



School of Pharmacy Technology
Weekly Externship Objectives Checklist

Student Name: _____
Date: _____

This paper is to be filled out by the *preceptor* and returned to Tara Hannum hannumt@ccf.org at the completion of each week during externship.

Basic Expectations

- ___ 1. Extern arrived on time and prepared for work.
- ___ 2. Extern followed directions and stayed on task throughout the work day.
- ___ 3. Extern is attentive and shows general interest in the tasks at hand.
- ___ 4. Extern was engaged in the everyday tasks of the pharmacy.
- ___ 5. Extern asked relevant questions about medications, software, policies, etc.
- ___ 6. Extern acted in a professional manner and represented the pharmacy well.

How many days was the student tardy? _____ How many days was the student absent? _____ How many days did the student leave early? _____

Definitions:

NI, Needs Improvement: Student fails to demonstrate competency in the area and/or fails to demonstrate progression toward attaining competency
SP, Satisfactorily Progressing: Student has not fully attained the skills necessary to perform the task, but is making progress, asking questions, or showing interest in attaining competency
MS, Meets Standards: Student demonstrates the necessary proficiency to accomplish tasks that meet the expected level of a practicing pharmacy technician
ES, Exceeds Standards: Student demonstrates significant aptitude at the task, with little need for coaching

Objective	Circle One			Comments
	NI	SP	MS	ES
The student demonstrates an ability to collect, organize, and evaluate information needed to provide patient care				
Student understands medication orders and the tasks required to process, prepare, repack, deliver, etc. the order for patient care	NI	SP	MS	ES
Student demonstrates an ability to prepare medications for distribution	NI	SP	MS	ES
Student demonstrates an ability to measure or count medication orders	NI	SP	MS	ES
Student demonstrates an ability to identify patients that need counseling services from a pharmacist	NI	SP	MS	ES
Student demonstrates inventory control management skills through purchasing, stocking, cycle counting, or crediting product	NI	SP	MS	ES
Student complies with all laws and regulations within the pharmacy practice	NI	SP	MS	ES
Student demonstrates an ability to troubleshoot equipment within the pharmacy	NI	SP	MS	ES
Student understands the process of investigational medications – this could include discussions of off-label uses and investigational indications	NI	SP	MS	ES
Student participates in practices aimed to reduce medication errors	NI	SP	MS	ES

Preceptor Signature _____ Date _____ Student Signature _____ Date _____



**School of Pharmacy Technology
Student Performance Evaluation**

Student:
Program Director:
Program Start Date:
Date of Evaluation:

Performance Objectives:

These objectives are in addition to outlined educational goals and objectives.

- Student's attendance is satisfactory and not adversely affecting performance.
- Student is interacting well with other pharmacy staff and clients.
- Student is taking responsibility for his/her own learning environment, demonstrated by the ability to document new skills and explain experiences during discussions.
- Student communicates effectively through written and verbal means, displaying a professional attitude.
- Student is progressively showing progress toward independent technician practice, as demonstrated through feedback and evaluations.

Engagement

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Highly engaged, enthusiastic and shows pride in one's work. | <input type="checkbox"/> Shows more than average engagement, asks appropriate questions, etc. | <input type="checkbox"/> Only engaged when topics are personally interesting. | <input type="checkbox"/> Rarely engaged, often displays signs of boredom. |
|--|---|---|---|

Initiative

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Self starter, asks for additional work or information. | <input type="checkbox"/> Consistently displays initiative. | <input type="checkbox"/> Show initiative in some situations when personally interesting. | <input type="checkbox"/> Lacks initiative & must be frequently reminded what to do. |
|---|--|--|---|

Setting Goals

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Has clear goals for a fulfilling pharmacy career. | <input type="checkbox"/> Seems to have short term Goals set, will need time to set Long-term plans. | <input type="checkbox"/> Doesn't have goals in pharmacy long-term, but Seems committed in the Short term | <input type="checkbox"/> Seems to see pharmacy as a quick solution, but hasn't thought through plans at all. |
|--|---|--|--|

Quality of Work

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Completes all projects and assignments with accuracy, spends sufficient time on work. | <input type="checkbox"/> Generally completes assignments accurately, but could spend more time to yield better outcomes. | <input type="checkbox"/> Often hurries through assignments without much thought to the outcomes. | <input type="checkbox"/> Produces assignments below the expectations regularly. |
|--|--|--|---|

Interpersonal Behavior

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Student interacts well With classmates, PD, | <input type="checkbox"/> Student usually interacts well but has opportunities for | <input type="checkbox"/> Student sometimes has interpersonal difficulties | <input type="checkbox"/> Student has significant trouble interacting with others. |
|--|---|---|---|

And instructor improvement that must be addressed.

Communication

☐ Student effectively communicates in writing ineffectively, creating and verbally.

☐ Student usually communicates effectively, but could improve in targeted areas.

☐ Student often communicates Minor misunderstandings or misrepresentations.

☐ Student needs significant improvement with communicating to prevent major misunderstandings or misrepresentations.

Professionalism

☐ Student displays Professional image Among students, faculty, And pharmacy staff consistently.

☐ Student usually displays professional image when they determine it is most important.

☐ Student rarely displays professional image and Needs some improvement in this area.

☐ Student is often unprofessional and needs significant improvement in this area.

Overall Evaluation

- ☐ Excellent (exceeds expectations)
- ☐ Good (meets all expectations)
- ☐ Marginal (meets some expectations)
- ☐ Unsatisfactory (needs significant improvement)

Employability

Considering all above factors, could you, without reservation, recommend this student for employment upon graduation?

☐ Yes ☐ No ☐ Undecided

Preceptor Comments:

Student Comments:

Preceptor

Date

Student

Date

Preceptor:

Please complete this form at the conclusion of the student's volunteer experience and return to:

Tara Hannum, Program Coordinator
Cleveland Clinic
School of Pharmacy Technology
Phone: (216) 445-9977
Fax: (216) 636-0530
hannumt@ccf.org

1. Student demonstrates an understanding of patient confidentiality and adheres to policies and procedures regarding patient confidentiality.

Above Average___Satisfactory___Needs Improvement___Not Applicable___
2. Demonstrates an understanding of the primary job responsibilities of pharmacy technician and pharmacists and how they differ.

Above Average___Satisfactory___Needs Improvement___Not Applicable___
3. Understands when a decision requires the judgment of a pharmacist and acts accordingly.

Above Average___Satisfactory___Needs Improvement___Not Applicable___
4. Demonstrates understanding of local, state or federal laws that specifically affect a technician's responsibility.

Performs Independently___Performs With Supervision___Did Not Perform___
5. Correctly identifies generic and trade names of drugs.

Performs Independently___Performs With Supervision___Did Not Perform___
6. Demonstrates ability to correctly choose the appropriate dose and dosage form for drugs after receiving physician orders.

Performs Independently___Performs With Supervision___Did Not Perform___
7. Demonstrates proper selection and preparation of packages/containers and closures.

Performs Independently___Performs With Supervision___Did Not Perform___
8. Demonstrates correct selection and preparation of labels.

Performs Independently___Performs With Supervision___Did Not Perform___

Final Student Site Evaluation

Page 2

9. Student has proven to be reliable, dependable and punctual.

Exceptional___Above Average___Satisfactory___Needs Improvement___

10. Student has demonstrated:

Willingness to learn

Exceptional___Above Average___Satisfactory___Needs Improvement___

Positive Attitude

Exceptional___Above Average___Satisfactory___Needs Improvement___

Works well with others

Exceptional___Above Average___Satisfactory___Needs Improvement___

Works independently with minimal guidance

Exceptional___Above Average___Satisfactory___Needs Improvement___

Comments or Suggestions:

Student Name

Site Name

Site Supervisor_____Date_____

Address: _____

Phone: _____

Signature: _____



School of Pharmacy Technology

Externship Skill Checklist

Goal	Description	Skill Demonstration Date	Instructor/Preceptor Signature	Comments
Goal 1:	Demonstrate ethical conduct in all job-related activities.			
Goal 2:	Present an image appropriate for the profession of pharmacy in appearance and behavior.			
Goal 3:	Communicate clearly when speaking and in writing.			
Goal 4:	Demonstrate a respectful attitude when interacting with diverse patient populations.			
Goal 5:	Apply self-management skills, including time management, stress management, and adapting to change.			
Goal 6:	Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.			
Goal 7:	Apply critical thinking skills, creativity, and innovation to solve problems.			
Goal 12:	Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.			
Goal 17:	Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication use review.			
Goal 18:	Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.			
Goal 19:	Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.			
Goal 20:	Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).			
Goal 21:	Distribute medications in a manner that follows specified procedures.			
Goal 22:	Practice effective infection control procedures, including preventing transmission of blood borne and airborne diseases.			
Goal 23:	Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation (e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies [REMS]).			
Goal 24:	Assist pharmacists in the monitoring of medication therapy.			
Goal 25:	Prepare patient-specific medications for distribution.			
Goal 26:	Maintain pharmacy facilities and equipment, including automated dispensing equipment.			
Goal 27:	Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.			
Goal 28:	Prepare medications requiring compounding of sterile products.			
Goal 29:	Prepare medications requiring compounding of nonsterile products.			
Goal 30:	Prepare medications requiring compounding of chemotherapy/hazardous products.			
Goal 31:	Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services.			
Goal 32:	Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.			
Goal 33:	Apply accepted procedures in inventory control of medications, equipment, and devices.			



School of Pharmacy Technology

Externship Skill Checklist

Goal 34:	Explain pharmacy reimbursement plans for covering pharmacy services.			
Goal 35:	Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles.			
Goal 36:	Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals (e.g., tech-check- tech).			
Goal 39:	Assist pharmacists in medication reconciliation.			
Goal 40:	Assist pharmacists in medication therapy management.			
Goal 43:	Maintain confidentiality of patient information.			
Goal 44:	Apply quality assurance practices to pharmaceuticals, durable and nondurable medical equipment, devices, and supplies.			

X

Student Signature
Student

X

Tara Hannum
Program Director

