

Dear Preceptor

The Pharmacy Board of Australia (the Board) seeks the assistance of the preceptor in the supervised practice site to assess the ability of an intern to prepare extemporaneous products in a workplace setting. The Board is appreciative of your co-operation and involvement with this assessment, which will form part of the intern training program (ITP).

An assessment process has been developed which requires interns to extemporaneously prepare six products, at least one of which is a cream, at least one of which is an ointment and must include at least one other product which may include, a lotion, a paint, a paste, a mixture, a parenteral infusion, a cytotoxic preparation or eye drops.

(Note:

- *reconstitution of antibiotic mixtures for dispensing is not considered an appropriate product to be included as part of this assessment*
- *sterile and cytotoxic medicines should be made up only if the premises meet the Australian Standard for clean rooms and if relevant standards for the safe handling of cytotoxic drugs are followed*
- *the six products must have different formulas (note that to be considered different, a formula MUST differ by more than simply the strength of the active ingredient or ingredients).*

A standard **report form** should then be completed for each product made, and a **statutory declaration** completed by the approved preceptor. This should then be submitted to the ITP provider.

To assist preceptors in their assessment of interns in the area of preparation of extemporaneous products, the Board has provided the following:

- Information on **procedures for extemporaneous dispensing** which comprises three parts:
 - Part A A checklist of procedures for interns to follow each time they are called upon to dispense an extemporaneous prescription
 - Part B Criteria that must be assessed by the preceptor and met by the intern in order for competency to be achieved in the area of extemporaneously prepared products
 - Part C Some specific examples of different types of products, procedures for preparing these products, and the aspects requiring assessment by the preceptor.
- A standard **report form** which is to be completed by the intern and presented to the preceptor together with the finished product for final assessment of the extemporaneously-prepared product. One report for each product type must be submitted to the ITP provider.
- A **statutory declaration** form to be completed by the preceptor indicating that the intern has produced at least one example of each of the product types stipulated and which meets the specified criteria.

Whilst some practices should have ample opportunities for interns to make at least one product from the above specified product types, it is envisaged that some practices may not. Where an intern has not been called upon to prepare the range of products required as listed above through the presentation of a prescription by a patient, the preceptor may require their intern to prepare an example of a product type so that assessment of that product type can be carried out. In this case, where possible the product should be prepared using constituents already available in the pharmacy, and therefore it is hoped that this request should incur only a small cost to the practice and will serve as a means of an intern achieving competence in the preparation of a range of extemporaneous products in the workplace setting.

In summary, on completion of the assessment process, preceptors are requested to provide the following documents to the ITP provider for each intern:

1. A standard report form for the preparation of the six prepared products, where all criteria have been met (i.e. six report forms in total for six different products with no two products being identical) are to be provided to the ITP provider, and
2. The statutory declaration form indicating that the intern has prepared examples of extemporaneously-prepared products which have met the specified criteria (i.e. one statutory declaration form to be provided to the ITP provider).

These documents should be sent to the ITP provider by their published date. Any queries regarding this assessment should also be directed to the ITP provider.

Chair

Pharmacy Board of Australia

Australian Health Practitioner Regulation Agency

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