

M.Ph.A. INTERNSHIP PROGRAM

REGULATION 3(2)C

In addition to the requirements set out in subsection 10(1) of the Act, an applicant shall for registration;

- c) serve an internship determined by the council of the association.
- A) i) With the exception of those persons who qualify for Registration under the "Regulations governing Registration in Manitoba of Graduate Pharmacists from Schools and Colleges of Pharmacy other than the Faculty of Pharmacy, University of Manitoba".
- All persons seeking Registration with the Manitoba Pharmaceutical Association must register as interns and complete 360 hours of a supervised Internship Program following the writing of final examinations. Should they not be eligible for graduating, all served internship is cancelled.
- ii) Once commenced, this 360 hours is to be completed in a period of not less than 9 and not greater than 15 weeks.
- B) Every Person desirous of becoming a Pharmacy Intern shall make application on the prescribed form to the Registrar of the Manitoba Pharmaceutical Association and shall:
- a) pay an Internship fee as set by council from time to time for each internship period.
 - b) if a graduand of the University of Manitoba furnish satisfactory evidence to the Registrar of having written 4th year final examinations.
 - c) if not exempted by clause A1) of these Regulations: Satisfy all other requirements for registration found in the Manitoba Pharmaceutical Act.
- C) The Internship shall be served in a licensed pharmacy under the supervision of a licensed pharmacist approved by Council as a Preceptor Pharmacy and a Preceptor Pharmacist. The Pharmacy Intern shall be responsible for securing a Preceptor Pharmacist and Preceptor Pharmacy.
- D) i) The Pharmacy Intern shall inform the Registrar, 7 days prior to the commencement of the Internship, of the name of the Preceptor Pharmacist and the location of the Preceptor Pharmacy.

- ii) Any changes in preceptor and/or preceptor pharmacy will require the approval of the Registrar in advance.
- E) i) A licensed Pharmacist shall be deemed eligible to train a Pharmacy Intern if, in addition to compliance with the Manitoba Pharmaceutical Act,:
 - a) The Pharmacist be approved by Council as a Preceptor.
 - b) Council is satisfied that sufficient time will be at the disposal of the Preceptor to allow the Intern to receive practical training.
- ii) Council may, from time to time, set such other criteria for selection of Preceptor Pharmacists and Preceptor Pharmacies as it deems appropriate.
- F) A Pharmacy Intern under the immediate supervision and in the presence of a licensed pharmacist may:
 - a) dispense or compound any legal prescription.
 - b) perform any other task that constitutes good pharmaceutical practice.
- G) i) The Internship Program shall be based upon an Internship Manual provided by the Council to the Preceptor Pharmacist and the Pharmacy Intern.
- ii) The Internship Manual shall contain the procedures, assignments and evaluation procedures for the program.
- iii) Council shall reserve the right to review, modify or amend the manual and evaluation procedures as it deems appropriate.
- H) i) The assessment of the Pharmacy Intern shall be made by the Preceptor on assessment forms provided by the Registrar.
- ii) The assessment will be based upon three evaluations: one evaluation after 120 program hours, a second evaluation after 240 program hours and a final evaluation after 360 program hours.
- iii) The completed assessment forms shall be returned to the Registrar within 7 days of the completion of each 120 hour section.
- iv) The completed assessment forms shall be co-signed by both the Pharmacy Intern and the Preceptor.
- v) Successful completion of the Internship Program shall be based on a

recommendation by the Preceptor upon assessment of the Pharmacy Intern's performance throughout the Internship Program.

- I)
 - i) An assessment of the Preceptor and Internship Program shall be made by the Intern on assessment forms provided by the Registrar.
 - ii) The completed assessment forms shall be returned to the Registrar by the Pharmacy Intern within 7 days of the completion of the Internship Program.

- J) Unsuccessful recommendation of an Intern by a Preceptor will result in:
 - 1) The Intern will be ineligible for registration as a pharmacist under the Manitoba Pharmaceutical Act.
 - 2) The Registrar immediately forwarding all evaluation forms and other pertinent information regarding the unsuccessful recommendation to the Internship assessment panel.

- K)
 - i) The Internship assessment panel will consist of any three members of the M.Ph.A. Registration Committee appointed by Council.
 - ii) Two members of the Internship assessment panel will constitute a quorum.
 - iii) The Assessment panel will meet solely to examine those cases where an Intern receives an unsuccessful recommendation from a Preceptor.
 - iv) The assessment panel will have the power to require the Intern and/or Preceptor to appear in person.
 - v) The assessment panel will have the power to examine all evaluation forms of both Preceptor and Intern and the power to recommend further action including but not limited to:
 - 1) further internship
 - 2) communication skill development
 - 3) change of Preceptor
 - 4) reverse or overrule Preceptor recommendation
 - 5) make recommendations re the unsuccessful intern as are considered appropriate in the circumstances but are not inconsistent with the M.Ph.A. internship regulations or the Pharmaceutical Act.

- vi) The assessment panel will meet within 7 days of the notification from the Registrar of an unsuccessful recommendation.
 - vii) The decision of the assessment panel will be delivered to the Intern and/or Preceptor by the Registrar in writing within 7 days of the meeting of the assessment panel.
 - viii) The decision of the assessment panel will be delivered to Council by the Registrar at the first Council meeting following expiration of the appeal period when no appeal has been registered.
- L) An unsuccessful Intern may appeal to the Council of the M.Ph.A. regarding the recommendation of the assessment panel within 10 days of notification of the decision of the assessment panel by filing a notice of appeal in writing with the Registrar by registered mail.
- M)
- i) Council will appoint an Internship Appeal Committee consisting of not less than 3 elected members of Council, who are not members of the Internship assessment panel.
 - ii) A majority of the members of the appeal committee will constitute a quorum to hear an appeal.
 - iii) The Internship appeal committee will meet solely to hear an appeal by an Intern of an unsuccessful recommendation by a Preceptor or an appeal of the recommendations of the Internship assessment panel.
 - iv) The Internship appeal committee will consider all pertinent information from the Intern, Preceptor, and the Internship Assessment Panel.
 - v) The Internship appeal committee will have the power to require the intern and/or Preceptor to appear in person.
 - vi) The Internship appeal committee in accordance with the information it receives may:
 - 1) uphold the appeal
 - 2) deny the appeal
 - 3) make recommendations re the appeal as are considered appropriate in the circumstances and are not inconsistent with the M.Ph.A. Internship regulations or any part of the Pharmaceutical Act.
 - vii) The decision of the Internship appeal committee shall be final.

- viii) The Internship appeal committee will hear the appeal within 14 days of notification of the appeal.
- ix) The decision of the Internship appeal committee shall be delivered to the Intern appealing, by the Registrar, in writing, within 7 days of the Internship appeal committee meeting.
- x) The decision of the Internship appeal committee will be delivered, to Council, by the Registrar at the first Council meeting following the appeal meeting.

Responsibilities of the Intern

It is the responsibility of the intern to:

1. be aware of and adhere to policies and procedures of the pharmacy.
2. acquire knowledge and develop new skills by observing, asking questions, researching information, being open-minded and willing to cooperate and undertake a variety of tasks.
3. apply acquired knowledge and skills in practice situations.
4. complete recommended internship assignments and discuss them with the preceptor.
5. endeavor to integrate internship activities with job-related responsibilities.
6. respect all confidences relating to patients, preceptors and the pharmacy.
7. act in accordance with the Code of Ethics and standards of practice of the Manitoba Pharmaceutical Association.

Responsibilities of the Preceptors

It is the responsibility of the preceptor to:

1. become knowledgeable of the goals and objectives of the internship program.
2. be aware of the expected level of knowledge and skills of the intern.
3. act as a role model in the development of the intern's professional and ethical values and attitudes.

4. encourage active participation and try to involve the intern in appropriate decision making situations.
5. provide time for discussions with the intern.
6. provide instruction and demonstrate desired performances before the intern is expected to undertake new tasks or skills.
7. supervise the intern and provide constructive criticism to assist in the further development of his/her skills and competencies.
8. consider the role of preceptor as a learning experience and be open to entertain new ideas and suggestions.
9. seek feedback from the intern in order to assess his/her contributions as a preceptor.
10. discuss the intern's accomplishments and weaknesses.