

NEW IPPE Community Checklist Broken Down by Quarter- 2017-18

Summer Quarter

1. Accurately processes and transcribes prescriptions, prescription refills or medication orders (including verifying patient information, drug names and directions) Accurately reconstitute a medication or sterile product.
2. Accurately counts/measures finished dosage forms as specified by the medication order and accompanies dispensed medication with appropriate patient education (auxiliary labels, drug or disease state labeling, instructions for use, etc.) Accurately label and dispense medication.
3. Selects appropriate medication for filling a prescription by utilizing NDC numbers or visual inspection for verification when obtaining medications from automated devices or inventory Obtain appropriate information to accurately fill and/ or refill prescriptions or medication orders.
4. Follows safety policies and procedures in the preparation of all medications, and abides by specific policies and procedures for hazardous, REMS, and chemotherapy drugs.
5. Knows and adheres to policies and procedures for preparation, distribution and recording of controlled substances; describes how CII prescriptions are different from other controlled substances
6. Places a medication order and adds a new shipment to inventory for both scheduled and non-scheduled medications
7. Explains the process of medication acquisition and inventory management
8. Maintains pharmacy facility and equipment, including automated dispensing equipment
9. Performs accurate pharmaceutical calculations, especially those involved in compounded preparations
10. Accurately completes register transactions, including Rx and OTC purchases (if permitted by pharmacy)
11. Demonstrates knowledge of and proficiency in basic computer skills and technologies used in the pharmacy setting
12. Verifies and accurately inputs third party coverage for a medication order
13. Effectively communicates with patients and/or their agents on all third party requirements (non-formulary medication(s), claims rejections, prior authorizations and co-pays)
14. Explains the roles, duties, and responsibilities of the various personnel within the team
15. Demonstrates knowledge of confidentiality and HIPAA

16. Performs all duties and tasks in accordance with all legal and professional pharmacy regulations, standards, and guidelines
17. Demonstrates respect and empathy towards coworkers, patients and families, colleagues and other medical professionals
18. Demonstrates punctuality, and exhibits professionalism when unforeseen tardiness occurs
19. Works independently to complete student checklist as well as assigned tasks by scheduled deadlines
20. Wears professional attire and practices professional hygiene
21. Demonstrates effective communication skills (verbal, non-verbal, and written) at an appropriate level for patients, caregivers, healthcare providers, and the general public
22. Demonstrates empathy, cultural sensitivity, assertiveness, effective listening skills, self-awareness, and confidence
23. Demonstrates ethical conduct in all job-related activities
24. Demonstrates qualities necessary for active, life-long learning
25. Demonstrates critical thinking and problem solving techniques using real and/or simulated scenarios

Fall Quarter (in addition to Summer Competencies)

26. Compounds or simulates compounding of non-sterile, sterile, and extemporaneously prepared products using appropriate techniques and beyond use dating
27. Understands product recall and medication shortage processes
28. Follows established policies and procedures for prevention of theft and/or medication diversion
29. Explains the process for handling a medication error (including patient injury/non-injury)
30. Explains the process for handling an adverse event
31. Explains the process of electronic prescription processing and how it maximizes patient safety
32. Explains what quality improvement measures are utilized at the site to improve patient safety
33. Accurately accesses physician information and demonstrates how to contact physician for refill authorization or clarification of prescriptions via phone, fax, or electronic submission

34. Demonstrates knowledge of brand names/generic names including mechanism of action, indication and strength of the top 200 drugs
35. Participates in the administration of a drug **(IPPE ONLY)**
36. Participates in the physical assessment of a patient
37. Demonstrates proficiency in activities that promote health and wellness and the use of preventative care measures, such as point of care testing
38. Demonstrates knowledge of common medical devices or non-drug products used in the treatment of disease
39. Describes the leadership style(s) utilized by managers and supervisors

Winter Quarter (in addition to Summer and Fall Competencies)

40. Evaluates a patient's medication profile to identify medication allergies, appropriate doses and sigs, duplicate medications, and clinically relevant drug interactions
41. Participates in patient counseling (or in patient interviews, for technician students), including proper self-care and assessment for need of referral, and takes into account patient's health literacy, cultural diversity, behavioral issues, and economic issues
42. Verbalizes understanding of Pharmacists' Patient Care Process and demonstrates the necessary level of responsibility for patient health outcomes **(IPPE ONLY)**
43. Documents patient interventions in a clear and concise manner **(IPPE ONLY)**
44. Collects accurate and comprehensive drug information from appropriate sources to make informed, evidence-based, patient-specific or population-based decisions (technician students should demonstrate proficiency in obtaining drug information for pharmacists use)

Spring Quarter (in addition to Summer, Fall, and Winter Competencies)

45. Promotes the importance of patient health, wellness, disease prevention (e.g. immunizations, tobacco cessation counseling), and management of patient diseases and medication therapies to optimize outcomes