

# PRP Academia@USM

Provisionally Registered Pharmacist (PRP) Training Handbook



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Provisionally Registered Pharmacist (PRP)  
Training Handbook

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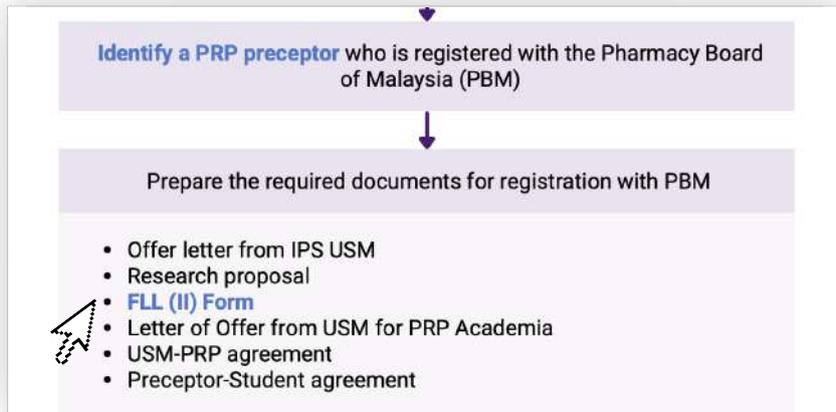
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# PRP Academia@USM

Competency Training Module	Duration (Week)
<b>(A) Fundamental of Pharmacy Practice at Hospital (Public/Private)</b>	
<b>Outpatient Pharmacy Services</b> <ul style="list-style-type: none"> <li>• Outpatient pharmacy management</li> <li>• Dispensing of medication/prescriptions</li> <li>• Patient medication counselling</li> <li>• Dangerous drugs and psychotropics management</li> <li>• Inventory control and store management</li> </ul>	8
<b>Inpatient Pharmacy Services</b> <ul style="list-style-type: none"> <li>• Inpatient pharmacy (including manufacturing and pre-packing)</li> <li>• Ward pharmacy practice</li> <li>• Drug and poison information services</li> <li>• Optional: Parenteral nutrition/intravenous additives, clinical pharmacokinetics services &amp; oncology pharmacy services</li> </ul>	4
<b>(B) Research &amp; Development (School of Pharmaceutical Sciences)</b>	
<ul style="list-style-type: none"> <li>• Preparation and presentation of the proposal</li> <li>• Research implementation</li> <li>• Presentation of the final report</li> <li>• Preparation and submission of the manuscript</li> <li>• Demonstration of positive attitudes in compliance with research ethics</li> </ul>	40
<b>TOTAL</b>	<b>52</b>

# Responsibilities of Preceptor

## Types of Preceptor

<b>Preceptor</b> Registered pharmacist with Pharmacy Board of Malaysia (PBM) aka Lembaga Farmasi Malaysia	Lecturer (Preceptor-to-PRP ratio is 1:2)
<b>Principal Preceptor</b> Registered pharmacist or non-pharmacist	Head of Unit of the School/Research Supervisor
<b>Master Preceptor</b>	Dean of the School



## Criteria of A Preceptor

1. Must be in service for at least three (3) years and have a qualification of at least a Master's degree
2. Fulfil other criteria set by PBM

## Responsibilities

A preceptor shall

1. serve as a learning resource for PRP,
2. serve as a role model embodying the professional values and attitudes,
3. ensure that PRP receives necessary training to develop the required skills and attitudes as a competent pharmacist,
4. be able to maintain effective communication with PRP,
5. be readily available to help and guide PRP in solving the problems,
6. be able to demonstrate judiciousness and impartiality in making judgements and decisions,
7. monitor the PRP's progress in accomplishing the modules,
8. provide PRP with constructive feedback throughout the training, and
9. assess PRP's training performance.





# Responsibilities of PRP

1. A Provisionally Registered Pharmacist (PRP) is expected at all times to conduct himself in a proper and seemly manner that is unlikely to offend members of the general public. In particular, while attending the facilities, a PRP must be dressed in a manner, acceptable to the clinical staff and patients, maintain clinical confidence absolutely, and at all times be courteous to every patient.
  2. A PRP must abide by all the rules, regulations and procedures of the USM and Hospital.
  3. Attendance at USM is compulsory to fulfil the research and development (R&D) components.
    - a. Every PRP is required to read and understand the competency training modules stated in the logbook.
    - b. Every PRP is required to attend all the appropriate R&D activities, related teaching sessions and fulfil the training logbook for the component he is attached to; and
    - c. A PRP who, for any reason, finds himself/herself unable to attend USM for the R&D training on any day of the stipulated period must obtain prior approval from his/her preceptor in USM, and where this is not possible, provide an acceptable explanation as soon as possible after that.
  4. Attendance at the selected hospital listed in Annexure A is compulsory to fulfil the fundamental components of pharmacy practice.
    - a. Every PRP must observe, obey and comply with all orders, instructions, directions, rules, regulations, and other requirements either given orally or in writing by the hospital from time to time.
    - b. Every PRP is not allowed to disclose to any unauthorised person any information relating to any patient or affairs of the hospital.
    - c. Each PRP is required to attend all the appropriate teaching sessions and fulfil the training logbook for the component he/she is attached to; and
    - d. A PRP who, for any reason, finds himself/herself unable to attend to the selected hospital for the fundamental of pharmacy practice teaching and training session on any day of the stipulated period must obtain the prior approval of his/her preceptor in hospital, and where this is not possible, provide an acceptable explanation as soon as possible after that.
    - e. At any time, a PRP must first identify himself/herself as a PRP and get the patient's permission for any counselling to be carried out, and he/she shall at no time give the impression to any patient that he/she is a qualified pharmacist.
    - f. Every PRP is not allowed to examine a patient of the opposite sex unless in the presence of a nurse or another person of that sex.
    - g. Every PRP shall handle all patients' records in strict confidence and shall not divulge any patient care information to unauthorised personnel.
    - h. Every PRP shall follow the prescribed rules for infection control in the wards and clinics.
- 

# Application Guidelines

Identify a **potential supervisor** and obtain his/her consent. Then **register** with the Institute of Postgraduate Studies (IPS) USM as a postgraduate student.



Identify a **PRP preceptor** registered with the Pharmacy Board of Malaysia (PBM) and obtain his/her consent.



Prepare the following documents for registration with PBM.

- Offer letter from IPS USM
- Research proposal
- **FLL (II) Form**
- **Letter of Offer** for PRP Academia from USM
- USM-PRP agreement (Provided together with Letter of Offer)
- Preceptor-PRP agreement



Email the documents to PBM at latihan.prp@moh.gov.my and cc to the preceptor and the School at least two (2) weeks before the date of training stated in the USM-PRP agreement.



Receive a notification letter from PBM via email upon completion of registration.

- Download **PRP Academic Logbook**. PRP and preceptor sign the document on Page 2 of the Logbook and submit original copy to the School.
- Download **Responsibilities of PRP**. PRP and preceptor sign the form and submit original copy to the School.
- Submit all the above documents and notification letter from PBM to the School to open a PRP file.



Begin the PRP training and complete it within 52 weeks.



# Guidelines for Hospital Attachment

Once registered, the preceptor submits the details of PRP and a proposed date to start hospital attachment to the School (Download [Form 1 - PRP Attachment Application Form](#)).



The School will submit the details to the selected hospital for approval.



Once agreed by both the School and the Hospital, the School sends the application to the Pharmaceutical Services of Penang State Health Department.



Penang State Health Department issues an official letter for PRP placement at the selected hospital within the stipulated period.



# Checklist for Preceptor

## Checklist

- Once the PRP has registered, submit the PRP's and propose a date to start hospital attachment to the School ([Form 1](#)).
  - Report the PRP's progress to the School every three (3) months.
    - Fill in Section A and B in Module B of [PRP Academia Logbook](#).
    - Fill in the Supervision Records and Summary of Supervisor Records on pages 73 and 74 of [the Logbook](#).
    - Fill in the Summary of Performance form in Appendix A of [the Logbook](#) (page 81).
- 
- Master preceptor is required to fill in
    - Appraisal by Master Preceptor form in [the Logbook](#) (page 75) and
    - PRP Personal Assessment form in [the Logbook](#) (pages 77-80).



# Final Report Submission

## Checklist

- Assessment marks
- Completed PRP Academia Logbook
- Completed PRP Appraisal Form
- Evidence
  - Finalised research proposal with ethics approval
  - Panel's evaluation of the proposal defence
  - Publication\*
- Email the completed **FLL (IV) form** and the required documents to latihan.prp@moh.gov.my and CC to the School.

\*\* Must be related to the project registered for PRP training AND published within the PRP training period.

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- Complete and mail **Preceptor Appraisal Form** (page 76 of the Logbook) directly to:

Setiausaha  
Lembaga Farmasi Malaysia  
Bahagian Perkhidmatan Farmasi  
Lot 36, Jalan Universiti,  
46200 Petaling Jaya, Selangor.

# Extension Application

Extension application must be submitted two (2) months before the end of PRP training.



Fill in **FLL (IV) form**.



Write an official letter to justify the extension.



Email PBM at [latihan.prp@moh.gov.my](mailto:latihan.prp@moh.gov.my) and cc to the School.



Preceptor fills in the assessment form in Appendix A1 (page 82) of **the Logbook** (for those who obtained extension approval)

The followings are the supporting documents required for extension application depending on the reasons for extension:

1. Incomplete Logbook or not achieving passing marks for Competency element: please provide an action plan agreeable by both PRP and preceptor
2. Incomplete Logbook or not achieving passing marks for Personal element: a copy of warning letter from the preceptor to the PRP
3. Incomplete Logbook or not achieving passing marks for both Competency and Personal elements: documents required for (1) and (2) except for those PRPs who intend to resign
4. Leave (sick/maternity): a medical letter from a doctor
5. Others: please provide related evidences to justify the extension



# Appendices

1. Annexure A - List of Hospitals to be Utilised for Teaching and Training of the PRP from Liberalised Premises
2. PRP Academia Logbook ([Download here](#))
3. FLL (II) Form ([Download here](#))
4. Responsibilities of PRP ([Download here](#))
5. Form 1 - PRP Attachment Application Form ([Download here](#))
6. Preceptor Appraisal Form (by PRP) ([Download here](#))
7. PRP Appraisal Form ([Download here](#))
8. FLL (IV) Form ([Download here](#))

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## **Annexure A**

### **LIST OF HOSPITALS TO BE UTILISED FOR TEACHING AND TRAINING OF THE PRP FROM LIBERALISED PREMISES**

1. Hospital Pulau Pinang
2. Hospital Seberang Jaya
3. Hospital Bukit Mertajam
4. Hospital Kepala Batas
5. Hospital Sungai Bakap
6. Hospital Balik Pulau

