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## **PRACTICAL EXPERIENCE PROGRAM FOR PHARMACY PRECEPTORS AND INTERNS**

### **Overview**

One requirement for licensure as a Pharmacist in Delaware is completion of at least 1500 hours of Board-approved practical experience under the supervision of an approved preceptor. The *Practical Experience Program* in the State of Delaware is designed to ensure that every Pharmacy intern obtains the required practical experience in a manner that enables the intern to effectively practice pharmacy. The *Program* defines specific responsibilities for both intern and preceptor to ensure a cohesive and positive learning experience.

- It is the intern's responsibility to seek preceptors and practice sites which will, at a minimum, provide him or her with the experiences outlined in this *Practical Experience Program*.
- It is the preceptor's responsibility to supervise all internship functions and provide experience opportunities for the intern to gain proficiency in delivering pharmaceutical services to the public. The preceptor must be *willing* and *able* to provide the extra time and effort to train the intern in the practice setting. At the end of the internship period, the preceptor must assess the intern's professional development and verify completed internship hours on the *Affidavit of Intern Experience*.

The law and regulations pertaining to Pharmacist licensure in Delaware are available online at <https://dpr.delaware.gov/>. The website also provides step-by-step instructions on applying for Intern registration and applying for Pharmacist licensure. Links to all forms referenced in this document are also provided.

### **When Accrual of Internship Hours Begins**

- Students or graduates of U.S. schools or colleges of Pharmacy may begin to accrue internship hours in the first professional year.
- Graduates of a foreign school or college of Pharmacy may begin to accrue internship hours when they have passed an equivalency examination approved by the Board. Certification by the National Association of Boards of Pharmacy (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC) meets the equivalency requirement.

### **How to Accrue Internship Hours**

The total 1500 hours of internship may be acquired in community or hospital settings.

- You must earn a minimum of 1000 hours in community or in hospital settings. Although the Board desires interns to be competent in both Community Pharmacy or Hospital Pharmacy, it is understood that not every intern can accomplish both objectives due to the employment opportunities available and the intern's preferences as to practice sites.
- You may earn the remaining 500 hours in other recognized fields of practice. These include, but are not limited to, Industrial Pharmacist, Drug Information Pharmacist, Military Pharmacist, Mail Order Pharmacist, HMO Pharmacist, Consultant Pharmacist (such as, Nursing Home, Infusion, Medicaid DUR), Home Health Care Pharmacist (such as Durable Medical Equipment), Nuclear Pharmacist, Compliance Pharmacist, Government Pharmacist, Clinical Pharmacist, and Contracted Pharmacy Services.

To earn internship credit for hours you accrued during the College of Pharmacy Practical Experience Program, the hours must be documented on the *College Practical Experience* form.

If you wish to earn internship credit for hours you have worked hours in another state, the hours must be documented by either:

- Verification from the Board of Pharmacy in the state where you earned the hours, or
- *Affidavit of Intern Experience* completed by your Board-approved preceptor in the other state

During the *Program*, the intern must gain experience in compounding and dispensing prescriptions under the direction of a licensed pharmacist. If you wish to obtain internship hours while working in a Delaware pharmacy, you must register as an intern before beginning employment. The Board will grant credit for hours worked in Delaware only after you have registered. To earn internship credit for such hours, the hours must be documented on the *Affidavit of Intern Experience*.

You may be allowed to take the NAPLEX and MPJE before you have completed the practical experience requirement. However, you will not be fully licensed until you have met all legal and regulatory requirements, including the practical experience requirement. For more information about the examination process, see the Board's website at <https://dpr.delaware.gov/>.

## RESPONSIBILITIES OF THE PRECEPTOR

A. The Preceptor is responsible for **explaining** and **demonstrating** how pharmacy laws governing practice in the State of Delaware should be **applied** in the ambulatory and institutional distribution of pharmaceuticals, with regard to:

1. Prescription labeling
2. Prescription packaging
3. Procedures for handling copies
4. Procedures for handling telephone prescriptions
5. Refill authorization and documentation
6. Notations on prescriptions (e.g., prescription number, date, initials, etc.)
7. Prescription filing to include controlled drugs
8. Patient profiles
9. Drug substitution laws
10. Patient consultation

The Preceptor is responsible for **supervising** the Intern's application of these legal requirements throughout the Internship period.

B. The Preceptor is responsible for **explaining** and **demonstrating** how pharmacy laws governing acquisition and distribution of Controlled Substances are enforced in the pharmacy, to include:

1. Procedures for ordering Schedule II drugs, including
  - Order entry on DEA form
  - Notations on form after order is received
  - Storage of Schedule II drugs
  - Retention of order copy
2. Storage of Schedule III - IV drugs
3. Return procedures for Schedule drugs
4. Special labeling requirements for Schedule drug prescriptions
5. Refill limitations
6. Quantity limitations
7. Distribution of exempt narcotics

The Preceptor has the responsibility of **supervising** the Intern's application of these legal requirements throughout the Internship period.

C. The Preceptor has the responsibility of **supervising** the Intern while he or she is:

1. Dispensing medications and reviewing patient profile
2. Providing consultation to patients on the safe and effective utilization of prescribed medication
3. Compounding sterile and non-sterile dosage forms
4. Conducting patient interviews for patient profile information
5. Providing consultation to patients on the selection and utilization of O.T.C.'s and patients' aids

This responsibility includes **providing** any necessary explanation or demonstration to enhance the Intern's competency in these areas.

D. The Preceptor is responsible for **supervising** the Intern's communications with physicians, nurses, or other health care professionals, which directly relate to patient therapy and/or drug information.

E. Preceptors in the hospital setting are also responsible for **explaining and/or demonstrating** the following procedures for the Intern:

1. Conducting a nursing station and/or patient care area inspection where medications are dispensed, administered, or stored
2. Ordering pharmaceuticals from wholesalers and manufacturers
3. Handling drug information inquiries

## RESPONSIBILITIES OF THE INTERN

- A. The Intern is responsible for thoroughly **reading** both [Delaware Pharmacy Laws](#) and [Delaware Controlled Substances Act and Regulations](#) and for seeking any necessary interpretation from the Preceptor.
- B. The Intern is responsible for **completing** at least ONE Schedule II drug order under the Preceptor's supervision.
- C. The Intern is responsible for **conducting** at least ONE patient interview PER WEEK for the purpose of deriving patient information for permanent entry on the patient's drug therapy profile.
- D. The Intern is responsible for **dispensing** medications to patients, **observing** all applicable pharmacy laws and **utilizing** acquired knowledge to insure patient safety. This responsibility includes:
1. Interpretation and any necessary verification of the drug order
  2. Conducting a prospective drug review *prior to* dispensing
  3. Drug product selection
  4. Accurate and complete labeling
  5. Appropriate packaging
  6. Prescription notations and filing
  7. Providing patient counseling on pertinent medication information

The Intern should complete the dispensing process for a minimum of TEN prescriptions PER DAY under the immediate and personal supervision of a pharmacist.

- E. The Intern is responsible for accurately **compounding** extemporaneous dosage forms, to include "C" sterile parenterals, using accepted technique, Good Manufacturing Practices (GMP's), and providing proper labeling and notations on the drug order form.
- F. The Intern is responsible for **counseling** patients on the proper administration and storage of a prescription medication, and providing precautionary information that will insure patient safety during therapy.\* The Intern should counsel a minimum of FIVE patients PER DAY\*\*.
- G. The Intern is responsible for **counseling** patients on the selection and use of over-the-counter medications and patient aids.\* This responsibility includes:
1. Assessment of patient symptomology, medication history, and general health.
  2. Product selection.
  3. Communicating information that would insure the accurate and safe administration of such products.
- The Intern should perform this triage process with a minimum of ONE patient PER DAY.
- H. The Intern is responsible for accurately **providing** drug information to patients, physicians, and other providers of health care.\*
- I. The Intern is responsible for **ordering** pharmaceuticals from manufacturers and wholesalers.
- J. Interns in hospital practice are also responsible for:
1. **Conducting** an inspection of a nursing station and/or patient care area where medications are dispensed, administered or stored\*
  2. **Attending** at least ONE Pharmacy & Therapeutics Committee meeting

\* Normally, a student does not have the education and experience to perform these activities until he/she has entered the second professional year.

\*\* Counseling of those persons responsible for the act of administration of medication is acceptable.

**If the Intern's preceptor changes, the Intern must file a new *Affidavit of Preceptor* form within ten days of the change.**