



General Guide and
Appraisal Forms for the
Provisionally Registered
Pharmacist (PRP) Training
in Hospitals under the
Ministry of Health (MoH),
Ministry of Higher
Education (MoHE) and
Ministry of Defense
(MoD)

Pharmacy Board Malaysia
Ministry of Health
2023



1. INTRODUCTION

- 1.1 Section 6A(2) of the Registration of Pharmacists 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 Provisionally Registered Pharmacist (PRP) to the satisfaction of the Pharmacy Board for a period of not less than one year.
- 1.2 The engagement as a PRP must be in any premises listed in the *Second Schedule* in order to be entitled for full registration.
- 1.3 Section 6A(3) of the same Act also stipulates that the Board may extend for not more than one year the period of employment of a provisionally registered person if the Board is not satisfied with the performance of the person as a pharmacist.
- 1.4 The provisional registration of a person shall be revoked if that person fails to engage in employment as PRP to the satisfaction of the Pharmacy Board for a period of not less than one year in any premises listed in the *Second Schedule*.

2. TRAINING MODULES AND RECORD OF TRAINING AND EXPERIENCE FOR PROVISIONALLY REGISTERED PHARMACIST (PRP)

- 2.1 All training modules are designed primarily to guide the provisionally registered pharmacists and their preceptors of various pharmacy disciplines in the training hospital/institution in coordinating activities and programs during the one-year provisional training.
- 2.2 The number of cases in this logbook serves as a guideline and is subjected to the capacity of each hospital / institution. The preceptor can reduce the proposed target with the approval of the chief pharmacist if the total number of the cases / prescriptions is **insufficient**. The number of cases in each training module serves as a guideline and is subjected to the capacity of each hospital/institution.
- 2.3 An activity/task in any module that has a remark of '**if any**' need to be achieved if such activity/task occurred during the PRP's attachment period. Otherwise such activity/task can remain undone and the denominator for overall activity should be reduced by the preceptor prior to calculation the PRP's overall performance for any particular module.
- 2.4 The record of training and experience in the training modules will be the basis for the appraisal by all preceptors. Hence PRPs are required submit the record to the relevant preceptor at the end of attachment of each pharmacy discipline for competency assessment.
- 2.5 The preceptor is required to complete the record with the following:
 - i. Endorse the completion of each task with signature, name and date in the column provided.
 - ii. Assess the level of performance 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	Poor	Target not met within the stipulated duration with poor level of commitment.

2.6 All PRPs are required to achieve at least **60% marks** for the followings to be qualified to register as a Fully Registered Pharmacist:

- a. each competency training module **AND**
- b. each section of the personal assessment

For a PRP who failed to present at the training premise during the **training period** (due to e.g. medical leaves, maternity leave and etc.) shall **substitute** the number of working days that he/she remain absent in order to achieve a training period of not less than one year. Refer to **Topic 7: Application to Amend Training Period**.

2.7 For a PRP who has **completed full duration of the training period for each training module** (including PRP who has completed the training by substitution as mentioned above) but fails in any of the following situation, the training period need to **be extended** by the principal preceptor. Refer to **Topic 8: Application to Extend Training Period**:

- a. failed to achieve at least 60% marks for competency component and /or personal assessment

AND/ OR

- b. failed to submit the record of training for the evaluation of the preceptor
- 2.8 All the record of training and experience that has been assessed for competency by the preceptor should be submitted to the Master preceptor at the 12th month of the training.
- 2.9 The final appraisal need to be completed by the master preceptor and the original copy of the final appraisal to be sent to the Pharmacy Board. Refer to **Topic 9: Appraisal by Principal Preceptor & Master Preceptor.**

***Bahagian Lembaga Farmasi Malaysia
Program Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia
Lot 36, Jalan Universiti
46200 Petaling Jaya, Selangor***

- 2.10 The original record book should be kept at the training premise for a minimum **period of 3 years.**

3. DUTIES AND RESPONSIBILITIES OF A PRECEPTOR

- 3.1 A pharmacist with the grade UF44 and above and has experience of working in a particular section/unit can be nominated as a preceptor for such section/unit.
- 3.2 Serves as a learning resource for all PRPs. Ensures a PRP receives necessary training to develop skills and attitude as a competent pharmacist.
- 3.3 Serves as a role model instilling professional values and attitude.
- 3.4 Evaluates PRPs performances during their training.

Note: Training of PRP should abide the Code of Ethics for Pharmacists and related Malaysian pharmacy legislations.

4. DUTIES AND RESPONSIBILITIES OF A PROVISIONALLY REGISTERED PHARMACIST (PRP)

- 4.1 Fulfill the requirement of all the training modules within the stipulated time frame.
- 4.2 Undertake the training modules / program with positive attitudes and commitments.
- 4.3 Acquire knowledge and skills by performing required tasks, observing, reading and asking questions.
- 4.4 Actively participate in professional development program to keep abreast of current knowledge.
- 4.5 Adhere to the hospital / institution policies and procedures.
- 4.6 May appraise any preceptor using **APPENDIX E** that can be sent directly to Pharmacy Board via email addressed at latihan.prp@moh.gov.my

5. ADDITIONAL TRAINING FOR OUTPATIENT AND/OR INPATIENT PHARMACY SERVICES

- 5.1 Parenteral Nutrition (PN) and Oncology Pharmacy Services (CDR) modules are compulsory training modules for a PRP who has been posted in a hospital that has the service within the facility.
- 5.2 For a PRP who has been posted in a hospital that does not has these services shall choose one of the followings to complete the training period for not less than one year:
 - a. undergo the training for these two modules (or any one of the modules) in any other hospital that has the service with Principal Preceptor's approval

OR

 - b. undergo additional training for *Inpatient Pharmacy (IP)* and/or *Outpatient Pharmacy (OP)* module as to substitute the training period allocated for PN and CDR.

6. TRAINING COMPONENT TO OBTAIN BRIEFING

All PRPs are required to obtain briefing from the preceptor on the components as below prior to starting any training module.

6.1 GENERAL

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Generic names, proprietary names, pharmacological groupings and MOH/hospital formularies			
2	Good Dispensing Practice (GDsP)			
3	Medication Safety			
4	Principle of 5 Rights on Quality Use of Medicine			

6.2 WARD PHARMACY PRACTICE

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Principles of Antimicrobial Stewardship			

Notes:

- 6.2.1 Training should be done in at least **2 different wards**.
- 6.2.2 Priority should be given to **medical and pediatric** wards:
 - a. For hospitals without medical or pediatric wards, attachment can be done in other wards which are appropriate.
- 6.2.3 PRPs are **not required** to do training in **critical care wards** (e.g.: ICU, NICU, PICU, HDW) and **emergency unit**.
- 6.2.4 Case report and case presentation can be taken from the same patient.

6.3 OUTPATIENT PHARMACY SERVICE

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Good Dispensing Practice (GDsP) and all processes involved			
2	Management of outpatient pharmacy			
3	Management of sub store			
4	Medication Therapy Adherence Clinic (MTAC) services			
5	Home Medication Review (HMR)/ Home Care Pharmacy Services (HCPS)			
6	Smoking Cessation			
7	Methadone Replacement Therapy (MRT)			
8	Value Added Services (VAS) [All type of VAS offered in Out-patient Pharmacy Department]			

Notes:

- 6.3.1 Total number of VAS prescription handled, can be logged under related targets for outpatient pharmacy services (e.g screening, labelling filling and dispensing).
- 6.3.2 For medication counseling, PRP must undergo **counseling validation/ evaluation** before performing the actual activity.

6.4 INPATIENT PHARMACY SERVICE

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Management of In-patient Pharmacy including: a. Ward supply system: unit dose (UD), Unit of Use (UoU) b. Ward Stock c. Emergency trolley d. Patient's Own Medication(POMs)			
2	Sub store Management			
3	Medication Safety (LASA, High Alert Medication)			
4	Dilution of Injectable Drugs			

6.5 MANUFACTURING & REPACKING

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Principles of Good Preparation Practice			
2	Principles of compounding instruments <ul style="list-style-type: none"> • maintenance of compounding instruments • Cleaning of compounding instruments • Quality Assurance Test 			
3	Principles of compounding <ul style="list-style-type: none"> • Hand Washing • Personal Protective Equipment • Protective Clothing • Preparation for compounding <ul style="list-style-type: none"> • Storage and supply of finished preparation 			

6.6 DRUG INFORMATION SERVICES

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
Formulary Management				
1	Application on <i>Ubat Kelulusan Khas</i>			
2	Application on Dossier			
3	Good Governance of Medicine			
4	Malaysian National Medicine Policy			

Notes:

- 6.6.1 PRPs should be **exposed** to the type of dossiers, process involved for drugs listed in FUKKM to be included in hospital formulary (for KKM) or any process included for drug listing in the respective hospitals.
- 6.6.2 PRPs should be exposed to the processes involved in handling Drug Committee Meeting (DCM/JKUT), understand the Terms of Reference (TOR) for DCM and procedures for application of special request drug (UKK).
- 6.6.3 PRPs should assist in research/project (few PRPs can assist for the same research/project).

6.7 PHARMACY STORE MANAGEMENT

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
General Store Management				
1	Current Legislation/ Treasury Instruction/ Guideline			
2	Pharmacy Logistic Unit Structure and Organization			
3	Store Management System Available			
Government Budget and Procurement Management				
4	Government Budget Management			
5	Expenditure Management			
6	Procurement Management			
Storage				
7	Introduction			
8	Receiving			
9	Recording			
10	Storage			
Distribution				
11	Product Recall			
12	Product Complain			
13	Disposal and Write Off			
Monitoring & Services Performance				
14	Slow Moving Item and Near Expiry Item			

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
15	Drug Usage Pattern			
16	<i>Laporan Kedudukan Stok</i> (KEW.PS.14)			
17	Store Statistical Analysis			
18	Service Performance Evaluation			

Notes:

6.7.1 To ensure PRPs understand **all related circulars and protocols** such as:

- a. *Arahan Perbendaharaan; 1PP (Pekeliling Perbendaharaan)*
- b. *Perolehan Kerajaan (PK)* - for procurement
- c. *Tatacara Pengurusan Stor Kerajaan (TPS)* – for stock management
- d. Other relevant circular letters

6.7.2 To ensure PRPs involve in procurement, receiving and distribution process of medicines and consumables.

6.8 PARENTERAL NUTRITION/ INTRAVENOUS ADMIXTURE SERVICES

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Principle of laminar flow cabinet and clean room design			
2	Maintenance of laminar flow cabinet and clean room			
3	Principles of aseptic techniques			

6.9 ONCOLOGY PHARMACY SERVICES

No	Component to Obtain Briefing	Date of Briefing	Briefing done by:	
			Name	Signature
1	Principle of cytotoxic cabinet and clean room design			
2	Maintenance of cytotoxic cabinet and clean room			
3	Principle of aseptic techniques			
4	Oncology Regimen Counseling			
Safety issues related to cytotoxic drugs				
4	Personnel Protective Equipment (PPE)			
5	Disposal of cytotoxic waste			
6	Spill management			

7. APPLICATION TO AMEND THE PRP TRAINING PERIOD

- 7.1 According to section 6A(2), Registration of Pharmacist Act 1951, a PRP shall, immediately upon being registered, engage in employment as a pharmacist to the satisfaction of the board for a period of not less than one year in any premise listed in the Second schedule of the same act.
- 7.2 Hence a PRP is required by Pharmacy Board Malaysia Division to undergo the training for a period of time equal in length to that of the year in the calendar conventionally used. This period includes the absence eligibility days (25 days) which are allocated by the MOH for the PRPs who are undergoing the training in any MOH premises.
- 7.3 Therefore, if a PRP absent to the training premise for number days which exceeded the absence eligibility days (25 days), he/she need to substitute the exceeded days to complete the one-year training period. Usually a PRP who has taken leaves such as annual leaves, medical leaves, maternity/ paternity leaves or any other leaves which in total have exceeded the total absence eligibility days, needs an amendment of the training period in order to achieve a training period which is not less than one year.
- 7.4 It is the Principal preceptor's responsibility to identify PRPs under his/her supervision who needs to substitute the number of absent days that has exceeded his/her absence eligibility days shall make application to the Deputy Director (Pharmacy) @ Master Preceptor, State Health Department via **APPENDIX A** accompanied by a cover letter. The number of days to substitute shall be calculated as the format tabulated in **APPENDIX A**.
- 7.5 Upon receiving above mentioned application, the master preceptor is required to escalate the application to PBMD accompanied by a cover letter signed by the Deputy Director (Pharmacy) @ Master Preceptor.
- 7.6 Upon receiving the application PBMD will issue an approval letter with an amended duration of the training period. No facility or principal preceptor is allowed to amend the training period prior to/without PBMD approval.

8. APPLICATION TO EXTEND THE PRP TRAINING PERIOD

- 8.1 A PRP who has present to the training premise (*hadir bertugas*) to undergone any training module for the full duration as stipulated in the logbook but failed to:
- fulfil any task or achieve minimum targets at the end of the training period
- AND / OR**
- achieve minimum marks for Personal Assessment
- AND / OR**
- submit the logbook for the evaluation of the preceptor at the end of the training period
- shall be extended his /her training period for not more than one year as mention in section 6A(3), Registration of Pharmacist Act 1951.
- 8.2 It is the Principal preceptor's responsibility to identify PRPs who need extension for the training period and to make application to the Deputy Director (Pharmacy) @ Master Preceptor, State Health Department via **APPENDIX B** accompanied by a cover letter.

- 8.3 Upon receiving above mentioned application, the Deputy Director (Pharmacy) @ Master Preceptor is required to escalate the application to PBMD accompanied by a cover letter signed by the Deputy Director (Pharmacy) @ Master Preceptor.
- 8.4 Upon receiving the application PBMD will issue and approval letter with stipulating approved extended duration for the PRP training. No facility or principal preceptor is allowed to extend the training period prior to/without PBMD approval.

9. APPRAISAL BY PRINCIPAL PRECEPTOR & MASTER PRECEPTOR FOR FULL REGISTRATION

- 9.1 A PRP is entitle to apply for full registration if he/she has obtained experience as provided for in subsection 6A(2), Registration of Pharmacist Act 1951.
- 9.2 Every application for Full registration shall be accompanied by a certificate of satisfactory experience issued under subsection 6A(2) of Registration of Pharmacist Act 1951
- 9.3 Hence The Certificate of Satisfaction Experience will be issued to PRP who has performed to the satisfaction of the board evident by Appraisals by the principal and master preceptor.
- 9.4 The Principal preceptor and Master preceptor are required to fill the appraisal as in **APPENDIX D** and **APPENDIX E** respectively for a PRP who has performed to the satisfaction of the board.
- 9.5 Upon completion, both original copy of **APPENDIX D & APPENDIX E** shall be sent to PBMD accompanied by a cover letter signed by the Deputy Director (Pharmacy) @ Master Preceptor for verification purpose.
- 9.6 A copy of both documents should be made available to the relevant PRP for the purpose of full registration application via Pharmacist Registration Management System (PRiSMA).

APPLICATION TO AMEND THE PRP TRAINING PERIOD (Page 1)

Deputy Director (Pharmacy) @ Master Preceptor

Write the name of the state State Health Department

Ministry of Health (MOH)

Name of PRP: I/C Number:

PRP Number: Place of Training: Date of Training (original dates):to.....

Justification:

The total absent days of the PRP to the training premise has exceeded his/her absence eligibility days (*ketidakhadiran yang dibenarkan*) as below:

Reason for Absence	Indicated as	Number of Days
Annual Leave	(A)	
Medical leave (exclude weekend and public holidays)	(B)	
Maternity leave (exclude weekend and public holidays)/ paternity leave	(C)	
Others (exclude weekend and public holidays) (please specify):	(D)	
Total absent days	: (A) + (B) + (C) + (D) = (E)	
Total absence eligibility days 25 days has been allocated as absence eligibility days for PRPs appointed under the MOH	(F)	25
Total days to substitute the absent days during the training period	(E) – (F)	

please fill the details below if PRP's training duration has been **amended** previously with the PBMD approval due to exceeded **absence eligibility** days otherwise please fill **NONE**

1. Date of the approval letter :
2. Reference number of the approval letter :
3. Amended end date of the PRP training :
4. Total number absence days that been substituted previously :

APPLICATION TO AMEND THE PRP TRAINING PERIOD (Page 2)

Please fill the details below if PRP’s training duration has been **extended** previously with the PBMD approval otherwise please fill **NONE**

- 1. Date of the approval letter :.....
- 2. Refence number of the approval letter :.....
- 3. Extended training period :.....
- 4. Extended training module name :.....

Name of Principal Preceptor:.....

Sign & Chop:

Date of Application :.....

APPLICATION TO EXTEND THE PRP TRAINING PERIOD (Page 1)

Deputy Director (Pharmacy) @ Master Preceptor

Write the name of the state **State Health Department**

Ministry of Health (MOH)

Name of PRP:..... I/C Number:

PRP Number: Place of Training: Date of Training (original dates):to.....

Justification to extend the training period tabulated as below:

No.	Training Module Name/ Personality Element	Reason for extension	Marks	Extension period	Duration of Extension
1				From..... to.....	
2				From..... to.....	
3				From..... to.....	
4				From..... to.....	
5				From..... to.....	
6				From..... to.....	
7				From..... to.....	
8				From..... to.....	
9				From..... to.....	
10				From..... to.....	
11				From..... to.....	
Total Duration of Extension					

APPLICATION TO EXTEND THE PRP TRAINING PERIOD (Page 2)

Fill the column below if PRP has been extended previously with the approval of Pharmacy Board Division

Please fill the details below if PRP’s training duration has been **amended** previously with the PBMD approval due to exceeded **absence eligibility** days otherwise please fill **NONE**.

- 1. Date of the approval letter :.....
- 2. Refence number of the approval letter :.....
- 3. Amended end date of the PRP training :.....
- 4. Total number absence days that been substituted previously :.....

Please fill the details below if PRP’s training duration has been **extended** previously with the PBMD approval otherwise please fill **NONE**.

- 1. Date of the approval letter :.....
- 2. Refence number of the approval letter :.....
- 3. Extended training period :.....
- 4. Extended training module :.....

Name of Principal Preceptor:.....

Sign & Chop:

Date of Application :.....

APPRAISAL BY PRINCIPAL PRECEPTOR

Setiausaha
Lembaga Farmasi Malaysia
Bahagian Perkhidmatan Farmasi
Lot 36, Jalan Universiti,
46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

.....

I/C Number:

PRP Registration Number:

Place of Training:

Date of Training: From (date) to (date)

I certify that the above PRP has completed his / her training as required under subsection 6A(2) of the Registration of Pharmacist Act 1951.

1. Proposal:

1A. Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is **recommended** to be given to him/her

1B. Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is **not recommended** to be given to him/her

2. Details of Principal Preceptor:

Name:

Principal Preceptor's Signature:

Date:

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
1.	Action and attitudes are demonstrated which indicate a commitment to quality of pharmaceutical care of the patient												
2.	A polite and helpful manner is demonstrated												
3.	Dress code and behavior meet the requirements of the organisation												
4.	Reliability is demonstrated												
5.	Initiative is demonstrated												
6.	Recognition of personal limitation is demonstrated												
7.	Work is carried out in an organised manner and with attention to detail so that the desired result is achieved												
8.	Work is prioritised effectively												

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
9.	Tasks are pursued to completion and within agreed time limits (unless overriding circumstances make this impossible)												
10.	Problems or potential problems are identified and the appropriate corrective action taken or solution found												
11.	New situation are responded to with flexibility and willingness												
12.	Stressful situations are handled without undue agitation												
13.	Decisions are made which demonstrated the ability to think clearly, logically and with discretion												
14.	Tasks and situation are approached with due regard to legal implications and organizational policy												

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
15.	The safety of the working area is maintained to all times so that the health and safety of colleagues and the public is not compromised												
16.	The security of the premises is upheld at all times												
TOTAL MARKS (SECTION 1)													
MARKS		$= \frac{\quad}{160} \times 100$ $= \quad \%$											

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 2: TEAMWORK

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
1.	A manner is demonstrated which indicates that due respect is given to the ideas and opinion of colleagues												
2.	Advice and criticisms are offered to colleagues in a manner unlikely to cause offence												
3.	Constructive criticism is received in a positive manner												
TOTAL MARKS (SECTION 2)													
MARKS		$= \frac{\quad}{\quad} \times 100$ <p align="center">30</p> $= \frac{\quad}{\quad} \%$											

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 3: UNDERTAKE PERSONAL AND PROFESSIONAL DEVELOPMENT

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
1.	The ability to self-evaluate and reflect on experiences is demonstrated												
2.	Feedback on performance is used effectively to improved competence												
3.	The ability to accept responsibility for meeting own development needs and achieving targets is demonstrated												
TOTAL MARKS (SECTION 3)													
MARKS		$= \frac{\quad}{30} \times 100$ $= \quad \%$											

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 4: COMMUNICATION SKILLS

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
1.	A sufficient command of the Bahasa Malaysia and English Language is demonstrated												
2.	Conversations (in person or over the telephone) are conducted in a manner which demonstrates due regard to confidentiality and the feelings of the other person												
3.	Questioning is used effectively to elicit necessary information 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 is provided when required												

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 4: COMMUNICATION SKILLS

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
7.	All responses (whether spoken or written) are tailored to the needs of the recipient												
8.	A clear, polite and helpful telephone manner is demonstrated												
9.	Complaints or demands are responded to in a polite manner												
10.	An appropriately assertive manner is used when unreasonable demands or complaints are made												
TOTAL MARKS (SECTION 4)													
MARKS		$= \frac{\quad}{100} \times 100$ $= \quad \%$											

PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR

SECTION 5: INTEGRITY

No.	Assessment	Level of Performance										Comments	
		1	2	3	4	5	6	7	8	9	10		
1.	The quality of being honest and having strong moral principles												
2.	Implementation of appropriate policies and procedures that ensure the effective, efficient and ethical management of pharmaceutical system (medicine regulatory system and medicine supply system).												
3.	Transparent, accountable, follows the rule of law and prevent corruption.												
4.	Telling the truth, being open and not taking advantage of others												
5.	Demonstrate responsibility, show respect and caring of others												
TOTAL MARKS (SECTION 5)													
MARKS		= _____ x 100 50 = _____ %											

**SUMMARY OF PERFORMANCE FOR EACH CLINICAL SECTION AND PERSONAL ASSESSMENT BY
PRINCIPAL PRECEPTOR**

Name of Provisionally Registered Pharmacist:

.....

I/C Number:

PRP Registration Number:

CLINICAL SECTION		MARKS (%)
1.	Ward Pharmacy Practices	
2.	Out-Patient Pharmacy Services	
3.	In-Patient Pharmacy Services	
4.	Drug Information Services	
5.	Manufacturing and Repacking	
6.	Pharmacy Store Management	
7.	Clinical Pharmacokinetic Services	
8.	Parenteral Nutrition / Additional training for OP / Additional training for IP	
9.	Oncology Pharmacy Services / Additional training for OP / Additional training for IP	
AVERAGE MARKS		

PERSONAL ASSESSMENT		MARKS (%)
1.	<i>Demonstrate a Professional Approach</i>	
2.	<i>Teamwork</i>	
3.	<i>Undertake Personal and Professional Development</i>	
4.	<i>Communication Skills</i>	
5.	<i>Integrity</i>	
AVERAGE MARKS		

Principal Preceptor's Signature:

Date:

APPRAISAL BY MASTER PRECEPTOR

Setiausaha
 Lembaga Farmasi Malaysia
 Bahagian Perkhidmatan Farmasi
 Lot 36, Jalan Universiti,
 46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

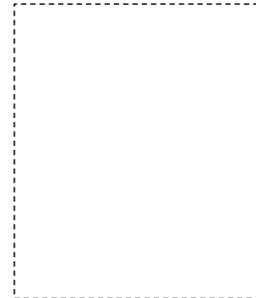
.....

I/C Number:

PRP Registration Number:

Place of Training:

Date of Training: From (date) to (date)



I certify that the above PRP has completed his / her training as required under subsection 6A(2) of the Registration of Pharmacist Act 1951.

1. Proposal:

1A. Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is ***recommended*** to be given to him/her

1B. Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is ***not recommended*** to be given to him/her

2. Details of Master Preceptor:

Name:

Master Preceptor's Signature:

Date:

APPRAISAL OF PRECEPTOR BY PRP

Setiausaha
Lembaga Farmasi Malaysia
Program Perkhidmatan Farmasi
Lot 36, Jalan Universiti, 46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

.....

I/C Number:

PRP Registration Number:

Place of Training:

I have undergone training at the above place from (date): _____ to _____

No.	Subject	Grade										Comments
		1	2	3	4	5	6	7	8	9	10	
1.	Facilities of Training Place											
2.	Professional Exposure by the Preceptor											
3.	Professional Guidance by the Preceptor											
4.	Training Skills of the Preceptor											

* to be sent by PRP directly to Pharmacy Board Malaysia at latihan.prp@moh.gov.my

