

## Guidelines for Employing an Intern

### What is an intern?

An intern is either:-

- a NZ graduate with a BPharm degree from Otago or Auckland University, or
- a graduate who holds a pharmacy degree from an accredited Australian School of Pharmacy, or
- an Overseas Registered Pharmacist with qualifications deemed to be equivalent to a NZ BPharm.

### How long do I have to take an intern for?

NZ and Australian B.Pharm graduates who have met the qualifications for practice in the scope of practice of an intern pharmacist and are eligible to call themselves intern pharmacists, are required to undertake supervised practice under an approved preceptor in an approved site. The EVOLVE Intern Programme runs between 1 February until mid-December each year and supervised practice must be undertaken concurrently whilst completing the assessment requirements of the intern programme. The minimum period of supervised practice is 44 weeks. The Pharmacy Council expects all intern pharmacists to continue to work in their intern training site until Registration results are confirmed. This is usually mid December of the year of the programme

The Programme strongly encourages all interns to commence work as soon as possible after graduation and anticipates that the majority will be working in their sites from December.

Interns must work a minimum of 35 hours per week during their time in the EVOLVE Intern Programme.

Interns are able to undertake a shared site arrangement – for example between two community pharmacies, between a community pharmacy and a hospital pharmacy, between a community pharmacy and a non-patient centred site (e.g. industry, tertiary). When a non-patient centred site is involved, the intern must spend a minimum of 35 hours per fortnight at the patient-centred site and may spend a maximum of 35 hours per fortnight at the non-patient centred site (e.g. split week or week about at each site).

### Non-REQR (Overseas Pharmacist) Interns

Overseas qualified pharmacists who have met the qualifications for practise in the intern pharmacist scope of practice through the non- Recognised Equivalent Qualification Route (Non-REQR) are required to undertake supervised practice under an approved preceptor in an approved site for a minimum period of 26 weeks (as determined by the Pharmacy Council of NZ) concurrently whilst completing the assessment requirements of the EVOLVE programme. These non-REQR intern pharmacists are required to work a minimum of 35 hours per week during the supervised practice period.

Some non-REQR intern pharmacists may wish to extend their practice period from 26 weeks fulltime to a part-time Programme, carried out over a full year. This option requires them to work a minimum of 20 hours per week.

Once non-REQR interns have been informed by the Pharmacy Council that they are equivalent to a NZ graduate, they can start working in their site. They can apply to join the EVOLVE Training Programme in either December or May. Commencing the Programme in these months will give overseas pharmacist interns the minimum time required to be eligible to attend the Assessment Centres which are held in late May and early November.

For further information on employing an Overseas Registered Pharmacist who wishes to register as a pharmacist in New Zealand please contact David Priest at the Pharmacy Council, phone 04 495 0333 or email: [d.priest@pharmacycouncil.org.nz](mailto:d.priest@pharmacycouncil.org.nz)

### **How many interns can I supervise?**

Each preceptor is able to supervise two interns. This is irrespective of the number of technicians being trained in the site.

### **What are the benefits of taking an intern?**

- Learning with your intern will help you meet your ENHANCE requirements
- Sharing recent up to date clinical knowledge and changes in pharmacy
- Fresh ideas to stimulate your team
- Diversifying your skills, with training in Workplace Assessment
- Satisfaction of contributing to the ongoing development of the profession
- Gaining credits towards Membership of the New Zealand College of Pharmacists
- A solution to your staffing needs – train a pharmacist for your pharmacy.

### **What is involved?**

- There are standard procedures in place to help you assist your intern in developing the competencies necessary to become a practising pharmacist.
- The EVOLVE Programme consists of a series of assignments and appraisals which complement the practical training provided by you and your staff in your pharmacy.
- Your intern will be assessed against set competence standards, based on evidence gathered during the year, including on-the-job appraisals and written assignments. You are required to assist your intern by providing appropriate resources and guidance to meet the standards.
- NZ & Australian graduates will attend two three-day sets of compulsory training days in March and August. These workshops reinforce on-the-job training whilst providing insights into other facets of pharmacy practice. This is part of their paid employment.

### **Is help available?**

- The Pharmaceutical Society of New Zealand provides a dedicated EVOLVE Intern Programme Team to answer any queries and offer support and guidance throughout the training programme.
- Your intern will receive a comprehensive manual to share with the preceptor which details the objectives of the training, responsibilities of both intern and preceptor, and what is to be achieved in the training. These are delivered mid-January (or before the commencement of the Programme for overseas intern pharmacist).
- The programme is governed by Policy, Organisation and Rules.

### **How do I know that my intern has met the standards?**

- Workplace Assessment Training is provided to you as the preceptor to ensure that you are able to carry out valid and reliable workplace based assessment of your intern. This training is also useful in assessing other staff members as well.
- All assessments and appraisals are carried out against the competence standards and feedback is provided so you can monitor your intern's progress.
- In addition, towards the end of the training programme, your intern is also assessed and interviewed by a number of trained assessors at an Assessment Centre.
- Prior to Registration in the Pharmacist Scope, all assessments and appraisals on your intern are collated and reviewed by an independent team of assessors to decide the eligibility of your intern for registration.

## What is the cost?

- Traditionally, the EVOLVE Intern Programme has received government funding to assist preceptors in training NZ graduate interns. This means that employers have received a payment each month in recompense for some of the time the preceptor spends with the intern. The payment is conditional upon the following factors:
  - the preceptor must be trained as a Workplace Assessor
  - the preceptor must spend the equivalent of approximately two hours per week with the intern in "one to one" guidance and training
  - the intern is a graduate of a NZ University i.e. Otago or Auckland
  - the intern is enrolled in the fulltime Programme
  - the intern is a New Zealand resident.
- Under the Employment Contracts Act there is no recommended salary for interns. Interns in 2008 were paid between \$15.00 – \$18.00 per hour.

## What training do I need to do?

### Workplace Assessment Training

To ensure that an intern has fair and valid assessment throughout the EVOLVE Intern Programme, all preceptors must complete training in workplace assessment. This course has been tailored to the EVOLVE Programme and will be available as a one-day workshop, normally held in Wellington, Auckland and Christchurch in February each year. If you are a new preceptor, we will enroll you in one of the February workshops. Following the workshop you will be required provide a copy of two of your intern's assessments (Appraisal and Assignment) as proof of your competence in Workplace Assessment. Your intern is able to start work before you complete your training. NZ College of Pharmacists Credits – upon completion of the requirements of Workplace Assessment Training you will receive 50 credits from the College.

**The workshops are provided free of charge and include lunch** (you are responsible for your own transport).

Training is valid for 3 years and then a refresher course must be completed. Preceptors who take an intern each year only need to complete a refresher course every 6 years,

## What else do I need to know?

- NZ & Australian graduates pay a Programme fee (in 2010 this is \$3,765.00 for New Zealand residents, and \$4415.00 for non-New Zealand residents) which covers all costs of the training programme, including attendance at and travel to and from training days and Assessment Centre. In 2010 the fee for non-REQR intern pharmacists doing the 26 week Programme is \$3610.00. Please note this fee does not cover training days and travel expenses. Payment of the fee is the intern's responsibility. However many employers negotiate a salary package with the intern that includes payment of the Programme fee on their behalf, as this is tax deductible.
- The intern is required to register as an Intern Pharmacist and pays the appropriate fees to the Pharmacy Council before commencement of the 2011 EVOLVE Intern Programme.
- Please go to the Pharmacy Council website [www.pharmacycouncil.org.nz](http://www.pharmacycouncil.org.nz) for forms and fees.
- All Australian and New Zealand B.Pharm applicants to the 2011 EVOLVE Intern Programme must meet the Pharmacy Council's criteria for English communication

## **I've decided to go ahead, what do I do now?**

### **Approval of Preceptors**

All Preceptor pharmacists must be approved for this purpose.

A pharmacist applying for approval to be a preceptor pharmacist for purposes of training and assessing an intern pharmacist must meet the following requirements set by the Pharmacy Council:

- Have had a minimum of three years post-registration experience in pharmacy and hold a current annual practising certificate without conditions or interim conditions attached. In the case of a pharmacist previously registered in a country outside New Zealand, at least one year of this experience must be subsequent to registration in New Zealand
- Not have been found guilty of a charge brought under a disciplinary action within the preceding five years of applying to be a preceptor.
- Not have been the subject of a major complaint or series of minor complaints within the preceding five years of applying to be a preceptor.
- Be actively undertaking Continuing Professional Development.
- Have completed the training for a preceptor as currently required by the Pharmacy Council. At this date this is Workplace Assessor Training Unit Standard 4098 on the NZQA framework. If training is not completed before an intern pharmacist commences, the preceptor must give an undertaking to Council that this will be completed before the due date of the final appraisal.

### **Workplace Assessment Training Requirements**

The Workplace Assessment Training requirement for a preceptor pharmacist is successful completion of Unit Standard 4098 - Use standards to assess candidate performance. This qualification is a 5 credit qualification on level 4 of the National Qualifications Framework.

### **Approval of Intern Training Sites**

All intern training sites must be approved for this purpose.

Any training site applying for approval as an Intern training site, be it a single pharmacy or a combination of pharmacy and non-direct patient care training sites, must meet the requirements set by the Pharmacy Council that include all of the below:

- Have a license or equivalent to operate as a pharmacy under the Medicines Act, free of any further conditions imposed by the licensing authority. (This does not include the 2 conditions normally placed on all pharmacy licences);
- Meet the requirements of the Pharmacy Quality Audit or equivalent, as required by Medicines Control of the Ministry of Health (community pharmacies only);
- Hold the current recommended resources (be they paper, computer disk or on-line resources) required to meet the Quality in Pharmacy Standards;
- Have a contract with the Ministry of Health to dispense medicines under the Pharmaceutical Schedule, or an equivalent for hospital pharmacies;
- Have a comprehensive range of pharmacy services and products;
- Have adequate resources, including staff, physical resources and information resources, to support the training of an intern pharmacist;
- Have active involvement in consultation with other health professionals;
- Have access to patients or the public that allow direct patient care practice;
- Have involvement in health promotion through community and service organisations;
- Have internal training programmes in place for staff and encourage participation in external training courses.
- The Council reserves the right to review sites on a case by case basis where conditions have been placed on their license by Medsafe.
- Split-site non-traditional site arrangements may be approved, providing that a minimum of 35 hours per fortnight is practised in a traditional direct patient care site (community pharmacy/hospital pharmacy) and a maximum of 35 hours per fortnight is worked in a non-traditional non-direct patient care site.
- Intern pharmacists undertaking split-site internships with Schools of Pharmacy who are teaching, supervising or demonstrating to undergraduate pharmacy students will have no

more than three hours per 35 hour week of these activities recognised as part of their intern training.

- Intern pharmacists in split-site internships with Schools of Pharmacy, undertaking pharmacy practice research, are limited to research that influences clinical practice and public safety, and the research must be supervised by an approved registered pharmacist preceptor.
- Two intern pharmacists per approved preceptor
- An individual approved preceptor may supervise and assess a maximum of two intern pharmacists in the workplace.

Complete the required forms that are on the website and return them to the Society

1. Fax-back form for **Year 2011 Intern Placements**

If you are seeking a NZ graduate intern your name can be added to the list of available sites posted in a password-secure section of the PSNZ (Inc) website from April onwards. Students from both Otago and Auckland Schools of Pharmacy are well aware of vacancies being posted on this website.

2. Application form for **Approval as an Intern Training Site** and  
Approval form for **Approval as a Preceptor**

Only community pharmacies need to apply for approval as training sites, it is not necessary to complete the Application form for Approval as an Intern Training Site for hospital pharmacy departments.

Your applications for approval will be processed by the EVOLVE Intern Programme as soon as possible and you will be informed when your site/preceptor has been approved. Approval is valid initially for 3 years but may be extended for a further period of up to 3 years on meeting certain conditions.

3. **Workplace Assessment Training form**

Once you have entered into an agreement with a student/overseas pharmacist to employ them as an intern, please advise Annette Straugheir at the Society who will remove your name from the list.

Please feel free to contact the EVOLVE Intern Programme Team with any queries  
Trish Vorstermans – Manager, EVOLVE Intern Programme DDI 04 802 0034  
Debbie Wallace – EVOLVE Intern Programme Pharmacist DDI 04 381 8358  
Hemi Vallabh – EVOLVE Intern Programme Pharmacist DDI 04 381 8359  
Annette Straugheir – EVOLVE Intern Programme Co-ordinator DDI 04 802 0039

## Checklist for employing an Intern

Once you have read these guidelines on employing an intern:

- Complete the following forms:
- Year 2011 Intern Placements
  - Application form for Approval as a Intern Training Site
  - Application form for Approval as a Preceptor
  - Work Place Assessor Training form

- Return them to:
- Annette Straugheir  
EVOLVE Intern Programme  
Pharmaceutical Society of NZ (Inc)  
PO Box 11-640  
WELLINGTON 6142



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