

SELF-ASSESSMENT				ACTION PLAN		EVALUATION SUMMARY		
<p align="center"><u>DIRECTIONS:</u></p> <p>For each procedure listed, answer the two questions indicated. Competence means "able to perform the procedure safely, correctly, effectively and legally."</p>				<p align="center"><u>DIRECTIONS:</u></p> <p>Based upon the self-assessment, the following plan is indicated.</p>		<p>This is to validate that the above has demonstrated the ability to perform the skills listed below, in a simulated or work setting, within the practice guidelines established.</p>		
<p align="center">This section is designed for Ambulatory Care Pharmacist</p> <p align="center">Procedure / Task</p>	<p>Have you ever done this procedure or accessed information?</p>		<p>Are you competent performing/locating information?</p>		TEACH	REVIEW	DATE	INITIAL
	YES	NO	YES	NO				
Orientation to the pharmacy								
Hours of operation								
Lunchs/Breaks								
Shifts/Work hours								
Duties of each shift								
Sick Calls-Administrator on Call								
Computer Training- Oasis								
Computer Training- Practice Partner								
Computer Training- QS1								
Computer Training- MUSC								
Receiving a prescription (Take Five)								
-required information								
-stocked medication								
-MUSC affiliation								
-insurance/payment								
Insurance information needed								
Discount status								
Prescription Order entry								
Labels/printers								
Prescription scanners								

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Procedure / Task								
Prescription Filling (Take FIVE)								
Automated counting machines								
Formulary								
Patient Assistance Stock								
Bulk replacement Stock								
Samples								
Special order/special processing								
Correlating patient prescriptions								
Preventing contamination								
Counting legend medication								
Counting Narcotic medication								
Documentation on prescription								
Documentation in computer/narcotic record								
Prescription Checking (Take FIVE)								
New prescription-Checking information								
Refill prescription-Checking information								
Checking Medication in bottle								
Dose/Interaction/Clinical Checks								
Documentation on the prescription/in the computer								
Filing prescription blanks								

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	YES	NO	YES	NO				
Procedure / Task								
Point of Sale System overview								
-verifying patient or patient's representative								
-cash sale								
-check sale								
-credit card sale								
-charged sale								
-correcting payer code								
Signature Log								
Prescription Counseling								
-Documentation in Patient Outcome								
Mail-Out Prescriptions								
Refill Line								
Ordering Medication								
-Purchase Orders								
-Stock Levels								
-Special Pricing								
-Special Order Medications								
-Compounded Medications								
Receiving Medication from Vendors								
Invoices								

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	YES	NO	YES	NO				
Procedure / Task								
Narcotics								
-Ordering narcotics								
-Receiving narcotics								
-Narcotic Invoices								
-Narcotic prescription record-keeping								
Patient Assistance Medications								
Samples								
Bulk Replacement Medications								
Medication Coupons								
Payment by third parties								
Medicare prescriptions								
Medicare billing								
Medicaid prescriptions								
Medicaid Overrides								
Returns to stock Legend medications								
Returns to stock Narcotic medications								
Hospital Discharge medications								
Faxed/Electronic Transmitted prescriptions								
Given in clinic-GIC Technician								
Samples-Sample Technician								

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