

SCOPE OF PRACTICE GUIDELINES

ADMINISTRATIVE ROTATION

PHARMACY SERVICES LAST UPDATED 22 JULY 2010

INTRODUCTION:

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

SCHEDULE:

Orientation will begin at 0800 hours on the first day of the rotation. Students should report to the Pharmacy Department Administrative Office, first floor, Clinic Mall Area, WAMC. Hours will be 0800-1700, 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:

- Use CHCS/Essentris/AHLTA to review patient profiles as needed and obtain data and provide information/recommendations to pharmacist preceptors
- Demonstrate an understanding of purchasing, inventory control, and basic fiscal procedures.
- Demonstrate an understanding of drug security, storage, and control procedures and quality assurance.
- Demonstrate knowledge of licensing, regulatory, and accreditation standards which are necessary for the operation of a hospital pharmacy.
- Describes the policies and procedures for maintaining quality assurance using Joint Commission and ASHP standards.
- Describe the intradepartmental and interdepartmental continuous quality improvement process and the importance of project teams.
- 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.
- Understand the role of advanced technology and alternative distribution systems as they relate to expanded clinical services.

PROJECTS:

- 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.
- 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

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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.

Student

Date