	Jumlah Skor/ Total Score
Kepatuhan baik/ Good adherence	≥ 54
Kepatuhan sederhana dan lemah/ Moderate and poor adherence	< 54

Bahagian III : Rumusan Tahap Kepatuhan Pesakit Terhadap Pengambilan Ubat-Ubatan

Part III : Summary on Patient's Adherence Towards Medication

Untuk diisi oleh pegawai farmasi/ To be filled by pharmacist.

Jumlah Skor/ Total Score	
Kategori Kepatuhan/ Adherence Category	Kepatuhan baik/ Good adherence
	Kepatuhan sederhana dan lemah/ Moderate and poor adherence
Nota Pegawai Farmasi/	
Pharmacist's Note	

Tandatangan & Cop Pegawai Farmasi/ :

Pharmacist's Signature & Stamp

Tarikh/: Date