Pharmacist Preceptor Certification Renewal and Reissuance Application Packet

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Important Social Security Number Information:
You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, please read, complete, and return this form with your application.
A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:
Mail your application with initial documentation and your check or money order payable to:
Department of Health
PO Box 1099
Olympia, WA  98507-1099

Send other documents not sent with initial application to:
Pharmacy Quality Assurance
Commission Credentialing
PO Box 47877
Olympia, WA  98504-7877

Contact us:
360-236-4700
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Application Instructions Checklist

You will be notified in writing if further documentation is required.

To ensure you have submitted the necessary fees and documentation, we encourage you to use the following checklist:

☐ 1. Demographic Information.
   Social Security Number: You must list your social security number on your application. Please call the Customer Service Center at 360-236-4700 if you do not have one.

   National Provider Identifier Number (NPI): The National Provider Identifier (NPI) is a standard unique identifier for health care professionals available from the Federal Centers for Medicare and Medicaid Services. The NPI is a 10 digit numeric identifier. If you have a NPI number, provide this on your application.

   Legal Name: List your full name: first, middle, and last.

   Definition of legal name: “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

   Birth date: Provide the month, day, and year of your birth.

   Address: List the address we should use to send any information on your license. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with Department of Health until we have been notified of a change. See WAC 246-12-310.

   Phone, Fax and Cell Numbers: Enter your phone, fax and cell numbers, if you have them.

   Email: Enter your email address, if you have one. To expedite notice to the applicant, we will use the email address as the primary contact source to update the applicant on the status of their application. It is important to ensure the email address is correct and current at all times.

   Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See WAC 246-12-300.
2. **Other License, Registration, or Certification.** List all states, including Washington, where credentials are or were held. Attach additional completed pages if you need more space. You must also print the [Verification Form](#) and provide it to each state or jurisdiction that you have listed, requesting that they complete and submit the form directly to the Department of Health.

3. **Disciplinary Action Attestation.** Required by [WAC 246-12-040](#).

4. **Employment Information:** List your current place of employment and a brief description of your practice setting.

5. **Preceptor Certification:** You must sign and date this for us to process the application.

6. **Applicant's Attestation.** Required to be both signed and dated in order to process the application.

**Examination Information:**

- Study [preceptor training materials](#).
- To qualify for certification and obtain three hours of continuing education credit, or 0.3 CEUs, you must submit the [Preceptor Certification Examination](#).
- You must achieve a minimum score of 75 percent to earn credit and become certified.
- The Certification Examination is required for initial licensure and at the time of your renewal.

For more information visit our [website](#).
# Pharmacist Preceptor Certification Renewal and Reissuance Application

Select which you are applying for:
- [ ] Renewal
- [ ] Expired Reissuance - expired for over one renewal cycle (5 years)

## 1. Demographic Information

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<th>Social Security Number (SSN)</th>
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Note: The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

Have you ever been known under any other name(s)?
- [ ] Yes
- [ ] No

If yes, list name(s):

Will documents be received in another name?
- [ ] Yes
- [ ] No

If yes, list name(s):
2. Other License, Certification, or Registration

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<th>State/Jurisdiction</th>
<th>Profession</th>
<th>Credential Type</th>
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<th>Year Issued</th>
<th>Method of Credentialing</th>
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3. Disciplinary Action Attestation

I certify no action has been taken by any state or federal jurisdiction or hospital, which would prevent or restrict my right to practice my profession.

I further certify I have not voluntarily given up any credential or privilege or have not been restricted in the practice of my profession in lieu of or to avoid formal action.

4. Employment Information

Employment Site Name (Business name as advertised on signs or website) | Site Credential Number, if applicable

Physical Address

City | State | Zip Code

Facility Phone (enter 10 digit #) | Fax (enter 10 digit #)

If you're not currently practicing at a licensed pharmacy, please briefly describe your practice setting (e.g. academic, clinical, etc.):

5. Preceptor Certification

I hereby certify that I understand and will abide by the preceptor standards and regulations pertaining to internships as found in chapter WAC 246-858, and the above statements are true. Furthermore, I am willing to teach an intern how to assume the full responsibilities of a pharmacist. I will supervise the intern adhering to guidelines set forth in the Washington State Pharmacy Quality Assurance Commission “Experiential Training Manual, for use by pharmacy preceptors, interns and technicians.”

Signature __________________________________________ Date __________________
6. Applicant’s Attestation

I, ________________________________, declare under penalty of perjury under the laws of the state of Washington the following is true and correct:

- I am the person described and identified in this application.
- I have read RCW 18.130.170 and RCW 18.130.180 of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.
- I have read all laws and rules related to my profession.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local, or foreign government agencies.

I understand I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated ___________________________ By: ___________________________

(mm/dd/yyyy) (Original signature of applicant)
Pharmacist Preceptor Certification
Examination and Score Sheet

1. Demographic Information

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<th>Credential Numbers</th>
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<td>Pharmacist #</td>
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Examination Questions

*Circle the letter next to the correct answer*

1. Which of the following is most important in developing professional competence?
   A. Getting to work on time
   B. Development of good judgment
   C. Wearing proper work attire
   D. Being friendly with all patients
   E. Never disagreeing with the boss

2. According to Felder & Silverman, a student who best learns the concepts and skills of managing anticoagulation therapy by use of flow charts and group role-playing, might best be described as what type of learner?
   A. Sensing, verbal
   B. Visual, active
   C. Reflective, global
   D. Verbal, global
   E. Reflective, verbal

3. The most important factor to motivate a learner in the work environment is:
   A. A one-hour lunch break.
   B. A favorable pay rate.
   C. Job satisfaction.
   D. Keeping the preceptor off his/her back.
   E. Getting the work done and leaving early.

4. Learner feedback to the preceptor is important because:
   A. The learner can vent frustrations.
   B. It helps the preceptor evaluate the learner.
   C. It helps the learner make the preceptor feel good.
   D. The preceptor can use the information to improve the program.
   E. The preceptor can use it in his/her personal job review.
5. Experiential learning:
   A. Is more highly individualized than didactic learning.
   B. Involves fewer interruptions than didactic learning.
   C. Involves more limited skills training compared to didactic learning.
   D. Involves less mentoring than didactic learning.
   E. Does not require the student to “learn by doing”.

6. The experiential learning goal and objectives:
   A. Should be determined before the learning experience begins.
   B. Should be written after the learning experience.
   C. Should be determined by the preceptor alone.
   D. Are identical to the learning activities.
   E. Are not necessary in institutional settings.

7. Which of the following is true when differentiating between a learning goal, learning objectives, and learning activities?
   A. Objectives use broad, non-quantifiable verbs such as “understand” and “monitor”.
   B. Objectives define an activity and contain action words like “participate” and “learn”.
   C. Learning objectives should contain language that allows measurement of learning, such as “differentiate” and “design”.
   D. Learning activities are measurable.
   E. The learning goal is always very specific and focused.

8. Quality experiential learning plans include:
   A. Determination of an overall learning goal.
   B. Creation of measurable, specific learning objectives.
   C. Construction of learning activities that will allow the learning objectives to be achieved.
   D. Timely, and expected, structured evaluation and feedback.
   E. All of the above.

9. The best experiential learning activities are those that:
   A. Allow passive learning to occur.
   B. Do not allow hands-on skill building.
   C. Allow the student to learn by doing.
   D. Allow the student to primarily learn by “shadowing” the preceptor only.
   E. Occur in the classroom.

10. When developing a training plan for a student, a good reference for examples of basic (core) learning objectives is:
    A. Washington State Pharmacy Lawbook.
    B. American Society of Health System Pharmacists training guidelines.
    C. Professional journals.
    D. The FDA.
    E. The DEA.
11. In addition to basic learning objectives, and learning objectives specific to the training site, the training plan for each student should include:
   A. Individualized learning objectives based on the interests of the student.
   B. Learning objectives for medical students.
   C. Learning objectives for sterile products.
   D. Employees' job performance assessment.
   E. Professional continuing education.

12. Which of the following issues should be addressed with the student at a meeting before beginning work at a new training site?
   A. Review of the departmental budget
   B. Detailed listing of potential job opportunities
   C. Instructions relating to cash register operation
   D. Work-related activities such as parking, lunch breaks, dress, etc.
   E. Review of the last JCAHO inspection results

13. What is the minimum number of formal (written) evaluations of the student that preceptors should provide during the experiential learning process?
   A. One
   B. Two
   C. Three
   D. One each week
   E. None, verbal evaluations are acceptable.

14. Evaluations should be based on the learning objectives and the instructional plan. They should be:
   A. Conducted quickly during the peak of prescription filling.
   B. Completed only if the student requests feedback.
   C. Focused on specific performance using specific examples.
   D. General and non-specific.
   E. Compiled from second-hand information.

15. An effective clinical teacher will:
   A. Actively involve the student, providing adequate supervision and appropriate independence.
   B. Point out staff pharmacist and technician deficiencies.
   C. Be careful to not establish supportive interpersonal relationship with the student.
   D. Emphasize that in real life, mistakes happen.
   E. “Go with the flow” in developing the learning goal and objectives.
16. Enthusiasm for teaching can be communicated to students by:
   A. Spending a minimal amount of time with the student.
   B. Showing excitement in helping students reach their learning goal.
   C. Letting students know that the main reason you teach is because it is a job requirement.
   D. Acknowledging that your available time is limited because of work commitments.
   E. Repeating instructions multiple times because students have no knowledge base.

17. Ways that you can encourage your student to develop critical thinking and problem solving skills are to:
   A. Actively quiz and ask questions about medications being dispensed.
   B. Share the process of decision-making from beginning to end.
   C. Answer some questions, but make the student conduct research to answer others.
   D. Answer questions with questions that will allow the student to reach a conclusion based on their own knowledge.
   E. All of the above.

18. Integrating a student into the workflow of a busy pharmacy is best accomplished by:
   A. Having the student observe veteran staff perform order entry.
   B. Assigning the student to run errands for the pharmacy staff.
   C. Putting the student in charge of getting a needed project done.
   D. Having the student dust shelves, check orders in, and put stock away.
   E. Having the student out of the way reading policies and procedures.

19. Effective communication techniques for teaching students include:
   A. Explaining the “why” behind the “what”.
   B. Lavishing praise in a general fashion.
   C. Frequently informing the student of things done incorrectly.
   D. Discouraging humor in the workplace - pharmacy is a serious profession.
   E. Micromanagement to assure the student learns all details.

20. Preceptors, as role models, should realize that:
   A. When things go wrong, students should be informed your action was correct or justified.
   B. With staffing shortages, students offer an excellent opportunity to ease workload.
   C. They do not have to be an expert or perfect in everything.
   D. Students do not have the experience to offer constructive advice; preceptors are the experts.
   E. They never admit mistakes to students.

21. It is important that professionalism be a component at all experiential learning sites. Each of the following exemplify pharmacy professionalism, except:
   A. Professional appearance and demeanor
   B. Treatment of patients with respect when addressing them by name
   C. Maintenance of patient health care information confidentiality
   D. A keen sense of humor and knowledge of world events
   E. Proper communication skills - slang and profanity are unacceptable.
22. Preceptors who are willing and able to discuss ethics and professional accountability with students enhance the profession by providing such instruction. Which of the following topics is not related to ethics?
   A. Honesty and integrity
   B. Concern for patient welfare
   C. Confidentiality
   D. Salary issues
   E. Compassion

23. Board rules and guidelines regarding patient counseling:
   A. Require drug utilization review before, or after, prescriptions are dispensed.
   B. Allow technicians to provide patient counseling on refill medications.
   C. Require pharmacists to document patient-related difficulty in counseling and resolution of drug-related problems.
   D. Require direct pharmacist counseling when prescriptions are delivered by mail.
   E. Allow pharmacy assistants to make an offer to counsel.

24. Each of the following statements relating to medication errors is true, except:
   A. Established drug distribution systems sometimes contribute to medication errors.
   B. Patients should always be asked about allergies, adverse drug reactions, use of herbal and OTC medications, compliance with drug therapies, and chronic conditions that may affect medication use.
   C. Patient counseling is a key error-prevention process.
   D. Always be wary of the potential for “decimal point” errors.
   E. Medication/medical errors are under control due to joint state and federal efforts.

25. Differences in preceptors working styles can present a communication problem with students. Individuals identified as “Activists” in the manual have the ability to:
   A. See the point another person is making.
   B. See the big picture clearly.
   C. Pay fabulous attention to detail.
   D. Think “beyond barriers”.
   E. Make people get along.

26. Reasons for dismissal of a student from a work site may include all of the following, except:
   A. Tardiness
   B. Excessive absences
   C. Poor penmanship
   D. Inadequate communication skills
   E. Insufficient knowledge base
27. “Red flags” for possible drug diversion include:
   A. Refills requested at intervals less frequent than directed.
   B. An increase in pharmacy profit margins.
   C. Apparent over-prescribing by practitioners who refuse to justify their actions.
   D. Maintenance of accurate controlled substance records.
   E. An agent that picks up a prescription for the patient.

28. The single greatest barrier to effective communication between preceptor and student is:
   A. The length of the training rotation.
   B. Constant interruptions and distractions at the work site.
   C. Student background.
   D. The preceptor’s age.
   E. The tendency to bog down in details.

29. What are the requirements for preceptor certification?
   A. Payment of a $10.00 fee.
   B. Completion of 12 months as a licensed pharmacist engaged in the practice of pharmacy.
   C. Applicants must be Responsible Managers.
   D. Successful completion of 30 hours of preceptor continuing education.
   E. Completion of 24 months as a licensed pharmacist in Washington.

30. An intern pharmacist may perform all of the duties granted to a pharmacist, except:
   A. Provide patient counseling.
   B. Perform the final check on prescriptions.
   C. Operate a pharmacy in the absence of a pharmacist.
   D. Accept new prescriptions from prescribers.
   E. Perform drug utilization reviews.

31. A preceptor may supervise:
   A. More than one intern at a time, but only one of the interns can claim internship hours.
   B. An intern and a pharmacy assistant at the same time.
   C. An intern even if he or she is employed in research, manufacturing, or other nondispensing pharmacy activities.
   D. An intern, provided the preceptor has practiced pharmacy for more than one year, and has passed a board-approved preceptor training program.
   E. All of the above.

32. An intern may:
   A. Claim internship hours even if working under a pharmacist preceptor other than the evaluating preceptor.
   B. Claim internship hours in the absence of the evaluating pharmacist preceptor only when the supervising pharmacist on duty is also a certified preceptor.
   C. Perform all the duties granted to a licensed pharmacist, as long as a supervising pharmacist is on site at all times.
   D. Claim up to 1200 hours of experiential classes, as part of an accredited college or school of pharmacy curriculum, to meet pharmacy internship requirements.
   E. All of the above.
RCW/WAC and Online Website Links

RCW/WAC Links
Uniform Disciplinary Act, RCW 18.130
Administrative Procedure Act, RCW 34.05
Administrative Procedures and Requirements, WAC 246-12
Pharmacist Rules, RCW 18.64
Pharmacist Laws, WAC 246-863
Pharmacists—Internship Requirements, WAC 246-858

On-Line
AIDS Training Reference Page
Pharmacy Quality Assurance Commission Web Page