



4

**Record of Training and  
Experience for  
Provisionally Registered  
Pharmacist**

***DRUG INFORMATION SERVICES***

**PERSONAL PARTICULARS**

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1.	<b>Name</b>	:	_____
2.	<b>I/C Number</b>	:	_____
3.	<b>Provisional Registration Number</b>	:	_____
4.	<b>Contact Number</b>	:	_____
5.	<b>Email Address</b>	:	_____
6.	<b>Qualification</b> (Degree/University/Year)	:	_____
7.	<b>Principal Training Place</b>	:	_____
8.	<b>Duration of Training</b>	:	<b>From (date):</b> ..... <b>to</b> .....
9.	<b>Name &amp; Contact Number of Person in Case of Emergency</b>	:	_____

**I confirmed that the above information is true.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 1. INTRODUCTION

1. The registration of Pharmacists Act (Amendment) 2003 stipulates that a person who is provisionally registered shall be required to obtain experience immediately upon being provisionally registered, engage in employment as a Provisionally Registered Pharmacist (PRP) to the satisfaction of the Pharmacy Board for a period of not less than one year.
2. The engagement as a PRP must be in any premises listed in the *Second Schedule* in order to be entitled for full registration.
3. The Pharmacy Board may extend the one-year period of employment of a PRP if the Board is not satisfied with the performance of that person as a PRP.
4. ***The provisional registration of a person shall be revoked if that person fails to engage in employment as PRP to the satisfaction of the Pharmacy Board for a period of not less than one year in any premises listed in the Second Schedule.***
5. ***All PRPs are required to achieve at least 60% marks for all the sections in the log book and average of at least 60% marks for the personal assessment to be qualified to register as a Fully Registered Pharmacist.***
6. ***All PRPs are also required to pass the Qualifying Examination to Practice Pharmacy conducted by the Pharmacy Board prior to full registration.***

## 2. TRAINING MODULES AND RECORD OF TRAINING AND EXPERIENCE FOR PROVISIONALLY REGISTERED PHARMACIST (PRP)

1. This record book is designed primarily to guide the provisionally registered pharmacists and their preceptors of various pharmacy disciplines in the training hospital/institution in coordinating activities and programmes during the one-year provisional training.
2. The number of cases in this logbook serves as a guideline and is subjected to the capacity of each hospital/institution.
3. This record book will be the basis for the appraisal by all preceptors, which shall be submitted to the Pharmacy Board for the purpose of registration as a Fully Registered Pharmacist at the end of the training.
4. The preceptor is required to complete the record of the following:
  - i. Endorse the completion of each task with signature, name and date in the column provided.
  - ii. Level of performance is based on the following scale:

Scale	Rating	Description
<b>9 – 10</b>	<b>Excellent</b>	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative.
<b>7 – 8</b>	<b>Very Satisfactory</b>	Performance exceeded expectation. All goals, objectives and targets were achieved above the established standards.
<b>5 – 6</b>	<b>Satisfactory</b>	Performance met expectations in terms of quality of work, efficiency and timeliness.
<b>3 – 4</b>	<b>Unsatisfactory</b>	Performance failed to meet expectations and/or one or more of the targets were not met.
<b>1 – 2</b>	<b>Poor</b>	Performance was consistently below expectations and/or reasonable progress toward achieving goals was not made. Significant improvement is needed in one or more areas.

5. The log book should be submitted to the Master preceptor at the 12<sup>th</sup> month of the training.
6. The final appraisal to be completed by the master preceptor and the original copy of the final appraisal to be sent to the Pharmacy Board.

***Lembaga Farmasi Malaysia  
Bahagian Perkhidmatan Farmasi  
Kementerian Kesihatan Malaysia  
Lot 36, Jalan Universiti  
46350 Petaling Jaya***

### 3. DUTIES AND RESPONSIBILITIES OF A PRECEPTOR

- i. Serves as a learning resource for all PRPs. Ensures a PRP receives necessary training to develop skills and attitude as a competent pharmacist.
- ii. Serves as a role model instilling professional values and attitude.
- iii. Evaluates PRPs performances during their training.

***Note: Training of PRP should abide the Code of Conduct for Pharmacists and Bodies Corporate and related Malaysian pharmacy legislations.***

#### **4. DUTIES AND RESPONSIBILITIES OF A PROVISIONALLY REGISTERED PHARMACIST (PRP)**

1. Fulfill the requirement of all the training modules in the log book within the stipulated time frame.
2. Undertake the training modules / programme with positive attitudes and commitments.
3. Acquire knowledge and skills by performing required tasks, observing, reading and asking questions.
4. Actively participate in professional development programme to keep abreast of current knowledge.
5. Adhere to the hospital / institution policies and procedures.

## MODULE 4: DRUG INFORMATION SERVICES

***(Duration of Attachment: 4 weeks)***

The activities in this department include:

1. Gather evidence based information and respond the requestor.
2. Document enquiries and information given.
3. Participate / assist in medicines evaluation for hospital formulary development and maintenance.
4. Participate in preparation of bulletin or newsletter.
5. Identify the different resources in drug information.
6. Participate in CPE and consumer education
7. Conduct a short study/project



## SUMMARY OF ACTIVITIES FOR MODULE 4: DRUG INFORMATION SERVICES

Section	Task	Target (minimum)	Remarks
1.	<b>Receive, Answer and Document Enquiries</b>	20/week	
2.	<b>Educational Activities</b>	<ul style="list-style-type: none"> <li>• Investigate and compile ADR/ Medication error (if any)</li> <li>• 1 CPE presentation</li> <li>• 1 clinical paper appraisal</li> <li>• 1 short study/project</li> <li>• Bulletin/ Newsletter (optional)</li> </ul>	

## MODULE 4: DRUG INFORMATION SERVICES

### SECTION 1: RECEIVE, ANSWER AND DOCUMENT ENQUIRIES (Minimum 20/week)

#### WEEK 1

Date	Description of Enquiries	Preceptor's Initial

## MODULE 4: DRUG INFORMATION SERVICES

### SECTION 1: RECEIVE, ANSWER AND DOCUMENT ENQUIRIES (Minimum 20/week)

#### WEEK 2

Date	Description of Enquiries	Preceptor's Initial

## MODULE 4: DRUG INFORMATION SERVICES

### SECTION 1: RECEIVE, ANSWER AND DOCUMENT ENQUIRIES (Minimum 20/week)

#### WEEK 3

Date	Description of Enquiries	Preceptor's Initial

## MODULE 4: DRUG INFORMATION SERVICES

### SECTION 1: RECEIVE, ANSWER AND DOCUMENT ENQUIRIES (Minimum 20/week)

#### WEEK 4

Date	Description of Enquiries	Preceptor's Initial

## MODULE 4: DRUG INFORMATION SERVICES

### SECTION 2: EDUCATIONAL ACTIVITIES

#### WEEK 1 – WEEK 4

	Investigate and Compile ADR / Medication Error (if any)	CPE Presentation / Activity (minimum 1 case)	Clinical Paper Appraisal (minimum 1 case)	Short Study / Project (minimum 1)	Bulletin / Newsletter (optional)	Preceptor's Initial
<b>Title:</b>						
<b>Date of Presentation:</b>						
<b>Date of Submission:</b>						

## ASSESSMENT – DRUG INFORMATION SERVICES

### SECTION 3: MANAGEMENT OF DRUG INFORMATION SERVICES

No.	Knowledge	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	Retrieve, analyze and deliver the information required in a skillful, efficient and evidence – based manner to meet the needs of the requestor.													
2.	Document enquiries and information given in a clear and systematic manner.													
3.	Formulary development, evaluation and maintenance, and ability to provide support in Pharmacy & Hospital Drug Committee agendas.													
4.	Sources of information such as journals, bibliographic databases and books, for acquisition, retrieval and maintenance purposes.													
5.	Ability to compile appropriate data and produce reports on the service.													

No.	Knowledge	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
6.	Ability to communicate with the enquirer in a professional and systematic manner to: <ul style="list-style-type: none"> <li>i. Retrieve sufficient background information</li> <li>ii. Provide summarized reply with adequate details</li> </ul>													



## ASSESSMENT – DRUG INFORMATION SERVICES

### SECTION 4: COMPETENT ASSESSMENT

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	Receive, Answer and Document Enquiries													
2.	Investigate and compile ADR/ Medication error (if any)													
3.	CPE Presentation / Activity													
4.	Paper Appraisal													
5.	Short Study / Project													
6.	Bulletin / Newsletter (optional)													

## ASSESSMENT – DRUG INFORMATION SERVICES

### SECTION 5: GENERAL COMMENT ON ATTITUDE

Marks =  $\frac{\quad}{120} \times 100\%$

=  $\frac{\quad}{\quad} \%$

Preceptor's Name & Signature:

**PHARMACY BOARD MALAYSIA**  
**MINISTRY OF HEALTH MALAYSIA**

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46350 PETALING JAYA  
SELANGOR, MALAYSIA