



6

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

***PHARMACY STORE MANAGEMENT***

**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 (Degree/University/Year)</b>	:	_____
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>	:	_____
<b>I confirmed that the above information is true.</b>			
<b>Signature:</b>		<b>Date:</b>	

## 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.

*(Duration of Attachment: 4 weeks)*

### SECTION 1: STORE MANGEMENT

1. Understand the principles of store management, organization structure, stock movement and control, cleanliness & sanitation and security.
2. Knowledge of the store KPI and statistics.

### SECTION 2: PROCUREMENT AND DISTRIBUTION

Understand the procurement processes and monitoring of vendor performances:

- Procurement planning
- Budget management
- Procurement system – eSPKB (SISTEM Perancangan Kewangan Belanjawan) and ePerolehan
- Ordering process
- Quotation process
- Receiving and distributing of stocks
- Penalty management
- Data and statistical compilation and analysis for preparation of Drug Committee Meeting

### SECTION 3: STORAGE

Understand the storage requirements according to Good Distribution Practice (GDP).

### SECTION 4: INVENTORY CONTROL

Knowledge and understanding of drug usage patterns, identification of slow and non-moving stocks, maximum and minimum levels, expiry date monitoring, stock counting/stock checking and stock verification.



**SECTION 5: DISPOSAL/WRITE-OFF**

Knowledge of disposal/ write-off of stocks and its procedures and documentation.

**SECTION 6: PRODUCT COMPLAINT**

Knowledge on handling of product complaints and reporting procedures.

**SECTION 7: PRODUCT RECALL**

Knowledge of product recall and reporting procedures.

**SECTION 8: DANGEROUS DRUGS AND PSYCHOTROPIC SUBSTANCES**

Knowledge of dangerous drugs and psychotropic substances distribution and disposal in accordance to the respective legislations:

- Dangerous Drugs Act 1952 & its Regulations
- Poison Act 1952 & its Regulations
- Poison (Psychotropic Substances) Regulations 1989

## SUMMARY OF ACTIVITIES FOR MODULE 6: PHARMACY STORE MANAGEMENT

Section	Task	Target (minimum)	Remarks
1.	<b>Store Management</b>	-	Knowledge and understanding of the principles of inventory and store management including the policies, procedures and techniques applied in maintaining the stocks accordance to the current legislation/ treasury instruction/ guidelines
2.	<b>Procurement and Distribution</b>	-	Knowledge of ordering procurement process and monitoring of vendor performances
3.	<b>Storage</b>	-	Knowledge of all products storage including biological/ vaccines, handling of cytotoxic drugs, refrigerated items, inflammables and corrosive items, medical gases, safety measures and cold chain management
4.	<b>Inventory Control</b>	-	Knowledge and understanding of drug usage patterns, identification of slow and non-moving stocks, maximum and minimum levels, expiry date monitoring, stock counting/ stock checking and stock verification.
5.	<b>Disposal/Write-off</b>	-	Knowledge of disposal/ write-off of stocks and its procedures and documentation

## SUMMARY OF ACTIVITIES FOR MODULE 6: PHARMACY STORE MANAGEMENT

Section	Task	Target (minimum)	Remarks
6.	Product Complaints	-	Knowledge on handling of product complaints and reporting procedures
7.	Product Recall	-	Knowledge of handling of product recall and reporting procedures
8.	Dangerous / Psychotropic Drugs Management	-	Knowledge of dangerous drugs and psychotropic substances distribution and disposal in accordance to the respective legislations

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 1: STORE MANAGEMENT

Knowledge and understanding of the principles of inventory and store management including the policies, procedures and techniques applied in maintaining the stocks accordance to the current legislation/ treasury instruction/ guidelines which including:

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<p><b>CURRENT LEGISLATION / POLICIES / GUIDELINES</b></p> <p>Able to recognize policies and procedures related to stores management according to current legislation / treasury instructions/ guidelines.</p>													
2.	<p><b>PROCEDURES IN STORE MANAGEMENT</b></p> <p>Able to understand the system / program used for stock movement and control</p> <ul style="list-style-type: none"> <li>• KEW.PS / Bin card</li> <li>• PhIS or any inventory system/program</li> </ul>													

3.	<p><b>ORGANIZATION STRUCTURE / LAYOUT / CHART</b></p> <ul style="list-style-type: none"> <li>• Able to understand structure / layout and function of stores</li> <li>• Able to understand pharmacist role in store management</li> <li>• Able to understand the roles and responsibilities of the staff responsible for various inventory management activities</li> </ul>												
4.	<p><b>FACILITY REQUIREMENTS</b></p> <p>Able to identify facility requirements:</p> <ul style="list-style-type: none"> <li>• Signage</li> <li>• Store and equipment maintenance (refrigerator, air conditioner)</li> <li>• Contingency plan for fire / blackout</li> <li>• Disaster plan</li> </ul>												
5.	<p><b>CLEANLINESS</b></p> <p>Able to identify requirements</p>												

6.	<b>SECURITY/ SAFETY</b> Able to identify and understand the importance of security / safety aspects of store												
7.	<b>TYPE OF INVENTORY</b> Able to identify the Store Catalogue and type of products managed												
8.	<b>STOCK MOVEMENT AND CONTROL</b> Able to understand the importance of maintaining the records and documentation of stock movement												
9.	<b>STORE PERFORMANCES</b> Able to understand the analysis of store performances: <ul style="list-style-type: none"> <li>• Stock turnover rate</li> <li>• Stock holding</li> <li>• Other relevant indicators or statistics</li> </ul>												
<b>TOTAL MARKS (SECTION 1)</b>													

## ASSESSMENT - PHARMACY STORE MANAGEMENT

### SECTION 2: PROCUREMENT AND DISTRIBUTION

Knowledge of ordering procurement process and monitoring of vendor performances includes:

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<b>PROCUREMENT PLANNING</b> <ul style="list-style-type: none"> <li>• Able to understand the method use in procurement planning                             <ul style="list-style-type: none"> <li>- ROA (Reorder Advice)/ RPL (Recommended Purchase List)</li> </ul> </li> <li>• Able to recognize the different method/processes in procurement accordance to the treasury instructions:                             <ul style="list-style-type: none"> <li>- APPL</li> <li>- Quotation /Direct purchase</li> <li>- Central Contract</li> </ul> </li> </ul>													
2.	<b>BUDGET MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Able to understand the different code using for program/ activity/object</li> </ul>													

	<ul style="list-style-type: none"> <li>• Able to understand the importance of maintaining the vote book and able to do entry of transaction</li> <li>• Able to understand the outcomes based budget system</li> </ul>												
3.	<b>PROCUREMENT SYSTEM</b> <ul style="list-style-type: none"> <li>• Able to identify the system use to procure the stocks: <ul style="list-style-type: none"> <li>- eSPKB</li> <li>- ePerolehan</li> </ul> </li> </ul>												
4.	<b>ORDERING PROCESS</b> <ul style="list-style-type: none"> <li>• Able to understand the requirement and process of: <ul style="list-style-type: none"> <li>- Purchasing (standard/nonstandard items)</li> <li>- Indenting (units to main store)</li> </ul> </li> </ul>												
5.	<b>QUOTATION PROCESS</b> <ul style="list-style-type: none"> <li>• Able to understand the requirement and process for quotation: <ul style="list-style-type: none"> <li>- Annual limit value</li> <li>- Procedures and documentation</li> </ul> </li> </ul>												



	- Committees involved and their roles and responsibilities												
6.	<b>RECEIVING AND DISTRIBUTION OF GOODS</b> <ul style="list-style-type: none"> <li>• Able to understand the requirement and process of receiving stocks from supplier/main store and supplying stocks to sub-store/units.</li> </ul>												
7.	<b>PENALTY MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Able to identify and calculate penalty based on the contract terms.</li> <li>• Able to understand the collection method for penalty</li> </ul>												
8.	<b>VENDOR PERFORMANCES</b> Able to identify and understand the method use to evaluate the vendor performances												
9.	<b>DRUG COMMITTEE MEETING</b> Able to retrieve data, perform statistical compilation and analyse for preparation of Drug Committee Meeting												
	<b>TOTAL MARKS (SECTION 2)</b>												

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 3: STORAGE

Knowledge of all products storage including biological/ vaccines, handling of cytotoxic drugs, refrigerated items, inflammables and corrosive items, medical gases, safety measures and cold chain management

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<p><b>STORAGE REQUIREMENT</b></p> <p>Able to identify and understand storage requirement for all products including:</p> <ul style="list-style-type: none"> <li>• Biological/ vaccines</li> <li>• Cytotoxic</li> <li>• Refrigerated/ freezer items</li> <li>• Inflammable and corrosive</li> <li>• Medical gases</li> </ul>													
2.	<p><b>COLD CHAIN MANAGEMENT</b></p> <p>Able to identify and understand the:</p> <ul style="list-style-type: none"> <li>• Cold chain process</li> <li>• Products monitoring</li> <li>• Equipment monitoring</li> <li>• Documentation</li> </ul>													
	<b>TOTAL MARKS (SECTION 3)</b>													

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 4: INVENTORY CONTROL

Knowledge and understanding of drug usage patterns, identification of slow and non-moving stocks, maximum and minimum levels, expiry date monitoring, stock counting/ stock checking and stock verification.

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<b>DRUG USAGE PATTERN</b> Able to retrieve, print and analyse reports													
2.	<b>SLOW/ NON- MOVING STOCK</b> Able to retrieve, print and analyse reports													
3.	<b>ITEM BELOW / ABOVE BUFFER LEVEL</b> Able to retrieve, print and analyse reports													
4.	<b>ITEM NEARLY EXPIRED</b> Able to understand the process of managing item nearly expired Able to manage item nearly expired													
5.	<b>STOCK COUNTING/ STOCK CHECKING/ STOCK VERIFICATION</b>													

	Able to understand the process and the documentation of stock checking and verification in accordance to 1PP or any regulations enforced Able to do stock counting												
6.	<b>NON-CONFORMANCE PRODUCTS</b> Able to identify and quarantine the non-conformance products												
	<b>TOTAL MARKS (SECTION 4)</b>												

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 5: DISPOSAL/WRITE-OFF

Knowledge of disposal/ write-off of stocks and its procedures and documentation

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<b>DISPOSAL/WRITE-OFF PROCESS</b> Able to understand the workflow													
2.	<b>DOCUMENTS USED FOR DISPOSAL/ WRITE-OFF PROCESS</b> Able to identify the documents used													
3.	<b>LIST OF EXPIRED ITEMS</b> Able to extract list from PhIS inventory system													
4.	<b>LIST OF WRITE-OFF ITEMS</b> Able to identify the write-off items													
5.	<b>DISPOSAL STORE/AREA</b> Able to locate area identified													
	<b>TOTAL MARKS (SECTION 5)</b>													

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 6: PRODUCT COMPLAINTS

Knowledge on handling of product complaints and reporting procedures

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<b>PROCESS</b> Able to understand and explain the workflow													
2.	<b>RETRIEVAL OF DATA</b> Able to check with the system of batches/ location involved													
3.	<b>INVESTIGATION OF PRODUCT COMPLAINT</b> Able to perform investigation of product complaint													
4.	<b>REPLACEMENT OF PRODUCT</b> Able to replace/ return product from/ to user/ supplier													
5.	<b>DOCUMENTATION</b> Able to document, report to the respective authority/supplier and file the complaint													
<b>TOTAL MARKS (SECTION 6)</b>														

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 7: PRODUCT RECALL

Knowledge of handling of product recall and reporting procedures

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	<b>PROCESS</b> Able to understand the levels of product recall and explain the workflow													
2.	<b>RETRIEVAL OF DATA</b> Able to check with the system of batches/location involved													
3.	<b>RETRIEVAL OF PRODUCT</b> Able to recall product from location identified													
4.	<b>REPLACEMENT OF PRODUCT</b> Able to replace/ return product from/ to user/ supplier													
5.	<b>DOCUMENTATION</b> Able to document, report to the respective authority/supplier and file													
<b>TOTAL MARKS (SECTION 7)</b>														

## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 8: DANGEROUS DRUGS / PSYCHOTROPIC SUBSTANCES MANAGEMENT

Knowledge of dangerous drugs and psychotropic substances distribution and disposal in accordance to the respective legislations.

No.	Task	Level of Performance											Comments	
		1	2	3	4	5	6	7	8	9	10	NA		
1.	Able to: <ul style="list-style-type: none"> <li>• identify the list of Dangerous/ Psychotropic Drugs</li> <li>• do proper receiving and storage</li> <li>• do proper documentation</li> <li>• dispose in accordance to the law</li> </ul>													
<b>TOTAL MARKS (SECTION 8)</b>														



## ASSESSMENT – PHARMACY STORE MANAGEMENT

### SECTION 9: GENERAL COMMENT ON ATTITUDE

Marks =  $\frac{\quad}{420} \times 100\%$

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

Preceptor's Name & Signature:

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

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46350 PETALING JAYA  
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