

Self-assessment worksheet for the *Professional Practice Standards* version 4

The following self-assessment worksheet and the *Professional Practice Standards* version 4 are intended to serve as a guide to achieving the desired standards of professional practice. It is however the sole responsibility of the individual pharmacist to determine, in all circumstances, whether a higher standard is required, and to meet that standard.

Self-assessment against the standards has been allocated one Group 2 CPD&PI credit per standard. This has been determined based on the average amount of time taken to self-assess against each standard. It is estimated that it takes approximately 30 minutes to review each standard so with Group 2 activities attracting 2 CPD credits per hour, this equates to 1 CPD credit per standard. Self-assessment against the standards would also be considered a structured reflection on practice for Group 3 activities (refer to PSA reference cards: Allocating CPD credits and Using standards to guide your CPD). These points should be self-entered in to your individual learning record. Pharmacists can access their record, as well as the PSA reference cards, via the Pharmaceutical Society of Australia (PSA) website www.psa.org.au (CPD&PI Personal Record).

The PSA has made every effort to ensure that, at the date of publication, the standards are free from errors and omissions and that all opinions, advice and information drawn upon have been provided in good faith. However, due to ongoing research and changes in legislation, business rules and pharmacy practice, the information is dynamic in nature. Therefore, neither the PSA nor any other person associated with the preparation of the standards accepts liability for any loss which a user of the standards may suffer as a result of reliance on the standards and in particular for:

- use of the standards for a purpose for which they were not intended;
- any errors or omissions in the standards;
- any inaccuracy in the information or data on which the standards are based or which are contained in the standards; or
- any interpretations or opinions stated in, or which may be inferred from, the standards.

Notification of any inaccuracy or ambiguity found in these standards should be made without delay in order that the issue may be investigated and appropriate action taken. Please forward your notification to:

The Policy and Practice Group
Pharmaceutical Society of Australia
PO Box 42
DEAKIN WEST
ACT 2600

Contents

<i>Self-assessment worksheet for the Professional Practice Standards version 4</i>	1
<i>How to complete your self-assessment against the Professional Practice Standards [version 4]</i>	3
A quick guide to reading the standards	3
Steps to completing the self-assessment	4
<i>Standards applicable to my pharmacy practice</i>	5
<i>Self-assessment worksheets for the Professional Practice Standards [version 4]</i>	6
Standard 1: Fundamental Pharmacy Practice	6
Standard 2: Managing Pharmacy Practice	8
Standard 3: Counselling	10
Standard 4: Medication Review	11
Standard 5: Dispensing	12
Standard 6: Indirect Pharmacy Services	14
Standard 7: Dose Administration Aids Service	16
Standard 8: Services to Residential Care Facilities	18
Standard 9: Continuity of Care through Medication Liaison Services	20
Standard 10: Compounding (also known as Extemporaneous Dispensing)	21
Standard 11: Compounding Sterile Preparations	23
Standard 12: Provision of Non-Prescription Medicines and Therapeutic Devices	25
Standard 13: Health Promotion	26
Standard 14: Medicines Information Centres	27
Standard 15: Pharmacy Services to Aboriginal and Torres Strait Islander Health Services	28
Standard 16: Screening and Risk Assessment	30
Standard 17: Disease State Management	32
Standard 18: Harm Minimisation	34
<i>Summary of required follow-up actions</i>	36

How to complete your self-assessment against the *Professional Practice Standards* version 4

The standards in the *Professional Practice Standards* version 4 provide a framework that defines and describes the qualities required by pharmacists to deliver a range of pharmacy services effectively and to an acceptable level. The standards are designed for individual pharmacists to self-assess their professional practice, identify areas where improvement is needed, and re-assess their performance after the appropriate changes have been implemented.

The first standard, Fundamental Pharmacy Practice, is the overarching 'universal' standard and is applicable to all pharmacists regardless of their area of practice. All other standards should be read with Standard 1 in mind.

For the other standards, each pharmacist should reflect on their own practice and identify which standards are applicable. The pharmacist can then assess themselves against the relevant standards in addition to Standard 1: Fundamental Pharmacy Practice.

A quick guide to reading the standards

Each standard is broken down into several sections. First, there is the standard itself, a statement describing the qualities that govern what constitutes an acceptable level of service in that area of practice. Below that, the scope lets the pharmacist know the context of the standard in practice, particularly if and how it relates to any other standards.

A simple table is provided to help pharmacists' self-assessment. A list of criteria, that is, observable results or behaviours that show a pharmacist to be competent and capable of meeting the standard, are printed in the left-hand column. Each criterion is further broken down into indicators. These are practical activities that provide measurable evidence that the pharmacist meets the criterion.

In order to facilitate self-assessment, a box is provided next to each indicator for the pharmacist to mark 'yes' I meet this indicator, 'no' I don't meet this indicator, or this indicator is 'not applicable (NA)' to my practice. If an indicator is considered not applicable to the pharmacist's practice, the reason behind this decision should be documented. Pharmacists should regularly self-assess; for example, once yearly, or when a change occurs in their professional practice.

For further information on how to interpret the standards, refer to the introductory section of the *Professional Practice Standards* version 4 available at www.psa.org.au/standards

Steps to completing the self-assessment

Step 1: Identify the standards to be assessed

Determine those standards that are applicable to your practice. Self-assessment only applies to those services you provide in your current role. Remember that Standard 1: Fundamental Pharmacy Practice applies to all pharmacists regardless of their area of practice.

- Complete the worksheet, **Standards applicable to my pharmacy practice** (pg 5).
- Copy (or print) the **Self-assessment worksheets** corresponding to each of the standards you've identified.

Step 2: Complete the self-assessment worksheets (pgs 6–35)

For each of the standards you've identified, complete the appropriate **self-assessment worksheet**.

- Read the relevant standard, and scope of the standard, carefully
- Read each criterion and their associated indicators. Determine whether each indicator is or is not applicable to you. **Not every indicator is necessarily applicable to each individual.** If an indicator does not apply to you, mark the box 'NA' (not applicable) and, in the **Required actions and comments** field, provide a brief explanation of your reason(s) why this is the case.
- Having identified those indicators that are applicable, assess whether or not you meet the indicator. In determining whether you meet an indicator, you should ask yourself the following types of questions: **'Do I do this in my practice?'** or **'How could I prove that I do this?'**
- Repeat the process for all of the standards you have identified as relevant to your practice and record the results on the self-assessment work sheets.

Step 3: Analyse the results

The results of the self-assessment are analysed at the indicator level. Therefore if an indicator is applicable to you, you *must* meet it to comply with the standard. To be able to declare compliance with a standard you must meet every indicator of every criterion that is applicable to you.

- Where an applicable indicator is not met, you should examine the activity to which it relates, and identify what actions you need to take to achieve compliance. Make a note of these in the **Required actions and comments** field next to the relevant indicator.
- Once you have completed the self-assessment it is recommended that you list all the tasks or activities that you need to complete in the **Summary of required actions** worksheet (pg 36). Enter a target date by which you hope to achieve each task.
- This summary sheet is a record of the tasks you need to complete, and documents your progress in meeting particular indicators (and ultimately the standards).
- Tasks identified should be included in your personal learning plan and form the basis for continuing professional development (CPD) activities. Information about the CPD&PI personal learning plan can be found on the PSA website: www.psa.org.au

Step 4: Store the results

Store all the completed **self-assessment worksheets**. The intent is to repeat the self-assessment many times during your professional career. Pharmacists should regularly self-assess; for example, once yearly, or when a change occurs in their professional practice.

Standards applicable to my pharmacy practice

Pharmacist's name:	
Workplace details:	
Date:	

- Using the *Professional Practice Standards* version 4, tick the appropriate boxes in the following list to determine which standards are applicable to your practice.

Standards		Applicable to my practice	
		Yes	No
1	Fundamental Pharmacy Practice		
2	Managing Pharmacy Practice		
3	Counselling		
4	Medication Review		
5	Dispensing		
6	Indirect Pharmacy Services		
7	Dose Administration Aids Service		
8	Services to Residential Care Facilities		
9	Continuity of Care through Medication Liaison Services		
10	Compounding (also known as Extemporaneous Dispensing)		
11	Compounding Sterile Preparations		
12	Provision of Non-prescription Medicines and Therapeutic Devices		
13	Health Promotion		
14	Medicines Information Centres		
15	Pharmacy Services to Aboriginal and Torres Strait Islander Health Services		
16	Screening and Risk Assessment		
17	Disease State Management		
18	Harm Minimisation		

- Now complete the self-assessment worksheets for those standards which you have identified above.

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 1: Fundamental Pharmacy Practice			
This worksheet is to be completed by all pharmacists			
Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
	3		
	4		
	5		
3	1		
	2		
	3		
	4		
	5		
	6		
	7		
4	1		
	2		
	3		
	4		
	5		
	6		
5	1		
	2		
	3		
	4		
	5		
	6		
6	1		
	2		
	3		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
7	1		
	2		
	3		
8	1		
	2		
9	1		
	2		
	3		
10	1		
	2		
	3		
	4		
	5		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 2: Managing Pharmacy Practice

This worksheet is to be completed by all pharmacists with management responsibilities

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
4	1		
	2		
	3		
	4		
5	1		
	2		
	3		
	4		
	5		
	6		
	7		

Additional requirements for managing pharmacists providing online pharmacy services

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
3	1		
	2		
	3		

Additional requirements for managing pharmacists providing non-sterile compounding services

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
2	1		
	2		
	3		
	4		
	5		

Additional requirements for managing pharmacists providing sterile compounding services

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

Declaration: I have completed this self-assessment in a fair and ethical manner.

Pharmacist's signature: _____ Date of self-assessment: _____

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 3: Counselling			
This worksheet is to be completed by all pharmacists providing counselling to consumers			
Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
3	1		
	2		
	3		
	4		
4	1		
	2		
	3		
	4		
5	1		
	2		
	3		
6	1		
	2		
7	1		
	2		
	3		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the Professional Practice Standards version 4

Standard 4: Medication Review

This worksheet is to be completed by all pharmacists providing medication review services.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
	4		
	5		
4	1		
	2		
5	1		
	2		
	3		
6	1		
	2		
	3		
	4		
7	1		
	2		
	3		
	4		
8	1		
	2		
	3		
	4		
	5		

Declaration: I have completed this self-assessment in a fair and ethical manner.

Pharmacist's signature: _____ Date of self-assessment: _____

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 5: Dispensing

This worksheet is to be completed by all pharmacists providing dispensing services to consumers.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
2	1		
	2		
	3		
3	1		
	2		
	3		
4	1		
	2		
	3		
	4		
	5		
	6		
	7		
5	1		
	2		
	3		
6	1		
	2		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
7	1		
	2		
	3		
	4		
	5		
	6		
8	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
9	1		
	2		
	3		
	4		
	5		
10	1		
	2		
	3		
11	1		
	2		
12	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 6: Indirect Pharmacy Services			
This worksheet is to be completed by all pharmacists providing indirect pharmacy services.			
Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
	4		
	5		
	6		
4	1		
	2		
	3		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
5	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
6	1		
	2		
	3		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 7: Dose Administration Aids Service			
This worksheet is to be completed by all pharmacists providing Dose Administration Aids services.			
Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
	6		
	7		
2	1		
	2		
	3		
	4		
	5		
	6		
	7		
3	1		
	2		
	3		
	4		
	5		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
4	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
5	1		
	2		
	3		
	4		
	5		
6	1		
	2		
	3		
	4		
7	1		
	2		
	3		
	4		
	5		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 8: Services to Residential Care Facilities

This worksheet is to be completed by all pharmacists providing services to residential care facilities.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
4	1		
	2		
	3		
5	1		
	2		
	3		
6	1		
	2		
	3		
	4		
	5		
	6		
7	1		
	2		
	3		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
8	1		
	2		
	3		
	4		
	5		
9	1		
	2		
	3		
	4		
10	1		
	2		
	3		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 9: Continuity of Care through Medication Liaison Services

This worksheet is to be completed by all pharmacists providing liaison pharmacy services.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
2	1		
	2		
	3		
	4		
	5		
	6		
	7		
3	1		
	2		
	3		
4	1		
	2		
	3		
	4		
	5		
	6		
5	1		
	2		
	3		
6	1		
	2		
	3		

Declaration: I have completed this self-assessment in a fair and ethical manner.

Pharmacist's signature: _____ Date of self-assessment: _____

Self-assessment worksheets for the Professional Practice Standards version 4

Standard 10: Compounding (also known as Extemporaneous Dispensing)			
This worksheet is to be completed by all pharmacists providing compounding services.			
Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
4	1		
	2		
	3		
	4		
	5		
	6		
	7		
5	1		
	2		
	3		
	4		
	5		
	6		
6	1		
	2		
	3		
	4		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
7	1		
	2		
	3		
	4		
	5		
	6		
	7		
8	1		
9	1		
	2		
	3		
	4		
	5		
	6		
10	1		
	2		
	3		
11	1		
	2		
	3		
	4		
	5		
12	1		
	2		
	3		
	4		
13	1		
	2		
	3		
	4		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 11: Compounding Sterile Preparations

This worksheet is to be completed by all pharmacists involved in compounding sterile preparations.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
	4		
	5		
4	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
5	1		
	2		
	3		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
6	1		
	2		
	3		
7	1		
	2		
	3		
	4		
8	1		
	2		
	3		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the Professional Practice Standards version 4

Standard 12: Provision of Non-Prescription Medicines and Therapeutic Devices

This worksheet is to be completed by all pharmacists who provide non-prescription medicines and therapeutic devices

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
	6		
2	1		
	2		
	3		
	4		
3	1		
	2		
4	1		
	2		
	3		
	4		
	5		
5	1		
	2		
	3		
6	1		
	2		

Declaration: I have completed this self-assessment in a fair and ethical manner.

Pharmacist's signature: _____ Date of self-assessment: _____

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 13: Health Promotion

This worksheet is to be completed by all pharmacists involved in health promotion activities.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
	6		
2	1		
	2		
	3		
3	1		
	2		
	3		

Declaration: I have completed this self-assessment in a fair and ethical manner.

Pharmacist's signature: _____ Date of self-assessment: _____

Self-assessment worksheets for the Professional Practice Standards version 4

Standard 14: Medicines Information Centres

This worksheet is to be completed by all pharmacists working in medicines information centres.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
2	1		
	2		
	3		
	4		
	5		
3	1		
	2		
	3		
4	1		
	2		
	3		
5	1		
	2		
6	1		
	2		
	3		
7	1		
	2		
	3		
	4		
8	1		
	2		
	3		
	4		

Declaration: I have completed this self-assessment in a fair and ethical manner.

Pharmacist's signature: _____ Date of self-assessment: _____

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 15: Pharmacy Services to Aboriginal and Torres Strait Islander Health Services

This worksheet is to be completed by all pharmacists providing pharmacy services to Aboriginal and Torres Strait Islander Health Services.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
	3		
	4		
	5		
3	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
4	1		
	2		
	3		
	4		
5	1		
	2		
	3		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
6	1		
	2		
7	1		
	2		
	3		
	4		
	5		
	6		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 16: Screening and Risk Assessment

This worksheet is to be completed by all pharmacists providing screening and risk assessment services.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
3	1		
	2		
4	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
5	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
6	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
7	1		
	2		
8	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 17: Disease State Management			
This worksheet is to be completed by all pharmacists providing disease state management services.			
Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
	4		
	5		
	6		
2	1		
	2		
	3		
	4		
	5		
3	1		
	2		
4	1		
	2		
	3		
5	1		
	2		
	3		
	4		
	5		
	6		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
6	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
7	1		
	2		
	3		
	4		
	5		
	6		
	7		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

Self-assessment worksheets for the *Professional Practice Standards* version 4

Standard 18: Harm Minimisation

This worksheet is to be completed by all pharmacists providing harm minimisation services.

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
1	1		
	2		
	3		
2	1		
	2		
	3		
	4		
3	1		
	2		
	3		
	4		
	5		
4	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
5	1		
	2		
	3		
	4		

Criteria	Indicators	Self-check: Yes/No/NA	Required actions or comments
6	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
7	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
Declaration: I have completed this self-assessment in a fair and ethical manner.			
Pharmacist's signature: _____ Date of self-assessment: _____			

