

Appendix 2 – Competency Check Sheet and Portfolio Related Forms

Competency Check Sheet – Summary	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
I. Provide Patient Care												
A. Gather information												
B. Identify problem												
C. Resolve problem												
D. Collaborate with health care professionals												
1. Communicate patient information												
2. Make recommendations												
E. Implement patient care plan												
1. Prepare prescriptions (outpatient)												
2. Prepare prescriptions (inpatient)												
3. Document interventions and outcomes												
F. Maintain medical record												
G. Display attitudes, values, habits												
1. Perform ethically and compassionately												
2. Perform professionally												
H. Promote public awareness												
I. Provide information to health professionals												
J. Provide information to general public												
II. Manage the Practice												
A. Manage Pharmacy Operations												
1. Participate in personnel management activities (<i>hire, train, develop, supervise, motivate, retain, evaluate</i>)												
2. Utilize computer skills and technology systems (<i>distributive and patient care systems; software use to develop needed products (forms, presentations, etc.)</i>)												
3. Manage fiscal resources (<i>budgets, contracts, pricing, inventory control, business plans</i>)												
B. Manage Medication Distribution/Control												
1. Evaluate drug orders or prescriptions												
2. Compound drugs												
C. Comply with laws												
III. Manage Medication Use Systems												
A. Manage medication errors/adverse drug reactions												
B. Participate in drug use evaluations												
C. Understand formulary management												
D. Understand outcomes research/quality assessment												
IV. General Ability-Based Professional Skills												
A. Thinking												
B. Communication												
C. Decision making												
D. Social and contextual awareness												
E. Social Responsibility												
F. Social Interaction												
G. Self-learning abilities												

Student Name:

Turn in a copy of this completed form at the end of the final rotation to the Office of Experiential Education.

Competency Check Sheet

This sheet should assist the student and preceptor in determining areas that require exposure or need continued development of skills. The preceptor should review this sheet and previous competency check sheets in the student portfolio with the student at the start of the rotation and discuss with the student the areas that they will be able to work on for the specific rotation. At the end of the rotation, the preceptors should discuss with the student the level of performance for the items agreed upon. The preceptor and student should sign appropriately to document their participation in this evaluation process.

Preceptor _____ Student _____

Site _____ Date of rotation _____

RATINGS

- EE** Consistently exceeds expectations. Independently completes most complex tasks and all basic, routine tasks. Consistently performs at the level of an exceptional 4th year pharmacy student. Often performs at the level of a new practicing pharmacist.
- ME** Meets expectations. Requires guidance and directed questioning to complete some or all complex tasks. Independently completes basic routine tasks. Performs at the level of an average to above average 4th year pharmacy student.
- NI** Falls below expectations. Requires guidance and directed questioning to complete basic routine tasks. Performs below the level of an average 4th year pharmacy student.
- U** Falls unacceptably below expectations. Unable to satisfactorily complete basic routine tasks despite directed questioning. The preceptor must complete the task.

Applicable to this site:
Yes/No

Student

Preceptor

I. Provide Patient Care

	A. Gather and organize information in order to identify ongoing or potential drug-related problems and the root cause of the problems.		
	B. Plan and perform ongoing patient evaluation to identify additional drug-related problems and implement changes in the patient care plan.		
	C. Interpret and evaluate pharmaceutical data and related information needed to prevent or resolve medication-related problems or to respond to information requests.		
	D. Collaborate with physicians, other health care professionals, patients and/or their caregivers to formulate a patient care plan.		
	1. Communicate pertinent information from the patient's medical record.		
	2. Recommend medication doses and dosage schedules based upon relevant patient factors, such as pharmacodynamic, physiologic, and pharmacokinetic parameters.		
	E. Implement the patient care plan.		
	1. Accurately prepare prescriptions (outpatient setting).		
	2. Accurately prepare prescriptions (inpatient setting).		
	3. Document interventions and patient care outcomes.		

		Student	Preceptor
	F. Document patient care activity in the patient's medical record to facilitate communication and collaboration among providers.		
	G. Display the attitudes, habits and values required to render patient care.		
	1. Provide patient care ethically and compassionately.		
	2. Provide patient care in a professional manner.		
	H. Promote public awareness of health and disease – involvement in disease screening or health promotion activities or education of a group of patients on disease/medication use; promotion of pharmacy/pharmacist		
	I. Provide pharmaceutical information to health professionals – involvement in preparation and delivery of presentations (MDs, nurses, pharmacists & pharmacy techs etc.) or preparation of newsletters		
	J. Provide pharmaceutical information to the general public – presentations to schools, community groups, preparation of newsletters or flyers for patients; promotion of pharmacy/pharmacist		

II. Manage the Practice

	A. Manage Pharmacy Operations		
	1. Participate in personnel management activities (hire, train, develop, supervise, motivate, retain, evaluate)		
	2. Utilize computer skills and technology systems (distributive and patient care systems; software use to develop needed products (forms, presentations, etc))		
	3. Manage fiscal resources (budgets, contracts, pricing, inventory control, business plans)		
	B. Manage Medication Distribution and Control Systems		
	1. Evaluate drug orders or prescriptions.		
	2. Accurately and safely compound drugs in appropriate dosage forms.		
	C. Comply with federal, state, and local laws and related regulations that affect the practice of pharmacy.		

III. Manage Medication Use Systems

Student

Preceptor

	A. Participate in the patient care system's process for reporting and managing medication errors and adverse drug reactions.		
	B. Participate in the patient care system's process for conducting drug use evaluations.		
	C. Participate in the development, implementation, evaluation, and modification of a formulary system.		
	D. Apply principles of outcomes research and quality assessment methods to the evaluation of patient care.		

IV. General Ability-Based Professional Skills

	A. Thinking: Think critically, solve complex problems, and make informed, rational, responsible decisions within scientific, social, cultural, legal, clinical, and ethical contexts.		
	B. Communication: Communicate clearly, accurately, and persuasively with various audiences using a variety of methods and media.		
	C. Valuing and Ethical Decision making; Make rational, ethical decisions regarding complex personal, societal, and professional values.		
	D. Social and Contextual Awareness: Demonstrate the ability to place health care and professional issues within appropriate historical, cultural, social, economic, scientific, political, and philosophical frameworks, and demonstrate sensitivity and tolerance within a culturally diverse society.		
	E. Social Responsibility: Demonstrate an appreciation of the obligation to participate in efforts to help individuals and to improve society and the health care system.		
	F. Social Interaction: Function effectively in interactions with individuals, within group situations and within professional organizations and systems.		
	G. Self-Learning Abilities: Self-assess learning needs and design, implement, and evaluate strategies to promote intellectual growth and continued professional competence.		