



PHARMACY BOARD OF MALAYSIA
MINISTRY OF HEALTH MALAYSIA 2024



RECORD OF TRAINING AND EXPERIENCE FOR PROVISIONALLY REGISTERED PHARMACIST

2024

HEALTH CLINICS

PERSONAL PARTICULARS*To be completed by the Provisionally Registered Pharmacist (PRP)*

1	Full Name (as per I/C)	
2	I/C number	
3	Provisionally Registration Number	
4	Contact Number (Mobile)	
5	Home Address	
6	Email Address	
7	Education Qualification	
	Name of University	
	Qualification	
	Year of Graduation	
8	Scholarship/ Sponsor	
9	Contact Person Details in Case of Emergency	
	Name	
	Contact Number	
TRAINING PREMISE PARTICULARS		
<i>Details of which approved by Pharmacy Board Division Malaysia (PBMD)</i>		
10	Name of Training Premise	
11	Address of Training Premise	
12	Duration of Training (Date) to
By signing, I confirm that all the information provided above is true.		
Signature: _____ Date: _____		

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MODULE 1A: OUTPATIENT PHARMACY SERVICES (COUNTER SERVICES)

A. DURATION OF TRAINING

34 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

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

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Screening	300 prescriptions	
2	Labelling and Filling of Prescriptions	300 prescriptions	At least 5 prescriptions labelling and filling process must be assessed by the preceptor
3	Counterchecking of Medication Filled	300 prescriptions	Adhere to Good Dispensing Practice (GDsP)
4	Dispensing	2100 prescriptions	
5	Patient Medication Counselling	Individual Counselling: 130 patients	
		Group Counselling: 5 sessions	
6	Handling of Dangerous Drugs & Psychotropic Substances	5 prescriptions/case simulations	
7	Unit Inspection	3 inspections	

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

1. Generic names, proprietary names, pharmacological groupings and MOH/hospital formularies
2. Good Dispensing Practice (GDsP)
3. Management of outpatient pharmacy
4. Management of sub store
5. Medication Therapy Adherence Clinic (MTAC) services
6. Home Medication Review (HMR) / Home Care Pharmacy Services (HCPS)
7. Smoking Cessation
8. Methadone Treatment Programme
9. Value Added Services (VAS) – All types of VAS offered in outpatient pharmacy department
10. Medication Safety
11. Principle of 5 Rights on Quality Use of Medicine

E. RECORD OF TRAINING AND EXPERIENCE

SCREENING

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)				Point of Detecting Intervention (PDI)
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				

SCREENING

Target of the activity : 300 prescriptions

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial
TOTAL PRESCRIPTIONS					

LABELLING AND FILLING OF PRESCRIPTIONS

Instruction:

Ensure correct medications are filled according to prescriptions and labels

Target of the activity : 300 prescriptions

[illegible]

COUNTERCHECKING OF MEDICATION FILLED

Instructions:

1. Final checking of medication prepared against prescriptions
2. Record any near-miss errors detected

Target of the activity : 300 prescriptions

[illegible]

DISPENSING

Instructions:

1. Abide to principles of 5 Rights on Quality Use of Medications
2. Adhere to the Good Guide Dispensing Practice (GDSP)

Target of the activity : 2100 prescriptions

[illegible]

PATIENT MEDICATION COUNSELLING (INDIVIDUAL)

Target of the activity : 130 patients

[illegible]

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

2. Disease

3. Medications

4. Others

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

PATIENT MEDICATION COUNSELLING (INDIVIDUAL)

[illegible]

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

2. Disease

3. Medications

4. Others

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

PATIENT MEDICATION COUNSELLING (INDIVIDUAL)

[illegible]

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

2. Disease

3. Medications

4. Others

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

PATIENT MEDICATION COUNSELLING (INDIVIDUAL)

[illegible]

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

2. Disease

3. Medications

4. Others

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

PATIENT MEDICATION COUNSELLING (INDIVIDUAL)

[illegible]

- * 1. Device (e.g insulin pen, inhaler, nasal spray)

- ### 3. Medications

- ## 2. Disease

- #### 4. Others

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

PATIENT MEDICATION COUNSELLING (GROUP)

Target of the activity : 5 sessions

No	Date	Patient's IC/RN	*Type of Counselling	Preceptor's Initial

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

2. Disease

3. Medications

4. Others

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

HANDLING OF DANGEROUS DRUGS & PSYCHOTROPIC SUBSTANCES

Instruction:

Handle dangerous drugs and psychotropic substances in accordance to respective legislation:

- Dangerous Drugs Act and its Regulations 1952
- Poisons Act and its Regulations 1952
- Poisons (Psychotropic Substances) Regulations 1989

Target of the activity : 5 prescriptions/case simulations

No	Date	Number of Prescriptions Dispensed & Recorded	Preceptor's Initial
TOTAL PRESCRIPTIONS/ CASE SIMULATIONS			

UNIT INSPECTION

Target of the activity : 3 inspections

No	Date	Unit	Preceptor's Initial

COMPETENT ASSESSMENT – OUTPATIENT PHARMACY SERVICES (COUNTER SERVICES)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1.	Screening	300 prescriptions														
2.	Labelling and Filling of Prescriptions	300 prescriptions														
3.	Counterchecking of Medication Filled	300 prescriptions														
4	Dispensing	2100 prescriptions														
5	Patient Medication Counselling: Individual Counselling	130 patients														
6	Patient Medication Counselling: Group Counselling	5 sessions														
7	Handling Dangerous Drugs & Psychotropic Substances	5 prescriptions/ case simulations														
8	Unit Inspection	3 inspections														

ASSESSMENT – OUTPATIENT PHARMACY SERVICES (COUNTER SERVICES)

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
80

= _____ %

Preceptor's Name & Signature

MODULE 1B: OUTPATIENT PHARMACY SERVICES (MEDICATION THERAPY ADHERENCE CLINIC)

A. DURATION OF TRAINING

34 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

1. have knowledge of MTAC procedures, present case studies, conduct patient drug history taking, monitor patient parameters, patient contact, questioning and counselling, develop trusted pharmacist-patient relationship, collect drug utilization review data and other statistics & form involved.
2. read and comprehend patient's medical card / records.
3. assess patient's medication compliance and /or device technique.
4. identify drug related problems.
5. discuss with prescriber under preceptor's supervision.
6. recommend pharmacotherapy regime and monitor patient clinical outcomes under preceptor's supervision.
7. counsel according to patient's need and educate them according to available MTAC modules.
8. follow up individual MTAC patients according to scheduled time.
9. present or discuss case.
10. manage documentation using appropriate MTAC forms (e.g. pharmacotherapy review form, MyMAAT, DFIT, Nota Rujukan Discaj (CP4)).

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Patient Assessment / Education	15 cases	All MTAC cases must be monitored and supervised by FRP
2	Case Report	1 case	To assess the ability in clerking case, comprehend patient's case note, complete case report study with evidence-based approach and recommend related pharmaceutical care issues of the patients
3	Case Presentation	1 case	To assess the ability to comprehend case notes, device therapeutic plan, communication and presentation of case to other healthcare personnel in order to enhance rational drug use

D. RECORD OF TRAINING AND EXPERIENCE

PATIENT ASSESSMENT/ EDUCATION

Target of the activity : 15 cases

No	Date	Patient's IC/RN	New case (v)	Follow up case (v)	Pharmaceutical Care Issue (s)	Preceptor's Initial

PATIENT ASSESSMENT/ EDUCATION

No	Date	Patient's IC/RN	New case (v)	Follow up case (v)	Pharmaceutical Care Issue (s)	Preceptor's Initial
TOTAL CASES						

CASE REPORT

Target of the activity : 1 case

No	Date	Patient's IC/RN	Topic	Preceptor's Initial

CASE PRESENTATION

Target of the activity : 1 case

No	Date	Type of Case Presented	Preceptor's Initial
		S: O: A: P:	
		S: O: A: P:	
		S: O: A: P:	

*S – Subjective, O – Objective, A – Assessment, P – Plan

COMPETENT ASSESSMENT – OUTPATIENT PHARMACY SERVICES (MEDICATION THERAPY ADHERENCE CLINIC)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1.	Patient Assessment/ Education	15 cases														
2.	Case Report	1 case														
3.	Case Presentation	1 case														

ASSESSMENT – OUTPATIENT PHARMACY SERVICES (MEDICATION THERAPY ADHERENCE CLINIC)

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
30

= _____ %

Preceptor's Name & Signature

MODULE 1C: OUTPATIENT PHARMACY SERVICES (METHADONE TREATMENT PROGRAMME)

A. DURATION OF TRAINING

34 weeks

*if service available

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

1. have knowledge of MTP procedures, counselling, methadone dispensing skills and documentations.
2. have knowledge of psychotropic and dangerous drugs procurement, distribution, storing and disposal in accordance to respective legislation:
 - Poisons Act and its Regulations 1952
 - Poisons (Psychotropic Substances) Regulations 1989
3. conduct Direct Observation Therapy (DOT)
4. understand the criteria of Take Away Dose (TAD) patients
5. identify ADR/ side effects experienced by patient upon methadone administration.
6. conduct intervention when required.
7. discuss with prescriber under preceptor's supervision.
8. recommend pharmacotherapy regime and monitor patient clinical outcomes under preceptor's supervision.
9. conduct counselling & patient education regarding methadone treatment.

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Methadone Dispensing	30	
2	Methadone Counselling	5 sessions (individual/ group)	
3	SPUB/MFlex	2 cases	
4	Case Discussion	1 case	

D. RECORD OF TRAINING AND EXPERIENCE

METHADONE DISPENSING

Target of the activity : 30

[illegible]

METHADONE DISPENSING

[illegible]

METHADONE COUNSELLING

Target of the activity : 5 sessions (individual / group)

No	Date	Patient's IC/ RN	*Type of Counselling	Preceptor's Initial

*1. Newly inducted patient
5. Drug Interactions

2. Take away doses
6. Substances use

3. Side effect
7. VAS Methadone

4. Compliance
8. Group counselling

SPUB/MFLEX**Target of the activity : 2 cases**

No	Date	Patient's IC/ RN	Preceptor's Initial

CASE DISCUSSION

Target of the activity : 1 case

No	Date	Patient's IC/ RN	*Pharmaceutical Care Issue	Preceptor's Initial
			S: O: A: P:	
			S: O: A: P:	
			S: O: A: P:	

*S – Subjective, O – Objective, A – Assessment, P – Plan

COMPETENT ASSESSMENT – OUTPATIENT PHARMACY SERVICES (METHADONE TREATMENT PROGRAMME)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1.	Methadone Dispensing	30														
2.	Methadone Counselling	5 sessions (individual/ group)														
3.	SPUB/MFlex	2 cases														
4.	Case Discussion	1 case														

ASSESSMENT – OUTPATIENT PHARMACY SERVICES (METHADONE TREATMENT PROGRAMME)

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
40

= _____ %

Preceptor's Name & Signature

MODULE 1D: OUTPATIENT PHARMACY SERVICES (SMOKING CESSATION)

A. DURATION OF TRAINING

34 weeks

*if service available

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

1. have knowledge of smoking cessation clinic procedure, patient drug history taking, monitoring patient parameters, safe use of drug, patient contact, counselling, developing trusted pharmacist-patient relationship and documentation
2. read and comprehend patient's medical care/ records.
3. assess patient's compliance and/or drug administration technique.
4. identify drug related problems.
5. discuss with prescriber under preceptor's supervision.
6. recommend pharmacotherapy regime and monitor patient clinical outcomes under preceptor's supervision.
7. counsel according to patient's need and education according to the *Garis Panduan Farmakoterapi Berhenti Merokok (FBM)*
8. follow up individual patient according to schedules time.
9. conduct case presentation
10. document using appropriate forms (e.g. latest *Borang Rekod Pesakit FBM* etc)

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Counselling	5	
2	Case Clerking	1	<ul style="list-style-type: none"> To assess the ability in clerking, comprehend patient's case note, and recommend related pharmaceutical care issues (PCI) of the patients Use <i>Borang Rekod Pesakit FBM Edisi 1/2019</i>
3	Case Presentation	1	To assess the ability to comprehend case notes, devise therapeutic plan, communication and presentation of case to other healthcare personnel in order to enhance rational drug use

D. RECORD OF TRAINING AND EXPERIENCE

COUNSELLING

Target of the activity : 5

[illegible]

*1. Nicotine gum

2. Nicotine patch

3. Varenicline

4. Others (e.g. behavioural counselling, withdrawal symptoms, side effects etc)

CASE CLERKING

Target of the activity : 1

No	Date	Patient's IC/ RN	Number of PCI(s) Identified	Case Discussion (v)	Preceptor's Initial

CASE PRESENTATION

Target of the activity : 1

No	Date	Patient's IC/ RN	Type of Case Presented	Preceptor's Initial

COMPETENT ASSESSMENT – OUTPATIENT PHARMACY SERVICES (SMOKING CESSATION)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1.	Counselling	5														
2.	Case Clerking	1														
3.	Case Presentation	1														

ASSESSMENT – OUTPATIENT PHARMACY SERVICES (SMOKING CESSATION)

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
30

= _____ %

Preceptor's Name & Signature

MODULE 1E: OUTPATIENT PHARMACY SERVICES (COMMUNITY SERVICES)

A. DURATION OF TRAINING

34 weeks

B. TRAINING OUTCOME

Upon completion of the training, PRP should be able to:

1. spread awareness of the importance of medication education to the other healthcare providers as well as the public.
2. gain knowledge on the element in public health education such as 5R concept and features of registered product.
3. disseminate health information through health exhibition, health talk and digital information.
4. participate in Home Medication Review as part of the team.

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Health Dissemination Information - e.g. <ol style="list-style-type: none"> i. Health Exhibition ii. Health Talk iii. Digital Health Information (e.g. infographic, poster, video or article) 	8	
2	Home Medication Review	1	

D. RECORD OF TRAINING AND EXPERIENCE**HEALTH INFORMATION DISSEMINATION**

Target of the activity : 8

i. Health Exhibition

No	Date	Title	Recipient (Healthcare Provider/ Public)	Preceptor's Initial

ii. Health Talk

No	Date	Title	Recipient (Healthcare Provider/ Public)	Preceptor's Initial

iii. Digital Health Information

No	Date	Title	Type of Social Media (Facebook/ Instagram/ TikTok etc)	Preceptor's Initial

HOME MEDICATION REVIEW

Target of the activity : 1

No	Date	Patient's IC/ RN	Pharmaceutical Care Issue *at least 1 PCI	Preceptor's Initial

COMPETENT ASSESSMENT – OUTPATIENT PHARMACY SERVICES (COMMUNITY SERVICES)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1	Health Dissemination Information	8														
2	Home Medication Review	1														

ASSESSMENT – OUTPATIENT PHARMACY SERVICES (COMMUNITY SERVICES)

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
20

= _____ %

Preceptor's Name & Signature

MODULE 2: PHARMACY STORE MANAGEMENT

A. DURATION OF TRAINING

4 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

1. understand and implement the basic principles of store management
2. identify guidelines related to store management

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Receiving stocks	20 items	
2	Issuing stocks	20 items	
3	Stock checking/ verification	30 items	
4	Calculate stock level and re-order level	20 items	
5	Stock monitoring analysis report	Slow moving – 1 report Near expiry – 1 report ABC/VEN – 1 report	
6	Temperature recording	20 charting	

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

1. General Store Management
 - a. Current Legislation/ Treasury Instruction/ Guideline
 - b. Pharmacy Logistic Unit Structure and Organization
 - c. Store Management System Available
2. Government Budget and Procurement Management
 - a. Government Budget Management
 - b. Expenditure Management
 - c. Procurement Management
3. Storage
 - a. Introduction
 - b. Receiving
 - c. Recording
 - d. Storage
4. Stock Checking
5. Distribution
 - a. Product Recall
 - b. Product Complain
 - c. Disposal and Write Off
6. Monitoring & Services Performance
 - a. Slow Moving Item and Near Expiry Item
 - b. Drug Usage Pattern
 - c. *Laporan Kedudukan Stok* (KEW.PS-14)
 - d. Store Statistical Analysis
 - e. Service Performance Evaluation

E. RECORD OF TRAINING AND EXPERIENCE

RECEIVING STOCKS

Target of the activity : 20 items

[illegible]

ISSUING STOCKS

Target of the activity : 20 items

No	Date	Name of the Item	Preceptor's Initial
TOTAL ITEMS			

STOCK CHECKING/ VERIFICATION

Target of the activity : 30 items

[illegible]

STOCK CHECKING/ VERIFICATION

[illegible]

CALCULATE STOCK LEVEL AND RE-ORDER LEVEL

Target of the activity : 20 items

No	Date	Name of the Item	Preceptor's Initial
TOTAL ITEMS			

TEMPERATURE RECORDING

Target of the activity : 20 charting

No	Date	Location/ Fridge Number	Preceptor's Initial
TOTAL CHARTING			

COMPETENT ASSESSMENT –PHARMACY STORE MANAGEMENT

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1	Receiving stocks	20 items														
2	Issuing stocks	20 items														
3	Stock checking/ verification	30 items														
4	Calculate stock level and re-order level	20 items														
5	Stock monitoring analysis report	Slow moving – 1 report Near expiry – 1 report ABC/VEN – 1 report														
6	Temperature recording	20 charting														

COMPETENT ASSESSMENT –PHARMACY STORE MANAGEMENT

GENERAL COMMENT ON ATTITUDE

Mark = X 100%
60

= %

Preceptor's Name & Signature

A. DURATION OF TRAINING

Throughout the programme

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

1. gather evidence-based information and respond to the requestor.
2. document enquiries and information given.
3. understand the importance of medication awareness program to the public as well as healthcare providers.
4. participate in preparation of bulletin or newsletter.
5. assist in research/project.
6. investigate and compile Adverse Drug Reaction (ADR) or Medication Error Reporting (MER).
7. participate / assist in medicines evaluation for health clinic formulary development and maintenance.
8. understand drug formulary management, Good Governance of Medicine and Malaysian National Medicine Policy

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Receive, Answer and Document Enquiries	20 enquiries	
2	Educational and Research/ Quality Activities	<ul style="list-style-type: none"> Continuous Pharmacy Education (CPE) presentation: 2/year Bulletin/ Newsletter: (optional) Assist research or project: 1 	Eg: <ul style="list-style-type: none"> Research: Clinical study (KIK/Inovasi/QA), Clinical audit etc Project: Application development, Poster, Medication Identification File etc
3	Medication Safety	Compile and investigate adverse drug reaction (ADR) and Medication Error Reporting System (MERS): 10 reports	<ul style="list-style-type: none"> To assess the ability to identify ADR and MERS To analyze and process ADR & ME report

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

- Formulary Management
 - Application on *Ubat Kelulusan Khas*
 - Application on Dossier
- Good Governance of Medicine
- Malaysian National Medicine Policy

E. RECORD OF TRAINING AND EXPERIENCE

RECEIVE, ANSWER AND DOCUMENT ENQUIRIES

Target of the activity : 20 enquiries

No	Date	*Type of Enquiry	Enquirer (e.g. doctors, staff nurses, and others)	Source of References	Preceptor's Initial

- | | | | |
|---------------------|------------------------|---------------------------------|--------------------------------|
| 1. Indication | 2. Dose/Administration | 3. Interaction | 4. General Product Information |
| 5. Contraindication | 6. Adverse Effect | 7. Pharmaceutical compatibility | 8. Pharmaceutical availability |
| 9. Others | | | |

RECEIVE, ANSWER AND DOCUMENT ENQUIRIES

[illegible]

- | | | | |
|---------------------|------------------------|---------------------------------|--------------------------------|
| 1. Indication | 2. Dose/Administration | 3. Interaction | 4. General Product Information |
| 5. Contraindication | 6. Adverse Effect | 7. Pharmaceutical compatibility | 8. Pharmaceutical availability |
| 9. Others | | | |

RECEIVE, ANSWER AND DOCUMENT ENQUIRIES

No	Date	*Type of Enquiry	Enquirer (e.g. doctors, staff nurses, and others)	Source of References	Preceptor's Initial
TOTAL ENQUIRIES					

- | | | | |
|---------------------|------------------------|---------------------------------|--------------------------------|
| 1. Indication | 2. Dose/Administration | 3. Interaction | 4. General Product Information |
| 5. Contraindication | 6. Adverse Effect | 7. Pharmaceutical compatibility | 8. Pharmaceutical availability |
| 9. Others | | | |

EDUCATIONAL AND RESEARCH/ QUALITY ACTIVITIES

Target of the activity :

A. Educational Activities

- i. Continuous Pharmacy Education (CPE) : **2**
- ii. Bulletin/ Newsletter : **Optional**

B. Research / Quality Activities

: Assist 1 research or project

Activity	Title	Preceptor's Initial
EDUCATIONAL ACTIVITIES		
Continuous Pharmacy Education (CPE) Presentation		
Bulletin/ Newsletter (Optional)		
RESEARCH/ QUALITY ACTIVITIES		
Research /Project		

MEDICATION SAFETY

Target of the activity : 10 reports

A. Adverse Drug Reaction (ADR)

No	Date	Patient's IC/ RN	Suspected Drug Causing ADR	Preceptor's Initial
TOTAL REPORTS				

B. Medication Error Reporting System (MERS)

No	Date	Patient's IC/ RN	*Process of Medication Error	Preceptor's Initial
TOTAL REPORTS				

1. Prescribing

2. Dispensing

3. Administration

4. Others; please specify

COMPETENT ASSESSMENT – DRUG INFORMATION SERVICES

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1	Receive, answer and document enquiries	20 enquiries														
2	Educational Activities: Continuous Pharmacy Education	2														
3	Educational Activities: Bulletin / Newsletter	Optional														
4	Research/ Quality Activities: Assist research/ project	1														
5	Medication Safety	10														

ASSESSMENT – DRUG INFORMATION SERVICES

GENERAL COMMENT ON ATTITUDE

Mark = 50 X 100%

= _____ %

Preceptor's Name & Signature

MODULE 4: GALENICAL AND EXTEMPORANEOUS & PREPACKING PREPARATIONS

A. DURATION OF TRAINING

Throughout the programme

B. TRAINING OUTCOME

Upon the completion of training, PRP should be able:

1. manage raw material
 - Perform raw materials checking, recording, storage and release
2. assess the suitability of the request of galenical and extemporaneous & prepacking drug
3. prepare the worksheet of galenical and extemporaneous & prepacking drug
 - Calculate the formula for galenical and extemporaneous preparations, use of appropriate diluents and correct labelling
 - Calculate prerepacking materials and labelling
4. counter-check the worksheet for galenical and extemporaneous & prepacking drug
5. prepare the material preparation for compounding
 - Checking of instruments use
 - Proper compounding attire
 - Weighing/ measure of raw materials
6. compound galenical and extemporaneous & prepacking drug
 - Adhere to master formula, production record, prepare worksheet, compound using appropriate equipment, perform final visual inspection.
 - Adhere to Good Preparation Practice (GPP) and current in-house practising guidelines
7. supply compounding preparation/ prepacking drug
 - Adhere to Good Distribution Practice (GDP) and current in-house practising guideline

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Galenical and Extemporaneous Preparation		
	a. Screening the request	10 preparations	
	b. Checking raw / starting material		
	c. Worksheet Preparation		
	d. Counter-checking the worksheet		
	e. Compounding of preparation		
	f. Counter-checking of the finish product (under the supervision of preceptor)		
	g. Supply of the finished preparation		
2	Packing Preparation		
	a. Screening the request	10 preparations	
	b. Checking the starting material		
	c. Worksheet preparation		
	d. Counter-checking the worksheet		
	e. Counter-checking of finish product (under the supervision of preceptor)		
	f. Supply of repacked preparation		

D. RECORD OF TRAINING AND EXPERIENCE

GALENICAL AND EXTEMPORANEOUS PREPARATION

Target of the activity : 10 preparations

No	Date	Name of Preparation	Batch Number	Remarks	Preceptor's Initial
TOTAL PREPARATIONS					

PREPACKING PREPARATION

Target of the activity :10 preparations

No	Date	Name of Preparation	Worksheet Number	Remarks	Preceptor's Initial
TOTAL PREPARATIONS					

COMPETENT ASSESSMENT – GALENICAL/ EXTEMPORANEOUS & REPACKING PREPARATIONS

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1	Screening the request	10 galenical and extemporaneous preparations														
2	Checking raw / starting material															
3	Worksheet Preparation															
4	Counter-checking the worksheet															
5	Compounding of preparation															
6	Counter-checking of the finish product (under the supervision of preceptor)															
7	Supply of the finished preparation															
8	Screening the request	10 repacking preparations														
9	Checking the starting material															
10	Worksheet preparation															
11	Counter-checking the worksheet															
12	Counter-checking of finish product (under the supervision of preceptor)															
13	Supply of repacked preparation															

COMPETENT ASSESSMENT – GALENICAL AND EXTEMPORANEOUS & PREPACKING PREPARATIONS

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
130

= _____ %

Preceptor's Name & Signature

MODULE 5A: INPATIENT PHARMACY SERVICES (WARD SUPPLY)

A. DURATION OF TRAINING

8 weeks

B. TRAINING OUTCOME

Upon completion of the training, PRP should be able to:

1. have adequate knowledge of inpatient pharmacy management
2. familiarize with generic names, propriety names, pharmacological groupings and MOH/hospital formularies
3. screen prescriptions
4. label and fill prescriptions
5. countercheck and supply medication
6. counsel patient
7. conduct bedside dispensing
8. conduct ward inspection
9. handle dangerous drugs/ psychotropic substances
10. prepare extemporaneous preparation

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Screening	1200 prescriptions	At least 20 prescriptions screened must be counterchecked by the preceptor
2	Labelling and Filling of Prescriptions	1200 prescriptions	At least 5 prescriptions labelling and filling process must be assessed by preceptor
3	Counterchecking of Medication Filled	1200 prescriptions	Adhere to Good Dispensing Procedure (GDsP)
4	Patient Medication Counselling	40 cases	
5	Bedside Dispensing	40 prescriptions	
6	Ward Medication Inspection	2 wards/ units	
7	Handling Dangerous Drugs & Psychotropic Substances	5 indents/ prescriptions/ case simulation	
8	Preparing Extemporaneous Medications	5 preparation/ case simulation	Ability to understand formulation and calculate the appropriate quantities required
9	Adverse Drug Reaction (ADR) & Medication Error Report	If any	<ul style="list-style-type: none"> To assess the ability to identify ADR and medication error To perform ADR and medication error report

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

1. Management on inpatient pharmacy including:
 - Ward supply system: unit dose (UD), unit of use (UoU)
 - Ward stock
 - Emergency trolley
 - Patient's own medication (POMs)
2. Sub store management
3. Medication safety (LASA, High Alert Medication)
4. Dilution of Injectable Drugs

E. RECORD OF TRAINING AND EXPERIENCE

SCREENING

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)				Point of Detecting Intervention (PDI)
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				

SCREENING

Target of the activity : 1200 prescriptions

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial

SCREENING

No.	Date	Number of Prescriptions	PDI	Type of INT (if any)	Preceptor's Initial
TOTAL PRESCRIPTIONS					

LABELLING AND FILLING OF PRESCRIPTIONS

Instructions:

Ensure correct medications are filled according to prescriptions and labels

Target of the activity : 1200 prescriptions

[illegible]

LABELLING AND FILLING OF PRESCRIPTIONS

No	Date	Number of Prescriptions	Preceptor's Initial
TOTAL PRESCRIPTIONS			

COUNTERCHECKING OF MEDICATIONS FILLED

Instructions:

1. Final checking of medication prepared against prescriptions
2. Record any near-miss errors detected

Target of the activity : 1200 prescriptions

[illegible]

COUNTERCHECKING OF MEDICATIONS FILLED

[illegible]

PATIENT MEDICATION COUNSELLING

Target of the activity : 40 cases

[illegible]

- * 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

PATIENT MEDICATION COUNSELLING

[illegible]

- * 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

BEDSIDE DISPENSING

Target of the activity : 40 prescriptions

[illegible]

BEDSIDE DISPENSING

[illegible]

WARD MEDICATION INSPECTION

Target of the activity : 2 wards/units

No	Date	Ward/ Unit	Preceptor's Initial

HANDLING OF DANGEROUS DRUGS & PSYCHOTROPIC SUBSTANCES

Instruction:

Handle dangerous drugs and psychotropic substances in accordance to respective legislation:

- Dangerous Drugs Act and its Regulations 1952
- Poisons Act and its Regulations 1952
- Poison (Psychotropic Substances) Regulations 1989

Target of the activity : 5 prescriptions/ case simulations

No	Date	Number of Prescriptions Dispensed & Recorded	Preceptor's Initial

PREPARING EXTEMPORANEOUS MEDICATIONS

Target of the activity : 5 preparations/ case simulations

No	Date	Patient's IC/RN	Name of Preparation	Preceptor's Initial

ADVERSE DRUG REACTION (ADR) & MEDICATION ERROR REPORT (MER)

Target of the activity : if any

Adverse Drug Reaction (ADR)

No	Date	Patient's IC/ RN	Suspected Drug Causing ADR	Preceptor's Initial

Medication Error (ME) Report

No	Date	Patient's IC/ RN	*Process of Medication Error	Preceptor's Initial

1. Prescribing

2. Dispensing

3. Administration

4. Others; please specify

COMPETENT ASSESSMENT – INPATIENT PHARMACY SERVICES (WARD SUPPLY)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1	Screening	1200 prescriptions														
2	Labelling and Filling of Prescriptions	1200 prescriptions														
3	Counterchecking of Medication Filled	1200 prescriptions														
4	Patient Medication Counselling	40 cases														
5	Bedside Dispensing	40 prescriptions														
6	Ward Medication Inspection	2 wards/ units														
7	Handling Dangerous Drugs & Psychotropic Substances	5 indents/ prescriptions/ case simulation														
8	Preparing Extemporaneous Medications	5 preparation/ case simulation														
9	Adverse Drug Reaction (ADR) & Medication Error Report	If any														

ASSESSMENT – INPATIENT PHARMACY SERVICES (WARD SUPPLY)

GENERAL COMMENT ON ATTITUDE

Mark = _____ X 100%
90

= _____ %

Preceptor's Name & Signature

MODULE 5B: INPATIENT PHARMACY SERVICES (CLINICAL PHARMACOKINETIC SERVICES)

A. DURATION OF TRAINING

2 weeks

B. TRAINING OUTCOME

Upon completion of the training, PRP must be able to:

1. have knowledge of blood therapeutic drug monitoring (TDM) drug sampling time, evaluation of patient parameter, calculation of dosage estimation, result interpretation and make recommendations
2. read and comprehend patient case notes
3. assess patient suitability for therapeutic drug monitoring
4. discuss with preceptor
5. monitor patient progress in the ward/Klinik Kesihatan

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Calculation of Dosage(s), Results Interpretation and Recommendations	30 cases/ case simulation	<ul style="list-style-type: none"> All calculation and recommendation must be assessed by a senior pharmacist Cases=drugs Target can be achieved not limited during CPS attachment but also inpatient and ward attachment in hospital
2	Case Clerking & Discussion	10 cases/ case simulations	<ul style="list-style-type: none"> Target can be achieved not limited during CPS attachment but also inpatient and ward attachment in hospital
3	Case Discussion in Klinik Kesihatan	1 case/ case simulation	Case to be discussed with preceptor in Klinik Kesihatan

D. RECORD OF TRAINING AND EXPERIENCE

CALCULATION OF DOSAGE(S), RESULTS INTERPRETATION AND RECOMMENDATIONS

Target of the activity : 30 cases/ case simulations

[illegible]

CALCULATION OF DOSAGE(S), RESULTS INTERPRETATION AND RECOMMENDATIONS

[illegible]

CASE CLERKING & DISCUSSION

Target of the activity : 10 cases/ case simulations

No	Date	Patient's IC/RN	Number of PCI identified (if any)	Case Discussion (v)	Preceptor's Initial
TOTAL CASES/ CASE SIMULATIONS					

CASE DISCUSSION IN KLINIK KESIHATAN**Target of the activity : 1 case/ case simulation**

No	Date	Patient's IC/RN	Number of PCI identified (if any)	Case Discussion (v)	Preceptor's Initial

COMPETENT ASSESSMENT – INPATIENT PHARMACY SERVICES (CLINICAL PHARMACOKINETIC SERVICES)

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Preceptor's Initial
					1	2	3	4	5	6	7	8	9	10	NA	
1	Calculation of Dosage(s), Results Interpretation and Recommendations	30 cases/ case simulation														
2	Case Clerking & Discussion	10 cases/ case simulations														
3	Case Discussion in Klinik Kesihatan	1 case/ case simulation														

COMPETENT ASSESSMENT – INPATIENT PHARMACY SERVICES (CLINICAL PHARMACOKINETIC SERVICES)

GENERAL COMMENT ON ATTITUDE <i>(by preceptor in hospital)</i>	GENERAL COMMENT ON ATTITUDE <i>(by preceptor in Klinik Kesihatan)</i>
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<p style="text-align: center;"> Mark = _____ X 100% 20 </p> <p style="text-align: center; margin-top: 20px;"> = _____ % </p> <p style="text-align: center; margin-top: 20px;"> Preceptor's Name & Signature. </p>	<p style="text-align: center;"> OVERALL MARK <i>(to be filled/completed by final preceptor)</i> </p> <p style="text-align: center;"> Mark = _____ X 100% 30 </p> <p style="text-align: center; margin-top: 20px;"> = _____ % </p> <p style="text-align: center; margin-top: 20px;"> Preceptor's Name & Signature. </p>
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A. DURATION OF TRAINING

4 weeks

B. TRAINING OUTCOME

Upon completion of the training, PRP should be able to:

1. obtain patient's medication history and perform medication reconciliation
2. comprehend patient's case notes via clerking and monitor patient progress
3. understand the disease management and pharmacotherapy
4. identify pharmaceutical care issues and recommend pharmacotherapy regimen
5. document all clinically relevant data such as patient condition, pharmaceutical care issues, interventions in the designated format of Medication History Assessment (CP1), Pharmacotherapy Review (CP2), Clinical Pharmacy Report (CP3), and Patient Referral Notes (CP4)
6. provide disease and medication counselling
7. identify and report adverse drug reaction and medication error (if any)
8. communicate and provide information to prescribers and other healthcare professionals on drug information/ pharmacotherapy management

C. TRAINING COMPONENTS WITH TARGET TO ACHIEVE

NO	ACTIVITY	TARGET	REMARKS
1	Medication History Taking	40 cases	<ul style="list-style-type: none"> • Use the pharmacotherapy review form (CP1) • Medication History Taking should be taken within 24 hours (preferably) of admission
2	Case Clerking & Discussion	Clerking: 40 cases Discussion: 12 cases	<ul style="list-style-type: none"> • To assess the ability of the PRP to read, comprehend patient's case notes and identify Pharmaceutical Care Issues • Use the pharmacotherapy review form (CP2) • To include at least 1 TDM case
3	Medication Counselling	40 cases	To provide relevant information on disease, medications and medical devices
4	Bedside Dispensing	20 prescriptions	
5	Case Presentation & Case Report	1 case	<ul style="list-style-type: none"> • To assess the ability in clerking case, comprehend patient's case note, complete case report study with evidence-based approach and recommend related pharmaceutical care issues of the patients. • Case presentation should be conducted in the clinical session. • To assess the ability to comprehend case notes, devise therapeutic plan, communication and presentation of case to other healthcare personnel in order to enhance rational drug use

D. RECORD OF TRAINING AND EXPERIENCE

MEDICATION HISTORY TAKING

Target of the activity : 40 cases

[illegible]

MEDICATION HISTORY TAKING

[illegible]

CASE CLERKING & DISCUSSION

Target of the activity :

Case Clerking : 40 cases

Case Discussion : 12 cases

(to include 1 TDM case)

[illegible]

CASE CLERKING & DISCUSSION

[illegible]

MEDICATION COUNSELLING

Target of the activity : 40 cases

[illegible]

- * 1. Device (e.g insulin pen, inhaler, nasal spray)

- ## 2. Disease

- ### 3. Medications

- #### 4. Others

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

MEDICATION COUNSELLING

No	Date	Patient's IC/ RN	*Type of Counselling	Preceptor's Initial
TOTAL COUNSELLINGS				

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

2. Disease

3. Medications

4. Others

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

BEDSIDE DISPENSING

Target of the activity : 20 prescriptions

[illegible]

BEDSIDE DISPENSING

[illegible]

CASE PRESENTATION & REPORT

Target of the activity :1 case

No	Date	Patient's IC/ RN	Topic	Case Presentation (v)	Case Report (v)	Preceptor's Initial

COMPETENT ASSESSMENT – WARD PHARMACY

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1	Medication History Taking	40 cases														
2	Case Clerking & Discussion	Clerking: 40 cases														
		Discussion: 12 cases														
3	Medication Counselling	40 cases														
4	Bedside Dispensing	20 prescriptions														
5	Case Presentation & Case Report	1 case														

ASSESSMENT – WARD PHARMACY

GENERAL COMMENT ON ATTITUDE

Mark = 60 X 100%

= %

Preceptor's Name & Signature