



PHARMACIST SKILLS CHECKLIST

- 1 – NO EXPERIENCE**
- 2 – SOME EXPERIENCE (Require assistance / supervision)**
- 3 – EXPERIENCED (Need review, can perform independently)**
- 4 – VERY EXPERIENCED (Can perform well independently)**

Please select the column that most accurately describes your experience level.

EXPERIENCE LEVEL	1	2	3	4
DRUG DISTRIBUTION				
Determine priority of handling				
Select the proper product				
Measure or prepare amount needed				
Evaluate patient record for potential interaction/reaction				
Completeness of order (name, dosage, directions, etc.)				
Perform computer order entry of information into patient record				
Appropriate packaging of medication				
Perform “final check” of the medication and label for accuracy				
Provide information and recommendations about over-the-counter drugs				
Inform patients about general health topics while taking medications, such as diet, exercise, stress management, and products				
Provide information about drugs and help patients understand the instructions their doctors or other health practitioners provided				
Advise physicians and answer questions about prescription drugs, including information or questions about selection, dosages, interactions, and side effects of medications				
COMMUNICATING WITH HEALTHCARE PROFESSIONALS				
Clearness, proper assertiveness in communications				
Accuracy/completeness in relaying information				
Transcribe telephone Rx orders and other medical information				

EXPERIENCE LEVEL	1	2	3	4
MONITOR AND EVALUATE DRUG THERAPY				
Monitor the health and progress of patients in response to drug therapy				
Complete and update patient records				
Knowledge in utilizing patient records for pertinent information (sensitivities/allergies, compatibility of order with current diagnosis, potential therapy problems, other factors which may affect response)				
Ability to recognize and identify complications, reactions, interactions, side effects, etc.				
Competence in logically collecting information, reviewing alternative courses of action, and making decision to resolve drug/therapy problems				
SELECTING DRUG PRODUCTS AND INGREDIENTS				
Knowledge and understanding of manufacturing sources of drug products for reliability, price-value, quality control, recall record, etc.				
Understand drug formula/composition				
Knowledge of side effects and interactions				
Maintain an in-depth knowledge of the chemistry of various drugs and how they react in humans and with other drugs				
Ability to compound the actual mixing of ingredients to form medications if necessary				
GENERAL MANAGEMENT AND ADMINISTRATION				
Computer application including billing, inventory, pricing, labeling, order entry etc.				
Inventory management				
Understand pricing structure of products and services				
Knowledge of risk management including security measures, insurance coverage, etc.				
Review physician orders prescriptions for essential elements and completeness, clarity of drug entity, dosage, route of administration, schedule of administration and physician signature				
Assures proper labeling of all prescriptions that are dispensed				
Complete patient records				
Provides patient medication counseling				
Organizes activities and directs technicians				
Make drug dosage recommendations				
Identify interactions including drug-drug, drug-patient, drug-diet, etc.				
Recognize side effects or adverse effects of specific drugs				
Understand effects of disease or dysfunction on drugs including it's absorption, distribution, metabolism, excretion, etc.				
Be able to identify inappropriate drug therapy related to dosages, product selection, allergy contraindications, etc.				
Knowledge of basic pharmacy personnel policies, procedures, job descriptions and employee management concepts				

I ATTEST THAT THE INFORMATION CONTAINED ABOVE IS TRUE AND ACCURATE .

Pharmacist

Date

Encore Staff

Date