

## EXAMPLE: COMPLETED FORM FOR ASSESSMENT OF EPA-1 DISPENSING - ANTIBIOTIC SCENARIO

<b>Intern name</b>	Intern EPA-1A	<b>Ahpra registration</b>	PHA000XYZ123
<b>Practice setting</b>	<input type="checkbox"/> Hospital <input checked="" type="checkbox"/> Community <input type="checkbox"/> Other (describe):	<b>SPO date</b>	DD/MM/YYYY
<b>Medication(s) dispensed for this Short Practice Observation (SPO):</b>			
Cefalexin 250mg/5mL (powder) for a child.			

### Instructions for interns

Ask your supervisor to observe you dispensing medicines. 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 dispensing. This is referred to as a short practice observation (SPO). SPOs provide opportunity for formal observation of intern dispensing 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 (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

Medications are safely, accurately, and appropriately dispensed for the correct patient, according to name, brand, strength, quantity, and formulation, with accurate directions on the label; dispensing reflects the intentions of the prescriber. Prior to commencement of dispensing activities, it is important that consensus is reached between the intern, the preceptor, and all supervising pharmacists as to the dispensing procedure to be adopted as the standard against which intern performance is assessed. Interns should already be practicing dispensing using an agreed procedure. The short practice observation should therefore be based on evaluating intern performance against the agreed dispensing procedure.

### Section 2: Intern reflection

What I did well	What I could improve
I asked the carer about allergies, and whether the child had used the medicine before. I also checked weight and age.	I should always ask about other medicines the patient is taking and not assume even when it is a child
I scanned the product and the dispensing label	I should check the AMH for auxillary labels and add them to the medicines
I used an appropriate reference and accurately calculated the safe dose and appropriate ml measurement.	I should have checked if the total amount issued was enough for the complete treatment course.
I checked with my supervisor when the indication did not match the reference.	

### Section 3: Entrustment discussion

The discussion should encompass more than simply providing feedback about the SPO. Discuss the intern reflection on the SPO and review dispensing and error logs. 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 created the plan (Section 5).

**Example What If questions: What would you do if....** you were unable to read the prescription? A possible forgery was presented? You were unable to contact the prescriber? The prescribed medicine was not the correct dose for the patient? The patient told you they had an allergy to the dispensed medicine?

Supervisor feedback
<p><b>KEEP:</b> <i>(focuses on actions or behaviours an intern should continue doing which are having positive effect on task performance)</i></p> <ul style="list-style-type: none"> <li>Using pharmacy references to check indication, doses and check with me when something does not seem correct. You did really to double check if cefalexin was suitable for this indication.</li> <li>Scanning the product and dispensing labels – this is a very important safety check.</li> </ul>
<p><b>START:</b> <i>(focuses on actions or behaviours an intern should commence to improve task performance)</i></p> <ul style="list-style-type: none"> <li>Make sure you obtain a complete medical history even when the patient is a child. In this short practice observation (SPO), medical history was not considered and you assumed it was not relevant to check due to the patient's age</li> <li>Use ancillary labels where necessary. It is also important to include sufficient information on the dispensing label for the patient to take the medication appropriately.</li> </ul>
<p><b>STOP:</b> <i>(focuses on actions or behaviours an intern should reduce or stop which are, or may have, a negative effect on task performance)</i></p> <ul style="list-style-type: none"> <li>Avoid making assumptions about any patient when taking history.</li> </ul>

#### 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 dispense. This information is based on the supervisor's professional judgement on the SPO(s), review of dispensing and error logs, intern reflection and the feedback discussions. 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?"

<b>Entrustment decision (to be completed by supervisor)</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4
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<b>Level 1</b>	Observe only, even with direct supervision
<b>Level 2</b>	Perform with direct, proactive supervision and intervention
<b>Level 3</b>	Perform with indirect proximal (nearby) supervision, on request and quickly available
<b>Level 4</b>	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/](http://www.pharmacycouncil.org.au/workplace-based-assessment/).

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

<p><b>S:</b> I am going to ensure to check for comorbidities and other medications for every patient that I encounter. I am going to be especially mindful of including these questions in my review of the medication order when managing paediatric prescriptions.</p> <p><b>M:</b> I am going to create a template of routine questions that I will ask patients/investigate when I review a prescription.</p> <p><b>A:</b> This should be able to be completed by the end of this month</p> <p><b>R:</b> Perfecting my review process will help me establish my style as a pharmacist and also prepare me for oral examination</p> <p><b>T:</b> I will complete the template by the end of this week and ask my supervisor to complete another SPO by the end of this month.</p>
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**Supervising pharmacist name:** Name

**Date:** 31/06/2023