APPALACHIAN COLLEGE OF PHARMACY
Core Pharmacy Practice Experience (CPPE) – Student Competency Evaluation

Student Name: _____ **Preceptor:** _____

Practice Site: _____

Descriptive rubrics were developed to assist the preceptor in assessing the student on outcome expectations. The preceptor should read the criteria for each level of the rubric and assess the student with the corresponding rank according to how the student is progressing in achieving the competencies. The preceptor should rank the student on each section of the assessment to determine the mean score. ONLY grade any of the criteria that are applicable to the rotation. If not applicable, then grade as N/A. The overall mean score is used to establish the final grade.

PROFESSIONAL BEHAVIOR:

Rating descriptor guide: A=4.5-5, B=3.5–4.49, C=3.00-3.49, F=2.99 and below					
Student demonstrated this behavior extremely effectively and/or consistently.	***Student demonstrated this behavior very effectively and/or consistently.***	***Student demonstrated this behavior effectively and/or consistently but may need some minor improvement.***	***Student demonstrated this behavior somewhat effectively and/or consistently but may need some improvement***	***Student attempted this behavior but was ineffective and/or inconsistent and needs significant improvement.***	**N/A = Not enough evidence to evaluate.**
5 = Excellent	**4 = Very Good**	**3 = Satisfactory**	**2 = Needs Improvement**	**1 = Unacceptable**	**N/A**

1. **Student is punctual, reliable, dependable and "follows through" with responsibilities,** i.e., arrives at practice site and meetings early or on time; can be counted on to fulfill responsibilities and meet expectations, deadlines for completion of tasks and responsibilities; accepts responsibility for patient-centered care and completes all patient care responsibilities before leaving for the day; if a task is left incomplete or problem is not resolved, student seeks aid or explains situation to parties who can follow-up on task or problem; holds oneself liable for tasks/duties/responsibilities that he/she is responsible; does not blame others for mistakes or mishaps, nor avoids responsibilities. ****	**5**	**4**	**3**	**2**	**1**	**N/A**
2. **Student uses time efficiently and prioritizes responsibilities effectively,** i.e., demonstrates organizational, prioritization, and time management skills by allocating and utilizing appropriate amounts of time to fulfill responsibilities; approaches multiple tasks and assignments in a manner to produce desired outcomes; and utilizes others' time wisely.	**5**	**4**	**3**	**2**	**1**	**N/A**
3. **Student accepts and applies constructive criticism,** i.e., responds openly and positively to feedback; modifies behavior if necessary.	**5**	**4**	**3**	**2**	**1**	**N/A**
4. **Student produces quality work and demonstrates a desire to exceed expectations,** i.e., tasks and assignments are complete, accurate, and meet their respective objectives; attempts to exceed minimal standards and requirements for tasks/assignments/responsibilities; goes "above and beyond the call of duty". ****	**5**	**4**	**3**	**2**	**1**	**N/A**

5. **Student practices personal hygiene and wears appropriate attire,** i.e., maintains personal health and grooming habits acceptable to practice setting; adheres to dress code (written or unwritten); attire is acceptable to practice setting.	**5**	**4**	**3**	**2**	**1**	**N/A**
6. **Student is cooperative**, **respectful, diplomatic, and confident,** i.e., non-argumentative; willing and helpful; fair and tactful in all dealings with patients, superiors, colleagues, and other personnel; demonstrates regard for patients, superiors, colleagues, other personnel, and property; acts in a manner that shows recognition that he/she is a guest at the practice site as a professional student; acts and communicates in a self-assured manner, yet with modesty and humility. ****	**5**	**4**	**3**	**2**	**1**	**N/A**
7. **Student behaves in an ethical / legal manner and maintains confidentiality,** i.e., acts in patients' best interests while engaging in discussions or other activities involving patient-and/or site-specific information for purposes of fulfilling professional responsibilities; maintains confidential nature of patient-and/or site-specific documents following HIPAA regulations; acts in accord with the profession's and/or practice site's code of ethics and adheres to pharmacy laws and site specific policies and procedures. ****	**5**	**4**	**3**	**2**	**1**	**N/A**
8. **Student is nonjudgmental demonstrating an appreciation of cultural competency,** i.e., demonstrates an attitude of open-mindedness and respect towards others of another culture, gender, or personal lifestyle and situations; does not "stereotype" others or prejudge situations. ****	**5**	**4**	**3**	**2**	**1**	**N/A**
9. **Student is empathic,** i.e., demonstrates appreciation of others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others.	**5**	**4**	**3**	**2**	**1**	**N/A**
10. **Student puts others' needs above his/her own,** i.e., demonstrates an attitude of service by taking the necessary time and actions to help others; gives of oneself to benefit others.	**5**	**4**	**3**	**2**	**1**	**N/A**
PROFESSIONAL BEHAVIOR: the mean score from the Student Professionalism Section above **(10% of grade):**						

COMPETENCIES:

Rating descriptor guide: A=4.5-5, B=3.5–4.49, C=3.00-3.49, F=2.99 and below					
Student has excelled in performing the competency in effectiveness and/or consistency. Student has completed the work and exceeded rotation requirements.	***Student performed the competency at an above average level in effectiveness and/or consistency. Student has completed the work and exceeded rotation requirements.***	***Student performed the competency at an acceptable level in effectiveness and/or consistency. Student has completed the minimum rotation requirements.***	***Student attempted but did not achieve competency in all areas. The student may have completed the minimum rotation requirements but not at an acceptable level.***	***Student attempted but did not achieve competency in all areas. The student may or may not have completed the minimum rotation requirements and requires significant improvement.***	***N/A = Not enough evidence to evaluate.***
5 = Excellent	**4 = Very Good**	**3 = Satisfactory**	**2 = Needs Improvement**	**1 = Unacceptable**	**N/A**

11. **Collection, Organization, and Evaluation of Data for Patient-Centered Care** **** Collect pertinent patient information from the pharmacy database in an organized, efficient, and accurate manner. Recognize the commonly used medical terminology and accepted abbreviations used in the pharmacy setting. Describe the type of information that is contained in each section of the pharmacy database/patient profile. Effectively interviews patients and/or their caregivers to obtain pertinent patient information including cultural, social, educational,	**5**	**4**	**3**	**2**	**1**	**N/A**

and economic factors. Locate specific pieces of information in the patient profile required to process prescriptions. State limitations of the information commonly available to pharmacists.						
12. Receiving and Screening of Prescription Orders ****						
Receive prescription orders through standard operating procedure in the pharmacy setting. Accurately and efficiently assesses medication orders for completeness. Identifies and states the components of a complete prescription order. Obtains required information needed to complete a prescription order. Demonstrate an understanding of the appropriate procedures for contacting the prescriber or other healthcare provider with questions concerning a medication order. Review a medication order for appropriateness including drug-related problems.	**5**	**4**	**3**	**2**	**1**	**N/A**
13. Preparation and Distribution of Prescriptions ****						
Create a new patient profile and/or enter data into an existing profile according to established procedures. Follow established protocols to select the appropriate product. Explain the influence that the formulary and/or policies of third party payers have on the selection of drug protocols. Demonstrate effective interaction with a prescriber to resolve a formulary problem. Use knowledge of a site's storage system to efficiently secure the prescribed medications or devices from inventory. Accurately measures or counts dosage forms as prescribed in the prescription order. Accurately perform pharmaceutical calculations. Demonstrate skill in operating common measurement and weighing devices. Demonstrate competency in preparing a variety of intravenous medications using appropriate aseptic techniques. Follow safety policies and procedures in the preparation. Prepare a label and auxiliary labels to be placed on finished drug products for dispensing. Follow established policies and procedures for recording information regarding preparation of controlled substances. Comply with federal, state and local laws and regulations related to the practice of pharmacy. Follow the pharmacy and/or manufacturer's guidelines for the storage of all medications prior to distribution.	**5**	**4**	**3**	**2**	**1**	**N/A**
14. Dispensing Prescription Medication ****						
Deliver the correct medication, device and/or supplies to the correct patient. Develops and demonstrates a process for assuring accuracy in all steps of the process of dispensing a prescription. Describe the various systems and protocols used to dispense medication to the patient. Demonstrate the ability to assure the accuracy of the work of the pharmacy support personnel. Describes and follows standard policy and procedure for recording the distribution of controlled substances. Appropriately and accurately provide basic medication counseling to a patient or caregiver receiving a medication. Assess and validate patient or caregiver understanding of medication counseling.	**5**	**4**	**3**	**2**	**1**	**N/A**
15. Manage the Practice						
Demonstrate an understanding of purchasing, inventory control, and basic fiscal procedures. Demonstrate an understanding of drug security, storage, control procedures, and quality assurance. Displays knowledge of licensing, regulatory and licensing procedures that are necessary for the operation of a community pharmacy. Describe the roles and limitations of support personnel.	**5**	**4**	**3**	**2**	**1**	**N/A**

16. Self-Learning **** Identify and act upon learning opportunities proactively and independently from instructor prompting. Practice self-assessment by recognizing one's limitations and implementing a self-learning plan. Demonstrate a commitment to independent and lifelong learning. Maintain awareness of emerging issues, products, and services that may impact patient care.	**5**	**4**	**3**	**2**	**1**	**N/A**
17. Effective Communication **** Organize information to effectively communicate verbally or in writing. Communicate at the appropriate level for a given situation. Uses correct grammar, punctuation, and spelling in written communications. Use correct pronunciation of technical, medical and pharmaceutical terminology. Use effective and creative strategies when communicating with patients that may be impaired (i.e., blind, deaf, illiterate). Use listening skills consistently when performing professional functions.	**5**	**4**	**3**	**2**	**1**	**N/A**
18. Promotion of Health and Wellness/Public Health **** Promote health and wellness and disease prevention. Participate in activities that promote health and wellness.	**5**	**4**	**3**	**2**	**1**	**N/A**
19. Prescription Drug Coverage **** Assist with enrollment in insurance and/or other avenues for prescription drug coverage. Assist with resolving issues/problems related to insurance/prescription drug coverage.	**5**	**4**	**3**	**2**	**1**	**N/A**
20. Formal Presentation Assessment: Prepare and present, verbally and in writing, effective presentation(s) using appropriate media aids and provide a copy for the preceptor and others as appropriate (e.g. case presentation, new drug product, disease state, health care provider education, P&T Formulary review, etc.). Presentation evaluation form(s) are provided under **Forms & Documents in the CPPE Manual** or at the Website: www.acp.edu under Experiential Education (Forms and Documents). Enter the assessment value here (0-5 scale). ****						
Rating of project or other assessment described above						
21. Drug Information Assessment: Read articles, textbooks, and other informational resources to assess and resolve pharmaceutical / patient care issues. A drug information evaluation form is provided under **Forms & Documents** in the manual or at the Website: www.acp.edu. Enter the assessment value here (0-5 scale). ****						
Rating of project or other assessment described above						
22. Description of project or other assessments						
Rating of project or other assessment described above						
23. Description of project or other assessments						
Rating of project or other assessment described above						

24. Description of project or other assessments	
Rating of project or other assessment described above	
COMPETENCIES: the mean score from the Competencies Sections above (90% of grade):	

Required Information:

I certify that the student completed a minimum of 40 hours per week throughout the rotation.	**Yes**	**No**
If the student has not completed a minimum of 40 hours per week throughout the rotation, please explain:		
I certify that the student has provided me with documentation for each of the asterisked (****) competencies above, if evaluated, and I have reviewed the documentation.	**Yes**	**No**
In order to award a student a letter grade of "A" please justify by providing details of exceptional performance.		
If you scored a student < 2 on any competency please detail student deficiencies so that an appropriate remediation plan may be implemented.		
Final - General Comments: *(Suggestion - Highlight student strengths and areas for improvement.)*		
Final - Average Score:		
Final - Grade: A=4.5-5 B=3.5–4.49 C=3.00-3.49 F=2.99 and below		

Preceptor: _____ Student: _____

Signature **Date** **Signature** **Date**