

**Introductory Pharmacy Practice Experience**  
**Skills and Competencies**  
**COMMUNITY**

*Students must at a minimum achieve the basic competencies listed below. Some students, with pharmacy work experience especially, may be able to achieve the intermediate level competencies at this time and may be involved in more advanced skills at the discretion of the preceptor.*

***Basic Competencies:***

1. The student will become familiar with basic layout and arrangement of pharmacy.
2. The student will understand the entire prescription processing procedure. The student will select, count, label and package prescriptions under the supervision of the preceptor. The student may observe these activities at first, but should become competent in performing them by the end of the experience.
3. The student will be able to interpret patient instructions and provide appropriate directions for use and cautions to the patient.
4. The student will develop basic compounding techniques (if this activity occurs at their site during their experience), including use of a prescription balance, compounding equipment, appropriate packaging and labeling.
5. The student will be exposed to all aspects of drug inventory, ordering, storage, security, and control procedures.
6. The student will be able to explain the various roles of pharmacy personnel, including the responsibilities of the pharmacist (both staff and pharmacist-in-charge).
7. The student will be exposed to pricing, marketing, insurance, licensing, and personnel management issues.
8. The student will become familiar with the drug information resources available (and required by the State Board of Pharmacy) at the site and will be able to use them appropriately to complete assignments from the preceptor or to assist the preceptor in researching/answering drug information inquiries.
9. The student will display a professional attitude, adhere to all legal and ethical standards, and exhibit a caring attitude towards patients.
10. The student will assist and observe the preceptor provide counseling to patients regarding prescription and non-prescription products.
11. The student will observe the preceptor's communication with various healthcare professionals and be able to model these behaviors during role play.

***Required Skills/Activities:***

- Observe prescription processing and be able to process prescriptions under preceptor supervision (should be able to process prescriptions from start to finish by week 2). Student should document in their log a minimum of one example of a prescription processed per day (drug, dose, directions for use, instructions/warnings/auxiliary labels, brief summary of what counseling should be provided to the patient).

- Receiving and pricing orders for drugs and other supplies.
- Stocking drugs and supplies.
- Checking and recording inventory. Should be able to locate where various products are stored.
- Student should record a job description of the various pharmacy personnel and the workflow for the pharmacy.
- Retrieve and file patient and drug records. Student should be proficient in pulling hard copies of prescriptions, filling prescriptions (including appropriate handling of controlled drug substance prescriptions), and accessing the patient profile.
- Student should be able to discuss all forms related to narcotic drugs and special requirements of CDS prescriptions (limits, filing, etc).
- Prepackaging, unit dose packaging (if applicable).
- Distributing drugs to patients, including observing counseling of patients. Student should record one example each of a counseling session they participated/observed while on site for prescription and non-prescription medications.
- Student should record a list of references available on site and record in their log one example of a drug information question of each type below assigned to them by the preceptor.
- Basic level drug information questions:
  - Drug interactions between two or more medications
  - Can a medication be crushed?
  - What is the dose of a medication for a specific indication?
  - What are the special handling or storage concerns with a particular medication?

Additional drug information projects may be assigned at the discretion of the preceptor.