

Pharmacy Technician Externship
Skills Checklist



NAME OF EXTERN: _____

DATE OF THIS EVALUATION: _____

NAME OF SITE & SITE CONTACT: _____

INSTRUCTIONS: In order that our combined efforts may be efficient in the training of the extern named above, preceptor initials on the tasks listed below are desired. For tasks not applicable to your situation, therefore, please indicate by placing an "N/A". The checklist may be utilized as a teaching tool throughout the clinical experience but a final evaluation is required as a final review with the student. Please fill out thoroughly.

SKILL: Communication	Preceptor initials and comments	Student can perform:	Student cannot perform:
Oral and written communication is clearly understood by staff, patients, and others.			
Ability to ask questions and use good listening skills in all aspects of the job.			
Ability to utilize resources of the facility to obtain details of patient information before contact with patient.			
Utilizes correct terminology in the workplace			
SKILL: Patient Interaction / Staff relations	Preceptor initials and comments	Student can perform:	Student cannot perform:
Puts others at ease			
Cooperation, diplomacy and tact with staff			
Learn protocols of facility for communicating with non-English speaking patients.			
Exhibits understanding of federal regulations and patient confidentiality while exhibiting empathy and compassion			
Anticipates pharmacist/coworkers needs			

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SKILL: Personal Characteristics	Preceptor initials and comments	Student can perform:	Student cannot perform:
Interested in improving self and asks questions.			
Emotional stability to withstand stress that characterize patient/client care responsibilities			
Adaptable to change and new procedures			
Ability to accept direction from leadership; problem solve.			
Maintains personal hygiene not offensive to others.			
Promptness at all times including: arrival, breaks, lunches, and task-management			
Neatness in accomplishing tasks. Attention to details.			
SKILL: Essential Job Functions (student should be exposed to at least 50% of these tasks)	Preceptor initials and comments	Student can perform:	Student cannot perform:
Collect pertinent patient information for use by the pharmacist from the chart or patient profile with efficiency and accuracy			
Be able to locate specific information from a medical record, profile, or electronic medical device			
Understand what is needed by the pharmacist to efficiently and accurately manage pharmacy services			
Demonstrate proficiency with word processing and database software			
Be able to use the internet, e-mail and computerized medication information databases			
Follow an established procedure for purchasing and pharmaceuticals, devices and supplies			
Understand, observe, and comply with State/Federal laws at practice site			
Be able to compound a sterile and non-sterile product			
Prepare an IV admixture			

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Observe or prepare a T.P.N. order			
Suggest alternative avenues for procuring a product which is unavailable			
Understand alternative avenues for pricing and products available			
Know proper storage conditions for pharmaceutical items			
Know how to return expired, damaged or recalled pharmaceuticals			
Understand how to deter theft and/or medication diversion			
Inventory and maintain records for controlled substances			
Screen medication orders/prescriptions for completeness			
Create new patient profile			
Enter information accurately into computer to obtain label and MAR			
Accurately prepare medication order/prescription			
Know how to dispose of hazardous materials/waste			
Know how to prepare and label repackaged products			
Process reimbursement claim forms			
Sterilize a laminar or horizontal air flow hood			
Efficiently deliver the correct medication to the correct patient/representative			
Know the Pertinent policies and procedures for distribution of medications/controlled substances.			
Know the facets of patient consultation a technician can/can't perform			
Know how to handle 3rd party rejection claims			
Understand how to prevent and report medication errors			
Be able to work a cash register			
Reconstitute a granular antibiotic into suspension form			
Know how to prepare, store and distribute investigational drug products			
Know how to obtain technician licensure and certification			
Determine patient eligibility and co-pay			
Calibrate a device			

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Health Sciences
Continuing Education

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Student appears to show strength in these areas:

This student can benefit from suggestions for improvement in the following areas:

Self-assessment done by student on (date): _____

Discussed with preceptor on (date): _____

Preceptor skills competency evaluation on (date): _____ by _____

Preceptor learning / coaching session with student on (date): _____ by _____

THANK YOU VERY MUCH FOR OPENING YOUR PHARMACY TO OUR STUDENTS!

SIGNATURE-PHARMACIST | PRECEPTOR

DATE