QTP 4P0X1-7
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PHARMACY TECHNICIAN

Compile Drug Utilization Review (DUR), Drug Utilization Evaluation (DUE) reports

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INTRODUCTION

1. This Qualification Training Package (QTP) was developed to enhance and standardize on-the-job training for 4P0X1 personnel. As a trainer, the QTPs provide teachable elements of task breakdowns. The teachable elements will assist in guiding the trainee towards **independent** task performance, **proficiency,** and serve as an **evaluation** tool for trainers/certifiers.

2. Review the volume(s) of the Career Development Course (s) (CDC) and identify which module(s) of the QTP is needed for the trainee's job position or upgrade skill-level training. The QTP training for each module should be accomplished in the order which most closely mirrors the area in which the trainee is working. Items in column 2 of the Pharmacy Job Qualification Standard (JQS)/Specialty Training Standard (STS) marked with a 5 or 7 are core tasks for the 4P career field. Additional proficiency training may be required for these tasks at the supervisor's discretion.

3. Ensure the trainee reviews the training references in each module prior to attempting any task or QTP evaluation. Review the performance checklist and training objective with the trainee. If the trainee has questions about the objective, clarify the desired outcome/results of performance, demonstration or completion of the task. Remember the objective of each QTP is to standardize training and allow sufficient time for the trainee to learn each task thoroughly in order to perform the task **independently**.

4. When the trainee has received sufficient training and is ready to be evaluated on the objective, follow the evaluation instructions. The performance checklist must be used as you evaluate each task objective. When the trainee successfully demonstrates and accomplishes the objective, document the task completion appropriately in the member's Air Force Training Record (AFTR).

5. The QTP task completion is to be annotated in the trainee's electronic training record. **NOTE**: The individual checklists and final evaluations are **not** filed in each member's user files.

6. If the trainee does not accomplish the objective, review the areas needing further instruction. Conduct feedback for each module with the trainee, and document appropriately in the member's Air Force Training Record. As the trainer, once you are satisfied the trainee is ready to perform the task, he/she will be re-evaluated until the objective is met.

7. If a task being trained requires third party certification by a task certifier/certifying official, the trainer ensures trainee is qualified to perform the task **independently**. The trainee will then be evaluated by certifier/certifying official. Tasks requiring certification are identified in column 2 of JQS with a number sign (#). The certifier/certifying official will ensure documentation in column 3E of the JQS. The certifier will ensure that a trainer's signature is documented prior to signing off on the task in AFTR.

8. Tasks associated with a QTP are identified in column 4D of the STS. The QTPs are a necessary tool for standardizing task qualifications for upgrade training or job position training.

Such standardization benefits the JQS training concept throughout a member's career. These documents may also be used in assessing/certifying pharmacy technicians upon arrival at a new duty station.

9. Feedback is a vital and important part of improving our educational process for pharmacy technicians. Your first hand expertise is valued and feedback highly encouraged ensuring we have the most up-to-date information and training possible. Please direct all inquiries to: your immediate supervisor.

SUBJECT AREA: Pharmacy Administration

TASK NAME(S): Compile and record Drug Utilization Review and Drug Utilization Evaluation Reports

CFETP/STS REFERENCE(S): 9.5

EQUIPMENT REQUIRED: Composite Health Care System (CHCS)

TRAINING REFERENCE(S): 4P051A CDC, Volume and CHCS Manual

REMARKS/NOTES: None

OBJECTIVE:

1. The trainee will successfully demonstrate without error the performance aspects of compiling Drug Utilization Review and Drug Utilization Evaluation Reports.

EVALUATION INSTRUCTIONS:

1. After the trainee has received instructions, allow sufficient practice on each part of the task.

2. Use the performance checklist to ensure all steps of the task are accomplished without assistance and without error.

3. Document task competency upon completion of the evaluation in the trainee's AFTR.

STEPS IN TASK PERFORMANCE:

1. Log into a CHCS terminal.

2. At prompt select: Pharmacy Reports Menu (PRM).

3. At prompt select: Drug Utilization Review Menu (DUR).

4. At prompt select: Outpatient Drug Utilization Review Report (ODU).

5. At prompt choose option 1-6 for sorting report.

6. At prompt choose option 1-4 for type of report.

7. At prompt select Medical Center Division.

8. At prompt select site(s).

9. At prompt select patient(s).

10. At prompt select drug(s).

11. At prompt select physician(s).

12. At prompt select date(s).

13. Queue report to printing device. (spool)

ATTACHMENT(S): None

PERFORMANCE CHECKLIST:

COMPILE DRUG UTILIZATION REVIEW AND DRUG UTILIZATION EVALUATION REPORTS

PERFORMANCE ITEMS	SAT	UNSAT
1. Log into a CHCS terminal		
2. At prompt select: Pharmacy Reports Menu (PRM)		
3. At prompt select: Drug Utilization Review Menu (DUR)		
4. At prompt select: Outpatient Drug Utilization Review Report (ODU)		
5. At prompt choose option 1-6 for sorting report		
6. At prompt choose option 1-4 on type of report		
7. At prompt select Medical Center Division		
8. At prompt select site(s)		
9. At prompt select patient(s)		
10. At prompt select drug(s)		
11. At prompt select physician(s)		
12. At prompt select date(s)		
13. Queue report to printing device (spool)		
FINAL RESULTS:		
Trainee:		
Trainer:		
Certifier:		
Date:		

FEEDBACK: Using this checklist as a source of information, discuss the trainee's performance indication strengths, weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, document the results in the trainee's AFTR.