

## Frequently Asked Questions for Pharmacy Interns and Preceptors

**Q What are the registration standards for the pharmacy profession?**

**A** These standards define the requirements that applicants, registrants or students need to meet in order to be registered. They can be accessed at [www.pharmacyboard.gov.au/Registration-Standards.aspx](http://www.pharmacyboard.gov.au/Registration-Standards.aspx).

**Q I am completing the final year of my pharmacy degree in Australia or New Zealand. What do I have to do in order to start my internship?**

**A** As outlined in the Supervised practice arrangements registration standard you will need to:

1. Submit to AHPRA an Application for provisional registration and supervised practice (APRO-60) available at <http://www.pharmacyboard.gov.au/Forms.aspx>
2. Enrol in a PBA-approved Intern Training Program (listed at [www.pharmacycouncil.org.au](http://www.pharmacycouncil.org.au))

For information on proof of identity documentation, and who can certify documents, see – [www.ahpra.gov.au/Registration/Registration-Process/Proof-of-Identity.aspx](http://www.ahpra.gov.au/Registration/Registration-Process/Proof-of-Identity.aspx). Applications with supporting documentation that is not certified according to AHPRA policy, may be returned to applicants.

For information on the relevant application and registration fees, see – [www.ahpra.gov.au/Health-Professions/Pharmacy/Fees.aspx](http://www.ahpra.gov.au/Health-Professions/Pharmacy/Fees.aspx).

Your AHPRA application(s) should be lodged with the AHPRA state office where you are intending to undertake your supervised practice. For postal and street addresses, see – [www.ahpra.gov.au/About-AHPRA/Contact-Us.aspx](http://www.ahpra.gov.au/About-AHPRA/Contact-Us.aspx). Internship hours cannot be counted until both applications have been completed and approved.

**Q When can I commence my supervised practice hours?**

**A** You can commence your supervised practice hours once –

1. you have been granted provisional registration; and
2. your Application - approval of supervised practise as a pharmacist has been approved

Before undertaking any supervised practice, you must check the public register of practitioners at [www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx](http://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx) to confirm that you hold provisional registration, and that your supervised practice details have been recorded in the notations field on the register. Your supervised practice may commence

from the date that these details have been made available on the PBA website. This date, as recorded by AHPRA, must not be later than the starting date on your Statutory Declaration of Weekly Record of Supervised Practice Hours for Pharmacy Interns (SPWR-07).

Your Application for provisional registration as a pharmacist cannot be processed, and your provisional registration granted, until AHPRA has received notification of successful completion of your pharmacy degree. There may be a lag time between notification of results and you being granted provisional registration due to many provisional registration applications requiring processing by AHPRA at this time. To ensure efficiency of this process, you should ensure that your application is complete with all of the required supporting documentation, and that your application has been filled out accurately. Your applications should be lodged with AHPRA as early as possible to further assist this process.

**Q Do I have to advise AHPRA directly when I receive notification of my pharmacy degree results?**

**A** No. Your university will notify AHPRA directly when you are successfully course completed.

**Q If I am an overseas qualified pharmacist (other than from New Zealand), what do I need to do, before completing the above applications, in order to start my internship?**

**A** The first step is to complete the requirements conducted under the auspices of the Australian Pharmacy Council (APC) mentioned in [www.pharmacyboard.gov.au/Overseas-Practitioners.aspx](http://www.pharmacyboard.gov.au/Overseas-Practitioners.aspx). Upon successful completion of those, APC will issue you a letter detailing your internship requirements, and that you are now eligible to apply for provisional registration with the Pharmacy Board of Australia.

Your Application for provisional registration as a pharmacist requires you to include the above mentioned APC letter. You are also required to organise for a current certificate of registration status (certificate of good standing) to be sent directly to AHPRA from every jurisdiction outside of Australia in which you are currently registered, or have been registered during the previous 5 years. You should also attach a current Curriculum Vitae (CV) which details your full practice history (see the AHPRA Standard Format for Curriculum Vitae at [www.ahpra.gov.au/Registration/Registration-Process/Common-Application-Forms.aspx](http://www.ahpra.gov.au/Registration/Registration-Process/Common-Application-Forms.aspx)).

**Q What must I do if my preceptor at my current supervised practice location changes?**

**A** You must submit to AHPRA a new Application – approval of supervised practice as a pharmacist (AASP-60). The number of supervised practice hours you are seeking approval for on this application is the remaining number of hours only. Your existing preceptor needs to complete the Statutory Declaration of Weekly Record of Supervised Practice Hours for Pharmacy Interns (SPWR-07) for the hours undertaken under their supervision. You should keep this record as evidence that these hours were undertaken, and it will need to be submitted to AHPRA when you apply for general registration at the conclusion of your internship. When you commence supervised practice hours under your new preceptor, you will also need to commence a new Statutory Declaration of Weekly Record of Supervised Practice Hours for Pharmacy Interns.

**Q What do I do if I am changing my supervised practice location?**

A You must submit to AHPRA a new Application – approval of supervised practice as a pharmacist (AASP-60). The number of supervised practice hours you are seeking approval for on this application is the remaining number of hours only. If the change in supervised practice location also involves a change in preceptor, then your existing preceptor needs to complete the Statutory Declaration of Weekly Record of Supervised Practice Hours for Pharmacy Interns (SPWR-07) for the hours undertaken under their supervision. You should keep this record as evidence that these hours were undertaken, and it will need to be submitted to AHPRA when you apply for general registration at the conclusion of your internship. You will then need to commence a new Statutory Declaration of Weekly Record of Supervised Practice Hours for Pharmacy Interns under your new preceptor.

**Q Do I require an additional approval if I work at multiple sites?**

A Your Application – approval of supervised practice as a pharmacist (AASP-60) should include all supervised practice sites which are to be part of your training program. Rotations to additional sites which have not been approved by the Board, of up to 180 hours in total, may also count towards your 1824 supervised practice hours. If you anticipate that you will spend more than 180 hours at an unapproved site(s), you will need to submit another Application – approval of supervised practice as a pharmacist in order to have the additional site(s) approved.

**Q Am I required to hold professional indemnity insurance (PII) as an intern?**

A As stated in the Professional indemnity insurance arrangements standard ([www.pharmacyboard.gov.au/Registration-Standards.aspx](http://www.pharmacyboard.gov.au/Registration-Standards.aspx)), provisionally registered pharmacists are required to maintain the appropriate level of individual PII cover while practising. This may be achieved by taking out your own insurance cover, or through arrangements arising out of your employment, whereby you are covered by your employer's professional indemnity insurance or alternative coverage arrangements. If you do not hold your own professional indemnity insurance, you will need to have confirmed with your employer that you are covered by their insurance.

**Q Am I required to undertake Continuing Professional Development as an intern?**

A Yes. You should refer to the Pharmacy Continuing Development Registration Standard ([www.pharmacyboard.gov.au/Registration-Standards.aspx](http://www.pharmacyboard.gov.au/Registration-Standards.aspx)) and the Pharmacy Guidelines on Continuing Professional Development ([www.pharmacyboard.gov.au/Codes-and-Guidelines.aspx](http://www.pharmacyboard.gov.au/Codes-and-Guidelines.aspx)) for further information.

**Q Do preceptors require training?**

A As stated in the Pharmacy Supervised practice arrangements Registration Standard, from 1 July 2013, preceptors must have attended within the previous three years preceptor training approved through the accreditation process approved by the Board.

**Q What Board requirements need to be fulfilled during my internship year in order to be eligible for General Registration?**

**A** As outlined in the Supervised practice arrangements registration standard, and the Examinations for general registration standard (<http://www.pharmacyboard.gov.au/en/Registration-Standards.aspx>), you will need to:

1. Complete 1824 Board approved supervised practice hours
2. Successfully complete a Board approved Intern Training Program
3. Pass the written and oral examination

**Q What evidence do I need to provide to AHPRA to show that the internship requirements have been met?**

**A** As outlined on the Application for General Registration as a Pharmacist ([www.pharmacyboard.gov.au/Forms.aspx](http://www.pharmacyboard.gov.au/Forms.aspx)), you will need to provide:

1. A Statutory Declaration of Weekly Record of Supervised Practice Hours for Pharmacy Interns (SPWR-07) found at the above link. You need to maintain this record for each week of supervised practice undertaken, commencing on your first week of supervised practice.
2. A certificate of course completion from the approved Intern Training Program provider.
3. The print-out of your written examination result from the Australian Pharmacy Council website, and your oral examination result letter from AHPRA.
4. A certified copy of your pharmacy qualification (e.g. BPharm or MPharm).
5. Overseas practitioners will need to also include a current Certificate of Good Standing

**Q I am required to complete an extemporaneous dispensing assessment as part of my internship, and this will be submitted to my intern training program provider. Can another pharmacist sign one or more of the individual extemporaneous dispensing report forms, or does my preceptor have to sign each of the six report forms?**

**A** Your approved preceptor may delegate supervision of extemporaneous dispensing to another pharmacist. The pharmacist who supervises the product manufacture can sign the individual product report(s) for the product(s) they have supervised, however the approved preceptor must sign the Extemporaneous dispensing statutory declaration. In order to sign this statutory declaration, the approved preceptor must be satisfied that the extemporaneous dispensing has taken place, and in accordance with board procedures. The relevant documents are available at [www.pharmacyboard.gov.au/Internship.aspx](http://www.pharmacyboard.gov.au/Internship.aspx) Once all documentation is completed by preceptors, it should be submitted to your intern training program (ITP) provider. Any queries can be directed to your ITP provider.

24 May 2011