

**Directions:**

Evaluate the student by entering the appropriate number to indicate the degree of competency.

**Rating Scale (0-6):**

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partially Demonstrated** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitively Demonstrated** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

0	1	2	3	4	5	6	<b>A. Describe the Field of Pharmacy</b>	Notes:
							1. Identify the roles and responsibilities of team members	
							2. Identify educational requirements of pharmacy team members	
							3. Identify opportunities for employment in the pharmacy industry	
							4. Follow a chain of command	
							5. Maintain patient confidentiality in accordance with HIPPA regulations	
							6. Practice in a professional and ethical manner	
							7. Follow state and federal regulations governing pharmacies	
							8. Locate OSHA poster and MSDS book in the clinical site	
							9. Apply DEA, FDA, and OSHA regulations to clinical practice	
							Other:	

0	1	2	3	4	5	6	<b>B. Communicate Effectively with Clients, Co-workers and the Public</b>	Notes:
							1. Use verbal and nonverbal communication	
							2. Utilize communication techniques in handling difficult situations	
							3. Use proper etiquette in answering the telephone	
							4. Place business calls	
							5. Greet customer properly	
							6. Assist customer in locating needs within the pharmacy	
							7. Participate as a team member	
							8. Gather information needed at initial patient contact	
							9. Communicate effectively with co-workers	
							Other:	

0	1	2	3	4	5	6	<b>C. Discuss Basic Concepts of Pharmaceuticals</b>	Notes:
							1. Locate drugs in the pharmacy stock	

						2. Identify drug classifications	
						3. Differentiate between over-the-counter medications and prescription drugs	
						4. Differentiate between brand name and generic drugs	
						5. Differentiate between routes of administration	
						6. Differentiate between dosage forms	
						7. Identify terms related to patient response to drugs	
						8. Use reference books in the pharmacy	
						9. Use abbreviations appropriately	
						10. Convert among different measurement systems	
						11. Use measuring devices	
						Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>D. Process Prescriptions</b>	<b>Notes:</b>
							1. Process information for new prescriptions	
							2. Identify components of a complete prescription	
							3. Select physician orders pertinent to the pharmacy	
							4. Identify the "rights" for processing a prescription order or physician order	
							5. Differentiate between medication packaging systems	
							6. Generate prescription labels	
							7. Calculate anticipated drug usage for a prescribed period	
							8. Prepare liquid dosage medications for dispensing into bottles	
							9. Prepare topical, otic, ophthalmic, rectal, and vaginal medications for dispensing	
							10. Prepare solid dosage medications for dispensing into bottles	
							11. Prepare solid dosage medications for dispensing into unit dose packaging	
							12. Prepare liquid dosage medications for dispensing into unit dose packaging	
							Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>E. Maintain the pharmacy</b>	<b>Notes:</b>
							1. Straighten and clean shelves	
							2. Identify proper disposal of expired drugs	
							3. Set up retail displays	
							4. Store drugs properly	

							5. Maintain pharmacy stock	
							6. Receive and process a drug shipment	
							7. Inventory and restock floor medications	
							Other:	

0	1	2	3	4	5	6	F. Perform sales transactions and business procedures	Notes:
							1. Operate a cash register	
							2. Process a third-party payer claim	
							3. Calculate co-payment amount for a prescription	
							4. Calculate co-insurance amount for a prescription	
							5. Process cash sales	
							6. Process credit sales	
							7. Process in-store credit and credit card sales	
							8. File chronologically	
							9. Compose business letters and memos	
							Other:	