



School of Pharmacy and Pharmacology

College of Health and Medicine

CSA416

*Medication Management in
Multidisciplinary Teams*

Experiential Learning Program

**ELECTIVE PLACEMENT
PRECEPTOR GUIDE**

2025

Contents

Background.....	3
Student supervision during electives	3
Potential conflicts of interest	3
Attendance and Punctuality	3
Orientation.....	4
Insurance and Policies	4
Covid Requirements	5
Placement Exit & Emergency Procedures.....	6
Placement Exit & Student Support.....	6
Placement Workplace Health and Safety & Emergency Procedures	6
Objectives	8
Elective Healthcare Placement	8
Elective General Practice Placement.....	8
Elective Residential Aged Care Facility Placement.....	9
Elective Community Pharmacy Placement	9
Elective Hospital Pharmacy Placement.....	9
Assessments.....	11

CSA416 Placement Staff

Dr Justin Cousins (CSA416 Coordinator)
Tel: +61 (03) 6226 1005
Email: Justin.Cousins@utas.edu.au

Dr. Felicity Veal (Academic Placement Coordinator)
Tel: +61 (03) 6226 2312
Email: Felicity.Veal@utas.edu.au

Mrs Sophie Briggs (Academic Placement Coordinator, North)
Tel: +61 (03) 6220 1750
Email Sophie.briggs@utas.edu.au

Mrs Josie Hughes (Academic Placement Coordinator, South)
Tel: +61 (03) 62261024
Email: Josie.Hughes@utas.edu.au

Mr Eddie Gardiner (Placement Officer)
Tel: +61 (03) 6226 2201
Email: Edmond.Gardiner@utas.edu.au

For emergencies afterhours, please call 0413 702 014.

Version Control

2017 V01	Reviewed, updated, Layout changes	April 17
2018 V02	- Updated supervision requirements Updated website links - Included 2018 Assessment Form	May 2018
2019 V03	Minor revisions including update to mobile device use Update assessment form	April 2019
2020 V04	- Minor updates including updating general workplace safety and support - Addition of Applied Honours information	January 2020
2021 V05	Minor updates and COVID-19 procedures	April 2021
2022 V06	COVID-19 Information updated	April 22
2023 V07	COVID-19 Information update & Minor updates	May 2023
2024 V08	- Updated pharmacy placement staff contact information - Updates relating to new course structure (CSA357 to incorporate 2nd years)	March 2024
2025 V09	Updated unit codes & placement staff information	January 2025

Background

Students complete three types of placements during their second semester studies: a community placement, a hospital placement, and elective placements. The elective placement provides an opportunity for students to gain research skills and additional experience in another workplace (e.g. a residential aged care facility, Alcohol and Drug Services, community nursing, a General Practice surgery etc.) or to extend and deepen their experience in a previously visited workplace (e.g. a hospital or community pharmacy). It is an opportunity to explore the diversity of pharmacy practice within the wider health community.

Student supervision during electives

If students are participating within a setting with other health professionals acting as clinical educators, students are advised to remain within scope and not to undertake tasks or interactions with patients that are not appropriate to the competencies and standards of practice for pharmacists.

Noting that not all elective placements involve direct patient care, as a guiding principle, students are not permitted to participate (as opposed to observe) in the care of a patient unless under the direct supervision of a registered health professional.

Potential conflicts of interest

The School of Pharmacy and Pharmacology recognises that a conflict of interest may arise from several situations, including family connections/relationships or paid employment within health-care settings where a student could be allocated to PEP. In order to ensure a quality placement experience and a valid final assessment in PEP, students must identify, manage, and where possible, avoid undertaking PEP in settings where such a 'conflict of interest' may arise.

If preceptors are in any doubt regarding the suitability of a placements in relation to any real or potential conflict of interest with a particular student you are encouraged to seek advice from the unit Coordinator, Justin.Cousins@utas.edu.au.

Attendance and Punctuality

Students are required to complete a minimum of 32 hours per week of electives ranging from one to two weeks in length. Students have been instructed to contact their preceptor within the week prior to their placement to confirm or discuss actual hours (including starting and finishing times) directly with their preceptors. Attendance for the specified number of hours is a mandatory component of the unit.

Students have been advised that they must report nonattendance due to illness or any other unavoidable cause to their preceptor by 9:30am (*by phone call only*) on the day of absence, and to the placement team (*by phone call or email*) as soon as possible.

Orientation

All students, especially those who are visiting you for the first time, will possibly be feeling nervous and anxious. They will benefit greatly from an induction to your premises and team at the start of the placement. Some points you might like to cover during this induction include:

- Expectations on appearance, including the use of a uniform, if applicable (the expectation is that students will wear University of Tasmania uniform shirts.)
- Hours of work, including start, lunch, break and finish times.
- Confidentiality issues and your privacy policy.
- Your telephone policy, including general answering of the telephone as well as personal phone calls.
- Any policies applying to the operation of cash registers, customer accounts etc.
- Workplace Health and Safety policies, emergency procedures, relevant safety issues, including common workplace hazards; and
- Any other issues or policies the student should be aware of for the duration of the placement.

Students have been provided with pre-placement information and discussions to give them an overview of what we expect of them during placements. Furthermore, each student is provided with a workbook detailing the need to: maintain confidentiality during their placement; to exhibit professional behaviour in their manner, timekeeping, and appearance; to familiarise themselves with, and to adhere to AHPRA and relevant professional Practice Standards. They are also provided with information on how to access support should they need it on their placement.

Personal device (mobile phones etc) uses on placement:

- Students are informed that every individual workplace will have particular guidelines on the use of personal devices (mobile phones, tablets) during work hours for clinical or personal use. Students must familiarise themselves with, and adhere to, the personal device use guidelines within each workplace.
- Generally, students are advised mobile phone use should be:
 - Limited to study and clinical needs only.
 - Should **never** be used to take copies or photographs of drug charts, scripts, files, or other patient identifying information. Students must not record or film patient encounters.
 - May need to be kept in a locker / out of use until meal or other breaks.
 - If kept with the student (when allowed) must be left on silent, and use must comply with venue policy.

Insurance and Policies

The University of Tasmania provides insurance cover for students participating in Pharmacy placements. The students are also governed by all University policies and requirements during their placement. For more information the following document: www.utas.edu.au/__data/assets/pdf_file/0006/1788054/UTAS_Work_Integrated_Learning_Insurance_Form_2025_Student.pdf

Covid Requirements

All students are required to undertake current Australian Government and THS COVID-19 PPE infection control and hand hygiene training prior to attending placements.

Students are expected to follow any of your workplace specific requirements during placement including wearing of PPE. Students will be instructed to use meet any screening requirements on site as required. (e.g. RAT tests or use of check in tools where mandated)

Students have been advised of the following if unwell in any way during placement:

- If concerned that they may be at risk of COVID-19 due to any respiratory symptoms (such as fever, cough, sore throat, runny nose, or shortness of breath), remain at home and do not attend placement.
- **Stay at home** (or in their placement accommodation) and do not attend placement. They are required to let their clinical supervisor and the unit coordinator know that they will be absent due to illness.
- Seek medical advice if they require immediate attention by contacting either **their own doctor or the The Care@home Care Team on 1800 973 363 or the appropriate State Public Health hotline if based in another State or Territory on placement** or by calling 000 if seriously unwell.
- They have been advised to get tested as soon as possible either with RAT/ PCR testing and to always follow local Public Health guidelines.

Whilst waiting for COVID-19 test results:

- They must remain home, avoid unnecessary contact with others and contact their unit coordinator.
 - Elective Coordinator Justin Cousins (Justin.Cousins@utas.edu.au)
- To reduce the risk to others they should stay home until symptoms have resolved and are not to attend placement.

If student result is negative:

- They need to notify their Unit Coordinator of the COVID-19 negative result.
- They may not return to placement until well, no longer exhibiting flu-like symptoms, and have been advised by their Unit Coordinator that they can return to placement.

If student result is positive:

- They must follow the current advice provided by Public Health.
- They must also notify you as their placement clinical supervisor and their Unit Coordinator and complete a [Service Now form](#), see <https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus>
- They will be advised according to public health guidelines and be supported as required during their infectious period by the School of Pharmacy and Pharmacology and UTAS student support services.
- Where necessary that may require absence from high risk settings for 7 days after symptoms resolve. Where students are unable to complete a placement the unit coordinator will discuss options, directly with the student, including repeating placement at a later date.

For more information on the University's Covid reporting and support requirements see here: <https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus>

Placement Exit & Emergency Procedures

Placement Exit & Student Support

Placements are a compulsory and integral part of a student's studies. Students are given the opportunity to provide preferences for locations and reasons to be considered when allocating student placements. The consultative approach taken by the School in arranging placements provides placements which are hoped to be suitable and rewarding for both student and preceptor.

It is acknowledged that from time to time, placements may not work out as planned or an emergency situation may arise where preceptors may find the following information useful:

- Students and/or preceptors can telephone the Placement Team to discuss concerns at any time (contact details on contents page).
- If issue(s) cannot be resolved, arrangements can be made to remove students from placement and return them to the School if necessary.
- If a crisis occurs while a student is on placement, (whether they exit the placement early or not) they are provided with counselling options and details and are made aware of University counselling services available to them on their return.
- Alternatively, **Lifeline** offers a 24-hour counselling service to anyone, anytime from anywhere in Australia. Free call 13 11 14 or their website www.lifeline.org.au

If necessary alternative placement hours may be arranged for the student depending on the reason and duration of absence either with the original placement provider or at an alternative site. This will be discussed with the student and provider directly.

Placement Workplace Health and Safety & Emergency Procedures

The University is committed to providing a safe and secure teaching and learning environment including during placements. Many of our placements occur in rural and regional areas and students may be unfamiliar with the location. Pre-placement students are reminded to pay attention to weather forecasts and other emergency messages and to familiarise themselves with safe travel routes to and from accommodation and workplace sites.

Remembering that some students have limited previous work experience; preceptors should consider making students aware of more general workplace health and safety (WHS) risks, rights, and responsibilities. This is in addition to their professional responsibilities as student pharmacists. Students should be given an orientation to the workplace that includes basic emergency procedures, i.e. exits, evacuation point, location of first aid kit, common workplace hazards, and relevant workplace health and safety (WHS) information. Preceptors may wish to review their organisation's Workplace Health and Safety Policy and WorkSafe Tasmania's guide on working with new and young workers:

<https://www.worksafe.tas.gov.au/topics/Health-and-Safety/managing-safety/managing-people-in-your-workplace/new-and-young-workers>

- Health care agencies and workplaces have obligations to students under the Work Health and Safety Act 2012. Students on Professional Experience Placement (PEP) must act in accordance with the individual agency's workplace policy and procedure including reporting processes in the event of an accident or injury occurring.
- If a student is involved in an accident or emergency situation while on placement, the preceptors (and/or student) should contact the School (details on contents page) as soon as practicable. If a situation arises out of business hours the Placement Officer can be contacted on 0413 702 014.

- The student can also complete a University of Tasmania MySAFETY Incident/Hazard Reporting Notification or the placement team will do so on their behalf. <https://www.utas.edu.au/safety-and-wellbeing/mysafety>
- Information is provided by the university or relevant local authorities about what to do in the event of a larger scale emergency such as fire, flood, or extreme weather events. Students are advised to follow any safety or evacuation orders from relevant authorities including police or emergency services.
- During international placements refer to and obey local country emergency warnings and requirements.

Students are asked at the beginning of the year to provide emergency contact details, which are held in their student placement file with the Placement Officer, and in some instances sent to Preceptors when confirming placement details.

Objectives

To provide students with experiences in broader health care and to implement communication skills and the application of therapeutic knowledge where appropriate. In order to achieve this objective, there are many different activities that are considered relevant to students during their placements. Some are listed in the following pages under different placement types (please note the list is not exhaustive – it is only provided as an example.)

Elective Healthcare Placement

- Observe / assist with the everyday functions of the organisation e.g. assisting with / observing the Opioid Replacement Program in action, a condition education session (e.g. chronic pain group therapy), a home medicines review, a GP consultation with a patient, an eye examination at an optometrist surgery etc.
- Observe and participate in consultations with patients or carers concerning health matters.
- Assist with disease / condition education and monitoring e.g. BP monitoring, inhaled device use, and associated lifestyle counselling.
- Respond to a medication query from a member of the public or another health professional.
- Design and initiate, or assist with, a health-based project e.g. create a health stand on a chronic disease, design a staff training session.
- Perform or participate in medication safety activities including drug use evaluations, medication or clinical audits, antibiotic stewardship activities etc.
- Participate in interprofessional activities with other students where placements are concurrent.
- Attendance at CPD type programs / training.

Note: For more information on General Practice electives or Aged Care electives see the additional student orientation information provided in addition to this general elective preceptor guide.

Elective General Practice Placement

Pharmacy student placements at General Practice surgeries are a great opportunity for the students to observe an area of practice they do not usually get to see from your perspective.

- Suggested activities for students on GP placements could include (but not exhaustive):
 - Sit in on one or more sessions with the GP; the student may then:
 - Consider how the GP makes their prescribing decisions
 - Look at how the drug interaction/alerts are displayed on the prescribing software
 - Observe how the medication profile is displayed on the prescribing software
- A mock medication review
 - Allocate the student a patients' medication profile and history
 - The student can then review as they would an HMR and write a report for the GP
 - The student may then discuss their findings with a GP
- Sit in with the practice nurse
 - Observe and discuss wound care, immunisations, medication infusions, triage
- Undertake a QUM activity
 - Date-check the sample stock
 - Direct the student to undertake a practice-wide DUE activity

- Assign the student a drug information query, or ask them to review a new drug and report back to GP/nurse
- Attend practice meetings (could present findings from DUE, medication review), drug rep presentations etc.

Elective Residential Aged Care Facility Placement

- Undertake comprehensive assessments of age care facility residents, producing a medication management plan sensitive to that person's goals of care and contextualised to their care setting and the services available.
- Communicate with frail older people, their family or other relevant carers with regard to the person's health issues and management goals.
- Observe and participate with multidisciplinary teams to optimise the care of residents.
- Working as a team member participate in activities to quality assure, improve quality care, and minimise risk to improve health outcomes for the population cared for by the service.

Elective Community Pharmacy Placement

- Interpretation and evaluation of accuracy and completeness of prescriptions.
- Supervised compounding and/or dispensing to legal and professional standards.
- Selection of appropriate ingredients, containers, brands, and dosage forms as required.
- Experience dealing with everyday problems encountered in prescription practice.
- Problem solving using reference books and other medication information sources.
- Assist and/or observe conversations with patients concerning health matters, as well as prescription and non-prescription medications (including Medscheck).
- Monitoring for drug interactions and/or non-compliance and procedures necessary to prevent subsequent problems.
- Practice using patient support tools e.g. MedsIndex, Guild Care or MedAdvisor
- Assist with packing dose administration aids.*
- NPS cases (available to students on their online learning portal: MyLO).
- Design and initiate, or assist with, a health-based project e.g. create a health stand on a chronic disease, perform a medication audit, design a staff training session.
- Conduct a narcotic safe audit (**direct supervision by a registered pharmacist essential**).
- Attendance at CPD type programs / training.

***Note:** The supervising, registered pharmacist must check all dispensing and Dose Administration Aids prior to giving medication to the patient/carer.

Elective Hospital Pharmacy Placement

- Read through patients' notes
- Take a medication history from a patient / pharmacy / regular prescriber (student will need to obtain patient permission and introduce themselves as a pharmacy student)
- Review a patient's laboratory data
- Calculate a patient's renal function (CrCl)
- Therapeutic drug monitoring and / or disease/condition monitoring
- Give a presentation to staff (pharmacy and/or non-pharmacy staff)

- Assist or conduct a medication utilisation review on a ward / in the hospital
- Complete an Adverse Drug Reaction Form
- Creation of a Medicines Information bulletin
- Pick stock for aseptic manufacturing (i.e.TPNs)
- Observe and learn basic aseptic and/or cytotoxic manufacturing processes

With direct supervision & checking by a supervising pharmacist, they can:

- Compound an extemporaneous product
- Calculate volumes / doses
- Complete / assist with a narcotic safe audit
- Inform the medical intern of medication related issues and provide appropriate solutions (issues and solutions must be run past supervising pharmacist before student approaches medical intern)
- Medication counselling – inpatient/discharge /out-patient counselling
- Respond to a medicines information query – from doctor, patient, nurse, pharmacist etc.
- Write in patient’s progress notes regarding medication related issues*
- Record admission and progress notes in HCS — under Episode notes*
- Complete a Medication History in HCS*
- Complete a Medication Reconciliation/Inpatient Review in HCS*
- Produce a Patient Shared Medication List*
- Annotate medication chart* e.g. “*to be taken with food.*” This is not a clinical review; clinical pharmacist must sign the clinical review box when they perform their review

* **Note** -supervising pharmacist must read all entries and notes in HCS, the progress notes and on the drug chart and countersign.

Assessments

There are no assessments directly associated with placement, with the focus being the experience and engagement during their elective placement.

Thank you

We appreciate the time and effort that you and your staff put into placements for our students, and we are here to support you in any way we can.