

PharmD Co-op Inventory of Skills (SAMPLE EVALUATION)

General overview

This assessment tool is used twice to evaluate your co-op student during their work term – once midway (midpoint) and once at the end (final). The tool consists of four competencies: communication, drug distribution, direct patient care, and professionalism.

How to apply scoring

For **all co-op work terms**, students must be assessed on communication and professionalism.

If the work term involves drug distribution and/or direct patient care, please complete those sections as well. They can be left blank if the student was not involved in those activities.

To receive work term credit, students must receive at least the following rating:

- **Communication:** At least overall “good”.
- **Professionalism:** At least overall “meets expectations”.
- **Distribution:** At least overall “good”. *No more than two “no score” or “not applicable” for the overall rating to be used towards credit.*
- **Direct Patient Care:** At least overall “good”. *No more than two “no score” or “not applicable” for the overall rating to be used towards credit.*

To accurately assess the student, evaluators should **observe the student performing the activity as least 5 times**. If it is a discussion activity, the student should demonstrate a clear understanding of the process or documentation required.

Performance Expectations and Ratings:

The rating scales in this evaluation measure the skills, abilities, and knowledge that all pharmacy co-op students are expected to attain and refine as they advance through the program. Consider the student's performance in relation to their level in the program when applying your rating.

For example:

- Winter (Jan to Apr) students are on their first co-op work term (starting second year in the program).
- Spring (May to Aug) students are on their third co-op work term (midway through third year in the program)
- Fall (Sept to Dec) students are on their second co-op work term (ending second year in the program).

Superior rating: Greatly exceeds expectations

Excellent rating: Exceeds expectations

Good rating: Meets expectations

Developing rating: Below expectations

Unsatisfactory rating: Significantly below expectations

Not applicable/No score: Insufficient opportunity to observe the student's performance.

Communication**MIDPOINT****FINAL**

Demonstrates written communication skills, allowing the reader to logically develop a clear idea of the intended meaning of the note or document.

Selects communication language which is appropriate for the target audience (e.g. patients, colleagues, and other health care professionals).

When speaking, uses organized processes; uses listening skills; uses verbal techniques to maximize understanding (e.g. repeating back verbal orders, using recognized terminology).

Communication Overall Rating**MIDPOINT****FINAL****Overall Rating for Communication**

Communication related comments are mandatory if a rating of “unsatisfactory” or “developing” is given.

Question Comments (Midpoint):

Question Comments (Final):

Distribution (Part 1)

If the co-op work term does not involve distribution, do not complete this section.

MIDPOINT**FINAL**

Addresses concerns related to the validity, clarity, completeness or authenticity of the prescription adhering to applicable regulations and legislation.

Reviews prescriptions for dosage, frequency, appropriateness of therapy. Monitors allergies, intolerances and/or adverse reactions. Reviews any interactions and discusses with supervisor.

Clarifies missing prescription information, or to obtain further patient information (with physician, nurse, chart or other appropriate means).

Distribution (Part 2)

If the co-op work term does not involve distribution, do not complete this section.

As some competencies may not be achieved in every setting, a maximum of two "not applicable" are acceptable in this section.

MIDPOINT

FINAL

Checks the final product and labelling using systematic approach, including independent double check (e.g. by co-op supervisor). Properly utilizes auxiliary labels and patient instruction aids as appropriate.

Prepares and compounds or oversees the preparation and compounding of products using appropriate labelling and expiry dates.

Knowledge of inventory management (e.g. cold packaging, ordering, recalls, expired products, safeguarding of controlled substances).

If the student is not directly involved, can be a discussion.

Understands financial aspects of pharmacy; billing processes, 3rd party payment, ODB codes in community pharmacy or formulary management in hospital pharmacy.

If the student is not directly involved, can be a discussion.

Distribution Overall Rating

If the co-op work term does not involve distribution, do not complete this section.

Please provide a "general" or "global" overall rating for the student's distribution abilities.

MIDPOINT

FINAL

Overall Rating for Distribution

Distribution related comments are mandatory if a rating of "unsatisfactory" or "developing" is given.

**Question
Comments
(Midpoint):**

**Question
Comments (Final):**

Direct Patient Care (Part 1)

If the co-op work term does not involve direct patient care, do not complete this section.

MIDPOINT

FINAL

Demonstrates empathy and sensitivity when interacting with patients in order to meet their needs.

Utilizes interview techniques to ask appropriate questions, so as to delineate patient presentation (e.g. SCHOLAR: Symptoms, Characteristics, History, Onset, Location, Aggravating factors, Remitting factors, or other information gathering techniques).

Can provide patient education/counseling on common drugs for new prescriptions. Has ability to perform foundational level of educating patient on proper dose, frequency, method of administration, duration of usage, expected outcomes and storage of medication.

Using typical pharmacy resources, responds appropriately to common questions (related to top commonly dispensed drugs). Utilizes available drug info resources.

Direct Patient Care (Part 2)

If the co-op work term does not involve direct patient care, do not complete this section.

As some competencies may not be achieved in every setting, a maximum of two "not applicable" are acceptable in this section.

MIDPOINT

FINAL

Is able to identify basic, simple drug-related problems with commonly dispensed drugs and common diseases.

Can assess possible treatment options using an evidence-based approach outlining benefit and risks.

Monitors outcomes (e.g. calling the patient to follow up on a new prescription or drug-related problem) and adjusts therapy as appropriate.

Can provide patient education/counseling on non-prescription products. Has ability to perform foundational level of educating patient on proper dose, frequency, method of administration, duration of usage, expected outcomes and storage of product. Can determine appropriateness for self-care and refers patient to other health care professionals when suitable.

Can demonstrate the foundational level of the Ontario expanded scope of practice (e.g. administer a substance by injection or inhalation) for the purpose of education and demonstration; prescribe specified drug products for smoking cessation only.

When within Ontario, has the ability to perform the foundational level of renewing and adapting prescriptions (alter dose, dosage form, regimen, or route of administration), while keeping the prescriber informed.

Direct Patient Care Overall Rating

If the co-op work term does not involve direct patient care, do not complete this section.

Please provide a "general" or "global" overall rating for the student's direct patient care abilities.

MIDPOINT

FINAL

Overall Rating for Direct Patient Care

Direct patient care related comments are mandatory if a rating of "unsatisfactory" or "developing" is given.

Question
Comments
(Midpoint):

Question
Comments (Final):

Amount of Direct Patient Care

MIDPOINT

FINAL

Approximately what percentage of the student's time was involved in providing patient care?

Select "not applicable" if work term did not involve direct patient care.

Professionalism

MIDPOINT

FINAL

Accepts responsibility and accountability for own actions and decisions.

Demonstrates respect for privacy and confidentiality of the patient and workplace.

Acknowledges, accepts and applies constructive feedback to identify limitations or strengths.

Utilizes time efficiently, is prepared for patient encounters and demonstrates reliability, dependability and punctuality in the workplace.

Maintains professional appearance and follows site policies and procedures.

Is respectful and cooperative with colleagues and others, and respects patient and families' rights.

Professionalism Overall Rating

MIDPOINT

FINAL

Overall Rating for Professionalism

Professionalism related comments are mandatory if a rating of “does not meet expectations” is given.

Question Comments (Midpoint):

Question Comments (Final):

Communication of evaluation results with student

MIDPOINT

FINAL

I have discussed the results of the Inventory of Skills evaluation with my student.

Communication of evaluation results with student Comments (Midpoint):

Communication of evaluation results with student Comments (Final):