

School of Pharmacy and Pharmacology

College of Health and Medicine

CSA430
Pharmacy Practice

Experiential Learning Program

ELECTIVE PLACEMENT PRECEPTOR GUIDE

2021

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Version Control

V CISIOII C	лиот			
2017 V01	Reviewed, updated, Layout changes			
2018 V02	Updated supervision requirements	May 2018		
	Updated website links			
	• Included 2018 Assessment Form			
2019 V03	Minor revisions including update to mobile device use	April 2019		
	Update assessment form			
2020 V04	 Minor updates including updating general workplace safety and support Addition of Applied Honours information 	January 2020		
2021 V05	Minor updates and COVID-19 procedures	April 2021		

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 research skills and 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.

Potential conflicts of interest

The School of Pharmacy and Pharmacology recognises that a conflict of interest may arise from several situations, including family connections/relationships or paid employment within health-care settings where a student could be allocated to PEP. In order to ensure a quality placement experience and a valid final assessment in PEP, students must identify, manage, and where possible, avoid undertaking PEP in settings where such a 'conflict of interest' may arise.

If Preceptors are in any doubt regarding the suitability of a placements in relation to any real or potential conflict of interest with a particular student you are encouraged to seek advice from the appropriate unit Coordinator, Justin.Cousins@utas.edu.au or Felicity.Veal@utas.edu.au.

Attendance and Punctuality

Students are required to complete a minimum of 32 hours per week of electives ranging from one to three weeks in length. Students have been instructed to contact their preceptor within the week prior to their placement to confirm or 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.

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.;
- Workplace Health and Safety policies, and relevant safety issues, including common workplace hazards; and
- Any other issues or policies the student should be aware of for the duration of the placement.

Students 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, and to adhere to AHPRA and relevant professional Practice Standards. They are also provided with information on how to access support should they need it on their 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:
 - o 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.
 - o May need to be kept in a locker / out of use until meal or other breaks;
 - o If kept with the student (when allowed) must be left on silent, and use must comply with venue policy.

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

Covid Requirements

All students are required to undertake Australian Government COVID-19 infection control training prior to attending placements.

Students are instructed to use the Check in Tas app or THS health screening app at venues and workplaces they visit, as mandated, and are expected to follow any of your workplace specific requirements during placement.

Students have been advised of the following if unwell in any way during placement:

- If concerned that they may be at risk of COVID-19 due to <u>any</u> respiratory symptoms (sore throat, cough, runny nose, breathlessness, fever), self-isolate immediately.
- Seek medical advice if they require immediate attention by contacting either their own doctor or the Public Health Hotline on 1800 671 738, or by calling 000.
- Stay at home (or in their placement accommodation) and do not attend placement. They are required to let their clinical supervisor know that they will be absent due to illness.
- When getting tested, they should also notify the university via the email address COVID@utas.edu.au

If asked to self-isolate and/or whilst waiting for COVID-19 test results students should:

- self-isolate immediately and contact their unit coordinator.
- Notify any housemates that they are required to self-isolate and avoid all contact.
- Remain isolated until their COVID-19 test result returns.
- After a negative test result, resume placements when symptoms have entirely resolved.
- If their test result is positive, contact their unit coordinator.

For more information on the University's Covid reporting and support requirements see here:

https://www.utas.edu.au/safety-and-wellbeing/information-and-documents/risk-topics/covid-safe/health-advice

Placement Exit & Emergency Procedures

Placement Exit & Student Support

Placements are a compulsory and integral part of a student's studies. 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 School in arranging placements provides placements which are hoped to be suitable and rewarding for both student and preceptor. 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 School if necessary.
- If a crisis occurs while a student is on placement, (whether they exit the placement early or not) they are provided with counselling options and details 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

Placement Workplace Health and Safety & Emergency Procedures

The University is committed to providing a safe and secure teaching and learning environment including during placements. Many of our placements occur in rural and regional areas and students may be unfamiliar with the location. Pre-placement students are reminded to pay attention to weather forecasts and other emergency messages and to familiarise themselves with safe travel routes to and from accommodation and workplace sites.

Remembering that some students have limited previous work experience; preceptors should consider making students aware of more general workplace health and safety (WHS) risks, rights and responsibilities. This is in addition to their professional responsibilities as student pharmacists. Students should be given an orientation to the workplace that includes basic emergency procedures, i.e. exits, evacuation point, location of first aid kit, common workplace hazards, and relevant workplace health and safety (WHS) information. Preceptors may wish to review their organisation's Workplace Health and Safety Policy and WorkSafe Tasmania's guide on working with new and young workers:

https://www.worksafe.tas.gov.au/topics/Health-and-Safety/managing-safety/managing-people-in-your-workplace/new-and-young-workers

- Health care agencies and workplaces have obligations to students under the Work Health and Safety Act 2012. Students on Professional Experience Placement (PEP) must act in accordance with the individual agency's workplace policy and procedure including reporting processes in the event of an accident or injury occurring.
- If a student is involved in an accident or emergency situation while on placement, the preceptors (and/or student) should contact the School (details on contents page) as soon as practicable. If a situation arises out of business hours the Placement Officer can be contacted on 0413 702 014.
- The student can also complete a University of Tasmania MySAFETY Incident/Hazard Reporting Notification or the placement team will do so on their behalf. https://www.utas.edu.au/safety-and-wellbeing/mysafety
- Information is provided by the university or relevant local authorities about what to do in the event of a larger scale emergency such as fire, flood or extreme weather events. Students are advised to follow any safety or evacuation orders from relevant authorities including police or emergency services.
- During international placements refer to and obey local country emergency warnings and requirements.

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 the area specific learning 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):
 - o 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
 - o 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
 - o 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
 - O Date-check the sample stock
 - o Direct the student to undertake a practice-wide DUE activity

- 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 older 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

- 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

The primary assessment related to elective placement for all students is your assessment of the students' professionalism and attitude (see Preceptor Assessment Sheet). You may also ask students to also present a short 10-minute presentation on a particular topic or case if this is suitable to you. 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.

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 immediately so they can improve in 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.

Appendix 1 - Fourth Year Applied Honours Information

Please note Most students are enrolled in the Applied Honours program and projects may be completed during any of their 4th year placements (community, hospital or elective). Any projects will be pre-arranged with preceptors prior to the placements. Therefore, the students may not be required to undertake a project during their elective placement. If your organisation is participating in student projects the project coordinator will provide additional information on the specific project/s separately to this placement guide. If you would like to participate in one of these projects in future years, please let the placement team know. The following is for information only.

Preceptor Professional Development

Your participation in our Applied Honours program is an ideal way to gain Group 3 CPD points towards your annual CPD plan (3 Board CPD credits per hour of activity). Applied Honours projects involve assessment of current practice, undertaking/facilitating a quality improvement activity, and then reflecting on and evaluating the results of the activity. The report generated by our students will provide you with a clear evidence of the nature and results of the activity for your CPD record.

Applied Honours Background and Objectives

From 2020 onwards, all students within the Bachelor of Pharmacy will participate in a research stream and graduate with an honours degree (the Bachelor of Pharmacy with Applied Honours or the Bachelor of Pharmacy with Honours). We aim to ensure that all our graduates are research literate (that is, they can find and interpret the available literature), can demonstrate the knowledge and skills to actively engage with research (be active participants in research) and conduct simple research projects in a workplace setting (e.g., be able to design and conduct quality improvement projects). We will continue to offer high-achieving students the opportunity to participate in individual honours projects with a supervisory team as an overload during Years 3 and 4 of the course (traditional Honours).

In the updated version of CSA430 Pharmacy Practice (2020 onwards), students will participate in a small, group-based, research project/quality assurance project. Projects can be conducted in any placement setting (e.g., community pharmacy, hospital, aged care facility, general practice or at the university). The intent of these projects is to offer students the opportunity to participate in research design to improve medication safety or investigate an evidence-to-practice gap. Research type activities (data collection, data analysis and write-up) will be incorporated into the placement portfolios (completed by students during and following their placements). Students will then have time to work with university staff to finalise their reports and presentations. Where appropriate this will then be fed back to their preceptors to inform practice within their respective organisations as a quality assurance activity.

Applied Honours projects are small in scope given the placement timeframes and typically involve the collection of de-identified data. The data will not be used for publication rather it is intended to be used for assessment of the students and quality assurance purposes for your organisation. Projects are group-based; this means that students working on the same project at the same or different sites will be able to deidentify and pool their data to provide a larger sample size and improve the generalisability of their findings. This structure is designed to require teamwork and foster the development of leadership skills.

The **Intended Learning Outcomes (ILOs)** for the Applied Honours stream are incorporated into the CSA430 unit ILOs. The specific ILOs assessed within the Applied Honours stream are:

- 6. Search, evaluate and appropriately reference drug information and pharmacy related literature.
- 7. Analyse research findings using appropriate statistical techniques.
- 8. Contribute effectively to a team-based quality assurance project.
- 9. Effectively communicate research findings to a variety of stakeholders, including patients, peers and other health professionals.

These ILOs will be assessed in the following assessments tasks within CSA430:

- Research manuscript (20%, 3500 words): this task requires each project group to complete a research report in the format of a scientific manuscript. A template and guideline will be provided to students to assist them in completing this task.
- Research presentation (10%): this task requires each student group to present their findings in another format.

Student Preparation and Supervision

The research skills necessary to support project work are embedded in the Year 2 and 3 units within the Bachelor of Pharmacy with Applied Honours, particularly in CSA288 Evidence Based Health Care and CSA321 Clinical Pharmacy Research. In CSA288, students develop the skills necessary to find and critically appraise the literature, while in CSA321, students work in small groups to formulate a research question to address an evidence to practice gap, and then design a research project to investigate that gap.

Applied Honours projects have been developed with preceptor input to inform clinical practice in your organisation. Your organisation may have put forward the project that students will participate in or you may have selected from a list of potential options. Each project has a nominated University staff member assigned to provide over-arching research supervision.

Research type activities (data collection, data analysis and write-up) will be incorporated into our placement portfolios, to be completed by students during and following their placements using templates and guidelines provided by UTAS staff. =

Prior-to Placement Activities

Prior to the placement in which the students will conduct their research, the UTAS supervisor will have developed a summary of the project with instructions for the students, a data collection form and a data spreadsheet. The student will have all the required project information and data collection forms prior to commencement of the placement.

Research Activities During the Placement

The placement team will provide you with the relevant project information sheet prior to the placement in which students are conducting the project. Students are expected to discuss the details of project with you at the commencement of their placement and complete the data collection while on placement with you. As a guide, students will work in groups of 4-6 (often at different sites within the same project), with the intention of each student

collecting data for 20-30 subjects and pooling the data. While the time required for data collection during placement will vary project-to-project, we would suggest using 3-6 hours as a guide.

Students will potentially also be able to enter the collected data into their data spreadsheet during the placement. However, as long as they have completed their data collection, data entry can be completed by students after the placement.

If you have any questions regarding the project while the student is on placement, please contact the nominated UTAS staff member directly. Contact details will be provided on the project information sheet. Students will also be able to contact their supervisor during the placement by phone or email if they have any questions.

Research Activities Following the Placement

Following the placement in which the research type activities are undertaken, students will work with their supervisors and the Honours Coordinator on campus to finalise their research report and presentation.

Students will work with their UTAS supervisor to collate and analyse data and summarise the findings in the form of a research report and presentation.

Important Notes

- Students will be instructed not to record any patient identifiers during the project unless specific ethical approval has been granted. This means data will be classified as de-identified, protecting the confidentiality of subjects. Research conducted in this way is considered exempt from ethical approval, and we have been given confirmation from our ethics committee that audit-based activities designed to inform practice within the organisation can be conducted by students during their placements without formal approval.
- In some situations (e.g., your organisation wishes to publish the findings of the research in a journal or at a conference, or you would like to gather non-routine data from subjects) formal ethical approval will need to be sought prior to commencement of the project.
- If you have any concerns about the conduct of students while on placement, including the way in which they conduct their data collection activities, please do not hesitate to contact the UTAS Placement Team or the nominated research supervisor.

Appendix 2 – Assessment Form:

Note: The assessment form will be sent to your pharmacy with a reply-paid envelope prior to student finishing their placement.

Student Name:		DATE	:	
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	on graduate attribute e a score of 2/4 (adequate			
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ROFESSIONALISM (For all placements)								
Professional Life-long Learners (linked to ILOs –	4; Competent	y Domain 1,	2,(4.1,4.2 -sel	f managemen	t/reflection),5)		
remonstrates adaptability, enthusiasm and responds well to feedback	Satisfactory			Not satisfactory				
demonstrates professional responsibility and accountability, including timeliness	Satisfactory			Not satisfactory				
Practices ethically and with integrity (linked to IL	O1 - 3; Comp	etency Dom	in 1)					
emonstrates empathy, integrity and honesty		Satisfactory	į.		Not satis	factory		
ractices within the legal, professional and ethical ramework of a pharmacist	Satisfactory		Not satisfactory					
LINICAL SKILLS AND KNOWLEDGE (For con	munity phare	macy, hespit	al and clinical	placements o	only)			
Lttrībute	Excellent' Always	Above Average/ Oftes	Satisfactory /Ceually	Borderline B elev Expectation	Va- confedency	Net able to be essented based on student capability	Net applical	
	4	3	2	1	0			
LINICAL SKILLS AND KNOWLEDGE (For con	munity phare	nacy, bespit	al and clinical	placements o	only)			
Drug Distribution Experts (linked to ILO: - 1, 2,	6; Competency	y Domain 3,1	1,2)			-		
issures medication orders are safe and appropriate								
occurate preparation and supply of medicines								
emonstrates a patient centered approach								
. Clinical Pharmacy Experts (linked to ILO: -1; C	ompetency Do	main 3,5,2)						
harmaceutical knowledge								
pplication of theory into clinical practice								
Problem-solvers (linked to ILOs - 1,2,6; Compete	ncy Domains	3,5,2)						
ffective and independent problem-solving								
Public Health Practitioners (linked to ILOs - 4, 5;	Competency	Domain 3,5,	2)					
romotes public health and wellness								
. Communicators (linked to ILOs - 2; Competency	Domain 2,3)							
demonstrates effective communication skills								
bemonstrates appropriate counselling skills								
How satisfied were you with the informs outcomes?	rersity as a p (please circle) stion and res	receptor thi	is placement	₽		their learn	ing	
Very Moderately Not at all 3. Would you like a member of the placem	-		licanes many	recent place	mants>			
Yes No (please circle)	ent team to t	, он то с	ascuss your	recent piece	ments:			
4. Please provide any additional comments	or suggestio	ns below:						
. ,	20							



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