

EXAMPLE: COMPLETED FORM FOR ASSESSMENT OF EPA-2 COMPOUNDING - SALICYLIC ACID AND SULFUR 2% SCENARIO

Intern name	Intern EPA-2A	Ahpra registration	PHA000XYZ123
SPO Date	DD/MM/YYYY	Date compounded	DD/MM/YYY
Product name or formula	Salicylic acid and sulfur 2% cream		

Instructions for interns

Ask your supervisor to observe you compounding products. This is referred to as a short practice observation (SPO). SPOs should be spaced out throughout the period of supervised practice to allow for observation of improvement as you progress towards independent practice. Complete section 2 of this form after the SPO and schedule time for feedback and discussion. Use the feedback to document your development plan (Section 5) and check that your supervisor agrees with it.

Instructions for supervisors

Observe the intern compounding. This is referred to as a short practice observation (SPO). SPOs provide opportunity for formal observation of intern dispensing practice and your feedback helps their development towards independent practice. SPOs should be spaced throughout the period of supervised practice to allow for observation of improvements in performance. Ask the intern to complete Section 2 after the SPO and schedule time for discussion and feedback. The discussion does not have to occur immediately after the SPO but should be scheduled within a reasonable time period to maximise opportunity for learning and development. Document your feedback (Section 3). Record your entrustment decision (Section 4) and ensure intern understands what this means. Provide guidance on what their development plan should look like and ask the intern to create a development plan (Section 5). It is useful to have a quick check in with your intern on the development plan they have created.

Section 1: Expected outcome

Compounded pharmaceutical products are appropriately, safely, and accurately prepared and supplied to the correct patient, using an appropriate container and with accurate and comprehensive labelling; supply reflects the intentions of the prescriber and is consistent with Pharmacy board of Australia, Australian Pharmaceutical Formulary Handbook (APF) and Therapeutic Goods Administration (TGA) guidelines. Prior to commencement of compounding activities, it is important that consensus is reached between the intern, the preceptor, and all supervising pharmacists as to the compounding procedure to be adopted as the standard against which intern performance is assessed. Interns should already be practicing compounding using an agreed procedure. The short practice observation should therefore be based on evaluating intern performance against the agreed compounding procedure.

Section 2: Intern reflection

What I did well	What I could improve
<ul style="list-style-type: none"> I found everything I needed on the PBS website quickly – I needed help with this last time. I confidently used the compounding equipment, including set up and cleaning. I used my time well – it took me only 30 minutes to complete everything. It was good to speak with the patient before dispensing the compounded script. It made me more confident and I worked on some of the counselling points before discussion with the patient. 	<ul style="list-style-type: none"> I felt pressured making it while the patient was waiting in the pharmacy, and it put me behind in other tasks. Next time I will discuss with the patient realistically how much time I would need to prepare this based on the pharmacy activities at the time. I made a bit of a mess transferring the cream to the jar – will take more time with this next time. I would have had to call the GP about the strength of the salicylic acid if the supervising pharmacist wasn't there to help me. I could have provided some written information e.g., about the product ingredients or the patient's condition.

Section 3: Entrustment discussion

The discussion should encompass more than simply providing feedback about the SPO. Discuss the intern reflection on the SPO, review any compounding logs, and the product(s) compounded. The supervisor should also seek to understand the intern's ability to perform in future scenarios when the context, patient and parameters may be different to what has been observed. 'What-if' questions are a useful technique designed to evaluate the intern's ability to adapt and use their knowledge and skills in different contexts. Guide the intern on what their development plan should look like and ask them to check in with you after they have documented the plan (Section 5).

Example What if questions: What would you do if... there was no formulation in the Australian Pharmaceutical Formulary (APF)? The product requested to be compounded is available commercially? The patient was allergic to ingredients in the formulation? You were unable to contact the prescriber? The product is not therapeutically appropriate for the patient?

Supervisor feedback following discussion
<p>KEEP: (focuses on actions or behaviours an intern should continue doing which are having positive effect on task performance)</p> <p>You are confident all the major aspects of compounding a simple cream, including dispensing the prescription, deciding the formula and calculations including documentation on compounding worksheet, compounding the cream itself, and interacting with the patient. I noted that you did not need me to help you finding information. That is really good improvement.</p>
<p>START: (focuses on actions or behaviours an intern should commence to improve task performance)</p> <p>I agree with your reflection on considering written information that you can provide for patients even for compounded products. Think of asking about potential allergies even to non-active ingredients and also provide information on that. Many patients also have lifestyle choices for example to use vegan products only.</p>
<p>STOP: (focuses on actions or behaviours an intern should reduce or stop which are, or may have, a negative effect on task performance)"</p> <p>To avoid feeling pressured, it is acceptable to inform the patient that the product requires more time for preparation. You could take their number and offer to call them to pick the product when it is ready.</p>

Section 4: Entrustment decision

Entrustment decisions are NOT a rating of the intern's performance. Entrustment involves making a holistic decision about the level of supervision the intern will need to continue to practice based on triangulation of all the information gathered about the intern's capability to safely and effectively compound pharmaceutical products. This information is based on the supervisor's professional judgement on the SPO(s), review of any compounding logs, intern reflection, the feedback discussions, and the quality of the compounded product. Simply put, an entrustment decision answers the question "What level of supervision will this intern require going forward, based on what I have gathered about their performance and abilities?"

Entrustment decision (to be completed by supervisor)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
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Level 1	Observe only, even with direct supervision
Level 2	Perform with direct, proactive supervision and intervention
Level 3	Perform with indirect proximal (nearby) supervision, on request and quickly available
Level 4	Perform with minimal supervision, available if needed, essentially independent performance
	<i>It is critical to note, however, that even when an intern has been deemed entrustable at level 4, the Pharmacy Board requirements for supervision while the intern is provisionally registered still apply. In addition, at least one pharmacist with general registration must be physically present on the premises in accordance with legal requirements under the Health Practitioner Regulation National Law.</i>

Section 5: Development Plan

Even if the intern meets all expectations, it is likely that further improvements to some aspects of the activity are still possible. The intern should create a SMART development plan based on feedback and discussion. Interns are encouraged to check in with their supervisors within a reasonable time on the plan. This plan can be maintained in the Intern's individualised development/learning plan. An excel template for Intern individualised learning/development plan is available at www.pharmacycouncil.org.au/workplace-based-assessment/.

A SMART development plan is: Specific-Measurable-Achievable-Relevant-Timebound.

<p>S: To research, write up if required and save written information for the top three products compounded in the pharmacy.</p> <p>M: I will create a folder in the non-dispensing computer. I can also print out a list of compounded products from the dispensing software.</p> <p>A: There are resources in the pharmacy that I can use, and the pharmacy also has access to internet and access to online references</p> <p>R: We are a compounding pharmacy, and many patients would appreciate written information on compounded products.</p> <p>T: I will be able to do this in the next 3 months.</p>

Supervising pharmacist name: Name

Date: 31/06/2023