



APPRAISAL REPORT

Appraisal Candidate Name: _____

Appraisal Site Name (pharmacy): _____

Appraiser Name(s): _____

Appraisal Period: _____ to _____ Appraisal Hours completed: _____
(start date) (end date)

The Appraisal Report is intended to evaluate the SCPP Appraisal and Assessment Program appraisal candidate's knowledge, skills, and ability to practise independently and safely. The criteria used in the evaluation is based on the National Association of Pharmacy Regulatory Authorities (NAPRA) [Professional Competencies for Canadian Pharmacists at Entry to Practice](#), the NAPRA [Model Standards of Practice for Canadian Pharmacists](#), and the Association of Faculties of Pharmacy of Canada (AFPC) [Educational Outcomes for First Professional Degree Programs in Pharmacy in Canada 2017](#).

The evaluation will focus on:

- inter-personal skills, including communication skills, with patients, other health care providers, and co-workers to ensure it is accurate and comprehensible to the recipient;
- human resource management, including time-management and workflow management;
- cognitive skills, including critical thinking and problem-solving skills;
- technical skills, especially those required for practice and to ensure safe drug distribution; and
- legal and ethical responsibilities, including knowledge of the law and the ability to demonstrate ethical principles (see [Ethics in Health Care](#)).

Appraisal candidates and their appraiser(s) are to complete the following evaluation form throughout and upon completion of the appraisal period. It is strongly recommended, but not required, that the appraiser(s) and candidate conduct a mid-point (after 400 hours) evaluation using the same criteria to address deficiencies as early as possible. See the [Appraisal Phase Responsibilities of the Candidate and the Appraiser](#) for more information.

Candidate responsibilities in the evaluation:

- Provide an example of when each competency was demonstrated successfully using column #1.

Appraiser responsibilities in the evaluation:

- Assess the candidate's competency in the areas outlined;
- Provide comments, as necessary, and assign a score for each competency demonstrated using columns #2 and #3;
- Answer the questions within the evaluation and provide a summation of the candidate's strengths and weaknesses;
- Declare your assessment of the suitability of the candidate to practise independently and safely; and
- Submit the report to the SCPP office.

Appraiser(s) and appraisal candidates must maintain a professional working relationship throughout the appraisal period. Relationships of a personal nature compromise the integrity of the evaluation process and will be considered a breach of ethics, resulting in the discontinuation of the appraisal phase. SCPP requests that any potential conflict of interest or relationship of a personal nature be declared prior to commencing the appraisal or as soon as they become apparent.

Appraiser(s) Score Key:

1 = Unacceptable

“The level of candidate competency is unacceptable/too low:

- The candidate has multiple questions or requires significant assistance with demonstrating competency with this task;
- The candidate does not meet appraiser(s) expectations the majority of the time when demonstrating this competency; and
- The candidate has not demonstrated competency to perform this task independently.”

2 = Requires improvement

“The level of candidate competency is improving/basic:

- The candidate demonstrates some knowledge/competency in this area, but still requires assistance;
- The candidate meets appraiser(s) expectations in this area sometimes, but improvement is required when demonstrating this competency; and
- The candidate has demonstrated competency to perform this task independently on occasion, but not consistently.”

3 = Acceptable

“The level of candidate competency is acceptable/as expected:

- The candidate demonstrates knowledge/competency in this area;
- The candidate meets appraiser(s) expectations the majority of the time when demonstrating this competency; and
- The candidate has demonstrated competency to perform this task independently on a consistent basis.”

NA = Not Applicable/Not Observed

“This competency is not applicable to this appraisal site or was not observed/completed by the candidate during the appraisal phase.”

Care Provider 1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable			
Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Obtains patient consent to gather health information.			
Gathers information and history from multiple sources relevant to patient care.			
Interprets the information gathered accurately.			
Can explain why data is significant to the patient's care.			
Uses information gathered to create therapeutic goals.			
Implements these goals in consultation with the patient.			
Follows logical assessment, recommendations, and follow-up for OTC medications.			
Practises advanced prescribing (prescriptive authority, minor ailments) when appropriate.			
Follows a logical process when prescription counselling or providing patient education/information.			
Refers and consults with other professionals when appropriate.			
Completes SMAPs effectively.			

Law and Ethics 1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable			
Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Understands and applies all provincial and federal legal requirements.			
Upholds all ethical principles in the decision-making process.			
Can identify and intervene on illegal, unethical, and inappropriate prescriptions or unprofessional actions.			
Applies principles of professionalism: exercises responsibility and accountability for decisions, seeks guidance if uncertain or outside scope, adheres to HIPA requirements, manages any conflicts of interest, and upholds professional boundaries.			

Additional comments:

1. How did the candidate practise within legal requirements, demonstrate professional integrity and act to uphold professional standards of practice and codes of ethics? Did the candidate understand and apply the various federal and provincial legislation that governs the practice of pharmacy?

Scholar, Research and Application

1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable

Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Identifies all or most drug therapy problems (DTPs).			
Can critically analyze and solve accurately and appropriately all DTPs using current evidence and literature as required.			
Applies and rationalizes decisions accurately and appropriately using evidence-based medicine.			
Knows where and how to find appropriate information when a deficiency in knowledge is identified (goes beyond tertiary literature).			
Evaluates, interprets, and applies appropriate information findings accurately.			
Responds to all drug information questions accurately in a timely manner using appropriate references and literature as required.			

Additional comments:

1. How did the candidate demonstrate the ability to monitor and evaluate the therapeutic effectiveness of a drug intervention and to document major findings of recommendations made and actions taken?

Communicator 1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable			
	Candidate to complete	Appraiser(s) to complete	
Competency	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Verbal communication is clear and understandable to patients - uses terminology patients would understand.			
Verbal communication is clear and understandable to other health care professionals, particularly in phone conversation.			
Knows when and how to communicate with different health care professionals.			
Written communication uses correct language and grammar.			
Non-verbal communication is appropriate.			
Can adapt communication skills to the situation.			
Applies cultural safety measures as appropriate.			
Demonstrates empathy with patients.			

Collaboration and Education

1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable

Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Interacts respectfully with other members of the team by accepting accountability for themselves and managing disagreements and conflict.			
Collaborates, understands, and respects the roles of other professionals.			
Collaborates, understands, and respects the roles of team members.			
Contributes to good workflow.			
Demonstrates leadership skills and shared decision-making in a team environment.			

Additional comments:

1. How did the candidate demonstrate the ability to supervise personnel (i.e., pharmacy technicians) such that delegated functions are carried out to meet accepted standards?

Practice Setting 1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable

Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Can coordinate good workflow.			
Has good time-management skills.			
Understands the scope of practice of support staff and supports their ability to do their job.			
Demonstrates an ability to troubleshoot drug distribution issues.			
Understands how to use medication incident and other incident reporting programs.			
Understands the need to report incidents appropriately.			

Additional comments:

1. How did the candidate demonstrate efficient personal time management skills? When confronted with the many interruptions created by patients with new prescriptions, refills, telephone calls and non-prescription questions did the candidate efficiently move from task to task in an orderly fashion?

2. How did the candidate demonstrate organizational skills to effectively manage workflow?

Dispensing Skills 1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable

Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Selects correct products and ingredients.			
Identify interchangeability of multi-source drugs and interchanges drugs as appropriate.			
Performs pharmaceutical calculations accurately.			
Applies appropriate prescription quantity limitations.			
Accurately enters prescriptions into computer.			
Generates a complete and accurate label.			
Labels the product appropriately.			
Identifies storage and handling needs.			
Acquires and disposes of medications appropriately and following policies.			

Additional comments:

1. How did the candidate demonstrate the application of relevant knowledge in the performance of tasks related to the technical aspects of dispensing? (This includes interpreting drug orders; identifying interchangeability of multi-source drugs; performing pharmaceutical calculations; demonstrating compounding and dispensing skills, preparing a professional appearance on the finished product (auxiliary labels, correct size and type of vial, labeling), and demonstrating adequate keyboarding skills).

Dispensing			
1 = Unacceptable, 2 = Requires improvement, 3 = Acceptable			
Competency	Candidate to complete	Appraiser(s) to complete	
	Demonstration of competency (provide an example)	Appraiser(s) Comments	SCORE 1, 2 or 3
Performs calculations accurately.			
Assesses the appropriateness of the prescription for the patient.			
Understands third party plans and how to help the patient understand their plan.			
Counts and labels accurately and appropriately.			

Additional comments:

1. How did the candidate demonstrate a thorough understanding of the Saskatchewan Prescription Drug Plan (interchangeability, billing procedures, special programs) and other third-party programs?

Appraiser(s) Summary:

1. Please document your overall perception of the candidate's performance, specifying the strengths and weakness that you have observed.

Appraiser Declaration:

I, _____, do hereby declare that _____
(name of appraiser) (name of candidate)

has completed the appraisal phase of the Appraisal and Assessment Program at:

_____ as required by the Saskatchewan College of Pharmacy Professionals.
(appraisal site pharmacy)

It is in the unbiased opinion of this appraiser, and the opinion of any delegates of the appraiser, that the above-named candidate: (select one)

- Has adequately demonstrated an understanding of, and compliance with *The Pharmacy and Pharmacy Disciplines Act* and Bylaws, has successfully demonstrated competency in the tasks observed, and is prepared to practise to their full scope of practice independently and safely. I recommend to the Saskatchewan College of Pharmacy Professionals that the above-named candidate be permitted to proceed to the next steps in the Appraisal and Assessment program.

- Is not sufficiently prepared to proceed to the next steps of the Appraisal and Assessment program.

Appraiser signature: _____ Date: _____