



*School of Pharmacy and Pharmacology*

*College of Health and Medicine*

**CSA430**

*Pharmacy Practice*

*Experiential Learning Program*

**ELECTIVE PLACEMENT  
PRECEPTOR GUIDE**

**2024**

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***For emergencies afterhours, please call 0413 702 014.***

### Version Control

2017 V01	Reviewed, updated, Layout changes	April 17
2018 V02	<ul style="list-style-type: none"><li>Updated supervision requirements Updated website links</li><li>Included 2018 Assessment Form</li></ul>	May 2018
2019 V03	<ul style="list-style-type: none"><li>Minor revisions including update to mobile device use Update assessment form</li></ul>	April 2019
2020 V04	<ul style="list-style-type: none"><li>Minor updates including updating general workplace safety and support</li><li>Addition of Applied Honours information</li></ul>	January 2020
2021 V05	<ul style="list-style-type: none"><li>Minor updates and COVID-19 procedures</li></ul>	April 2021
2022 V06	<ul style="list-style-type: none"><li>COVID-19 Information updated</li></ul>	April 22
2023 V07	<ul style="list-style-type: none"><li>COVID-19 Information update &amp; Minor updates</li></ul>	May 2023
2024 V08	<ul style="list-style-type: none"><li>Updated pharmacy placement staff contact information</li><li>Updates relating to new course structure (CSA357 to incorporate 2nd years)</li></ul>	March 2024

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## Background

Students complete three types of placements during their second semester studies: a community placement, a hospital placement, and elective placements. The elective placement provides an opportunity for students to gain research skills and additional experience in another workplace (e.g. a residential aged care facility, Alcohol and Drug Services, community nursing, a General Practice surgery etc.) or to extend and deepen their experience in a previously visited workplace (e.g. a hospital or community pharmacy). It is an opportunity to explore the diversity of pharmacy practice within the wider health community.

### *Student supervision during electives*

*If students are participating within a setting with other health professionals acting as clinical educators, students are advised to remain within scope and not to undertake tasks or interactions with patients that are not appropriate to the competencies and standards of practice for pharmacists.*

*Noting that not all elective placements involve direct patient care, as a guiding principle, students are not permitted to participate (as opposed to observe) in the care of a patient unless under the direct supervision of a registered health professional.*

### Potential conflicts of interest

The School of Pharmacy and Pharmacology recognises that a conflict of interest may arise from several situations, including family connections/relationships or paid employment within health-care settings where a student could be allocated to PEP. In order to ensure a quality placement experience and a valid final assessment in PEP, students must identify, manage, and where possible, avoid undertaking PEP in settings where such a 'conflict of interest' may arise.

If Preceptors are in any doubt regarding the suitability of a placements in relation to any real or potential conflict of interest with a particular student you are encouraged to seek advice from the appropriate unit Coordinator, Justin.Cousins@utas.edu.au or Felicity.Veal@utas.edu.au.

### *Attendance and Punctuality*

Students are required to complete a minimum of 32 hours per week of electives ranging from one to three weeks in length. Students have been instructed to contact their preceptor within the week prior to their placement to confirm or discuss actual hours (including starting and finishing times) directly with their preceptors. Attendance for the specified number of hours is a mandatory component of the unit.

Students have been advised that they must report nonattendance due to illness or any other unavoidable cause to their preceptor by 9:30am (*by phone call only*) on the day of absence, and to the placement team (*by phone call or email*) as soon as possible.

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## ***Orientation***

All students, especially those who are visiting you for the first time, will possibly be feeling nervous and anxious. They will benefit greatly from an induction to your premises and team at the start of the placement. Some points you might like to cover during this induction include:

- Expectations on appearance, including the use of a uniform, if applicable (the expectation is that students will wear University of Tasmania uniform shirts.)
- Hours of work, including start, lunch, break and finish times.
- Confidentiality issues and your privacy policy.
- Your telephone policy, including general answering of the telephone as well as personal phone calls.
- Any policies applying to the operation of cash registers, customer accounts etc.
- Workplace Health and Safety policies, emergency procedures, relevant safety issues, including common workplace hazards; and
- Any other issues or policies the student should be aware of for the duration of the placement.

Students have been provided with pre-placement information and discussions to give them an overview of what we expect of them during placements. Furthermore, each student is provided with a workbook detailing the need to: maintain confidentiality during their placement; to exhibit professional behaviour in their manner, timekeeping, and appearance; to familiarise themselves with, and to adhere to AHPRA and relevant professional Practice Standards. They are also provided with information on how to access support should they need it on their placement.

### **Personal device (mobile phones etc) uses on placement:**

- Students are informed that every individual workplace will have particular guidelines on the use of personal devices (mobile phones, tablets) during work hours for clinical or personal use. Students must familiarise themselves with, and adhere to, the personal device use guidelines within each workplace.
- Generally, students are advised mobile phone use should be:
  - Limited to study and clinical needs only.
  - Should **never** be used to take copies or photographs of drug charts, scripts, files, or other patient identifying information. Students must not record or film patient encounters.
  - May need to be kept in a locker / out of use until meal or other breaks.
  - If kept with the student (when allowed) must be left on silent, and use must comply with venue policy.

### ***Insurance and Policies***

The University of Tasmania provides insurance cover for students participating in Pharmacy placements. The students are also governed by all University policies and requirements during their placement. For more information the following document:

[https://www.utas.edu.au/\\_data/assets/pdf\\_file/0007/330487/Work-Integrated-Learning-Insurance-Form-2023-Student.pdf](https://www.utas.edu.au/_data/assets/pdf_file/0007/330487/Work-Integrated-Learning-Insurance-Form-2023-Student.pdf)

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### ***Covid Requirements***

**All students are required to undertake current Australian Government and THS COVID-19 PPE infection control and hand hygiene training prior to attending placements.**

Students are expected to follow any of your workplace specific requirements during placement including wearing of PPE. Students will be instructed to use meet any screening requirements on site as required. (e.g. RAT tests or use of check in tools where mandated)

#### **Students have been advised of the following if unwell in any way during placement:**

- If concerned that they may be at risk of COVID-19 due to any respiratory symptoms (such as fever, cough, sore throat, runny nose, or shortness of breath), self-isolate immediately.
- **Stay at home** (or in their placement accommodation) and do not attend placement. They are required to let their clinical supervisor and the unit coordinator know that they will be absent due to illness.
- Seek medical advice if they require immediate attention by contacting either **their own doctor or the Tasmanian Public Health Hotline on 1800 671 738, or the appropriate State Public Health hotline if based in another State or Territory on placement** or by calling 000 if seriously unwell.
- They have been advised to get tested as soon as possible either with RAT/ PCR testing and to always follow local Public Health guidelines.

#### **If students are self-isolating and/or whilst waiting for COVID-19 test results:**

- They must self-isolate immediately and contact their unit coordinator.
  - Fourth Year Coordinator Justin Cousins ([Justin.Cousins@utas.edu.au](mailto:Justin.Cousins@utas.edu.au))
- Notify any housemates that they are self-isolating and avoid all contact.
- Remain isolated until their COVID-19 test result returns and they must not attend placement.

#### **If student result is negative:**

- They need to notify their Unit Coordinator of the COVID-19 negative result.
- They may not return to placement until well, no longer exhibiting flu-like symptoms, and have been advised by their Unit Coordinator that they can return to placement.

#### **If student result is positive:**

- They must follow the current advice provided by Public Health.
- They must also notify you as their placement clinical supervisor and their Unit Coordinator and complete a [Service Now form](#), see <https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus>
- They will be advised to remain in isolation and be supported as required during their infectious period by the School of Pharmacy and Pharmacology and UTAS student support services.
- Students return to placement will be governed by the current Public Health guidelines. Where necessary that may require absence from high risk settings for 7 days after symptoms resolve. Where students are unable to complete a placement the unit coordinator will discuss options, directly with the student, including repeating placement at a later date.

For more information on the University's Covid reporting and support requirements see here: <https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus>

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## ***Placement Exit & Emergency Procedures***

### **Placement Exit & Student Support**

Placements are a compulsory and integral part of a student's studies. Students are given the opportunity to provide preferences for locations and reasons to be considered when allocating student placements. The consultative approach taken by the School in arranging placements provides placements which are hoped to be suitable and rewarding for both student and preceptor.

It is acknowledged that from time to time, placements may not work out as planned or an emergency situation may arise where preceptors may find the following information useful:

- Students and/or preceptors can telephone the Placement Team to discuss concerns at any time (contact details on contents page).
- If issue(s) cannot be resolved, arrangements can be made to remove students from placement and return them to the School if necessary.
- If a crisis occurs while a student is on placement, (whether they exit the placement early or not) they are provided with counselling options and details and are made aware of University counselling services available to them on their return.
- Alternatively, **Lifeline** offers a 24-hour counselling service to anyone, anytime from anywhere in Australia. Free call 13 11 14 or their website [www.lifeline.org.au](http://www.lifeline.org.au)

If necessary alternative placement hours may be arranged for the student depending on the reason and duration of absence, including for Covid-19 either with the original placement provider or at an alternative site. This will be discussed with the student and provider directly.

### **Placement Workplace Health and Safety & Emergency Procedures**

The University is committed to providing a safe and secure teaching and learning environment including during placements. Many of our placements occur in rural and regional areas and students may be unfamiliar with the location. Pre-placement students are reminded to pay attention to weather forecasts and other emergency messages and to familiarise themselves with safe travel routes to and from accommodation and workplace sites.

Remembering that some students have limited previous work experience; preceptors should consider making students aware of more general workplace health and safety (WHS) risks, rights, and responsibilities. This is in addition to their professional responsibilities as student pharmacists. Students should be given an orientation to the workplace that includes basic emergency procedures, i.e. exits, evacuation point, location of first aid kit, common workplace hazards, and relevant workplace health and safety (WHS) information. Preceptors may wish to review their organisation's Workplace Health and Safety Policy and WorkSafe Tasmania's guide on working with new and young workers:

<https://www.worksafe.tas.gov.au/topics/Health-and-Safety/managing-safety/managing-people-in-your-workplace/new-and-young-workers>

- Health care agencies and workplaces have obligations to students under the Work Health and Safety Act 2012. Students on Professional Experience Placement (PEP) must act in accordance with the individual agency's workplace policy and procedure including reporting processes in the event of an accident or injury occurring.
- If a student is involved in an accident or emergency situation while on placement, the preceptors (and/or student) should contact the School (details on contents page) as soon as practicable. If a situation arises out of business hours the Placement Officer can be contacted on 0413 702 014.

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- The student can also complete a University of Tasmania MySAFETY Incident/Hazard Reporting Notification or the placement team will do so on their behalf. <https://www.utas.edu.au/safety-and-wellbeing/mysafety>
  - Information is provided by the university or relevant local authorities about what to do in the event of a larger scale emergency such as fire, flood, or extreme weather events. Students are advised to follow any safety or evacuation orders from relevant authorities including police or emergency services.
  - During international placements refer to and obey local country emergency warnings and requirements.

Students are asked at the beginning of the year to provide emergency contact details, which are held in their student placement file with the Placement Officer, and in some instances sent to Preceptors when confirming placement details.

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## Objectives

To provide students with experiences in broader health care and to implement communication skills and the application of therapeutic knowledge where appropriate. In order to achieve this objective, there are many different activities that are considered relevant to students during their placements. Some are listed in the following pages under different placement types (please note the list is not exhaustive – it is only provided as an example.)

### *Elective Healthcare Placement*

- Observe / assist with the everyday functions of the organisation e.g. assisting with / observing the Opioid Replacement Program in action, a condition education session (e.g. chronic pain group therapy), a home medicines review, a GP consultation with a patient, an eye examination at an optometrist surgery etc.
- Observe and participate in consultations with patients or carers concerning health matters.
- Assist with disease / condition education and monitoring e.g. BP monitoring, inhaled device use, and associated lifestyle counselling.
- Respond to a medication query from a member of the public or another health professional.
- Design and initiate, or assist with, a health-based project e.g. create a health stand on a chronic disease, design a staff training session.
- Perform or participate in medication safety activities including drug use evaluations, medication or clinical audits, antibiotic stewardship activities etc.
- Participate in interprofessional activities with other students where placements are concurrent.
- Attendance at CPD type programs / training.

Note: For more information on General Practice electives or Aged Care electives see the additional student orientation information provided in addition to this general elective preceptor guide.

### *Elective General Practice Placement*

Pharmacy student placements at General Practice surgeries are a great opportunity for the students to observe an area of practice they do not usually get to see from your perspective.

- Suggested activities for students on GP placements could include (but not exhaustive):
  - Sit in on one or more sessions with the GP; the student may then:
    - Consider how the GP makes their prescribing decisions
    - Look at how the drug interaction/alerts are displayed on the prescribing software
    - Observe how the medication profile is displayed on the prescribing software
- A mock medication review
  - Allocate the student a patients' medication profile and history
  - The student can then review as they would an HMR and write a report for the GP
  - The student may then discuss their findings with a GP
- Sit in with the practice nurse
  - Observe and discuss wound care, immunisations, medication infusions, triage
- Undertake a QUM activity
  - Date-check the sample stock
  - Direct the student to undertake a practice-wide DUE activity

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- Assign the student a drug information query, or ask them to review a new drug and report back to GP/nurse
  - Attend practice meetings (could present findings from DUE, medication review), drug rep presentations etc.

### ***Elective Residential Aged Care Facility Placement***

- Undertake comprehensive assessments of age care facility residents, producing a medication management plan sensitive to that person's goals of care and contextualised to their care setting and the services available.
- Communicate with frail older people, their family or other relevant carers with regard to the person's health issues and management goals.
- Observe and participate with multidisciplinary teams to optimise the care of residents.
- Working as a team member participate in activities to quality assure, improve quality care, and minimise risk to improve health outcomes for the population cared for by the service.

### ***Elective Community Pharmacy Placement***

- Interpretation and evaluation of accuracy and completeness of prescriptions.
- Supervised compounding and/or dispensing to legal and professional standards.
- Selection of appropriate ingredients, containers, brands, and dosage forms as required.
- Experience dealing with everyday problems encountered in prescription practice.
- Problem solving using reference books and other medication information sources.
- Assist and/or observe conversations with patients concerning health matters, as well as prescription and non-prescription medications (including Medscheck).
- Monitoring for drug interactions and/or non-compliance and procedures necessary to prevent subsequent problems.
- Practice using patient support tools e.g. MedsIndex, Guild Care or MedAdvisor
- Assist with packing dose administration aids.\*
- NPS cases (available to students on their online learning portal: MyLO).
- Design and initiate, or assist with, a health-based project e.g. create a health stand on a chronic disease, perform a medication audit, design a staff training session.
- Conduct a narcotic safe audit (**direct supervision by a registered pharmacist essential**).
- Attendance at CPD type programs / training.

**\*Note:** The supervising, registered pharmacist must check all dispensing and Dose Administration Aids prior to giving medication to the patient/carer.

### ***Elective Hospital Pharmacy Placement***

- Read through patients' notes
- Take a medication history from a patient / pharmacy / regular prescriber (student will need to obtain patient permission and introduce themselves as a pharmacy student)
- Review a patient's laboratory data
- Calculate a patient's renal function (CrCl)
- Therapeutic drug monitoring and / or disease/condition monitoring
- Give a presentation to staff (pharmacy and/or non-pharmacy staff)

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- Assist or conduct a medication utilisation review on a ward / in the hospital
  - Complete an Adverse Drug Reaction Form
  - Creation of a Medicines Information bulletin
  - Pick stock for aseptic manufacturing (i.e.TPNs)
  - Observe and learn basic aseptic and/or cytotoxic manufacturing processes

**With direct supervision & checking by a supervising pharmacist, they can:**

- Compound an extemporaneous product
- Calculate volumes / doses
- Complete / assist with a narcotic safe audit
- Inform the medical intern of medication related issues and provide appropriate solutions (issues and solutions must be run past supervising pharmacist before student approaches medical intern)
- Medication counselling – inpatient/discharge /out-patient counselling
- Respond to a medicines information query – from doctor, patient, nurse, pharmacist etc.
- Write in patient’s progress notes regarding medication related issues\*
- Record admission and progress notes in HCS – under Episode notes\*
- Complete a Medication History in HCS\*
- Complete a Medication Reconciliation/Inpatient Review in HCS\*
- Produce a Patient Shared Medication List\*
- Annotate medication chart\* e.g. “*to be taken with food.*” This is not a clinical review; clinical pharmacist must sign the clinical review box when they perform their review

\* **Note** -supervising pharmacist must read all entries and notes in HCS, the progress notes and on the drug chart and countersign.

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## Assessments

The primary assessment related to elective placement for all students is your assessment of the students' professionalism and attitude (see Preceptor Assessment Sheet.) You may also ask students to also present a short 10-minute presentation on a particular topic or case if this is suitable to you. While this does not count towards their formal assessment, it can improve their understanding of a particular case or topic and is valuable in highlighting their strengths as a presenter and areas which require further work.

### Preceptor's Assessment

Your feedback regarding each student's professionalism and attitude is included in their overall assessment. An average score of 2/4 is required to pass the evaluation and hence the placement. Students must score a satisfactory score in all professionalism attributes to pass the placement. In the last few days of each placement an assessment form will be sent to you (template attached) along with a reply-paid envelope. If you have any additional comments to make about your student(s), good or bad, please contact a member of the Placement Team (details on contents page) at any time.

**Please note that the form may include criteria / attributes that are not relevant to your placement site** (e.g. prescription dispensing will not be relevant to all placements); simply skip those attributes. If you are unable to assess the student's clinical skills and knowledge, you may just assess attributes related to ethics and professionalism.

It is important that you return the Preceptor Assessment(s) promptly once the placement has completed. Constructive feedback received is passed on to students immediately so they can improve in subsequent placements. If you anticipate that a student on placement will fall below the satisfactory score required to pass the placement, please notify the unit coordinator or a member of the placement team as early as possible. We are able to offer support to students and placement sites if necessary.

## Thank you

**We appreciate the time and effort that you and your staff put into placements for our students, and we are here to support you in any way we can.**

## Appendix 1 – Assessment Form:

Note: The assessment form will be sent to you as the placement provider with a reply-paid envelope prior to student finishing their placement.

### Preceptor's Assessment: CSA430 Pharmacy Students

Student Name:

DATE:

Placement Site:

**Assessment (based on graduate attributes on the following page)**

Students need to achieve a score of 2/4 (adequate/satisfactory) to pass the placement.

Please circle

Excellent	Above Average	Satisfactory	Below average	Unsatisfactory
4/4	3/4	2/4	1/4	0/4

Additional comments regarding the student:

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Are there any areas where you feel the student needs to do some more work on their skills, knowledge, attitude or behaviors? (please try to be specific to assist the student to improve)

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Preceptor's signature: \_\_\_\_\_

Preceptor's name: \_\_\_\_\_ Date: \_\_\_\_\_

Many thanks for hosting a student on placement and for completing this form. Please return using the reply- paid envelope provided.

**Please note:**

Fourth year students at the time of their placements, have completed all of their academic coursework, and should therefore be able to demonstrate these attributes at a graduate level.

Competency domains listed in order of relevance to the assessment criteria. National Competency Standards Framework for Pharmacists in Australia 2016: Pharmaceutical Society of Australia URL: <http://www.psa.org.au/practice-support-and-tools/psa-information-framework>

Version V13 Sept 2023

UNIVERSITY of  
**TASMANIA** 

*If you wish to discuss a year four student's assessment,  
please call Justin Cousins (03 6226 1005)*

*Please turn over the page*

**Preceptor Assessment Sheet ( CSA430Pharmacy Students) – Please complete**

**PROFESSIONALISM (For all placements)**

**1. Professional Life-long Learners (linked to ILOs – 4; Competency Domain 1,2,(4.1,4.2 –self management/reflection),5)**

Demonstrates adaptability, enthusiasm and responds well to feedback	Satisfactory	Not satisfactory
Demonstrates professional responsibility and accountability, including timeliness	Satisfactory	Not satisfactory

**2. Practices ethically and with integrity (linked to ILOs – 3; Competency Domain 1)**

Demonstrates empathy, integrity and honesty	Satisfactory	Not satisfactory
Practices within the legal, professional and ethical framework of a pharmacist	Satisfactory	Not satisfactory

**CLINICAL SKILLS AND KNOWLEDGE (For community pharmacy, hospital and clinical placements only)**

Attribute	Excellent/ Always	Above Average/ Often	Satisfactory /Usually	Borderline/ Below Expectation	Un- satisfactory	Not able to be assessed based on student capability	Not applicable
	4	3	2	1	0		

**CLINICAL SKILLS AND KNOWLEDGE (For community pharmacy, hospital and clinical placements only)**

**3. Drug Distribution Experts (linked to ILOs – 1, 2, 6; Competency Domain 3,1,2)**

Ensures medication orders are safe and appropriate							
Accurate preparation and supply of medicines							
Demonstrates a patient centered approach							

**4. Clinical Pharmacy Experts (linked to ILOs – 1; Competency Domain 3,5,2)**

Pharmaceutical knowledge							
Application of theory into clinical practice							

**5. Problem-solvers (linked to ILOs – 1,2,6; Competency Domains 3,5,2)**

Effective and independent problem-solving							
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**6. Public Health Practitioners (linked to ILOs – 4, 5; Competency Domain 3,5,2)**

Promotes public health and wellness							
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**7. Communicators (linked to ILOs – 2; Competency Domain 2,3)**

Demonstrates effective communication skills							
Demonstrates appropriate counselling skills							

\* Please note, students MUST score a satisfactory score for each of the professionalism attributes to pass their placement.

**General Program Feedback (Optional)**

- Have you felt supported by the university as a preceptor this placement?  
Yes      No      (please circle)
- Were you satisfied with the information and resources provided in assisting students in meeting their learning outcomes?  
Yes      No      (please circle)
- Would you like a member of the placement team to call you to discuss your recent placements?  
Yes      No      (please circle)
- Please provide any additional comments or suggestions below:

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