

**PRP PERSONAL ASSESSMENT BY PRINCIPAL PRECEPTOR**

**SECTION 1: DEMONSTRATE A PROFESSIONAL APPROACH**

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	Action and attitudes are demonstrated which indicate a commitment to quality of pharmaceutical care of the patient													
2.	A polite and helpful manner is demonstrated													
3.	Dress code and behavior meet the requirements of the organisation													
4.	Reliability is demonstrated													
5.	Initiative is demonstrated													
6.	Recognition of personal limitation is demonstrated													
7.	Work is carried out in an organised manner and with attention to detail so that the desired result is achieved													
8.	Work is prioritised effectively													

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		1	2	3	4	5	6	7	8	9	10	NA		
9.	Tasks are pursued to completion and within agreed time limits (unless overriding circumstances make this impossible)													
10.	Problems or potential problems are identified and the appropriate corrective action taken or solution found													
11.	New situation are responded to with flexibility and willingness													
12.	Stressful situations are handled without undue agitation													
13.	Decisions are made which demonstrated the ability to think clearly, logically and with discretion													
14.	Tasks and situation are approached with due regard to legal implications and organisational policy													

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No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
15.	The safety of the working area is maintained to all times so that the health and safety of colleagues and the public is not compromised													
16.	The security of the premises is upheld at all times													
	<b>TOTAL MARKS (SECTION 1)</b>													

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**SECTION 2: TEAMWORK**

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
17.	A manner is demonstrated which indicates that due respect is given to the ideas and opinion of colleagues													
18.	Advice and criticisms are offered to colleagues in a manner unlikely to cause offence													
19.	Constructive criticism is receive in a positive manner													
	<b>TOTAL MARKS (SECTION 2)</b>													

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**SECTION 3: UNDERTAKE PERSONAL AND PROFESSIONAL DEVELOPMENT**

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
20.	The ability to self-evaluate and reflect on experiences is demonstrated													
21.	Feedback on performance is used effectively to improved competence													
22.	The ability to accept responsibility for meeting own development needs and achieving targets is demonstrated													
	<b>TOTAL MARKS (SECTION 3)</b>													

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**SECTION 4: COMMUNICATION SKILLS**

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
23.	A sufficient command of the Bahasa Malaysia and English Language is demonstrated													
24.	Conversations (in person or over the telephone) are conducted in a manner which demonstrates due regard to confidentiality and the feelings of the other person													
25.	Questioning is used effectively to elicit necessary information and increase understanding													
26.	Responses in conversation are helpful and clear													
27.	Body language is appropriate to the situation													
28.	Clear, concise and well-structured written material is provided when required													

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**SECTION 4: COMMUNICATION SKILLS**

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
29.	All responses (whether spoken or written) are tailored to the needs of the recipient													
30.	A clear, polite and helpful telephone manner is demonstrated													
31.	Complaints or demands are responded to in a polite manner													
32.	An appropriately assertive manner is used when unreasonable demands or complaints are made													
	<b>TOTAL MARKS (SECTION 4)</b>													

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**SECTION 5: INTEGRITY**

No.	Assessment	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
33.	The quality of being honest and having strong moral principles													
34.	Implementation of appropriate policies and procedures that ensure the effective, efficient and ethical management of pharmaceutical system (medicine regulatory system and medicine supply system).													
35.	Transparent, accountable, follows the rule of law and prevent corruption.													
36.	Telling the truth, being open and not taking advantage of others													
37.	Demonstrate responsibility, show respect and caring of others													
<b>TOTAL MARKS (SECTION 5)</b>														
<b>MARKS (%) (SECTION 1 – SECTION 5)</b>		Marks = _____ X 100 370 = _____ %												



TO BE FILLED BY PRINCIPAL PRECEPTOR

**SUMMARY OF PERFORMANCE FOR EACH MODULE  
AND PERSONAL ASSESSMENT**

MODULES		MARKS (%)
1A.	<i>Out-Patient Pharmacy Services (Counter Services)</i>	
1B.	<i>Out-Patient Pharmacy Services (MTAC)</i>	
1C.	<i>Out-Patient Pharmacy Services (Methadone Replacement Therapy)</i>	
1D.	<i>Out-Patient Pharmacy Services (Smoking Cessation Clinic)</i>	
2.	<i>Pharmacy Store Management</i>	
3.	<i>Drug Information Services</i>	
4.	<i>Galenical Repacking &amp; Extemporaneous</i>	
5.	<i>Community Services</i>	
6.	<i>In-Patient Pharmacy Services</i>	
7.	<i>Ward Pharmacy Practices</i>	
AVERAGE MARKS		

PERSONAL ASSESSMENT		MARKS (%)
1.	<i>Demonstrate a Professional Approach</i>	
2.	<i>Teamwork</i>	
3.	<i>Undertake Personal and Professional Development</i>	
4.	<i>Communication Skills</i>	
5.	<i>Integrity</i>	
AVERAGE MARKS		

Preceptor's Signature:

Date:

**TO BE FILLED BY PRINCIPAL PRECEPTOR FOR EXTENDED PRP**

**SUMMARY OF PERFORMANCE FOR EACH MODULE  
AND PERSONAL ASSESSMENT**

MODULES		MARKS (%)
1A.	<i>Out-Patient Pharmacy Services (Counter Services)</i>	
1B.	<i>Out-Patient Pharmacy Services (MTAC)</i>	
1C.	<i>Out-Patient Pharmacy Services (Methadone Replacement Therapy)</i>	
1D.	<i>Out-Patient Pharmacy Services (Smoking Cessation Clinic)</i>	
2.	<i>Pharmacy Store Management</i>	
3.	<i>Drug Information Services</i>	
4.	<i>Galenical Repacking &amp; Extemporaneous</i>	
5.	<i>Community Services</i>	
6.	<i>In-Patient Pharmacy Services</i>	
7.	<i>Ward Pharmacy Practices</i>	
<b>AVERAGE MARKS</b>		

PERSONAL ASSESSMENT		MARKS (%)
1.	<i>Demonstrate a Professional Approach</i>	
2.	<i>Teamwork</i>	
3.	<i>Undertake Personal and Professional Development</i>	
4.	<i>Communication Skills</i>	
5.	<i>Integrity</i>	
<b>AVERAGE MARKS</b>		

Preceptor's Signature:

Date:

**APPRAISAL BY PRINCIPAL PRECEPTOR**

Setiausaha  
Lembaga Farmasi Malaysia  
Bahagian Perkhidmatan Farmasi  
Lot 36, Jalan Universiti,  
46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

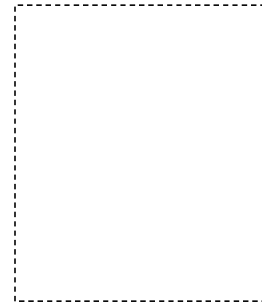
.....

I/C Number: .....

PRP Registration Number: .....

Place of Training: .....

Date of Training: From (date) ..... to (date) .....



***I certify that the above PRP has completed his / her training as required under subsection 6A(2) of the Registration of Pharmacist Act 1951.***

**1. Proposal:**

1A. *Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is **recommended** to be given to him/her*

1B. *Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is **not recommended** to be given to him/her*

**2. Details of Principal Preceptor:**

Name: .....

Address of Training Premise:

.....

.....

Preceptor's Signature:

Date:

**APPRAISAL BY MASTER PRECEPTOR**

Setiausaha  
Lembaga Farmasi Malaysia  
Bahagian Perkhidmatan Farmasi  
Lot 36, Jalan Universiti,  
46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

.....

I/C Number: .....

PRP Registration Number: .....

Place of Training: .....

Date of Training: From (date) ..... to (date) .....



***I certify that the above PRP has completed his / her training as required under subsection 6A(2) of the Registration of Pharmacist Act 1951.***

**2. Proposal:**

1A. Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is **recommended** to be given to him/her

1B. Certificate of satisfactory experience in accordance to sub-regulation 7(1) Registration of Pharmacists Regulations 2004 is **not recommended** to be given to him/her

**2. Details of Master Preceptor:**

Name: .....

Address of Training Premise:

.....

.....

Preceptor's Signature:

Date:

**APPRAISAL BY PRP OF PRECEPTOR – KLINIK KESIHATAN (optional)**

Setiausaha  
 Lembaga Farmasi Malaysia  
 Bahagian Perkhidmatan Farmasi  
 Lot 36, Jalan Universiti,  
 46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

.....

I/C Number: .....

PRP Registration Number: .....

Place of Training: .....

I have undergone training at the above place from (date): \_\_\_\_\_ to \_\_\_\_\_

No.	Subject	Grade										Comments	
		1	2	3	4	5	6	7	8	9	10		
1.	Facilities of Training Place												
2.	Professional Exposure by the Preceptor												
3.	Professional Guidance by the Preceptor												
4.	Training Skills of the Preceptor												

\* to be sent by PRP directly to Pharmacy Board Malaysia

**APPRAISAL BY PRP OF PRECEPTOR – HOSPITAL (optional)**

Setiausaha  
 Lembaga Farmasi Malaysia  
 Bahagian Perkhidmatan Farmasi  
 Lot 36, Jalan Universiti,  
 46350 Petaling Jaya, Selangor.

Name of Provisionally Registered Pharmacist:

.....

I/C Number: .....

PRP Registration Number: .....

Place of Training: .....

I have undergone training at the above place from (date): \_\_\_\_\_ to \_\_\_\_\_

No.	Subject	Grade										Comments
		1	2	3	4	5	6	7	8	9	10	
1.	Facilities of Training Place											
2.	Professional Exposure by the Preceptor											
3.	Professional Guidance by the Preceptor											
4.	Training Skills of the Preceptor											

\* to be sent by PRP directly to Pharmacy Board Malaysia