

Womack Army Medical Center
Fort Bragg, NC
Administration - Syllabus

ADMINISTRATION

Schedule: 8:00AM – 4:00PM

INTRODUCTION

The pharmacy student will be expected to learn the basic administrative activities of the pharmacy department.

SCHEDULE

Orientation will begin at 8:00AM on the first day of the rotation. Students should report to the Pharmacy Department Administrative Office. Hours will be 8:00AM – 4:00PM, Monday through Friday. The student is expected to be flexible to accommodate learning opportunities and the needs of the patients. Students are expected to dress professionally, and to wear the provided WAMC photographic identification badge in a visible location while on duty.

GOALS

Upon completion of the rotation, the student shall be able to:

- a. Use CHCS/Essentris/AHLTA to review patient profiles as needed and obtain data and provide information/recommendations to pharmacist preceptors
- b. Demonstrate an understanding of purchasing, inventory control, and basic fiscal procedures.
- c. Demonstrate an understanding of drug security, storage, and control procedures and quality assurance.
- d. Demonstrate knowledge of licensing, regulatory, and accreditation standards which are necessary for the operation of a hospital pharmacy.
- e. Describes the policies and procedures for maintaining quality assurance using Joint Commission and ASHP standards.
- f. Describe the intradepartmental and interdepartmental continuous quality improvement process and the importance of project teams.
- g. Describe the various means the pharmacy department seeks reimbursement for its distributive and cognitive services. The student should discuss the procedures to follow in the institution in justifying reimbursement for pharmaceutical care.
- h. Understand the role of advanced technology and alternative distribution systems as they relate to expanded clinical services.

PROJECTS

- a. The student will present a journal article to the professional staff of the Pharmacy Department during the second or third week. This article, chosen by the student, should represent an important advance in medical knowledge. The article must be approved by the preceptor.
- b. If the student has other requirements that must be fulfilled for the University, we will make every attempt to accommodate those needs.

SCOPE

Under supervision, the student may make clinical recommendations to preceptors and medical staff. Students may counsel patients and should consult preceptor for any additional guidance when necessary. Students will consult preceptor before making any changes to a patient's therapeutic regimen. Encounter notes will be reviewed and signed by the preceptor.

EVALUATION

Students will be graded according to the preceptor evaluation form as provided by their University. In addition to presentations and project requirements, the evaluation will be based on the student's ability to communicate with patients and health professionals, response to drug information questions, attendance, professionalism, and timeliness in completion of assignments.

RECOMMENDED TEXTS (available through WAMC library services)

Pharmacotherapy Book/Reference
Drug Information Book/Reference
Physical Assessment Book/Reference
Laboratory Interpretation Book/Reference
Others as determined by the rotation preceptor

OTHER RESOURCES

Electronic databases (e.g. LexiComp) available through WAMC library
Personal PDA allowed
Thumb-drives, CDs and use of any other external devices with computers are strictly prohibited by DOD

ACADEMIC HONESTY

Dishonesty will result in a failing grade. Plagiarism will not be tolerated.

CONFIDENTIALITY

Any patient-specific data will not be discussed with anyone outside of the patient's treatment team or within earshot of anyone other than those involved in the patient's care. All students will take the HIPPA course online at start of rotation.

Preceptor's Signature

Student Name (Printed)

Student Name (Signature)

Date