



THE UNIVERSITY OF
SYDNEY

FACULTY OF PHARMACY

Bachelor of Pharmacy
Clinical and Experiential Placements Program

BLOCK Placements

Information for Preceptors



THE UNIVERSITY OF
SYDNEY

Dear Colleague,

Thank you for accepting the invitation to supervise a pharmacy student for a Block placement. As you may be aware, there is a new Bachelor of Pharmacy curriculum, which has a new integrated approach to student learning, and there are changes in the placements program. Third year students undertake Weekly Community Pharmacy placements (two hours per week) and in addition begin a series of one or two week Block placements that continue during third and fourth year of the BPharm. The Block placements are conducted in community and hospital pharmacy. In this document you will find the same information that has been given to students to guide their learning during the year. Additionally, there is a copy of the insurance document confirming the arrangements for university coverage of students while on placements.

You will note that the student has a Portfolio of activities to guide their time in practice sites during the year. Students should be self-directed, under your guidance, to complete their suggested activities. This portfolio of activities is designed to complement the daily activities of the workplace that you may bring to the attention of your student. The Portfolio activities for the Block placements are 'triggers' for the student to learn about and understand practice, and are directly related to the *National Competency Standards Framework for Pharmacists in Australia (2010)*. Students undertaking placement at industrial or other non-clinical sites will have the opportunity to see those professional workplaces also.

At the end of the placement you are asked to fill in a brief assessment form regarding the student (this is on the last two pages of this document). This assessment focuses on professional behaviour.

A copy of all this information can also be downloaded from the University website at <http://sydney.edu.au/pharmacy/about/preceptors.shtml>.

Please do not hesitate to contact us if you have questions or concerns regarding any aspect of the placements program. Any queries in the first instance should be directed to the Faculty Placement Officer, Vinnie Xue, on 93518957, or on pharmacy.placement@sydney.edu.au.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Jo-anne Brien'.

Professor Jo-anne Brien

Pro Dean



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SYDNEY

Student Information

The overall objective of the BLOCK placements programme is to complement the weekly community pharmacy placements and to further your experience in practice and professional settings.

GENERAL POINTS ON CONDUCT AND DRESS

You should remember that the preceptor/supervising pharmacist and other staff are voluntarily devoting time and effort to aid you in the learning process. It is expected that you behave in a courteous and professional manner at all times.

You **MUST** adhere to the following guidelines and rules:

You should wear professional dress-be well groomed and neatly attired. Shoes are the only acceptable form of footwear. You should wear a name badge (the university student card may be a suitable badge). You should produce your student card on arrival at the placement site for identification and security purposes.

Confidentiality. You must always ask your pharmacist/ preceptor/supervisor for permission before discussing a patient's medications. You should respect patient and professional confidentiality at all times. You must delete the names and addresses of patients, prescribers, pharmacists and all other persons from any material associated with the placement visit. No identifying information should ever be recorded or presented. Professional and business matters discussed at the placement are also confidential and cannot be discussed outside the placement.

You should be mindful of the fact you are representing the University while on placements, and you are expected to adhere to the University Student Code of Conduct at all times.

Failure to adhere to these standards may result in a fail.

The Block Placements provide opportunities to learn about aspects of pharmacy practice and health care. These Block placements are conducted in community pharmacies, hospitals, in rural settings, and other non-clinical (no direct patient care) sites.

You have selected a week for Block Placement for this year, and have been allocated a community, hospital or rural site. You will continue Block Placements in your fourth year, and will have different experiences in each placement.



PORTFOLIO

You have already commenced building your portfolio in your weekly community pharmacy placements.

Your clinical placements (weekly clinical placements and 'Block' placements) commence in third year and continue into fourth year of the Bachelor of Pharmacy. It is expected that you understand this is building your experience of pharmacy, and health care services and developing your professional skills and knowledge over time. Each placement experience is a unique learning opportunity and you should actively reflect on your observations and experiences.

A 'Portfolio - BLOCK placements' will be available on the Supplementary Material page of this e-Learning site. In addition, you are to complete a Reflective Diary note (maximum 2 pages) for each placement as well as documenting the activities undertaken during the placement.

It is expected that this type of learning is an iterative, reflective process during all your placements. The activities are not an exhaustive list of 'things to do', but are suggested triggers and prompts to assist in your learning. You are to maintain your portfolio by completing tasks and reflections. The portfolios may be audited at any time.

Note that the Competency Framework for Practice has been updated by the profession for 2011, and the portfolio in 2011 reflects this.

Your portfolios - both for Weekly Community Pharmacy Placements and the Block Placements – will form part of your summative assessment in fourth year. So, you are responsible to complete and keep your own portfolio during this year and next year.

If you have queries or concerns regarding your portfolio activities, please contact the Placement Officer Vinnie Xue (pharmacy.placement@sydney.edu.au) or Professor Jo-anne Brien (jo-anne.brien@sydney.edu.au).

HEALTH AND SAFETY

While on placement you should be aware of your health and safety responsibilities and follow the directions of your preceptor/supervising pharmacist. In the event of any emergency you should follow the directions of the preceptor/supervising pharmacist.

The University Health and Safety policy relating to clinical fieldwork is found at:

<http://www.usyd.edu.au/ohs/policies/ohs/fieldwork/ClinicalFieldwork.shtml>

Please consult this for further information, prior to your placement. For any concerns, contact the Clinical Placements Officer, or Professor Jo-anne Brien.

BLOCK PLACEMENTS: PORTFOLIO

National Competency Standards Framework for Pharmacists in Australia, 2010 (*Pharmaceutical Society of Australia, 2010*)

The practice standards for pharmacists are regularly reviewed and updated. The *Pharmaceutical Society of Australia* (PSA) as the custodian of the Standards facilitates the review, development and consultative process. The *National Competency Standards Framework for Pharmacists in Australia 2010* was published in November 2010.

As pharmacists, you will be responsible to demonstrate competency in your knowledge and practice of pharmacy- as defined by these standards.

During the Block Placements, you are to become familiar with this document, and the standards as described - by seeking opportunities to see these practice standards in action in your placement sites and thinking about how YOU will need to practice to be a pharmacist. In doing so, you are developing your essential practice skills as a pharmacist.

The complete *National Competency Standards* document is available at www.psa.org.au. (<<http://www.psa.org.au/site.php?id=6782>>). Please download this document, print, and keep as a ready reference for your portfolio activities. (*caution it is a large document*)

Getting to know the *Competency Standards Framework* document:

You will note that there is a summary table on page 12 that lists the eight domains of the standards.

1. **List** these eight domains below and reflect on what these domains mean to you in terms of practice skills and knowledge needed to be a competent practitioner:

....

....

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....

2. On **Page 11**, there is a description of the **Structure of the Standards**.

Please note the headings in the document. **Write down** the definitions for these, and suggest an example from your experience of pharmacy to date:

Domain title:

Scope:

Competency Standard:

Performance Criteria:

Element:

Evidence Examples:

For your Portfolio, for EVERY placement, you are to look for examples of EACH DOMAIN being demonstrated, and consider specifically:

Competency Standard:

Performance Criteria:

Element:

Evidence Examples:

In your Portfolio you are to document, in writing, your activities: these may include observations of practice, including pharmacists and pharmacy staff and health professional colleagues, and patients and their carers. Your Portfolio activities may include specific roles that you have undertaken under the guidance of the supervising pharmacist or preceptor, and will also include self-directed activities where you are responsible for using your time appropriately to consider products that are available in the pharmacy.

Note: your observations may include noting communication between staff, and patients/customers and carers, counselling, dispensing, advice re product selection and all activities that are ongoing in the placement setting. Specific roles you have undertaken may include dispensing under supervision, counselling under supervision, stock management and other tasks. Self directed activities include learning about products and services that may be available in the pharmacy/placement site.

Everything you observe and do during your placement, should be documented in your portfolio. In your notes for each activity you should include which *Domain* of the *National Competency Standards Framework* is most relevant. You should also seek out examples all of the *Standards* in the eight *Domains* for each placement opportunity.

For each Block, you are also to write a brief (2 page) reflective diary. This reflective statement demonstrates you have been thoughtful about the experience and are considering how this experience contributes to your learning about and understanding of real-world practice issues.

The Portfolio comprises BOTH your activities and the Reflective diary. This Portfolio (along with the Preceptor Assessment) will be your assessment for this Unit of Study. Note you will complete a portfolio- using a similar approach, but with different examples and activities, for each Block placement you undertake in third year and fourth year.

Remember, your portfolio may be audited at any time, and will be submitted after completion of your Block placement.



Using the *National Competency Standards* document referenced above to guide you to - for each of the Domains listed on the next pages- given examples of the following from your placement:

TIP:

Remember to use the definitions of 'Competency Standard', 'Performance Criteria', 'Element' and 'Evidence Examples' from the *Competency* documents to write this up on the pages below (add extra [ages as necessary]).

Domain 1 Professional and ethical practice

Standard 1.1 Practise legally

Standard 1.2 Practise to accepted standards

Standard 1.3 Deliver 'patient-centred' care

Standard 1.4 Manage quality and safety

Standard 1.5 Maintain and extend professional competence

This Domain includes those Competency Standards that address the legal, ethical and professional responsibilities of pharmacists. It encompasses the responsibility pharmacists accept as members of a profession to commit to maintaining professional competence and their obligation to uphold accepted standards of behaviour and professional practice, including those imposed through legislation. The Standards in this Domain underpin all professional activities undertaken by pharmacists.

Domain 2 Communication, collaboration and self-management

Standard 2.1 Communicate effectively

Standard 2.2 Work to resolve problems

Standard 2.3 Collaborate with members of the health care team

Standard 2.4 Manage conflict

Standard 2.5 Commitment to work and the workplace

Standard 2.6 Plan and manage professional contribution

Standard 2.7 Supervise personnel

This Domain includes those Competency Standards that are required to communicate effectively with consumers and colleagues, and build and maintain cooperative working relationships within the healthcare team. It also encompasses management of problems and interpersonal issues that arise at work as well as issues associated with taking responsibility for and managing their professional contribution. The Standards in this Domain underpin all professional activities undertaken by pharmacists.

Domain 3 Leadership and management

- Standard 3.1 Provide leadership and organisational planning
- Standard 3.2 Manage and develop personnel
- Standard 3.3 Manage pharmacy infrastructure and resources
- Standard 3.4 Manage quality service delivery
- Standard 3.5 Provide a safe and secure work environment

This Domain includes those Competency Standards that relate to the way in which pharmacists apply management and organisational skills to ensure the effective and efficient delivery of pharmacy services. The Standards encompass the ability of pharmacists to take a leadership role and undertake business planning as well as the planning and management of professional services and resources. It also addresses the competencies required to undertake all aspects of human resource management as well as those required to manage risk and assure a safe working environment.

Domain 4 Review and supply prescribed medicines

Standard 4.1 Undertake initial prescription assessment

Standard 4.2 Consider the appropriateness of prescribed medicines

Standard 4.3 Dispense prescribed medicines

This Domain includes those Competency Standards required for the accurate and timely supply of prescription medicines, including extemporaneously prepared products. This includes ALL aspects of QUM- the Quality Use of Medicines.

Domain 5 Prepare pharmaceutical products

Standard 5.1 Consider product requirements

Standard 5.2 Prepare non-sterile drug products

Standard 5.3 Aseptically prepare sterile drug products

Standard 5.4 Prepare cytotoxic drug products

NOTE: Standard 5.1 underpins all of the Standards in this Domain.

Standard 5.1 must be used in conjunction with each of Standards 5.2, 5.3 and 5.4.

This Domain includes those Competency Standards required for the extemporaneous preparation of single or multiple units of a medicine intended for immediate issue and/or use by a specific consumer. It also encompasses the competencies required for aseptic preparation of sterile products, including those containing cytotoxic drugs.

Domain 6 Deliver primary and preventive health care

Standard 6.1 Assess primary health care needs

Standard 6.2 Deliver primary health care

Standard 6.3 Contribute to public and preventive health

This Domain includes those Competency Standards that address the role pharmacists have in encouraging and assisting individual and groups of consumers to take responsibility for their own health.

Answer the following- in terms of the location and focus of pharmacy practice::

What is primary care?

What is tertiary care?

Domain 7 Promote and contribute to optimal use of medicines

Standard 7.1 Contribute to therapeutic decision-making

Standard 7.2 Provide ongoing medication management

Standard 7.3 Influence patterns of medicine use

This Domain includes those Competency Standards that address aspects of clinical practice directed at ensuring the safe and appropriate management of medicines. The Standards cover three of the key components of the consumer-focussed medication management cycle applicable to each episode of consumer care. The components covered are:

- *decision on appropriate treatment;*
- *provision of medicines information;*
- *monitoring of response to treatment; and*
- *transfer of verified treatment information.*

The central objective of clinical pharmacy practice is the achievement of QUM, that is:

- *selecting management options wisely;*
- *choosing suitable medicines if a medicine is considered necessary; and*
- *using medicines safely and effectively.*

The Standards in this Domain address the way in which pharmacists contribute their unique expertise to the healthcare team, participate in the management and education of individual consumers, apply best available evidence into professional practice and identify and manage the risks associated with medicines use.

Domain 8 Critical analysis, research and education

Standard 8.1 Retrieve, analyse and synthesise information

Standard 8.2 Engage in health, medicines or pharmacy practice research

Standard 8.3 Formally educate and train students and healthcare colleagues

This Domain includes those Competency Standards that address the capability of pharmacists to analyse and synthesise information from medical and pharmaceutical literature. It also covers their roles as researchers and educators.

ACTIVITIES:

A number of opportunities for a range of activities will occur during your placements. Some are noted below- When/if you are involved in these- make notes in your portfolio- and refer to the Competency Standards each time to identify which domain/s are most relevant.

	Community	Hospital	Clinic	Industry
Disease state management	X			
Pseudoephedrine-Project stop	X			
Supply of schedule 3 medicine	X	X		
Dispensing schedule 4 medicine	X	X		
Dispensing schedule 8 medicine	X	X		
Dispensing (Doctors bag, authority, owing script)	X			
Webster pack	X	x		
Extemporaneous product preparation	X	X		X
Extemporaneous product dispensing	X	X		X
Dispensing-outpatient prescription	X	X		
Medication charts	X	X		
Dispensing-inpatient prescription		X	X	
Imprest and ward stock management		X		
Supply of medicines in specialist clinics			X	
Specialist clinics			X	
Adverse drug reaction reporting				
Staff hierarchy	X	X	X	X
Patient interview	X	X	X	
Drug Committees and QUM		X		
Writing a job description	X	X	X	X
Setting goals in the workplace	X	X	X	X
Role of the pharmacist	X	X	X	X
A day in the life of a pharmacist	X	X	X	X

Where do these activities usually occur?

Portfolio Checklist

WORKSHEET. You should complete some of these activities many times during your block placements in third and fourth year. There may be other QUM and professional activities that you observe and/or participate in—you should note these and write a brief description (*refer to Domains and standards when you do so*)

	Tick and date each time achieved
OTC consultation-observation	
OTC consultation-student participation	
Pharmaceutical devices	
Pharmaceutical device counselling	
New medicine evaluation, clinical trials	
CMI	
Methadone and buprenorphine	
Nicotine replacement	
Disease state management	
Pseudoephedrine-Project stop	
Supply of schedule 3 medicine	
Dispensing schedule4 medicine	
Dispensing schedule 8 medicine	
Dispensing(Doctors bag, authority, owing script)	
Webster pack	
Extemporaneous product preparation	
Extemporaneous product dispensing	
Dispensing-outpatient prescription	
Use of Medication charts -NIMC	
Dispensing-inpatient prescription	
Imprest and ward stock management	
Supply of medicines in specialist clinics	
Specialist clinics	
Adverse drug reaction reporting	
Staff hierarchy	
Patient interview	
Home medicines review	
Case presentation	
Writing a job description	
Setting goals in the workplace	
Role/s of the pharmacist	
A day in the life of a pharmacist	
<u>Other QUM activity</u>	



Audit & Risk Management
31 October 2010

TO WHOM IT MAY CONCERN

INSURANCE FOR STUDENTS ON WORK EXPERIENCE/ PLACEMENT

Stated below are the appropriate insurance details covering students of the University of Sydney whilst on work experience / placement. These policies only apply to:

- a) activities that are a course requirement or are sanctioned by the Dean of the Faculty, authorised officer for the Faculty, or Head of School concerned; and
- b) students who are not employees or workers of the organisation they are placed with for the purposes of or Workers' Compensation legislation.

INSURED: THE UNIVERSITY OF SYDNEY

POLICY: PUBLIC LIABILITY INSURANCE (Does NOT include medical malpractice)

INSURERS: LLOYD'S SYNDICATES & OTHERS

LIMIT OF LIABILITY: IN EXCESS OF \$10 MILLION.

POLICY NO.: 08GCOM0401

PERIOD: 31.10.2010 TO 31.10.2011

POLICY: PROFESSIONAL INDEMNITY (Does NOT include medical malpractice for Faculty Medicine)

INSURERS: Vero

LIMIT OF LIABILITY: IN EXCESS OF \$10 MILLION (PER EVENT)

POLICY NO.: LPP012226352

PERIOD: 31.10.2010 TO 31.10.2011

POLICY: PERSONAL ACCIDENT

The University has in place personal accident cover for students whilst on authorised Work Experience / Placement activities and who are not employees or workers for the purposes of Workers' Compensation legislation

Subject to the terms, conditions, limitations and exclusions contained in the relevant policy wording this policy provides the following benefits:

- Death & Capital benefits
- Weekly benefits
- Non Medicare medical expenses

Please note that this is a summary only. All insurance cover referred to in this advice is subject to the terms, conditions, limitations and exclusions contained in the relevant policy wording.

Audit and Risk Management

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PRECEPTOR ASSESSMENT OF STUDENTS
Faculty of Pharmacy, The University of Sydney

Student name:	Signature & date:
Student SID:	Placement site:
Preceptor name:	Signature & date:

to be returned to:

Placement Officer, Faculty of Pharmacy (A15), The University of Sydney, 2006
OR
Fax: 02 9351 4391

Preceptors Assessment

For each criteria preceptors will assign a grade of:

5 = Student demonstrated **excellent** skills in this area; was **extremely effective** and/or **very consistent**,

4 = Student demonstrated **very good** skills in this area; was **above average in effectiveness** and/or **consistency**,

3 = Student demonstrated **satisfactory** skills in this area; was **generally effective** and/or **consistent**,

2 = Student **needs some improvement** in this area; was **somewhat ineffective** and/or **inconsistent**,

1 = Student **needs significant improvement** in this area; was **ineffective** and/or **inconsistent** (performance was unsatisfactory),

or

N = Not enough evidence to evaluate,

For each individual placement, students must receive an average minimum total preceptor assessment of 3/5 corresponding to “satisfactory”. Students must receive an average preceptor assessment mark of 3.25/5 for their three placements. Any student who does not receive an average preceptor evaluation of 3.25 for the three placements or receives less than 3/5 for any individual placement will be required to undertake remediation and successfully complete an additional placement in order to meet requirements.

