



Responsibilities of Preceptors and Students

The purpose of this document is to provide an outline of the responsibilities of preceptors, students and student-interns during training.

Responsibilities of the Students

As a student it is your responsibility to:

1. Be aware of the time required to process your registration and submission of relevant documentation to the College office before starting, during, and after completion of your structured/unstructured placements.
2. Identify yourself as you are registered, do not represent yourself as a pharmacist or pharmacy technician.
3. Review this document with your preceptor and give them a copy for their reference. Identify and agree on the objectives for your stay.
4. Be aware of, and adhere to, all of the policies and procedures of the practice site.
5. Exhibit a professional appearance in both manner and dress.
6. Assume responsibility for your own learning.
7. Approach your internship with a commitment to all learning experiences.
8. Begin to develop lifelong learning skills: self-assessment, self-directed learning, etc.
9. Keep all store policies, operations, records and patient information strictly confidential. If you are asked to sign a Confidentiality Agreement, be sure to carefully read and understand what you are signing. Ask questions if you are unsure.
10. Acquire knowledge and develop new skills by:
 - observing,
 - asking questions,
 - researching information,
 - being open-minded, and



– willing to cooperate

11. Perform a variety of tasks and activities to apply your acquired knowledge and skills in practice situations under the direct supervision of your preceptor
12. Do not make professional decisions or judgments without the approval or advice of your preceptor or another pharmacist.
13. Do not question the advice, direction or criticism of your preceptor, or other pharmacist, in public; discuss any concerns in private.
14. Seek regular consultation with your preceptor or another pharmacist to obtain feedback on your performance.
15. Seek help when you are unsure of what you should do.
16. Comply with the Pharmacy Act, Regulations, practice directives, Code of Ethics and Standards of Practice of the New Brunswick College of Pharmacists that govern the profession of pharmacy.
17. Evaluate your experience fairly and objectively while offering constructive feedback to your preceptor.
18. If you withdraw from the training program., you must notify the College.
19. If you require a leave of absence (LOA) from the program, contact the College for approval of the expected LOA period.
20. Be sure to complete any forms and documentation required for the training period. **It is your responsibility to ensure they are submitted to the proper authority** immediately after the end of the training period. If not submitted promptly, you may not receive credit for completed service.



Responsibilities of the Preceptor

Preceptor qualifications are stipulated in Section 12.23 of the Regulations.

Competency # 3 of the Standards of Practice identifies the pharmacist's role as a preceptor.

- When serving as preceptor for a student, whether as part of a practice training session or while the student is working on staff, personally supervise and be responsible for the orientation, training and work of the student.

As a preceptor, it is your responsibility to:

1. Become knowledgeable about the goals and objectives of the structured/unstructured training program of the student for whom you are serving as preceptor.
2. Establish a learning plan (objectives) with the student or student-intern for the training period. Take into consideration the intern's academic background, previous experience in a pharmacy and the learning experiences and resources available at your pharmacy site.
3. Be aware of the expected level of knowledge and skills of the student or student-intern.
4. Act as a role model in the development of the student or student-intern's professional and ethical values and attitudes.
5. Encourage active participation and involve the student or student-intern in appropriate decision making situations under supervision.
6. Provide time to answer questions or discussion with the student or student-intern.
7. Provide instruction and demonstrate desired skills before the student or student-intern is expected to undertake new tasks or skills.
8. Make the student or student-intern feel at home by including him or her in informal discussions and any pharmacy continuing education or social functions.
9. Encourage critical thinking and problem solving by frequently posing problems to the student or student-intern and asking him or her to formulate answers or responses.



10. Supervise the student or student-intern and provide constructive feedback to assist in the further development of his or her skills and competencies.
11. Review the student or student-intern's progress and revise the learning plan accordingly. Discuss the student or student-intern's accomplishments and any areas that need improvement. Suggest constructive activities to strengthen any areas of weakness.
12. At the end of the training period, constructively review the student or student-intern's training plan with him or her. Point out areas of strength and possible weaknesses of the student or student-interns skills, abilities and knowledge development over the period in a tactful, supportive manner.
13. Consider the role of preceptor as a learning experience and be open to new ideas and suggestions.
14. Discuss questions, criticisms or disagreements in private.
15. Seek feedback from the student or student-intern in order to assess your contributions as a preceptor.
16. Evaluate the training program fairly and objectively, offering constructive feedback.
17. Evaluate the patient, professional and communication skills of the student or student-intern.
18. If the student or student-intern withdraws, or ceases training at a site, you must notify the office.

UNSTRUCTURED TIME SERVICE

When serving as a preceptor for unstructured experience i.e., student hired for the summer months, the following activities and information should be reviewed with the student:

1. Orientation to the pharmacy
 - a. Dispensary layout
 - b. Hours of operation
 - c. Services offered
 - d. Drug information resources
 - e. Dress code
 - f. Confidentiality



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- g. Third party billing
 - h. Staff roles and functions
 - i. Store Policies and procedures
 - j. Computer systems
 2. Introduce the student to staff members
 3. Review the role and functions of the following organizations:
 - a. New Brunswick College of Pharmacists (NBCP)
 - b. New Brunswick Pharmacists' Association (NBPA)
 - c. Canadian Pharmacists Association (CPhA)
 - d. Canadian of Hospital Pharmacists (CSHP)
 - e. National Association of Pharmacy Regulatory Authorities (NAPRA)
 4. Review the Food & Drugs Act, Controlled Drugs and Substances Act, NB Pharmacy Act, By-laws, Regulations and relevant standards and guidelines documents with the student.
(These may be found at www.nbpharmacists.ca)
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