

PSA Intern Training Program Agreement

This document is an agreement between the pharmacy intern and the Pharmaceutical Society of Australia Limited (PSA) as the training provider. It outlines the roles and responsibilities of the intern and PSA during the PSA Intern Training Program. It also details the program objectives, content, delivery and assessment strategies.

Roles and responsibilities

PSA, as the training provider, shall:

- Support the development and ongoing review of a training plan in conjunction with the intern and preceptor that detail the requirements of the workplace training.
- Ensure that all individual training and assessment is undertaken by appropriately qualified staff in accordance with the program detailed in this agreement.
- Have in place policies that protect the rights of the intern and the preceptor/employer.
- Provide a certificate of completion to the intern upon successful completion of the PSA Intern Training Program.

The intern shall:

- Accept all instruction and training as detailed in this agreement and the training plan to achieve competence.
- Make all reasonable efforts to acquire the skills and knowledge indicated in this agreement and the training plan and to maintain satisfactory progress.
- Regularly submit any required evidence of workplace performance and make all reasonable efforts to maintain copies of records of both workplace and individual training.
- Attend any required individual training with the training provider at its nominated location.
- Participate in online activities organised by the training provider.
- Comply with the employer's and statutory work health and safety requirements governing interns.
- Complete all forms and provide relevant information to the PSA, Australian Pharmacy Council (APC) and Pharmacy Board of Australia (PBA) as requested.
- Provide a copy of this agreement to the preceptor and employer.

Objectives

The PSA Intern Training Program has been developed to:

- Assist and guide the intern through their transition from student to competent pharmacist during their practical workplace training.
- Address the competencies detailed in the *National Competency Standards Framework for Pharmacists in Australia 2010*.
- Encourage participation in and impart the value of continuing education as the basis for life-long learning.
- Foster positive relationships between the intern and other pharmacists, health professionals and the community.
- Provide the intern with the ability to translate and apply their knowledge and skills across a number of facets of pharmacy.

Learning outcomes

At the conclusion of the PSA Intern Training Program, the intern will be able to:

- Demonstrate systematic, appropriate and thorough procedures in all steps of supplying pharmaceutical products and services.
- Demonstrate a commitment to the highest standards of personal and professional ethics and legal practice, including accepting responsibility for the outcomes of individual decisions and actions.
- Demonstrate the use of appropriate skills in communicating health information and building positive relationships with patients, carers and other health care professionals, including promoting public health.
- Effectively access, evaluate, synthesise and disseminate medicine and health information to patients, carers and other health professionals.
- Effectively promote and contribute to the optimal use of medicines by patients and other health care professionals.
- Effectively assess and address primary health care needs of patients, including first aid.
- Demonstrate effective planning and organisational skills in the management of the business related to pharmacy.
- Demonstrate an appreciation for, and commitment to, continuing professional development, and understand the importance of life-long learning.

Program structure

The PSA Intern Training Program is designed to be flexible to fit the interns' needs and can be completed in a minimum period of nine months up to a maximum period of 24 months. The standard program timeframe is nine months.

The PSA Intern Training Program comprises various components, each designed to guide the intern through the transition from student to competent pharmacist.

All activities must be successfully completed and all documents submitted to meet the requirements of the PSA Intern Training Program. All components must be completed within two years of commencing the program. A completion certificate will be awarded to the intern on successful completion of the PSA Intern Training Program.

Interns must successfully meet the competencies as outlined in the *National Competency Standards Framework for Pharmacists in Australia 2010*. Forms of assessment of these competencies will include satisfactory completion of:

- View mandatory orientation eLecture
- Participate in mandatory workshop one and two
- Five online modules
- Public health education project
- One practical assessment
- Reflective journal entries
- Complete one career pathways module
- Documentation:
 - Valid Australian First Aid and CPR certificates
 - NPS pharmacy practice review or drug use evaluation
 - Workplace appraisals
 - CPD record and CPD Plan.

Program delivery

The PSA Intern Training Program utilises a range of methods of delivery that fully maximises the intern's time and learning opportunities including a mix of face-to-face workshops, workplace assessment tasks and online activities.

The PSA Intern Training Program is designed to allow interns to apply their knowledge and skills in the workplace. The intern will be required to undertake assessment tasks within their workplace, supported by their preceptor. The preceptor is also required to observe the intern undertaking specific tasks, and to report on their competency.

At the end of each component of the PSA Intern Training Program, the intern is assessed as competent or not yet competent. The opportunity to resubmit tasks that do not meet the standards will be discussed with the intern as required.

Monitoring the training and assessment of competence within the program components shall remain the responsibility of PSA.

PSA will make reasonable adjustments to accommodate the special needs of individual interns where he or she may require special assistance with access to program materials or components.

The table below outlines the program requirements.

Program requirements

Component	Nominal hours	Competency standards	Mode of delivery
Orientation session	1	1.5, 2.6	Recorded eLecture
Workshop 1 pre-reading	2	1.1, 1.2, 2.1, 2.3, 4.2, 4.3, 5.1, 6.1,	Online
Workshop 1	14	6.2, 6.3, 7.2	Face-to-face
Workshop 2 pre-reading	2	1.2, 2.1, 2.3, 4.1, 4.2, 4.3, 6.1, 6.2, 6.3,	Online
Workshop 2	14	7.1, 7.2, 7.3	Face-to-face
Career Pathways modules	2	1.3, 6.1, 6.2	Online
Pharmacy calculations	2	5.1, 5.2	Online
Pharmacist skills for complete patient care	4	2.3, 5.3, 5.4, 6.2, 7.1	Online
Optimal use of medicines	12	1.3, 1.4, 2.3, 4.1, 6.1, 6.2, 7.1, 7.2, 8.1	Online
Manage people performance	14	2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 3.2, 3.3	Online
PBS for pharmacy interns	2	1.1, 1.2, 4.3	Online
Public health education project	3 months	6.1, 6.2, 6.3	Online/workplace
PBA extemporaneous dispensing assessment	6–12	5.1, 5.2, 8.1	Workplace
Reflective journal entries	5	1.3, 1.5, 2.1	Workplace/self-reflection
NPS pharmacy practice review or drug use evaluation	3 months	4.2, 7.3, 8.2	External/workplace
Australian First Aid certificate with a current CPR certificate	10	1.5, 2.6, 6.2	External
Workplace appraisals	Linked to 1,824 hours of supervised practice	Refer to PSA Training plan	Workplace
CPD record and CPD plan	up to 40	1.5, 2.6	online print and/or face-to-face

Personal and privacy information

PSA complies with both the Federal and relevant State and Territory Privacy Acts, and adheres to the following principles referred to in those Acts.

Collection of data: PSA will not collect personal information about an individual unless the information is necessary and it will be fair, lawful and not intrusive.

Use and disclosure: PSA will only use or disclose information for the purpose for which it was collected or for a secondary purpose which the provider of the information would reasonably expect. The PSA may use or disclose personal information in circumstances related to public interest, such as law enforcement and public or individual safety. Information will only be disclosed to an unrelated third party if permission is sought and received in writing from the individual concerned first.

Data: PSA will take reasonable steps to ensure that the personal information collected uses or discloses, is accurate, complete and up-to-date. It will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

PSA will provide the intern's personal information to the Therapeutic Guidelines (for eTG access) and MIMS Australia (for eMIMS access) as part of the program inclusions.

PSA will, at times, need to provide the intern's preceptor, APC and/or PBA with personal information and any information relating to the intern's progress through the PSA Intern Training Program as part of its accreditation requirements. Please refer to the PSA policies and procedures manual for further information.

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