



Pharmacist Skills Checklist

Name: _____ Date: _____

Email Address: _____ Phone: _____

Level of Efficiency

- 0=No Experience
- 1=Minimal Experience
- 2=Proficient (would not require supervision or practice)
- 3=Able to supervise and can act as a resource person

Professional Bearing	0	1	2	3
Appropriate Appearance, Personal Hygiene				
Interest, Initiative, Effort				
Accuracy, Attention To Detail, Orderliness				
Reliability, Punctuality				
Problem Solving/Decision-Making				
Maturity, Judgment, Confidence				
Cooperation, Courtesy				
Professionalism, Assuming Responsibility				

Drug Distribution	0	1	2	3
Performance in receiving order and determining priority of handling				
Performance in checking order to verify completeness (name of medication, dosage, route of administration, directions, allowed by formulary)				
Competence in evaluation and correctly interpreting the complete medication order/prescription				
Competence in evaluation of the patient record for potential interaction/adverse reactions				
Performance in selecting the proper product and accurately measuring or preparing amount needed				
Performance in appropriate packaging of medication				
Performance of accurate computer order entry of information into patient record				
Consistency in performing "final check" of the medication and labeling for accuracy				

Communicating With Other Healthcare Professionals	0	1	2	3
Clearness, proper assertiveness in communications				
Accuracy/completeness in relaying information				
Performance in transcribing telephone Rx orders and other medical information				
Professional presence on telephone				

Monitoring And Evaluating Drug Therapy	0	1	2	3
Completeness in updating patient's record with additional diagnostic/therapy information				
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) prior to dispensing order/prescription				
Resourcefulness in seeking/receiving additional information (pharmacokinetic characteristic, bioavailability, common adverse effects) to identify potential problems regarding drug therapy				
Ability to recognize potential complication of discontinuing maintenance therapy				
Competence in logically collecting information, reviewing alternative courses of action, and making decision to resolve drug/therapy problems				

Working With Other Hospital Departments, Committees	0	1	2	3
Competence in providing drug information to other healthcare professionals in a formal setting				

Selecting Drug Products And Ingredients	0	1	2	3
Understanding of Drug Quality Specifications (Potential For In Equivalence) For Drugs To Be Purchased				
Understanding assessments of manufacturing sources of drug products for reliability, price-value, quality control, recall record				
Understanding of the utilization of a formulary system/procedure of a formulary				

General Management And Administration Of The Pharmacy	0	1	2	3
Performance In Computer Use, e.g., Order Entry, IV/TPN Information, Label Generation, etc.				
Knowledge of computer application in Pharmacy Management, e.g., billing, inventory, pricing				
Familiarity with basic inventory management and control policies and procedures				
Understanding of the general magnitude of expenses and their control				
Understanding of the general pricing structure of pharmaceutical products and services				
Knowledge of the regulations affecting Pharmacists and Pharmacies				
Knowledge of basic pharmacy personnel policies, procedures, job descriptions and employee management concepts				
Understanding of staff input mechanisms for improving pharmacy operations/efficiencies				
Understanding of risk management, i.e., security measures, loss prevention, insurance coverage				
Reviews 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. Auxiliary labels and expiration dates are included when required and expired drugs are not dispensed				
Contacts the prescribe or on-call physician verbally to resolve prescribing problems prior to dispensing to dispensing the prescription				
Communicates problems to be resolved to fellow Pharmacists verbally and/or by log notations and notations on monitoring form				
Documents correct inventory level and initials for all schedule II drugs dispensed				
Completes records as requires for confiscated controlled substances				

General Management And Administration Of The Pharmacy (Cont'd.)	0	1	2	3
Dispensed the correct quantity of controlled substances as noted on the prescription so that discrepancies do not occur				
Follows the department policy on controlled substance key control				
Demonstrate the ability to work independently on a busy pharmacy with multiple interruptions while assuring that prescriptions are filled and checked in a timely manner				
Demonstrate that ability to maintain the highest standard of accuracy as the volume of work fluctuates				
Maintains control and keeps priorities when fluctuations in workload occur				
Organizes activities and directs technicians so that dispensing priorities are followed on an ongoing basis.				
Demonstrates the ability to integrate essential clinical components into the workflow. Exercised a high level of clinical practice despite fluctuations in workload				
Shall identify inappropriate drug therapy related to drug dosages drugs product selection, or allergy contraindications on newly received medication orders				
Demonstrates the ability to recognize the effects of renal or hepatic dysfunction on metabolism and excretion of drugs by integrating knowledge of drug disposition in the body with the clinical and/or laboratory parameters that would suggest renal or hepatic dysfunction				
Determines the effects of disease processes on the alteration of a given drug's pharmacokinetic behavior and exhibits on understanding of how a drug's normal absorption, distribution, metabolism, and excretion can be modified by a particular disease process				
Recognizes side effects or adverse effects of specific drugs and predicts clinical consequences. The pharmacist is able to document adverse events using established department procedures				
Demonstrates the ability to identify significant drug-drug, drug-lab and drug-diet interactions defines patient significance and counsels the patient and other healthcare personnel on these interactions, to new or prior drug therapy				
Shall provide effective follow-up on drug therapy problems when identified				
Demonstrates the ability to make drug dosing recommendations reflect clinical status of patient (disease state, renal, hepatic function)				
Recognizes circumstances for requesting assistance. Contact clinical director or specialist in resolving unusual or complicated therapeutic problems				
Provides patient medication counseling, counsels patients on all discharge medications				
Demonstrates the ability to interpret and apply the correct policies and procedures in decision-making. Recognizes circumstances for requesting assistance in interpreting policies and procedures				
Demonstrate the ability to work effectively with and maintain positive working relationships with other departments. Encourages and assists others to reflect professional image of department. Is a positive role model to other departments				
Contributes to good interpersonal relationship within department				
Exhibit effective verbal communication skills. Exhibits effective written communication abilities				