



UNIVERSITY *of*
TASMANIA

Department of Pharmacy
School of Medicine
College of Health and Medicine

CSA430
Pharmacy Practice

Experiential Learning Program

ELECTIVE PLACEMENT
PRECEPTOR GUIDE

2019

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Background

Students complete three placements during their second semester studies: a community placement, a hospital placement and an elective placement. The elective placement provides an opportunity for students to gain additional experience in another workplace (e.g. a residential aged care facility, Alcohol and Drug Services, community nursing, a General Practice surgery etc.) or to extend and deepen their experience in a previously visited workplace (e.g. a hospital or community pharmacy). It is an opportunity to explore the diversity of pharmacy practice within the wider health community.

Student supervision during electives

If students are participating within a setting with other health professionals acting as clinical educators, students are advised to remain within scope and not to undertake tasks or interactions with patients that are not appropriate to the competencies and standards of practice for pharmacists.

Noting that not all elective placements involve direct patient care, as a guiding principle, students are not permitted to participate (as opposed to observe) in the care of a patient unless under the direct supervision of a registered health professional.

Orientation

All students, especially those who are visiting you for the first time, will possibly be feeling nervous and anxious. They will benefit greatly from a thorough induction to your premises and team at the start of the placement. Some points you might like to cover during this induction include:

- Expectations on appearance, including the use of a uniform if applicable (the expectation is that students will wear University of Tasmania uniform shirts);
- Hours of work, including start, lunch, break and finish times;
- Confidentiality issues and your privacy policy;
- Your telephone policy, including general answering of the telephone as well as personal phone calls;
- Any policies applying to the operation of cash registers, customer accounts etc.;
- Occupational Health and Safety policies, and relevant safety issues; and
- Any other issues or policies the student should be aware of for the duration of the placement.

Personal device (mobile phones etc) uses on placement:

- Students are informed that every individual workplace will have particular guidelines on the use of personal devices (mobile phones, tablets) during work hours for clinical or personal use. Students must familiarise themselves with, and adhere to, the personal device use guidelines within each workplace.
- Generally, students are advised mobile phone use should be:
 - Limited to study and clinical needs only;
 - Should **never** be used to take copies or photographs of drug charts, scripts, files or other patient identifying information. Students must not record or film patient encounters.
 - May need to be kept in a locker / out of use until meal or other breaks;
 - If kept with the student (when allowed) must be left on silent, and use must comply with venue policy.

All students should have attended a pre-placement talk to give them an overview of what we expect of them during placements. Furthermore, each student is provided with a workbook detailing the need to: maintain confidentiality during their placement; to exhibit professional behaviour in their manner, timekeeping and appearance; to familiarise themselves with relevant Practice Standards; as well as information on how to access support should they need it on their placement.

Attendance and Punctuality

Elective placements are three weeks long (this may be spread across several short placements, or one long three-week placement), and students are required to complete a minimum of 32 hours per week. Students have been instructed to contact their preceptor within the week prior to their placement to negotiate actual hours (including starting and finishing times) directly with their preceptors. Attendance for the specified number of hours is a mandatory component of the unit.

Students have been advised that they must report nonattendance due to illness or any other unavoidable cause to their preceptor by 9:30am (*by phone call only*) on the day of absence, and to the placement team (*by phone call or email*) as soon as possible.

Insurance and Policies

The University of Tasmania provides insurance cover for students participating in Pharmacy placements. The students are also governed by all University policies and requirements during their placement. For more information see pages 32 & 33 of this document:

http://www.utas.edu.au/_data/assets/pdf_file/0020/215642/Insurance-Guidelines.pdf

Placement Exit & Emergency Procedures

Placements are a compulsory and integral part of a student's studies. Therefore, students are given the opportunity to provide preferences for locations and reasons to be considered when allocating student placements. The consultative approach taken by the Division in arranging placements provides placements which are hoped to be suitable and rewarding for both student and preceptor. However, it is acknowledged that from time to time, placements may not work out as planned or an emergency situation may arise where preceptors may find the following information useful:

- Students and/or preceptors can telephone the Placement Team to discuss concerns at any time (contact details on contents page).
- If issue(s) cannot be resolved, arrangements can be made to remove students from placement and return them to the Division if necessary.
- If a crisis occurs while a student is on placement, they are provided with counselling details before departure and are made aware of University counselling services available to them on their return.
- Alternatively, **Lifeline** offers a 24-hour counselling service to anyone, anytime from anywhere in Australia. Free call 13 11 14 or their website www.lifeline.org.au
- If a student is involved in an accident or emergency situation while on placement, their preceptors should contact the School (details on contents page). If a situation arises after hours a Placement Team member can be contacted on: 0413 702014.
- Students are asked at the beginning of the year to provide emergency contact details, which are held in their student placement file with the Placement Officer, and in some instances sent to Preceptors when confirming placement details.

Objectives

In addition to specific learning in the particular healthcare setting, students gain from the experience in the use of communication skills and application of their therapeutic knowledge. In order to achieve this objective, there are many different activities that are considered relevant to students during their placements. Some are listed in the following pages under different placement types (please note the list is not exhaustive – it is only provided as an example).

Elective Healthcare Placement

- Observe / assist with the everyday functions of the organisation e.g. assisting with / observing the Opioid Replacement Program in action, a condition education session (e.g. chronic pain group therapy), a home medicines review, a GP consultation with a patient, an eye examination at an optometrist surgery etc.
- Observe and participate in consultations with patients or carers concerning health matters.
- Assist with disease / condition education and monitoring e.g. BP monitoring, inhaled device use, and associated lifestyle counselling.
- Respond to a medication query from a member of the public or another health professional.
- Design and initiate, or assist with, a health-based project e.g. create a health stand on a chronic disease, design a staff training session.
- Perform or participate in medication safety activities including drug use evaluations, medication or clinical audits, antibiotic stewardship activities etc.
- Participate in interprofessional activities with other students where placements are concurrent.
- Attendance at CPD type programs / training.

Note: For more information on General Practice electives or Aged Care electives see the additional student orientation information provided in addition to this general elective preceptor guide.

Elective General Practice Placement

Pharmacy student placements at General Practice surgeries are a great opportunity for the students to observe an area of practice they do not usually get to see from your perspective.

- Suggested activities for students on GP placements could include (but not exhaustive):
 - Sit in on one or more sessions with the GP; the student may then:
 - Consider how the GP makes their prescribing decisions
 - Look at how the drug interaction/alerts are displayed on the prescribing software
 - Observe how the medication profile is displayed on the prescribing software
- Do a mock medication review
 - Allocate the student a patients' medication profile and history
 - The student can then review as they would an HMR and write a report for the GP
 - The student may then discuss their findings with a GP
- Sit in with the practice nurse
 - Observe and discuss wound care, immunisations, medication infusions, triage
- Undertake a QUM activity
 - Date-check the sample stock
 - Direct the student to undertake a practice-wide DUE activity

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- Assign the student a drug information query, or ask them to review a new drug and report back to GP/nurse
 - Attend practice meetings (could present findings from DUE, medication review), drug rep presentations etc.

Elective Residential Aged Care Facility Placement

- Undertake comprehensive assessments of age care facility residents, producing a medication management plan sensitive to that person's goals of care and contextualised to their care setting and the services available.
- Communicate with a frail elderly people, their family or other relevant carers with regard to the person's health issues and management goals.
- Observe and participate with multidisciplinary teams to optimise the care of residents.
- Working as a team member participate in activities to quality assure, improve quality care and minimise risk to improve health outcomes for the population cared for by the service.

Elective Community Pharmacy Placement

- Interpretation and evaluation of accuracy and completeness of prescriptions.
- Supervised compounding and/or dispensing to legal and professional standards.
- Selection of appropriate ingredients, containers, brands and dosage forms as required.
- Experience dealing with everyday problems encountered in prescription practice.
- Problem solving using reference books and other medication information sources.
- Assist and/or observe conversations with patients concerning health matters, as well as prescription and non-prescription medications (including Medscheck).
- Monitoring for drug interactions and/or non-compliance, and procedures necessary to prevent subsequent problems.
- Practice using adherence tools e.g. MedsIndex.
- Assist with packing dose administration aids.
- NPS cases (available to students on their online learning portal: MyLO).
- Design and initiate, or assist with, a health-based project e.g. create a health stand on a chronic disease, perform a medication audit, design a staff training session.
- Conduct a narcotic safe audit (supervision essential).
- Attendance at CPD type programs / training.

Elective Hospital Pharmacy Placement

- Read through patients' notes
- Take a medication history from a patient / pharmacy / regular prescriber (student will need to obtain patient permission and introduce themselves as a pharmacy student)
- Complete a medication history and reconciliation (MH&R) with recommendations
- Inform the medical intern of medication related issues and provide appropriate solutions (issues and solutions must be run past supervising pharmacist before student approaches intern)
- Review a patient's laboratory data
- Calculate a patient's renal function (CrCl)
- Answer pages for the supervising pharmacist
- Therapeutic drug monitoring

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- Disease / condition monitoring
 - Medication counselling – inpatient /at discharge / outpatient
 - Manufacture a cream / eye drop / oral solution / oral suspension
 - Give a presentation to staff (pharmacy and/or non-pharmacy staff)
 - Respond to a medicines information query – from doctor, patient, nurse, pharmacist etc.
 - Assist or conduct a medication utilisation review on a ward / in the hospital
 - Complete an ADRAC submission
 - Creation of a Medicines Information bulletin
 - Complete / assist with a narcotic safe audit (**direct supervision required**)
 - Self-directed learning/revision on a condition / new medication encountered on placement
 - Join a TPN ward round
 - Pick stock for aseptic manufacturing (TPNs, iron infusion)
 - Observe cytotoxic and aseptic manufacturing
 - Learn basic aseptic manufacturing procedures

With direct supervision & checking by a supervising pharmacist/senior technician, they can:

- Compound an extemporaneous product
- Calculate volumes / doses

With direct supervision & checking by a supervising pharmacist they can do the following in a patient's file (supervising pharmacist **must** read all entries and countersign):

- Write in patient's progress notes regarding medication related issues
- Record admission and progress notes
- Produce a counselling document
- Annotate medication chart e.g. "*to be taken with food*". This is not a clinical review; clinical pharmacist must sign the clinical review box when they perform their review

Assessments

There are two components to the elective placement: a portfolio, and your assessment of the students' professionalism and attitude (see Preceptor Assessment Sheet). If suitable for you and your staff, you may ask students to also present a short 10-minute presentation on a particular topic or case. While this does not count towards their formal assessment, it can improve their understanding of a particular case or topic and is valuable in highlighting their strengths as a presenter, and areas which require further work.

Portfolio

Students are required to submit a summary of at least three activities conducted/observed on placement, with associated reflection (and accompanying evidence where appropriate), and any feedback that was provided to them by the supervising staff. We do not require preceptors to assess the portfolio, but the student may ask for guidance as to what to include. Any of the previous examples of activities they may observe / participate in can be included.

Preceptor's Assessment

Your feedback regarding each student's professionalism and attitude is included in their overall assessment. An average score of 2/4 is required to pass the evaluation and hence the placement. Students must score a satisfactory score in all professionalism attributes to pass the placement. In the last few days of each placement, an assessment form will be sent to you (template attached) along with a reply-paid envelope. If you have any additional comments to make about your student(s), good or bad, please contact a member of the Placement Team (details on contents page) at any time.

Please note that the form may include criteria / attributes that are not relevant to your placement site (e.g. prescription dispensing will not be relevant to all placements); simply skip those attributes. If you are unable to assess the student's clinical skills and knowledge, you may just assess attributes related to ethics and professionalism.

It is important that you return the Preceptor Assessment(s) promptly once the placement has completed. Constructive feedback received is passed on to students so that they can improve for subsequent placements. If you anticipate that a student on placement will fall below the satisfactory score required to pass the placement, please notify the unit coordinator or a member of the placement team as early as possible. We are able to offer support to students and placement sites if necessary.

Thank you

We appreciate the time and effort that you and your staff put into placements for our students and we are here to support you in any way we can.

Preceptor's Assessment: Year Four Pharmacy Students

Student Name: _____

Placement Site: _____

Assessment (based on graduate attributes on the following page)

Students need to achieve a score of 2/4 (adequate/satisfactory) to pass the placement

Please circle

Excellent	Above Average	Satisfactory	Below average	Unsatisfactory
4/4	3/4	2/4	1/4	0/4

Additional comments regarding the student:

Are there any areas where you feel the student needs to do some more work on their skills, knowledge, attitude or behaviours? (please try to be specific to assist the student to improve)

Preceptor's signature: _____

Preceptor's name: _____ Date: _____

Many thanks for hosting a student on placement and for completing this form. Please return using the reply-paid envelope provided.

Please note:

Fourth year students at the time of their placements, have completed all of their academic coursework, and should therefore be able to demonstrate these attributes at a graduate level.

Competency domains listed in order of relevance to the assessment criteria. National Competency Standards Framework for Pharmacists in Australia 2016: Pharmaceutical Society of Australia URL: <http://www.psa.org.au/practice-support-and-tools/psa-information-framework>

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Please turn over the page

Preceptor Assessment Sheet (Year Four Pharmacy Students) – Please complete

PROFESSIONALISM (For all placements)							
1. Professional Life-long Learners (linked to ILOs – 4; Competency Domain 1,2,(4.1,4.2 –self management/reflection),5)							
Demonstrates adaptability, enthusiasm and responds well to feedback	Satisfactory	Not satisfactory					
Demonstrates professional responsibility and accountability, including timeliness	Satisfactory	Not satisfactory					
2. Practices ethically and with integrity (linked to ILOs – 3; Competency Domain 1)							
Demonstrates empathy, integrity and honesty	Satisfactory	Not satisfactory					
Practices within the legal, professional and ethical framework of a pharmacist	Satisfactory	Not satisfactory					
CLINICAL SKILLS AND KNOWLEDGE (For community pharmacy, hospital and clinical placements only)							
Attribute	Excellent / Always	Above Average / Often	Satisfactory / Usually	Borderline / Below Expectation	Unsatisfactory	<i>Not able to be assessed based on student capability</i>	<i>Not applicable</i>
	4	3	2	1	0		
CLINICAL SKILLS AND KNOWLEDGE (For community pharmacy, hospital and clinical placements only)							
3. Drug Distribution Experts (linked to ILOs – 1, 2, 6; Competency Domain 3,1,2)							
Ensures medication orders are safe and appropriate							
Accurate preparation and supply of medicines							
Demonstrates a patient centred approach							
4. Clinical Pharmacy Experts (linked to ILOs – 1; Competency Domain 3,5,2)							
Pharmaceutical knowledge							
Application of theory into clinical practice							
5. Problem-solvers (linked to ILOs – 1,2,6; Competency Domains 3,5,2)							
Effective and independent problem-solving							
6. Public Health Practitioners (linked to ILOs – 4, 5; Competency Domain 3,5,2)							
Promotes public health and wellness							
7. Communicators (linked to ILOs – 2; Competency Domain 2,3)							
Demonstrates effective communication skills							
Demonstrates appropriate counselling skills							

* Please note, students MUST score a satisfactory score for each of the professionalism attributes to pass their placement.

General Program Feedback (Optional)

1. How supported have you felt by the university as a preceptor this placement?
 Very Moderately Not at all *(please circle)*
2. How satisfied were you with the information and resources provided in assisting students in meeting their learning outcomes?
 Very Moderately Not at all *(please circle)*
3. Would you like a member of the placement team to call you to discuss your recent placements?
 Yes No *(please circle)*
4. Please provide any additional comments or suggestions below: