



PHARMACY BOARD MALAYSIA
MINISTRY OF HEALTH MALAYSIA
2023

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

Private Hospital Pharmacy



PERSONAL PARTICULARS <i>To be completed by the Provisionally Registered Pharmacist (PRP)</i>		
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	
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
<p>By signing, I confirm that all the information provided above is true.</p> <p>Signature: _____ Date: _____</p>		

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INTRODUCTION

1. 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.
2. The engagement as a PRP must be in any premises listed in the *Second Schedule* to be entitled for full registration.
3. The Pharmacy Board may extend the one-year period of employment of a PRP if the Board is not satisfied with the performance of that person as a PRP.
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**PRP TRAINING MODULES AND RECORD**

1. This log book is designed primarily to guide provisionally registered pharmacists and their preceptors of various pharmacy disciplines in the training hospital/institution in coordinating activities and programmes during the one-year provisional training.
2. The number of cases in this logbook serves as a guideline and is subjected to the capacity of each hospital / institution.
3. This record book will be the basis for the appraisal by all preceptors, which shall be submitted to the Pharmacy Board for the purpose of registration as a Fully Registered Pharmacist at the end of the training.
4. The preceptor is required to complete the record by filling the following:
 - i. Endorse the completion of each task with signature, name and date in the column provided.
 - ii. 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.

5. The passing marks for EACH section is 60%.
6. 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.

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DUTIES AND RESPONSIBILITIES OF A PRECEPTOR

1. Type of preceptors

Hospital Pharmacy Preceptor :	Registered pharmacist
Master Preceptor :	Chief Pharmacist

Criteria of a preceptor: Must have at least 3 years' experience in hospital and has undergone the Training of Preceptors (TOP) organized by Pharmacy Board of Malaysia.

2. Responsibilities of a Preceptor

- i. Serves as a learning resource for all PRPs. Ensures a PRP receives necessary training to develop skills and attitude as a competent pharmacist.
- ii. Serves as a role model instilling professional values and attitude.
- iii. Evaluates PRPs performances during their training.

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

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DUTIES AND RESPONSIBILITIES OF A PRP

1. Fulfill the requirement of all the training modules in the log book within the stipulated time frame.
2. Undertake the training modules / programme with positive attitude and commitment.
3. Acquire knowledge and skills by performing required tasks, observing, reading and asking questions.
4. Actively participate in professional development programme to keep abreast of current knowledge.
5. Adhere to the hospital / institution policies and procedures.
6. Training Module:

MODULE		Private hospital (weeks)	Gazetted Hospital (weeks)
1.	Ward Pharmacy	6	
2.	Outpatient Pharmacy Services	16	
3.	Inpatient Pharmacy Services	16	
4.	Clinical Pharmacokinetics (optional)	2	
5.	Parenteral Nutrition (optional)	2	
6.	Oncology Pharmacy (optional)	2	
7.	Drug Information Services	2	
8.	Manufacturing and Repacking	2	
9.	Pharmacy Store Management	4	
	TOTAL	52	

NOTE:

If training for optional modules (Clinical Pharmacokinetics, Parenteral Nutrition, Oncology Pharmacy) is not provided to PRP, PRP must obtain extra training at Outpatient Pharmacy Services (OPD) or Inpatient Pharmacy Services (IPD) or both.

- a) If training is not provided to all 3 optional modules, PRP must obtain extra 2 weeks training at OPD, extra 2 weeks training at IPD and extra 2 weeks training either at OPD or IPD**
- b) If training is not provided to any 2 optional modules, PRP must obtain extra 2 weeks training at OPD and extra 2 weeks training at IPD**
- c) If training is not provided to any 1 optional module, PRP must obtain extra 2 weeks training either at OPD or IPD**

MODULE 1: WARD PHARMACY PRACTICE

A. DURATION OF ATTACHMENT:

6 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must 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 related pharmacotherapy.
4. Identify pharmaceutical care issues and recommend pharmacotherapy regimen.
5. Document all clinically relevant data such as patient's condition, pharmaceutical care issues, and interventions in the designated format.
6. Provide disease and medication counseling.
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.

MODULE 1: WARD PHARMACY SERVICES

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Medication History Taking	30 cases	<ul style="list-style-type: none"> Medication History Taking should be taken within 24 hours (preferably) of admission
2	Case Clerking & Discussion	Clerking: 30 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
3	Medication Counseling	30 cases	<ul style="list-style-type: none"> PRP must undergo counseling validation / evaluation before performing actual activity
4	Enquiry / Drug Information	30 enquires (if any)	<ul style="list-style-type: none"> To provide drug information upon query
5	Case Presentation & Case Report	Case Presentation: 2 cases Case Report: 2 cases	<ul style="list-style-type: none"> 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 to enhance rational drug use

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Principles of anti-microbial stewardship (AMS)			

MODULE 1: WARD PHARMACY SERVICES

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

Note: Additional information e.g. allergy detected, adherence evaluation can be recorded in customized medication history taking record

MODULE 1: WARD PHARMACY SERVICES

No	Date	Patient's IC/ RN	Diagnosis	Type of PCI(s) identified	Case Discussion Tick (✓)	Preceptor's Initial

MODULE 1: WARD PHARMACY SERVICES

No	Date	Patient's IC/ RN	Diagnosis	Type of PCI(s) identified	Case Discussion Tick (✓)	Preceptor's Initial
TOTAL CASES CLERKED						
TOTAL CASES DISCUSSED						

MODULE 1: WARD PHARMACY SERVICES

SECTION 3: MEDICATION COUNSELING

Target: 30 cases

No	Date	Patient's R/N	*Type of Counseling	Preceptor's Initial

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

1. PRP must undergo counseling validation / evaluation before performing actual activity
2. Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility

MODULE 1: WARD PHARMACY SERVICES

No	Date	Patient's R/N	*Type of Counseling	Preceptor's Initial
TOTAL CASES				

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

1. PRP must undergo counseling validation / evaluation before performing actual activity
2. Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility

MODULE 1: WARD PHARMACY SERVICES

SECTION 4: ENQUIRY / DRUG INFORMATION DURING WARD ATTACHMENT

Target: 30 enquiries (if any)

No	Date	*Type of Enquiry	Enquirer (e.g Doctors, staff nurse and others)	Source of Reference	Preceptor's Initial

*1. Indication
5. Contraindication
9. Others (please specify)

2. Dose/administration
6. Adverse effect

3. Interaction
7. Pharmaceutical compatibility

4. General product information
8. Pharmaceutical availability

MODULE 1: WARD PHARMACY SERVICES

No	Date	*Type of Enquiry	Enquirer (e.g Doctors, staff nurse and others)	Source of Reference	Preceptor's Initial

*1. Indication
5. Contraindication
9. Others (please specify)

2. Dose/administration
6. Adverse effect

3. Interaction
7. Pharmaceutical compatibility

4. General product information
8. Pharmaceutical availability

MODULE 1: WARD PHARMACY SERVICES

No	Date	*Type of Enquiry	Enquirer (e.g Doctors, staff nurse and others)	Source of Reference	Preceptor's Initial

*1. Indication
5. Contraindication
9. Others (please specify)

2. Dose/administration
6. Adverse effect

3. Interaction
7. Pharmaceutical compatibility

4. General product information
8. Pharmaceutical availability

MODULE 1: WARD PHARMACY SERVICES

No	Date	*Type of Enquiry	Enquirer (e.g Doctors, staff nurse and others)	Source of Reference	Preceptor's Initial
TOTAL CASES					

- *1. Indication
- 5. Contraindication
- 9. Others (please specify)

- 2. Dose/administration
- 6. Adverse effect

- 3. Interaction
- 7. Pharmaceutical compatibility

- 4. General product information
- 8. Pharmaceutical availability

ASSESSMENT: WARD PHARMACY SERVICES

SECTION 5: CASE PRESENTATION & CASE REPORT

Target: A) Case Presentation : 2 cases

B) Case Report : 2 cases

Date	Patient's IC/RN	Topic	Case presentation Tick (✓)	Case Report Tick (✓)	Preceptor's Initial

ASSESSMENT: WARD PHARMACY SERVICES

SECTION 6: COMPETENCY ASSESSMENT

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	30 cases															
2	2.1 Case clerking	30 cases															
	2.2 Case discussion	12 cases															
3.	Medication Counseling	30 cases															
4.	Enquiry / Drug Information	30 enquiries															
5.	5.1 Case Report	2 cases															
	5.2 Case Presentation	2 cases															

ASSESSMENT: WARD PHARMACY SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks x 100%
 70

= %

Preceptor's Name & Signature:

Date:

MODULE 2: OUTPATIENT PHARMACY SERVICES

A. DURATION OF ATTACHMENT

16 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. have adequate knowledge of outpatient pharmacy management
2. be familiar with the generic names, proprietary names, pharmacological groupings and MOH/Hospital Formularies.
3. Screen prescription
4. Label and fill medication
5. Countercheck medication
6. Dispensing of Medication / Prescriptions
7. Counsel patient
8. Handle of dangerous drugs / psychotropic substances
9. Prepare extemporaneous preparations

C. INSTRUCTIONS

1. SCREENING

- 1.1 Screening and verifying of prescriptions for the following
 - a. Validity of the prescription
 - b. Dosage regimen
 - c. Polypharmacy
 - d. Drug interactions
 - e. Contraindications
 - f. Incompatibilities
- 1.2 The screening of a prescription must be performed at any point of processing a prescription.
- 1.3 Able to contact prescriber to discuss errors or ambiguous prescriptions

2. LABELLING AND FILLING

- 2.1 Ensure correct medication are filled according to label and prescription

MODULE 2: OUTPATIENT PHARMACY SERVICES

3. COUNTERCHECKING OF MEDICATION / PRESCRIPTIONS

- 3.1 Final checking of medications are prepared against prescription and record any near-miss errors detected.

4. DISPENSING OF MEDICATION / PRESCRIPTIONS

- 4.1 Abide to the principles of 5 Rights on Quality Use of Medicines
- a. Right patient
 - b. Right medication
 - c. Right dose
 - d. Right time
 - e. Right route of administration
- 4.2 Practice good communication skills and counter service
- 4.3 Adhere to the Guide to Good Dispensing Practice (GDsP)
- 4.4 Document all relevant data and statistics
- 4.5 Aware on pharmacy value added service and its promotion and process
- 4.6 Have knowledge of extemporaneous preparations based on Good Preparation Practice.

5. PATIENT MEDICATION COUNSELING

- 5.1 Able to advise/counsel on:
- a. Patient's drug regimen/therapy
 - b. Indications
 - c. Storage conditions
 - d. Precautions
 - e. Side effects
 - f. Food / drug interactions
 - g. Compliance and missed doses
 - h. Use of devices (e.g inhalers, insulin pen, interferon pen)
- 5.2 Document all patient medication counseling accordingly
- 5.3 PRP must undergo the counseling validation/ evaluation before performing actual activity.

MODULE 2: OUTPATIENT PHARMACY SERVICES

6. HANDLING OF DANGEROUS DRUGS / PSYCHOTROPIC SUBSTANCES

6.1 Handle dangerous drugs and psychotropic substances in accordance to the respective legislations:

- a. Dangerous Drugs Act 1952
- b. Poison Act 1952
- c. Poison (Psychotropic Substances) Regulations 1989

7. EXTEMPORANEOUS PREPARATIONS

7.1 Able to understand formulation and calculate appropriate quantities required

MODULE 2: OUTPATIENT PHARMACY SERVICES

D. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Screening	2400 prescriptions screened	To record all the intervention in logbook
2	Labelling and Filling of Prescriptions	-	At least 5 prescriptions labelling and filling process must be assessed by the preceptor
3	Dispensing	2400 prescriptions	Adhere to Good Dispensing Practice
4	Patient Medication Counseling	48 patients	-
5	Handling of Dangerous Drugs & Psychotropic Substances	80 prescriptions / *Case simulation *Case simulation if prescriptions are not enough during attachment	-
6	Preparing Extemporaneous Medications	5 preparations / *case simulation *Case simulation if preparations are not enough during attachment	Able to understand formulation and calculate the appropriate quantities required

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 2: OUTPATIENT PHARMACY SERVICES

E. TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Good dispensing practice			
2.	Management of outpatient pharmacy <ul style="list-style-type: none"> • Knowledge of stock movement or control • Patient waiting time & peak hour management • Handling of drug information enquiries 			
3.	Medication Safety <ul style="list-style-type: none"> • LASA • High Alert Medication 			
4.	Value added services (VAS), (e.g., medication home deliveries, drive-thru pharmacy, etc.) (if applicable)			
5.	Others <ul style="list-style-type: none"> A) Medication Therapy Adherence Clinic (MTAC) services (If applicable) <ul style="list-style-type: none"> • Ability to understand the objectives & different types of MTAC services provided B) Home Medication Review (HMR) (If applicable) <ul style="list-style-type: none"> • Ability to understand the objectives & different activities of HMR C) Smoking Cessation (if applicable) <ul style="list-style-type: none"> • Ability to understand the objectives of smoking cessation services 			

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 1: SCREENING

Target: 2400 prescriptions

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				

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

MODULE 2: OUTPATIENT PHARMACY SERVICES

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

MODULE 2: OUTPATIENT PHARMACY SERVICES

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

MODULE 2: OUTPATIENT PHARMACY SERVICES

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

MODULE 2: OUTPATIENT PHARMACY SERVICES

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

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS

(At least 5 prescriptions filling process must be assessed by the preceptor)

Date	Patient's IC / RN	Number of Items in Prescriptions	Remarks	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS

(At least 5 prescriptions filling process must be assessed by the preceptor)

Date	Patient's IC / RN	Number of Items in Prescriptions	Remarks	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS

(At least 5 prescriptions filling process must be assessed by the preceptor)

Date	Patient's IC / RN	Number of Items in Prescriptions	Remarks	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS

(At least 5 prescriptions filling process must be assessed by the preceptor)

Date	Patient's IC / RN	Number of Items in Prescriptions	Remarks	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 3: DISPENSING

Target: 2400 prescriptions

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial

MODULE 2: OUTPATIENT PHARMACY SERVICES

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial
TOTAL NUMBER OF PRESCRIPTION DISPENSED			

MODULE 2: OUTPATIENT PHARMACY SERVICES

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

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

- 3. PRP must undergo counseling validation / evaluation before performing actual activity
- 4. Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 6: PREPARING EXTEMPORANEOUS MEDICATIONS

Target: 5 preparations / *case simulation

*Case simulation if preparations are not enough during attachment

No	Date	Patient's IC/ RN or Batch Number	Name of Preparation	Preceptor's Initial
TOTAL PREPARATIONS / CASE SIMULATION				

ASSESSMENT: OUTPATIENT PHARMACY SERVICES

SECTION 7: COMPETENCY ASSESSMENT

No.	Task	Target	Completed task	Percentage Achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1.	Screening	2400 prescriptions														
2.	Labelling and Filling of Prescriptions	-														
3.	Dispensing	2400 prescriptions														
4.	Patient Medication Counseling	48 patients														
5.	Handling of Dangerous Drugs & Psychotropic Substances	80 prescriptions / case simulation														
6.	Preparing Extemporaneous Medications	5 preparations / case simulation														

ASSESSMENT: OUTPATIENT PHARMACY SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks $\frac{\quad}{60} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 3: INPATIENT PHARMACY SERVICES

A. DURATION OF ATTACHMENT:

16 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. have adequate knowledge of inpatient pharmacy management.
2. familiarize with the generic names, proprietary names, pharmacological groupings and Hospital Formularies.
3. screen prescriptions.
4. label and fill prescriptions.
5. counter check and supply medication.
6. counsel patient.
7. conduct bedside/discharge dispensing.
8. conduct ward inspections.
9. handle dangerous Drugs & Psychotropic Substances.
10. prepare extemporaneous preparation.
11. understand inventory management of inpatient pharmacy.

C. INSTRUCTIONS

1. SCREENING

- 1.1 Screening and verifying of prescriptions for the following
 - a. validity of the prescription
 - b. dosage regimen
 - c. polypharmacy
 - d. drug interactions
 - e. contraindications
 - f. incompatibilities etc.
- 1.2 Review medication profile
- 1.3 The screening of a prescription must be performed at any point of processing a prescription

MODULE 3: INPATIENT PHARMACY SERVICES

1.4 Ability to detect the errors or ambiguous prescriptions and discuss with preceptor / other pharmacy staffs before contact prescriber.

1.5 Recording of any interventions done

2. LABELLING AND FILLING

2.1 Ensure correct medication are filled according to label and prescription

3. COUNTERCHECKING OF MEDICATION

3.1 Final checking of medications prepared against prescription

3.2 Record any near-miss errors detected

4. SUPPLY OF MEDICATIONS TO THE WARDS

4.1 Understand the ward supply system (UOU, UD, ward stock, emergency trolley)

4.2 Understand Patient's Own Medication (POM) procedure

4.3 Abide to the principle of 5 Rights on Quality Use of Medicine

- a. Right patient
- b. Right medication
- c. Right dose
- d. Right route of administration
- e. Right time

4.4 Document all relevant data and statistics.

5. MEDICATION COUNSELING

5.1 Able to advise/ counsel on:

- a. patient drug regimen/ therapy
- b. indications
- c. storage conditions
- d. precautions
- e. side effects
- f. food / drug interactions
- g. compliance and missed doses
- h. use of devices (e.g. inhalers, insulin pens, interferon pens)

MODULE 3: INPATIENT PHARMACY SERVICES

- 5.2 Discharge and bedside counseling.
- 5.3 Document all patient medication counseling accordingly.

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

6. BEDSIDE / DISCHARGE DISPENSING

- 6.1 Adhere to Guide to Good Dispensing Practice (GDsP)
- 6.2 Abide to the principle of 5 Rights on Quality Use of Medicine
 - a. Right patient
 - b. Right medication
 - c. Right dose
 - d. Right route of administration
 - e. Right time

7. HANDLING OF DANGEROUS DRUGS / PSYCHOTROPIC SUBSTANCES

- 7.1 Handle dangerous drugs and psychotropic substances in accordance to respective legislations:
 - a. Dangerous Drugs Act 1952
 - b. Poisons Act 1952
 - c. Poisons (Psychotropic Substances) Regulations 1989

8. WARD MEDICATIONS INSPECTION

- 8.1 Stock handling
- 8.2 storage requirements
- 8.3 Records

9. EXTEMPORANEOUS PREPARATIONS

- 9.1 Ability to understand formulation, calculate and prepare the appropriate amount required

10. INVENTORY MANAGEMENT OF INPATIENT PHARMACY

- 10.1 Knowledge of stock movement and control, handling of slow moving and near expiry items, handling prescription in a stock-out situation, peak hour management

MODULE 3: INPATIENT PHARMACY SERVICES

11. OTHER ACTIVITIES

- a. Knowledge on generic / proprietary names / pharmaceutical grouping and Hospital formularies
- b. Handling of drug information enquiries.
- c. Knowledge on injectable drug dilution
- d. Knowledge on Medication Safety (LASA, High Alert Medication)

MODULE 3: INPATIENT PHARMACY SERVICES

D. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Screening	2400 *prescriptions	*1 Item=1 Prescription
2	Labelling and Filling of Prescriptions	-	1) At least 5 complete filling processes must be assessed by the preceptor 2) 1 Item=1 Prescription
3	Counterchecking and/or Supply of Prescriptions / Indent Orders	2400 indents or prescriptions	
4	Medication Counseling (Bedside/Discharge)	80 patients	PRP must undergo counseling validation / evaluation before performing actual activity
5	Bedside/Discharge Dispensing	80 prescriptions	
6	Ward Medication Inspections	4 wards / unit inspections	
7	Handling of Dangerous Drugs & Psychotropic Substances	10 times	
8	Preparing Extemporaneous Medications	5 preparations/ case simulation	Able to understand formulation, calculate and prepare the appropriate quantities required

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 3: INPATIENT PHARMACY SERVICES

TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Ward supply system (including Psychotropic substance, handling Patient-Own-Medication)			
2.	Dilution for injectable drug and source of information.			
3.	Medication Safety (High Alert Medication, Look-alike Sound-alike Medication)			
4.	Checking of stocks (slow moving item/ near expiry item), indenting of stocks and procedures			

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 1: SCREENING

Target: 2400 *prescriptions (*1 Item=1 Prescription)

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				

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

MODULE 3: INPATIENT PHARMACY SERVICES

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

MODULE 3: INPATIENT PHARMACY SERVICES

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

MODULE 3: INPATIENT PHARMACY SERVICES

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

MODULE 3: INPATIENT PHARMACY SERVICES

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

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS
(At least 5 complete filling process must be assessed by the preceptor)

Date	Patient's IC/ RN	Number of Prescriptions	Remarks	Preceptor's Initial

Note: 1 item = 1 prescription

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS
(At least 5 complete filling process must be assessed by the preceptor)

Date	Patient's IC/ RN	Number of Prescriptions	Remarks	Preceptor's Initial

Note: 1 item = 1 prescription

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS
(At least 5 complete filling process must be assessed by the preceptor)

Date	Patient's IC/ RN	Number of Prescriptions	Remarks	Preceptor's Initial

Note: 1 item = 1 prescription

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS
(At least 5 complete filling process must be assessed by the preceptor)

Date	Patient's IC/ RN	Number of Prescriptions	Remarks	Preceptor's Initial

Note: 1 item = 1 prescription

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 3: COUNTERCHECKING AND/OR SUPPLY OF PRESCRIPTIONS / INDENT ORDERS

Target: 2400 indents or prescriptions

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial
TOTAL NUMBER OF INDENTS OR PRESCRIPTIONS CHECKED					

MODULE 3: INPATIENT PHARMACY SERVICES

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

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

1. **PRP must undergo counseling validation / evaluation before performing actual activity**
2. **Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility**

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 5: BEDSIDE/DISCHARGE DISPENSING

Target: 80 prescriptions

No	Date	Number of Prescriptions dispensed	Number of items dispensed	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

No	Date	Number of Prescriptions dispensed	Number of items dispensed	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

No	Date	Number of Prescriptions dispensed	Number of items dispensed	Preceptor's Initial
TOTAL NUMBER OF PRESCRIPTIONS DISPENSED				

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 6: WARD MEDICATION INSPECTIONS

Target: 4 wards or unit of inspections

No	Date	Ward / Unit	Preceptor's Initial

Note: Ward inspections report must be completed and submitted within a week post inspections

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 7: HANDLING OF DANGEROUS DRUGS AND PSYCHOTROPIC SUBSTANCES

Target: 10 times

Date	Number of items checked (checked and found)	Preceptor's Initial

MODULE 3: INPATIENT PHARMACY SERVICES

SECTION 8: PREPARING EXTEMPORANEOUS MEDICATIONS

Target: 5 preparations/simulation

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

ASSESSMENT: INPATIENT PHARMACY SERVICES

SECTION 10: COMPETENCY ASSESSMENT

No.	Task	Target	Completed task	Percentage Achieved (%)	Level of Performance											Comments
					1	2	3	4	5	6	7	8	9	10	NA	
1.	Screening	2400 prescriptions														
2.	Labelling and Filling of Prescriptions	-														
3.	Counterchecking and/or Supply of Prescriptions / Indent Orders	2400 indents or prescriptions														
4.	Medication Counseling (Bedside/ Discharge)	80 patients														
5.	Bedside/ Discharge Dispensing	80 prescriptions														
6.	Ward Medication Inspections	4 wards / unit inspections														

ASSESSMENT: INPATIENT PHARMACY SERVICES

No.	Task	Target	Completed task	Percentage Achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
7.	Handling of Dangerous Drugs & Psychotropic Substances	10 times															
8.	Preparing Extemporaneous Medications	5 preparations /simulation															

ASSESSMENT: INPATIENT PHARMACY SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks $\frac{\quad}{80} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 4: CLINICAL PHARMACOKINETICS SERVICES (OPTIONAL)

A. DURATION OF TRAINING

2 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. Have knowledge of blood TDM drug sampling time, evaluation of patient parameters, calculations 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.

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Calculation of Dosage(s), Results Interpretation and Recommendations	8 Cases	<ul style="list-style-type: none"> • All calculation and recommendations must be assessed by a senior pharmacist • Cases = drug
2	Case Clerking & Discussion	3 cases	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 4: CLINICAL PHARMACOKINETIC SERVICES

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Drugs with narrow therapeutic index <i>(PK characteristics & target range of individual TDM drugs)</i>			
2.	Knowledge of TDM sampling time <i>(Different sampling time requirement for different drugs)</i>			
3.	Evaluation of patient's parameters <i>(To correlate results with patient's clinical condition)</i>			
4.	Procedures of informing results to prescribers <i>(Understand workflow when delivering results to prescribers)</i>			

MODULE 4: CLINICAL PHARMACOKINETIC SERVICES

SECTION 1: CALCULATION OF DOSAGE(S), RESULTS INTERPRETATION AND RECOMMENDATIONS

Target: 8 cases

No	Date	Patient's IC/ R/N	Drug	Preceptor's Initial
TOTAL CASES				

MODULE 4: CLINICAL PHARMACOKINETIC SERVICES

SECTION 2: CASE CLERKING AND DISCUSSION

Target: 3 cases

Note: To obtain a variety of cases including toxicology cases

No	Date	Patient's IC/ R/N	Number of PCI identified (if any)	Case Discussion Tick (✓)	Preceptor's Initial
TOTAL CASES					

ASSESSMENT: CLINICAL PHARMACOKINETIC SERVICES

SECTION 3: COMPETENCY ASSESSMENT

No.	Task	Target	Completed Task	Percentage Achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
1.	Calculation of Dosage(s), Results Interpretation and Recommendations	8 cases															
2.	Case Clerking and discussion	3 cases															

ASSESSMENT: CLINICAL PHARMACOKINETIC SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks $\frac{\quad}{20} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES (OPTIONAL)

A. DURATION OF TRAINING

2 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. have adequate knowledge of basic principle of clean room management and aseptic technique.
2. read and comprehend patient's case notes.
3. discuss with preceptor.
4. calculate and prepare worksheet.
5. compound preparations.
6. monitor patient progress.
7. present case.

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Ability to Assist in Assessing Patient Suitability For Parenteral Nutrition Request	3 adults cases / pediatric cases	
2	Calculation / Worksheet	3 cases	● All calculations must be counterchecked by preceptor
3	Compounding of Preparations	5 cases	● Assessment of aseptic technique included
4	Case Monitoring	3 cases	
5.	Case Presentation	1 case	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES**D. TRAINING COMPONENTS TO OBTAIN BRIEFING**

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Principles of laminar flow cabinet and clean room design			
2.	Maintenance of laminar flow cabinet and clean room <ul style="list-style-type: none"> • Cleaning of laminar flow cabinet and clean room • Quality Assurance Test 			
3.	Principles of aseptic techniques <ul style="list-style-type: none"> • Hand Washing • Gowning • Gloving • Removing Protective Clothing • Withdrawing of solution from ampoule <ul style="list-style-type: none"> ➤ Adding diluent to an ampoule containing powderform ➤ Adding of solution from ampoule to infusion bag ➤ Adding diluent to the vial containing powder form ➤ Withdrawing solution from vial ➤ Transferring solution from bag/ bottle to syringe ➤ Transferring solution from vial to bag ➤ Transferring solution from ampoule to vial 			

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

SECTION 1: ABILITY TO ASSIST IN ASSESSING PATIENT SUITABILITY FOR PARENTERAL NUTRITION REQUEST

Target: 3 cases (adult/pediatric)

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

No	Date	Patient's IC/ RN	*Type of Interventions (INT)	Preceptor's Initial
TOTAL CASES				

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

SECTION 2: CALCULATION / WORKSHEET

Target: 3 cases

No	Date	Patient's IC/ RN	Indication of Parenteral Nutrition	Preceptor's Initial
TOTAL CASES				

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

SECTION 3: COMPOUNDING OF PREPARATIONS

Target: 5 cases

No	Date	Patient's IC/ RN	Number of Preparations			Preceptor's Initial
			Parenteral Nutrition	IV Admixutre	Others (eg: eye drop, etc.)	
TOTAL CASES						

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

SECTION 4: CASE MONITORING

Target: 3 cases

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

No	Date	Patient's IC/ RN	Intervention (INT) (If any)	Description of Case	Preceptor's Initial
TOTAL CASES					

MODULE 5: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

SECTION 5: CASE PRESENTATION

Target: 1 case

Date	Patient's IC/ RN	Topic of presentation	Preceptor's Initial

ASSESSMENT: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

SECTION 6: COMPETENCY ASSESSMENT

No.	Task	Target	Completed Task	Percentage Achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
1.	Ability To Assist in Assessing Patient Suitability for Parenteral Nutrition Request	3 cases															
2.	Calculation / Worksheet	3 cases															
3.	Compounding of Preparations	5 cases															
4.	Case Monitoring	3 cases															
5.	Case Presentation	1 case															

ASSESSMENT: PARENTERAL NUTRITION / INTRAVENOUS ADMIXTURE SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks $\frac{\quad}{50} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 6: ONCOLOGY PHARMACY SERVICES (OPTIONAL)

A. DURATION OF TRAINING

2 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. Have adequate knowledge of aseptic technique, cytotoxic spill procedures, safe handling of cytotoxic drugs, disposal/ incineration of cytotoxic waste
2. Read and comprehend patient's case notes
3. Discuss with preceptor
4. Calculate and prepare worksheet
5. Reconstitute cytotoxic drugs
6. Monitor patient's progress and conduct counseling

MODULE 6: ONCOLOGY PHARMACY SERVICES

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Ability to Assist in Assessing Patient's Suitability for Chemotherapy and Adjunct Regime	5 cases	<ul style="list-style-type: none"> ● All screening process must be counterchecked by preceptor ● Cases with Intervention should be recorded
2	Calculation and Worksheet	5 cases	<ul style="list-style-type: none"> ● All calculations must be counterchecked by preceptor
3	Reconstitution / Assist / Observe in cleanroom	3 sessions	<ul style="list-style-type: none"> ● All reconstitution / assisting process must be carried out in cleanroom and assessed by preceptor
4	Case Monitoring	5 cases	
5	Patient Medication Counselling	5 cases	
6	Case Presentation	1 case	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 6: ONCOLOGY PHARMACY SERVICES

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Principles of cytotoxic cabinet and clean room design <ul style="list-style-type: none"> • Hierarchy of control in cytotoxic drug reconstitution • Configuration of cleanroom and cytotoxic cabinet 			
2.	Maintenance of cytotoxic cabinet and clean room <ul style="list-style-type: none"> • Cleaning of cytotoxic cabinet and clean room • Quality Assurance 			
3.	Principles of aseptic techniques <ul style="list-style-type: none"> • Hand Washing • Gowning • Gloving • De-gowning • Withdrawal of cytotoxic drug solution from vial • Adding diluent to the vial containing cytotoxic drug in powder form • Adding of drug solution into infusion bottle • Transferring solution from bag/ bottle to syringe • Transferring solution from ampoule to vial 			
4.	Safety issues related to cytotoxic drugs <ul style="list-style-type: none"> • Personnel Protective Equipment (PPE) • Disposal of Cytotoxic Waste • Spill Management • Health Monitoring • Transportation • Storage 			

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
	<ul style="list-style-type: none"> Extravasation Common side effects 			
5.	Management of extravasation			
6.	Patient-assistance-program (PAP)			

MODULE 6: ONCOLOGY PHARMACY SERVICES

SECTION 1: ABILITY TO ASSIST IN ASSESSING PATIENT SUITABILITY FOR CHEMOTHERAPY AND ADJUNCT REGIME

Target: 5 cases

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

No	Date	Patient's IC/RN	Type of Interventions (INT) (If any)	Preceptor's Initial
TOTAL CASES				

MODULE 6: ONCOLOGY PHARMACY SERVICES

SECTION 2: CALCULATION AND WORKSHEET

Target: 5 cases

No	Date	Patient's IC /RN	Chemotherapy Regime	Preceptor's Initial
TOTAL CASES				

MODULE 6: ONCOLOGY PHARMACY SERVICES

SECTION 3: RECONSTITUTION / ASSIST / OBSERVE IN CLEANROOM

Target: 3 sessions

No	Date	Patient's IC /RN	Reconstitution / Assisting / Observing	Preceptor's Initial
TOTAL SESSIONS				

MODULE 6: ONCOLOGY PHARMACY SERVICES

SECTION 4: CASE MONITORING

Target: 5 cases

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

No.	Date	Patient's IC /RN	Type of Intervention (INT) (If any)	Preceptor's Initial
TOTAL CASES				

MODULE 6 :ONCOLOGY PHARMACY SERVICES

SECTION 5: PATIENT MEDICATION COUNSELING

Target: 5 cases

No	Date	Patient's IC /RN	Regimen	Preceptor's Initial
TOTAL CASES				

MODULE 6 :ONCOLOGY PHARMACY SERVICES

SECTION 6: CASE PRESENTATION

Target: 1 case

Date	Patient's IC /RN	Topic of Case	Preceptor's Initial

Note: Diagnosis, regime and description of the case must be mentioned in the case presentation

ASSESSMENT: ONCOLOGY PHARMACY SERVICES

SECTION 7: COMPETENCY ASSESSMENT

No.	Task	Target	Completed Task	Percentage Achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
1.	Ability to assist in assessing the patient suitability for chemotherapy and adjunct regime	5 cases															
2.	Calculation and Worksheet	5 cases															
3.	Reconstitution / Assist / Observe in clean room	3 sessions															
4.	Case Monitoring	5 cases															
5.	Medication Counseling	5 cases															
6.	Case Presentation	1 case															

ASSESSMENT: ONCOLOGY PHARMACY SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE

Marks $\frac{\quad}{60} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 7: DRUG INFORMATION SERVICES

A. DURATION OF TRAINING

2 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. Gather evidence-based information and respond to the requestor.
2. Document enquiries and information given.
3. Participate / assist in medicines evaluation.
4. Report Adverse Drug Reaction (ADR) and Medication Error Report (MER)
5. Participate in preparation of bulletin or newsletter.
6. Conduct a short study / project
7. Understand drug formulary management

MODULE 7: DRUG INFORMATION SERVICES

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Receive, Answer and Document Enquiries	<ul style="list-style-type: none"> 40 enquires 	Depends on the volume of the enquires received by the facilities
2	Educational Activities	<ul style="list-style-type: none"> Continuing Pharmacy Education (CPE) presentation: 1 Clinical paper appraisal: 1 Bulletin/ Newsletter (optional) 	
3	Research / Quality Activities	<ul style="list-style-type: none"> Short study / project: 1 	e.g Research, Clinical study, Quality study (KIK/ Inovasi/ QA) Clinical audit Project example: Application development, Poster, Medication Identification File etc.
4	Adverse Drug Reaction (ADR) and Medication Error (ME) Reporting	If any	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 7: DRUG INFORMATION SERVICES**D. TRAINING COMPONENTS TO OBTAIN BRIEFING**

No.	Component	Date of Briefing	Briefing done by:	
			Name	Signature
1.	Application and renewal of import permit			
2.	Application of new drug request			
3	Good Governance in Medicine (GGM)			

MODULE 7: DRUG INFORMATION SERVICES

No	Date	*Type of Enquiry	Enquirer (eg doctors, staff nurses, and others)	Source of Reference	Preceptor's Initial
TOTAL ENQUIRES					

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

MODULE 7: DRUG INFORMATION SERVICES

SECTION 2: EDUCATIONAL ACTIVITIES

Target:

1. Continuous Pharmacy Education : 1
2. Clinical paper appraisal : 1
3. Bulletin/Newsletter : **Optional**

Date	Activity	Title/Summary	Preceptor's Initial
	Continuing Pharmacy Education (CPE) presentation		
	Clinical paper appraisal		
	Bulletin/ Newsletter		

MODULE 7: DRUG INFORMATION SERVICES

SECTION 3: RESEARCH/ QUALITY ACTIVITIES

Target:

1. Short study / project : 1

Date	Activity	Title/Summary	Preceptor's Initial
	Short study / project		

MODULE 7: DRUG INFORMATION SERVICES

SECTION 4: ADVERSE DRUG REACTION (ADR) AND MEDICATION ERROR (ME) REPORTING (if any)

- *To demonstrate the ability to identify ADR and medication error*
- *To perform ADR and medication error reporting*

Target: If any

ADR

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

MODULE 7: DRUG INFORMATION SERVICES

MEDICATION ERROR

No	Date	Patient's R/N and Location	*Process of error (type of error)	Preceptor's initial

*1. Dispensing 2. Prescribing 3. Administration 4. Others; Please specify

(note: please refer to Medication Error Reporting System (MERS) Guideline

ASSESSMENT: DRUG INFORMATION SERVICES

SECTION 5: COMPETENCY ASSESSMENT

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	40 enquiries															
2.	Continuing Pharmacy Education (CPE) presentation	1															
3.	Clinical paper appraisal	1															
4.	Bulletin / Newsletter (optional)	-															
5.	Short Study / Project	1															
6.	Adverse Drug Reaction (ADR) and Medication Error (ME) Reporting	If any															

ASSESSMENT: DRUG INFORMATION SERVICES

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks $\frac{\quad}{60} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 8: MANUFACTURING AND REPACKING

A. DURATION OF TRAINING

2 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP must be able to:

1. Manage raw material
 - Perform raw materials checking, recording, storage and release.
2. Assess suitability of the request for galenical preparation/ repacking of drug
3. Prepare worksheet for galenical preparation/ repacking of drug
 - Calculate formula for galenical preparations, use of appropriate diluents and correct labelling.
 - Calculate repacking materials and labelling
4. Counter-check worksheet for galenical preparation/ repacking of drug
5. Prepare materials for compounding
 - Checking of instruments used
 - Proper compounding attire
 - Weighing /measuring of raw materials
6. Compound galenical preparation/ repacking of drug
 - Adhere to master formula, production record, prepare worksheet, compound using appropriate equipment, perform final visual inspection.
 - Adhere to current in-house practising guideline
7. Supply compounded preparation/ repacked drug
 - Adhere to current in-house practising guideline

MODULE 8: MANUFACTURING AND REPACKING

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1.	Preparation of Galenical Preparations <ul style="list-style-type: none"> • Screening the request • Checking raw/ starting material • Worksheet preparation • Counter-checking the worksheet • Compounding of preparations • Counter-checking of finished product (under the supervision of preceptor) • Supply of finished preparation 	<ul style="list-style-type: none"> • Galenical preparations: 5 Products 	
2.	Preparation of Repacked Preparations <ul style="list-style-type: none"> • Screening the request • Checking the starting material • Worksheet preparation • Counter-checking the worksheet • Counter-checking of finished product (under the supervision of preceptor) • Supply of repacked preparation 	<ul style="list-style-type: none"> • Repacked preparations: 5 products (if the service is available) 	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 8: MANUFACTURING AND REPACKING

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Title	Date of Briefing	Date of Briefing	
			Name	Signature
1.	Procedure in raw material checking, recording storage and release			
2.	Master formula, production record contents, manufacturing technique, equipment maintenance, shelf samples and product release procedure			
3.	In-process Quality Control (QC), GMP, GSP and relevant statistic			
4.	Calculation for extemporaneous preparations, compatibility, stability and labelling			

MODULE 8: MANUFACTURING AND REPACKING

SECTION 1: PREPARATION OF GALENICAL PREPARATIONS

Target: 5 products

No	Date	Name of Raw / Starting Material	Batch Number	Remarks	Preceptor's Initial
TOTAL PRODUCT					

MODULE 8: MANUFACTURING AND REPACKING

SECTION 2: PREPARATION OF REPACKED PREPARATIONS

Target: 5 products

No	Date	Name of Item	Batch Number	Remarks	Preceptor's Initial
TOTAL PRODUCT					

ASSESSMENT: MANUFACTURING AND REPACKING

SECTION 3: COMPETENCY ASSESSMENT

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

ASSESSMENT: MANUFACTURING AND REPACKING

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
Preparation of Repacked Preparations																	
1.	Screening the request	5 products															
2.	Checking raw / starting material	5 products															
3.	Worksheet preparation	5 products															
4.	Counter-checking the worksheet	5 products															
5.	Counter-checking of finished product (under the supervision of preceptor)	5 products															
6.	Supply of finished preparation	5 products															

ASSESSMENT: MANUFACTURING AND REPACKING

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE

Marks $\frac{\quad}{130} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE 9: PHARMACY STORE MANAGEMENT

A. DURATION OF TRAINING

4 weeks

B. TRAINING OUTCOME

Upon completion of training, PRP should be able to:

1. Understand the basic principles of pharmacy logistic management and organizational structure
2. Understand storage, distribution, inventory control of medical and/or consumable supply of consumables.
3. Able to understand guideline, policy and regulation related to store management

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Receiving Stock	20 Items (If available during attachment)	
2	Issuing Stocks	20 Items	
3	Stock Checking	30 items	
4	Temperature Recording	Duration: 5 working days 2 charts (room temperature and pharmaceutical fridge/cold room/etc)	
5	Stock Monitoring e.g.: <ul style="list-style-type: none"> • Slow moving • Near expiry • ABC/ VEN analysis 	Analyse 1 reports	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE 9: PHARMACY STORE MANAGEMENT

D. TRAINING COMPONENTS TO OBTAIN BRIEFING

No.	Title	Date of Briefing	Briefing done by:	
			Name	Signature
GENERAL STORE MANAGEMENT				
1.	<p>Current legislation/ regulation / guideline / Hospital policies</p> <p>Briefly explain the references used in procurement and inventory management</p> <ul style="list-style-type: none"> • Good Distribution Practice – storage and distribution • Dangerous Drugs Act 1952 & its Regulations • Poison Act 1952 & its Regulations • Poison (Psychotropic Substances) Regulations 1989 • Others 			
2.	<p>Pharmacy Logistic Unit structure and organization</p> <p>Briefly explain</p> <ul style="list-style-type: none"> • structure / layout and function of stores • pharmacist role in store management • roles and responsibilities of staff in various inventory management activities • Type of medical inventory stored 			
3.	<p>Store management system available</p> <p>Briefly explain</p> <ul style="list-style-type: none"> • the system used in stock movement management 			

No.	Title	Date of Briefing	Briefing done by:	
			Name	Signature
PROCUREMENT				
4.	Procurement management Briefly explain <ul style="list-style-type: none"> • Procurement planning • Procurement objective • Procurement system available 			
STORAGE				
5.	Introduction Briefly explain <ul style="list-style-type: none"> • Store functions • Type of stock (standard vs non) • Safety and security • Stock level and calculation (min-max calculation) and example of calculation 			
6.	Receiving Briefly explain <ul style="list-style-type: none"> • Process of receiving including inflammables, cold chain product and dangerous drugs/psychotropic substance • Receiving checklist • Process of Rejecting and returning to supplier • Documentation involved 			
7.	Recording Briefly explain <ul style="list-style-type: none"> • Recording procedure 			

No.	Title	Date of Briefing	Briefing done by:	
			Name	Signature
8.	<p>General storage Briefly explain on</p> <ul style="list-style-type: none"> • Good storage practice • Stock arrangement • Temperature and humidity monitoring <p>Storage requirement Briefly explain storage requirement for</p> <ol style="list-style-type: none"> i. General Drugs ii. Cytotoxic iii. Inflammables and corrosive iv. Consumables v. Medical gases (if applicable) <p>Cold Chain Product Storage Briefly explain on</p> <ul style="list-style-type: none"> • Current guideline used in cold chain management • Storage equipment and devices • Cold Chain Monitors (CCMs) • Contingency plan <p>Dangerous drugs/Psychotropic substance</p> <ul style="list-style-type: none"> • Respective legislation • Storage and recording requirements 			
9.	<p>Stock Checking Briefly explain on</p> <ul style="list-style-type: none"> • Type of stock checking • Process and documentation involved 			

No.	Title	Date of Briefing	Briefing done by:	
			Name	Signature
DISTRIBUTION				
10.	Introduction Briefly explain process and documentation on <ul style="list-style-type: none"> • Issuing stock • Indenting stock 			
11.	Product Recall Briefly explain on <ul style="list-style-type: none"> • Degree and level of products recall • Process and documentation • Quarantine requirement 			
12.	Product Complaints Briefly explain on <ul style="list-style-type: none"> • Type of product complaints (drug and medical device) • Process and documentation 			
13.	Disposal and write off Briefly explain on <ul style="list-style-type: none"> • Disposal vs write off (all store categories including Dangerous drugs/Psychotropic substance) • Requirement to quarantine • Documentation and reports 			
MONITORING & SERVICES PERFORMANCE				
14.	Slow moving item and near expiry item Briefly explain on <ul style="list-style-type: none"> • Definition • Interpretation and action 			

No.	Title	Date of Briefing	Briefing done by:	
			Name	Signature
15.	Drug usage pattern Briefly explain on <ul style="list-style-type: none"> • Definition • Calculation drug usage • Interpretation and action 			
16.	Stock Turnover Briefly explain on <ul style="list-style-type: none"> • Definition • Calculation based on report • Interpretation and action 			
17.	Service Performance Evaluation (if applicable) Briefly explain on (where relevant): <ul style="list-style-type: none"> • Client Charter • Supplier Performance Evaluation • Customer Satisfaction Survey • Others 			

MODULE 9: PHARMACY STORE MANAGEMENT

SECTION 1: RECEIVING

Target: 20 Items (if available during attachment)

No.	Date	Item	Batch No/Expiry Date	Received From	Quantity Received	Delivery Order Number	Conformance (Yes/No)	Preceptor's Initial

MODULE 9: PHARMACY STORE MANAGEMENT

SECTION 2: ISSUING

Target: 20 Items

No.	Date	Item	Batch No/Expiry Date	Issued To	Quantity Issued	Issue Note No	Preceptor's Initial

MODULE 9: PHARMACY STORE MANAGEMENT

No	Date	Item	Batch No/ Expiry Date	Quantity Check		*Status Action (if required)	Preceptor's Initial
				Inventory System	Physical		
TOTAL ITEMS							

* 1. Slow-moving item 2. Fast moving item 3. Obsolete 4. Near Expiry 5. Others

MODULE 9: PHARMACY STORE MANAGEMENT

SECTION 4: TEMPERATURE RECORDING

Target: 5 working days; 2 charts (room temperature and pharmaceutical fridge / cold room / etc)

Chart No.	Date	*Remarks	Preceptor's Initial
Chart 1			
Chart 2			
Chart 1			
Chart 2			
Chart 1			
Chart 2			
Chart 1			
Chart 2			
Chart 1			
Chart 2			

*If there is any temperature excursion

SECTION 5: STOCK MONITORING

(e.g., Slow moving / Near expiry /ABC/ VEN analysis)

Target: Analyze 1 report

No	Report	Recommendation	Preceptor's Initial

MODULE 9: PHARMACY STORE MANAGEMENT

SECTION 6: COMPETENCY ASSESSMENT

No.	Task	Target	Completed Task	Percentage achieved (%)	Level of Performance											Comments	
					1	2	3	4	5	6	7	8	9	10	NA		
1.	Receiving Stock	20 Items															
2.	Issuing Stocks	20 Items															
3.	Stock Checking	30 items															
4.	Temperature Recording	5 working days; 2 charts															
5.	Stock Monitoring	Analyse 1 reports															

MODULE 9: PHARMACY STORE MANAGEMENT

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks 50 x 100%

= %

Preceptor's Name & Signature:

Date:

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

A. INTRODUCTION

If training for optional modules (Clinical Pharmacokinetics, Parenteral Nutrition, Oncology Pharmacy) is not provided to PRP, PRP must obtain extra training at Outpatient Pharmacy Services (OPD) or Inpatient Pharmacy Services (IPD) or both.

- If training is not provided to all 3 optional modules, PRP must obtain extra 2 weeks training at OPD, extra 2 weeks training at IPD and extra 2 weeks training either at OPD or IPD
- If training is not provided to any 2 optional modules, PRP must obtain extra 2 weeks training at OPD and extra 2 weeks training at IPD
- If training is not provided to any 1 optional module, PRP must obtain extra 2 weeks training either at OPD or IPD

B. DURATION OF ATTACHMENT

2 Weeks

C. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Screening	300 prescriptions screened	To record all the intervention in logbook
2	Labelling and Filling of Prescriptions	-	At least 5 prescriptions labelling and filling process must be assessed by the preceptor
3	Dispensing	300 prescriptions	Adhere to Good Dispensing Practice
4	Patient Medication Counseling	6 patients	-
5	Handling of Dangerous Drugs & Psychotropic Substances	10 prescriptions / *Case simulation	*Case simulation if prescriptions are not enough during attachment

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

SECTION 1: SCREENING

Target: 300 prescriptions

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				

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

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

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

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS

(At least 5 prescriptions filling process must be assessed by the preceptor)

Week 1

Date	Patient's IC / RN	Number of Items in Prescriptions	Remarks	Preceptor's Initial

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS

(At least 5 prescriptions filling process must be assessed by the preceptor)

Week 2

Date	Patient's IC / RN	Number of Items in Prescriptions	Remarks	Preceptor's Initial

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

SECTION 3: DISPENSING

Target: 300 prescriptions

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

No.	Date	Number of Prescriptions Dispensed	Preceptor's Initial
TOTAL NUMBER OF PRESCRIPTION DISPENSED			

MODULE 2: OUTPATIENT PHARMACY SERVICES

SECTION 4: PATIENT MEDICATION COUNSELING

Target: 6 patients

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

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

- 5. **PRP must undergo counseling validation / evaluation before performing actual activity**
- 6. **Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility**

MODULE: OUTPATIENT PHARMACY SERVICES (EXTRA)

SECTION 5: HANDLING OF DANGEROUS DRUGS AND PSYCHOTROPIC SUBSTANCES

Target: 10 prescriptions / *case simulation

*Case simulation if preparations are not enough during attachment

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

ASSESSMENT: OUTPATIENT PHARMACY SERVICES (EXTRA)

SECTION 6: COMPETENCY ASSESSMENT

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	-															
3.	Dispensing	300 prescriptions															
4.	Patient Medication Counseling	6 patients															
5.	Handling of Dangerous Drugs & Psychotropic Substances	10 prescriptions / case simulation															

ASSESSMENT: OUTPATIENT PHARMACY SERVICES (EXTRA)

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks $\frac{\quad}{50} \times 100\%$

= $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

Date:

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

A. DURATION OF ATTACHMENT:

2 weeks

B. TRAINING COMPONENTS WITH TARGETS TO ACHIEVE

Section	Task	Target	Remarks
1	Screening	300 *prescriptions	*1 Item=1 Prescription
2	Labelling and Filling of Prescriptions	-	1) At least 5 complete filling processes must be assessed by the preceptor 2) 1 Item=1 Prescription
3	Counterchecking and/or Supply of Prescriptions / Indent Orders	300 indents or prescriptions	
4	Medication Counseling (Bedside/Discharge)	10 patients	PRP must undergo counseling validation / evaluation before performing actual activity
5	Bedside/Discharge Dispensing	10 prescriptions	

Note: 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 target with the approval of hospital / institution chief pharmacist if the case / prescription is insufficient.

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

SECTION 1: SCREENING

Target: 300 *prescriptions (*1 Item=1 Prescription)

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				

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

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

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

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

SECTION 2: LABELLING AND FILLING OF PRESCRIPTIONS
(At least 5 complete filling process must be assessed by the preceptor)

WEEK 1

Date	Patient's IC/ RN	Number of Prescriptions	Remarks	Preceptor's Initial

Note: 1 item = 1 prescription

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

WEEK 2

Date	Patient's IC/ RN	Number of Prescriptions	Remarks	Preceptor's Initial

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

SECTION 3: COUNTERCHECKING AND/OR SUPPLY OF PRESCRIPTIONS / INDENT ORDERS

Target: 300 indents or prescriptions

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

No	Date	Number of indents / prescriptions Counterchecked	Number of Items Wrongly Filled	Description of Error	Preceptor's Initial
TOTAL NUMBER OF INDENTS OR PRESCRIPTIONS CHECKED					

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

SECTION 4: MEDICATION COUNSELING (BEDSIDE/DISCHARGE)

Target: 10 patients

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

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

- 3. PRP must undergo counseling validation / evaluation before performing actual activity
- 4. Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

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

* 1. Device (e.g insulin pen, inhaler, nasal spray) 2. Disease 3. Medications 4. Others

Note:

- 3. PRP must undergo counseling validation / evaluation before performing actual activity
- 4. Counseling form (Appendix 1) can be used to record counseling activity if counseling form is not available at facility

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

SECTION 5: BEDSIDE/DISCHARGE DISPENSING

Target: 10 prescriptions

No	Date	Number of Prescriptions dispensed	Number of items dispensed	Preceptor's Initial

MODULE: INPATIENT PHARMACY SERVICES (EXTRA)

No	Date	Number of Prescriptions dispensed	Number of items dispensed	Preceptor's Initial
TOTAL NUMBER OF PRESCRIPTIONS DISPENSED				

ASSESSMENT: INPATIENT PHARMACY SERVICES (EXTRA)

SECTION 6: COMPETENCY ASSESSMENT

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	-														
3.	Counterchecking and/or Supply of Prescriptions / Indent Orders	300 indents or prescriptions														
4.	Medication Counseling (Bedside/ Discharge)	10 patients														
5.	Bedside/ Discharge Dispensing	10 prescriptions														

ASSESSMENT: INPATIENT PHARMACY SERVICES (EXTRA)

EVALUATION

GENERAL COMMENT ON OVERALL PERFORMANCE AND ATTITUDE

Marks x 100%
 50

= %

Preceptor's Name & Signature:

PRP PERSONAL ASSESSMENT BY MASTER PRECEPTOR

(Note: Personal assessment can be done upon consensus decision by preceptors from various department)

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment	Level of Performance											Comments
		1	2	3	4	5	6	7	8	9	10	NA	
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												

PRP PERSONAL ASSESSMENT BY MASTER PRECEPTOR

SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
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 = $\frac{\quad}{130} \times 100$ = ____%												

PRP PERSONAL ASSESSMENT BY MASTER PRECEPTOR

SECTION 2: TEAMWORK

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
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 = $\frac{\quad}{30} \times 100$ = ____%												

PRP PERSONAL ASSESSMENT BY MASTER PRECEPTOR

SECTION 3: UNDERTAKE PERSONAL AND PROFESSIONAL DEVELOPMENT

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
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 take responsibility to meet own development needs and to achieve targets is demonstrated													
TOTAL MARKS (SECTION 3)														
MARKS (%) (SECTION 3)		Marks = $\frac{\quad}{30} \times 100$ = $\quad\%$												

PRP PERSONAL ASSESSMENT BY MASTER PRECEPTOR

SECTION 4: COMMUNICATION SKILLS

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
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 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													
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)		Marks = $\frac{\quad}{80} \times 100$ = \quad %												

PRP PERSONAL ASSESSMENT BY MASTER PRECEPTOR

SECTION 5: INTEGRITY

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	Subscribes to the organization's core values													
2.	Tasks and 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 = $\frac{\quad}{40} \times 100$ = $\quad\% $												
MARKS (%) (SECTION 1 – SECTION 5)		Marks = $\frac{\quad}{310} \times 100$ = $\quad\% $												

**SUMMARY OF PERFORMANCE FOR EACH CLINICAL SECTION AND
PERSONAL ASSESSMENT**

CLINICAL SECTION		MARKS (%)
1.	<i>Ward Pharmacy Practices</i>	
2.	<i>Outpatient Pharmacy Services</i>	
3.	<i>Inpatient Pharmacy Services</i>	
4.	<i>Clinical Pharmacokinetic Services (Optional)</i>	
5.	<i>Parenteral Nutrition / Intravenous Additive Services (Optional)</i>	
6.	<i>Oncology Pharmacy Services (Optional)</i>	
7.	<i>Drug Information Services</i>	
8.	<i>Manufacturing and Repacking</i>	
9.	<i>Pharmacy Store Management</i>	
10.	<i>Outpatient Pharmacy Services (Extra)</i>	
11.	<i>Inpatient Pharmacy Services (Extra)</i>	
AVERAGE MARK		
PRP PERSONAL ASSESSMENT AVERAGE PERFORMANCE		
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 MASTER PRECEPTOR FOR EXTENDED PRP

**SUMMARY OF PERFORMANCE FOR EACH CLINICAL SECTION
AND PERSONAL ASSESSMENT**

CLINICAL SECTION		MARKS (%)
1.	<i>Ward Pharmacy Practices</i>	
2.	<i>Outpatient Pharmacy Services</i>	
3.	<i>Inpatient Pharmacy Services</i>	
4.	<i>Clinical Pharmacokinetic Services (Optional)</i>	
5.	<i>Parenteral Nutrition / Intravenous Additive Services (Optional)</i>	
6.	<i>Oncology Pharmacy Services (Optional)</i>	
7.	<i>Drug Information Services</i>	
8.	<i>Manufacturing and Repacking</i>	
9.	<i>Pharmacy Store Management</i>	
10.	<i>Outpatient Pharmacy Services (Extra)</i>	
11.	<i>Inpatient Pharmacy Services (Extra)</i>	
AVERAGE MARK		
PRP PERSONAL ASSESSMENT AVERAGE PERFORMANCE		
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:

APPRAISAL BY MASTER PRECEPTOR

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

PROVISIONALLY REGISTERED PHARMACIST'S DETAILS

Name of Provisionally Registered Pharmacist		<i>Insert photo</i>
I/C Number		
Provisional Registration Number		
Place of Training		
Duration of Training	to	

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

PROPOSAL

Tick where appropriate

A	<input type="checkbox"/>	Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is <u>recommended</u> to be given to him/her.
B	<input type="checkbox"/>	Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is <u>not recommended</u> to be given to him/her.

MASTER PRECEPTOR'S DETAILS

Name	
Address of Training Premise	
Master Preceptor's Signature	
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 :
 I/C Number :
 PRP Registration Number :
 Place of Training :
 I have undergone training at the above mentioned place from (date): To
 Name of Preceptor :

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**



BORANG KAUNSELING PESAKIT INDIVIDU

Jabatan Farmasi _____

Individu Bedside No Rujukan _____
 Susulan Discaj Tarikh _____
 Nama _____ IC/RN _____
 Jantina Lelaki Perempuan
 Bangsa Melayu Cina India Lain-lain
 Alamat _____
 Tinggi _____ Berat _____ BMI _____

Tujuan Kaunseling:

Kaunseling Ubat-ubatan	<input type="checkbox"/>	Kaunseling Alat Ubatan	<input type="checkbox"/>
Kaunseling Penyakit	<input type="checkbox"/>	Penilaian Komplians	<input type="checkbox"/>
Lain-lain	<input type="checkbox"/>		

Diagnosis _____

Sejarah Penyakit _____

Alergi ubat	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	Nyatakan: _____
Kad Aleri	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	No. Kad: _____
Merokok	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	Nyatakan: _____
Alkohol	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	Nyatakan: _____
Mengandung	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	Trimester: _____
Menyusu	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	
OTC	Tidak	<input type="checkbox"/>	Ya	<input type="checkbox"/>	Nyatakan: _____

Sejarah Pengubatan (jika ada)	Senarai Ubat Terkini
Nama ubat, Dos & Frekuensi	Nama ubat, Dos & Frekuensi
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
7)	7)
8)	8)
9)	9)
10)	10)

PENILAIAN TAHAP KEFAHAMAN PESAKIT

	Tahap Kefahaman		
	Baik	Sederhana	Lemah
Komplians			
Ubat-ubat/alat ubatan			

ULASAN PEGAWAI FARMASI

Kaunseling Susulan Tidak Ya Tarikh Temujanji _____
 MTAC Tidak Ya Jenis MTAC & Tarikh _____

Tandatangan
(Nama & Cop Pegawai Farmasi)

Tarikh: _____

