

IPPE Checklist of Student Experiences - Core Institutional

Week 1 – The student and preceptor should review the checklist and start completing it.

Week 2 - The checklist should be reviewed again to identify what areas still need to be discussed, demonstrated, or performed before the end of the rotation. At a minimum, each item needs to be **discussed** by the preceptor.

| Areas of Experience | Discussed w/Student | Preceptor Demonstrated | Student Performed |
|---|---------------------|------------------------|-------------------|
| Drug Distribution | | | |
| <ul style="list-style-type: none"> • Methods of transmitting medication orders to pharmacy (e.g., couriers, pneumatic tube, telephone, fax) | | | |
| <ul style="list-style-type: none"> • Drug distribution system <ul style="list-style-type: none"> ○ Manual picks ○ Unit dose system ○ Automated dispensing cabinets ○ Other automation | | | |
| <ul style="list-style-type: none"> • Dispensing procedures <ul style="list-style-type: none"> ○ Regular and emergency order procedures ○ New order batches ○ Interpretation of order and product selection ○ Differences in control by category of drug: <ul style="list-style-type: none"> ▪ Legend drugs ▪ Controlled drugs (DEA drugs) ▪ OTC drugs ○ Labeling (regular and auxiliary) ○ Charging-crediting ○ Checking | | | |
| <ul style="list-style-type: none"> • Inspection of medication on nursing units: <ul style="list-style-type: none"> ○ Regular stock ○ Emergency stock and kits ○ Controlled drugs-security ○ Frequency and methods of recording the inspection | | | |
| <ul style="list-style-type: none"> • Automatic stop orders (organization, enforcement, drugs covered) | | | |
| <ul style="list-style-type: none"> • After hours dispensing control <ul style="list-style-type: none"> ○ Emergency kits ○ On-call pharmacist ○ Drug cabinets – limited access | | | |
| <ul style="list-style-type: none"> • Sample drug control methods | | | |



| Areas of Experience | Discussed w/Student | Preceptor Demonstrated | Student Performed |
|--|---------------------|------------------------|-------------------|
| <ul style="list-style-type: none"> • Parenterals and sterile products: <ul style="list-style-type: none"> ○ Compounding IV admixtures ○ Pharmaceutical calculations ○ Equipment overview ○ Personnel requirements (training) | | | |
| Outpatient Dispensing | | | |
| <ul style="list-style-type: none"> • Availability of services (e.g., employees, general public) • Prescription receiving procedures and limitations (i.e., written, telephones, house staff prescriptions only) | | | |
| Procurement and Inventory Control | | | |
| <ul style="list-style-type: none"> • Formulary vs. nonformulary drugs • Biotechnology drugs • Procedures on: <ul style="list-style-type: none"> ○ Product specifications ○ Contracts and bidding ○ Pricing and discounts • Source of supply: <ul style="list-style-type: none"> ○ Direct order ○ Wholesaler ○ Other practitioners • Ordering procedures • Receiving, checking, pricing • Merchandise return policies and procedures • Outdated product procedures • Recall procedures • Inventory location and storage: <ul style="list-style-type: none"> ○ Systems of arrangement ○ Location of OTC products ○ Special storage areas | | | |
| Laws, Regulations, and Procedures for Special Classes of Drugs | | | |
| <ul style="list-style-type: none"> • Controlled drugs (review of regulations): <ul style="list-style-type: none"> ○ Ordering procedures ○ Storage and inventory requirements (nursing and pharmacy) ○ Disposition records (nursing and pharmacy) | | | |



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|---|---------------------|------------------------|-------------------|
| Manufacturing Activities | | | |
| <ul style="list-style-type: none"> • Prepackaging (e.g., equipment, labeling, records, personnel) <ul style="list-style-type: none"> ○ Solids ○ Liquids | | | |
| Related Professional Activities | | | |
| <ul style="list-style-type: none"> • Pharmacy and therapeutics committee: <ul style="list-style-type: none"> ○ Rationale, organization, functions ○ Role of the pharmacist ○ Frequency of meetings • Hospital formulary system: <ul style="list-style-type: none"> ○ Rationale and operation ○ Addition and deletion procedures • Hospital formulary: <ul style="list-style-type: none"> ○ Type used ○ Implementation • Drug Information: <ul style="list-style-type: none"> ○ Methods of communication used (e.g., bulletins, response to specific questions) ○ Literature resources ○ Use of references by pharmacists ○ Adverse drug reaction monitoring and procedures ○ ADR reporting forms (MedWatch) | | | |
| Related Administrative Activities | | | |
| <ul style="list-style-type: none"> • Quality improvement program: <ul style="list-style-type: none"> ○ Process for monitoring and evaluation of the quality and appropriateness of care ○ Drug utilization evaluations (DUEs)/Medication utilization evaluations (MUEs) ○ Medication reconciliation • Hazard communication standards (HCS): <ul style="list-style-type: none"> ○ Components of the standard ○ Material safety data sheets (MSDS) | | | |
| Clinical Activities | | | |
| <ul style="list-style-type: none"> • Interaction with other health care professionals in patient care areas • Nursing medication rounds and nursing conferences • Attendance at medical rounds and nursing conferences | | | |

IPPE Checklist of Student Experiences – Core Institutional Signatures

Student Signature

Date

Preceptor Signature

Date