



# **Montana Board of Pharmacy**

## **Internship Manual**

**MONTANA BOARD OF PHARMACY**  
**P. O. Box 200513**  
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## I. Introduction

The Montana Board of Pharmacy, as described in MCA 2-15-1733, consists of six members appointed by the governor with consent of the senate. The Board is responsible for the regulation of all aspects of the practice of pharmacy in Montana as outlined in MCA 37-7-301. The Montana Administrative Rules, Sub-Chapter 6, Internship Regulations, is attached as an addendum to this document. The "Rules" contain definitions and regulations pertinent to the content of this manual, including, but not limited to the following:

- A. "Intern" is a qualified pharmacy student, or a graduate from an accredited school of pharmacy, who is registered with the board in an approved program of supervised training. The program may be approved directly by the board as an "internship", or may be approved by the board through an accredited school of pharmacy as required practical experience for academic credit, such as an Introductory Pharmacy Practice Experience (IPPE) or Advanced Pharmacy Practice Experience (APPE).
  - 1. "IPPE" is a practice experience in a community or hospital setting under the supervision of a pharmacist preceptor. The experience is approved and coordinated by a school of pharmacy, and will involve patient care, administrative and distributive pharmacy activities, with a focus on the distribution of drugs in these settings.
  - 2. "APPE" is a practice experience in a health care setting under the direction of a preceptor who is functioning as a clinical instructor. The site, instructor, and experience must be approved and coordinated by the school of pharmacy. The experience will usually focus on the provision of pharmaceutical care services on either an outpatient or inpatient basis.
- B. "Preceptor" is a pharmacist who meets the board requirements for the supervision and training of an intern and willingly assumes the responsibility of overseeing the internship experience of an intern. This will involve both direct and indirect supervision of the intern's daily activities as the approved training area.
  - 1. A preceptor may supervise only one intern or IPPE student at a time. A preceptor functioning as a clinical instructor in an Advanced Pharmacy Practice Experience may supervise two APPE students at a time.
  - 2. An intern may earn intern hours in the absence of the assigned preceptor. During such time, another registered pharmacist at the site must supervise the intern.
- C. "Approved Training Area" is a place for instructing an intern for licensure, subject to board requirements and approval. The intern shall receive instruction in only one approved area and under only one preceptor at a time, except in unusual and extenuating circumstances approved by the board upon written request.

The *Pharmacy Internship Manual* and the rules regulating interns and preceptors are the result of board actions based upon recommendations to the board from its members, preceptors and students, and the School of Pharmacy. The intent of the board is to provide an appropriate framework of required competencies, to ensure a structured, goal-directed internship experience and to enhance the overall quality of pharmacy internship as a learning experience.

Practical pharmacy experience is part of the total education of an intern that results in a competent professional. The intern is to be exposed to the duties and responsibilities of the pharmacist in pharmacy practice settings. This experience occurs after the completion of the first professional year (normally the third academic year of a 6 year Pharm.D. program) of an accredited school of pharmacy. The internship must be carried out in an board approved training area, under the guidance of a pharmacist preceptor who must also be approved by the board.

Internship requirements for each candidate are meant to be broad, allowing the employer to utilize the services of the intern, yet regulated to assure completion of an adequate and definitive training activity to qualify the intern for licensure.

The following information about internship and preceptorship has been compiled from Sub-Chapter 6, sections 24.174.601 through 24.174.613, of the Montana Administrative Rules. Interns and preceptors should read the **Pharmacy Internship Manual** thoroughly before beginning the internship. Important information about intern registration, internship requirements, preceptor registration, and preceptorship requirements is included.

## **II. Internship Description and Objectives**

The Pharmacist candidate must complete 1500 hours of internship experience prior to licensure. The board will accept up to 1500 hours from a Pharm.D. program. All approved internship hours must occur within a minimum of 20 hours up to a maximum of 48 hours each week.

The academic training that the intern receives provides a foundation for practical, experiential training, which is meant to enhance the intern's understanding of his or her responsibilities in the practice of pharmacy. To complete this training transition, the intern should be practically, ethically, and legally trained in a supervised work environment to:

- A. Develop confidence in his or her ability to apply academic knowledge in a professional patient care setting.
- B. Recognize and work through the daily activities and responsibilities of a pharmacist in a variety of work settings.
- C. Acquire knowledge and competency in the areas of:
  - 1. drug distribution systems including dispensing activities
  - 2. the use of drug products and dosage forms in practice settings
  - 3. sterile and/or non-sterile compounding activities
  - 4. daily operations and routines of the pharmacy
  - 5. management of inventory, purchasing, recalls
  - 6. accounting, budgeting, and data management
  - 7. providing direct patient pharmaceutical care
  - 8. counseling and monitoring for prescription and OTC products
  - 9. teaching about medical/surgical supplies, devices and equipment
  - 10. counseling and assessment for naturopathic, herbal, and other alternative products
  - 11. participation as a member of the health care team
  - 12. responding professionally to drug information requests
  - 13. application of the laws and regulations governing the practice of pharmacy
- D. Become ethically trained as a member of the health care team to:
  - 1. Recognize and follow practice standards established by professional organizations, including the American Pharmacists Association and the American Society of Health-System Pharmacists.
  - 2. Become familiar with and demonstrate an ability to practice under the codes of professional conduct. The intern must demonstrate an awareness and understanding of his or her role as a pharmacist with the public and in inter-professional relationships.
  - 3. Become familiar with the federal, state, and municipal laws governing the profession, and the legal responsibilities encountered in the practice of pharmacy.

### III. The Preceptor

The pharmacist who accepts the role of preceptor takes on the responsibility to oversee the internship experience, assuring that internship goals and objectives are met. The preceptor must assure that the student is supervised at all times by him/herself or another pharmacist. Preceptors should review the Montana Administrative Rules, Sections 24.174.604 and 24.174.611, regarding preceptor and site requirements. Other pharmacists who will work with the student should review this section as well, prior to supervision of any intern.

The preceptor assumes the responsibilities of a teacher and mentor. Because the preceptor's teaching environment is outside the classroom, it can bring an important reality to the learning process for the intern. The preceptor should establish a systematic procedure for the advancement of the intern through increasing levels of knowledge and familiarity with the roles and responsibilities of the pharmacist in his or her particular work setting.

An effective preceptor will allow the intern the freedom to apply knowledge acquired in the classroom to actual patient situations, while remaining sensitive to the comfort and ability levels of the intern, and to obligations for patient safety. The relationship between the preceptor and intern must include mutual respect, openness, and courtesy.

It is important that preceptors emphasize the confidentiality required of health professionals and the legal and ethical importance of protecting the privacy of the patient. The pharmacy's policy on drug security and its importance should be discussed and emphasized with the intern.

A successful internship experience has an important impact on the ability of an intern to enter the profession fully prepared to serve the public. Supporting this learning process can be both a rewarding and educational experience for the preceptor.

#### A. Requirements for Preceptors

1. The preceptor must meet the following requirements to be certified as a preceptor in Montana:
  - a. licensed as a registered pharmacist for at least two years;
  - b. engaged in active practice;
  - c. have not been convicted of violation of any statutes or rules relating to pharmacy within three years prior to application.
2. While supervising an intern, the preceptor must:
  - a. not leave an intern to work alone to assume the responsibility of a pharmacist;
  - b. be in direct supervision of all repackaging, labeling and dispensing of drugs for distribution;
  - c. supervise only one intern or IPPE student at a time, except that a preceptor functioning as a clinical instructor can supervise two students at a time if the students are completing an APPE experience through an approved school of pharmacy.
3. To become certified as a preceptor in the state of Montana, a pharmacist must:
  - a. complete and submit a "Preceptor Application" to the board of pharmacy;
  - b. agree to make such reports and evaluations as required under the internship program;
  - c. notify the board of any change of employment within 10 days. Change of employment shall suspend preceptor approval until such time as re-evaluated by the board.

B. Guidelines for Preceptors and Pharmacists Supervising Interns

1. The preceptor should reflect in appearance, attitude and behavior, the highest standards of professional pharmacy practice.
2. The preceptor should be familiar with the methods, goals, and objectives of the pharmacy internship program.
3. The preceptor should accept the responsibility for the guidance and training of interns and devote sufficient time to their instruction.
4. The preceptor should be involved actively in patient care through the practice of professional service, responsiveness, and communication.
5. The preceptor should consistently demonstrate a constructive and positive attitude toward fellow practitioners and other health care professionals.
6. The preceptor should belong to professional organizations and should participate regularly in support of these organizations.
7. The practical learning environment should maintain professional standards at all times.
8. The preceptor's practice should be consistent with current standards of technology, professional interaction, and pharmacy systems, as compared to others within the profession.
9. The preceptor is an instructor and a mentor, and should not be viewed as a co-worker.
10. The preceptor should give the intern the mutual respect and patience needed to insure an optimal learning experience.
11. The preceptor should only discuss personal and personnel matters with the intern if they relate directly to the intern's professional development.
12. The preceptor should assess the intern's competence through observation and questioning. Competence should never be assumed without assessment.
13. Criticism should be constructive and supportive. This information should be shared with the intern in private, never in front of patients, employees, or others.
14. The preceptor should realize that fair and constructive evaluation of the intern's ability to perform designated activities is a serious responsibility, affecting the intern's progress and performance as a future practitioner.

#### IV. The Internship

Licensure to practice pharmacy in Montana and in every other state requires that an individual complete formal instruction in the basic sciences, pharmaceutical theory and practice, and a practical experience program called **Internship**. Internships provide students with a planned program of supervised professional training to help them become competent practitioners of pharmacy. Inherent in this objective is the responsibility of the profession to fulfill the legal obligations imposed upon it by the public by assuring that future pharmacists can provide safe and competent professional services to the public.

A. The Intern as a Student

The Intern-Preceptor relationship is one of student and teacher. The relationship must include mutual respect and courtesy. The preceptor should be viewed as a teacher who, through experience and training, has the skill and knowledge and professionalism to facilitate the intern's learning. It is important for interns to ask questions and to understand that constructive criticism from the preceptor is intended to improve their performance.

Interns must understand what is expected of them, and always ask for clarification from the preceptor and others, if needed. Interns and preceptors should frequently discuss the internship and review the intern's progress. It is important that interns recognize the confidential nature of the pharmacist-patient relationship and the legal and ethical importance of protecting the privacy of the patient to the extent expected of a health professional.

Successful internship is dependent upon the willingness of pharmacy practitioners to become teachers and interns to become students. Interns should remember that preceptorship is one of the professional obligations of being a pharmacist and should consider precepting interns during their own professional careers. The following "*Guidelines for Interns*" are for both the intern and preceptor's review.

B. Guidelines for Interns

1. The intern is responsible for obtaining, maintaining, and submitting to the board of pharmacy, all required written materials and documents pertaining to internship. *The intern must assure that the intern, the preceptor, and the site are properly registered and approved by the board prior to each internship experience.* The intern is responsible for completing the appropriate forms and submitting them to the board following each internship experience.
2. The intern must exhibit a professional appearance in both manner and dress and must adhere to the standards of dress and behavior as specified by the approved preceptor. These standards should be identical to those required of all pharmacists in the particular pharmacy practice environment.
3. The intern is obligated to respect all confidences revealed during internship including, but not limited to, pharmacy records, medical records, patient information, fee systems, professional policies, and all proprietary information.
4. It is the intern's responsibility as a health care professional to protect the confidentiality of each patient's health record. It may seem obvious, but this means one should not identify any patient by name and/or discuss any patient's medical problems in any public place. One should never discuss a patient with non-health care professionals, including friends and family. Not adhering to this guideline may lead to unfortunate misunderstandings and misinterpretations by others, which can cause the patient and/or the patient's family unnecessary grief. In addition, not adhering to this guideline may jeopardize the intern's progress through the curriculum.
5. The internship is designed as an active learning experience and as such requires a commitment on the intern's part.
6. The intern should recognize that the optimal learning experience requires mutual respect and courtesy between the preceptor and intern.
7. The intern should never publicly question the advice or directions of the preceptor, but should discuss any disagreements in private. All advice and direction should be viewed as a constructive part of the learning process.
8. When making any professional judgement, e.g., choice of drug, dosage recommendation, etc., the intern must first discuss alternatives with the preceptor.
9. The intern is encouraged to communicate with physicians, nurses, other health care professionals and patients, but should first discuss any communications involving professional judgment with the preceptor.
10. The intern should know the laws and regulations governing pharmacy practice specific to the state of employment, and should seek clarification from the preceptor when there are questions. The Board of Pharmacy should be consulted if additional information or clarification is needed.
11. The intern should adhere to the work schedule as determined by the preceptor. The intern should never work without the direct supervision of a registered pharmacist, either the preceptor or another pharmacist.
12. The intern's certification of registration should be displayed in the approved training area.

## **V. Internship Documentation Procedures**

Internship documentation is carried out for the benefit of the intern and preceptor, and as a tracking mechanism for the board of pharmacy. The intern should periodically review the intern manual to assure that all internship objectives are being met.

Documentation should be updated at that time to evidence progress through the internship experience. The preceptor should review the manual regularly and note the intern's progress and experience achieved.

Internship experiences should build progressively. The performance expectations of an intern in his or her first reporting period should be based upon a lower level of knowledge and experience than for an intern in the second or third reporting period. It is understood that phases of training will constantly overlap the suggested guidelines. However, to insure proper intern exposure, the preceptor and the intern should fully discuss the goals and learning objectives of each reporting period.

## **A. Initial Intern Registration**

Prior to the commencement of any internship period, the intern must become registered as an intern with the Montana Board of Pharmacy and must seek board approval of the internship site and preceptor. It is the intern's responsibility to assure that the intended preceptor is registered with the board and is approved by the board to oversee internship experiences. This must be done whether the intern intends to seek internship experience within or outside of Montana. The initial intern registration procedures are as follows:

- 1. Preparing for a Montana Internship Experience**
  - a.** The intern must complete and submit the "Intern Pharmacist Application" and "Notification of Internship Site" forms to the board, prior to the anticipated internship period.
  - b.** The proposed preceptor should complete the "Preceptor Application" unless he or she has been previously approved as a preceptor.
  - c.** Prior to the first day of internship, the intern must assure that the board approves both the preceptor and internship site.
- 2. Preparing for an Internship Experience Outside of Montana**
  - a.** The intern must complete and submit the Montana forms "Intern Pharmacist Application" and "Notification of Internship Site" to the board, prior to the anticipated internship period. Internship done in another state cannot be certified in Montana at a later date if the intern was not registered in Montana at the time the internship was completed.
  - b.** The intern must obtain intern certification in the state of internship.
  - c.** The intern must assure that the intern, the preceptor, and the site, are approved by the board of pharmacy of the state in which the internship will be completed.
  - d.** The outside board of pharmacy must certify the intern, the preceptor and site to the Montana Board of Pharmacy. The intern may request this of the board by telephone or in writing, or according to the regulations of the other board.

**3. Change of site or preceptor within an approved internship period**

- a. The intern must notify the board in writing within 10 days of any change in address, employment or preceptor. The intern must assure that the board certifies the proposed preceptor.
- b. The "Notification of Internship Site" form must be completed and submitted to the board prior to any site change.
- c. For out-of-state sites, the other board of pharmacy must certify the intern, the preceptor, and site to the Montana Board of Pharmacy. The intern may request this of the board by telephone or in writing, or as preferred by the other board.

**4. Processing of Documentation**

Within **(30)** days of receipt of the completed internship registration application, the intern should receive the certificate of registration and a letter of acknowledgement that the intern registration has been approved. Copies of all board-required internship documentation forms will be included in this mailing to the intern.

**B. Reporting Periods**

The intern should periodically report his or her internship progress to the Montana Board of Pharmacy. Reports should be submitted as follows:

1. After completion of 500 hours or 3 months of full-time internship at any site.
2. Upon completion of internship at any site. (Intern does not plan to return to that site at a later date)
3. After leaving a Montana site to which the intern will not return for greater than 120 days.
4. After leaving a site outside Montana to which the intern will not return for greater than 30 days.

**C. Reports**

1. Within 60 days of completion of each reporting period as outlined in "B" above, the intern must submit appropriate documentation of the internship experience to the board of pharmacy. This includes the "Intern Experience Affidavit" and the "Evaluation of Internship Site". The intern completes the record of internship hours on the "Intern Experience Affidavit"; the preceptor completes the evaluation section, signs the form and has it notarized. The intern who signs it completes the "Evaluation of Internship Site". These documents should be submitted together by the intern to the Board of Pharmacy.
2. Within 30 days of receipt of these documents, the board will provide the intern with a letter of acknowledgement of the current hours approved as well as the accumulated hours to date.
3. The examinations for licensure as a pharmacist can be taken any time after the intern has graduated from an accredited college of pharmacy. However, before licensure is granted, 1500 hours of internship must be completed and approved by the board.



## **ATTACHMENTS - FORMS**

- I. INTERNSHIP EXPERIENCE AFFIDAVIT
- II. NOTIFICATION OF INTERNSHIP SITE
- III. EVALUATION OF INTERNSHIP SITE
- IV. PHARMACY RULES, SUB-CHAPTER 6 - INTERNSHIP REGULATIONS

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## INTERNSHIP EXPERIENCE AFFIDAVIT

**Note:** This form must be completed by the intern and submitted to the Board of Pharmacy upon completion of each internship experience. If the internship exceeds 500 hours in length, the form should be submitted upon the completion of each 500 hours of experience.

Intern \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Address \_\_\_\_\_

Internship Site \_\_\_\_\_

Site Address \_\_\_\_\_

Approved Preceptor \_\_\_\_\_

Dates covered by report (from - to) \_\_\_\_\_

### Intern Competency Assessment To Be Completed by the Preceptor

Preceptor: Please rate the intern on the following items using the following scale:

1 = Performs at a High Level    2 = Performs Satisfactorily    3 = Needs Improvement    4 = Not Observed

1.	Intern's performance of technical functions	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
2.	Intern's communication with patients	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
3.	Intern's communication with health care professionals	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
4.	Intern's communication with preceptor	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
5.	Intern's ability as a clinician	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
6.	Intern's ability as a teacher	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

Please comment on the intern's overall progress during this internship period:

Please comment on the areas in which the intern needs further training:

Name of Intern: \_\_\_\_\_

**WEEKLY REPORT OF HOURS**

From (Date)	To (Date)	Number of Hours

Total Hours: \_\_\_\_\_

**WEEKLY REPORT OF HOURS**

From (Date)	To (Date)	Number of Hours

Total Hours: \_\_\_\_\_

The Board office must receive this affidavit within 30 days after completion of an internship period. Credit for time spent in subsequent training periods will not be granted unless Notification of Internship Site, Evaluation of Internship Site, and Internship Experience Affidavits for preceding time are completed and received by the Board office.

The above information in the Weekly Report of Hours was taken from payroll or other records, which are available at the above address and may be examined upon reasonable notice by the Montana Board of Pharmacy or any of its inspectors.

Signature of Preceptor \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

City/State

SEAL

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary Public Printed Name

\_\_\_\_\_  
For the State of

\_\_\_\_\_  
Commission Expiration

**If completing an IPPE requirement, please make a copy for the School of Pharmacy before you mail this to the Board.**

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## NOTIFICATION OF INTERNSHIP SITE

### INTERN INFORMATION:

Name \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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### PRECEPTOR INFORMATION:

Preceptor Name \_\_\_\_\_ License # \_\_\_\_\_  
Internship Site \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date Internship Begins \_\_\_\_\_

\_\_\_\_\_  
Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Evaluation of Internship Site**

**NOTE:** This form must be completed by the intern and submitted to the Board of Pharmacy upon completion of each internship experience. If the internship exceeds 500 hours in length, the form should be submitted upon the completion of each 500 hours of experience.

Intern \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Address \_\_\_\_\_

Email Address \_\_\_\_\_

Internship Site \_\_\_\_\_

Site Address \_\_\_\_\_

Approved Preceptor \_\_\_\_\_

Dates covered by report (from - to)  
 Month/Day/Year \_\_\_\_\_

Please rate the amount of exposure to the following areas of pharmacy practice:

1 = Extensive 2 = Moderate 3 = Minimal 4 = None

1.	Drug distribution systems including dispensing activities	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
2.	The use of drug products and dosage forms in practice settings	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
3.	Sterile and/or non-sterile compounding	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
4.	Daily operations and routines of the pharmacy	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
5.	Management of inventory, purchasing, recalls	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
6.	Accounting, budgeting and data management	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
7.	Providing direct pharmaceutical care for patients	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
8.	Counseling and monitoring for prescription and OTC products	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
9.	Counseling and assessment for naturopathic, herbal, and other alternative products	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
10.	Teaching about medical/surgical, supplies, devices and equipment	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
11.	Interacting with other members of the health care team	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
12.	Responding to drug information requests	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
13.	Applying laws and regulations to the practice of pharmacy	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

Using the scale described below, please rate the following items:

1 = Excellent    2 = Satisfactory    3 = Needs Improvement    NA - Not Applicable

1.	The preceptor's teaching ability was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
2.	The preceptor's responsiveness to the intern's learning needs was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
3.	The preceptor's supervision of the intern was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
4.	The preceptor's ability to communicate with the intern was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
5.	The orientation to the pharmacy operation on the first day was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
6.	The responsiveness of other pharmacists to the intern's learning needs was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
7.	The friendliness and helpfulness of other pharmacy employees was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
8.	The availability of references at the site was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA
9.	The diversity of the learning experience at the site was	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> NA

Comments on your experience:

Would you recommend this as an internship site of other students?

Yes     No

Please explain:

I have complied with all board regulations and the instructions for internship furnished to me at the time of my internship registration. I consider the above progress report of internship training to be a correct statement of fact.

Intern Signature \_\_\_\_\_

Date \_\_\_\_\_

The Board office must receive this notice within 30 days after completion of an internship period. Credit for time spent in subsequent training periods will not be granted unless Notification of Internship Site, Evaluation of Internship Site, and Internship Experience Affidavits for preceding time are completed and received by the Board office.

PHARMACY

Subchapter 6

Internship Regulations

Rule 24.174.601	Summary of Objectives
24.174.602	Internship Requirements
24.174.603	Out-of-State Internship Requirements
24.174.604	Preceptor Requirements
Rules 24.174.605 through 24.174.610 reserved	
24.174.611	Approved Training Areas
24.174.612	Required Forms and Reports
24.174.613	Revocation or Suspension of Certificate

## PHARMACY 24.174.602

### Subchapter 6

#### Internship Regulations

24.174.601 SUMMARY OF OBJECTIVES (1) The practical experiences required prior to professional licensure shall be referred to as internship. The purpose of pharmacy internship is to provide an intern with the knowledge and practical experience necessary for professional licensure. (History: 37-7-201, MCA; IMP, 37-7-201, MCA; NEW, Eff. 5/20/72; AMD, 1977 MAR p. 106, Eff. 9/23/77; AMD, 1980 MAR p. 126, Eff. 1/18/80; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; AMD, 1997 MAR p. 2060, Eff. 11/18/97; AMD, 2002 MAR p. 178, Eff. 2/1/02; TRANS, from Commerce, 2002 MAR p. 904; AMD, 2010 MAR p. 74, Eff. 1/15/10.)

#### 24.174.602 INTERNSHIP REQUIREMENTS

(1) The experience required to obtain licensure as a pharmacist shall be that instruction period composed of computed time obtained under the supervision of the preceptor in an approved site.

(2) An intern may practice only under the immediate personal supervision of a supervising pharmacist.

(3) Application shall be made on the intern application form prescribed by the board. Registration must be obtained prior to commencing work as an intern.

(4) The intern shall make such reports and certifications as required under the approved program and as required by the board.

(5) The intern is responsible for the knowledge and observation of the extent of the intern's legal liability and legal restrictions applicable under the federal, state, and municipal laws and rules.

(6) The intern shall be responsible for ensuring that the preceptor has proper certification.

(7) The intern is responsible for properly submitting all forms and hour reports under the approved program.

(8) Employment and the intern training periods are not to be interpreted as being the same. An intern may work in excess of the computed time.

(9) An intern shall be:

(a) a student currently enrolled in an accredited pharmacy program;

(b) a graduate of an accredited pharmacy program serving an internship; or

(c) a graduate of a pharmacy program located outside the United States of America which is not accredited and who has successfully passed equivalency examinations approved by the board.

(10) Intern registration based on enrollment in or graduation from an accredited pharmacy program shall expire not later than 12 months after the date of graduation or at the time of professional licensure, whichever comes first. Intern registration based on graduation from a pharmacy program located outside of the United States of America which is not accredited shall expire not later than 12 months after the date of issuance of the registration or at the time of professional licensure, whichever comes first.



24.174.603

DEPARTMENT OF LABOR AND INDUSTRY

(11) An intern registration may be issued to a student currently enrolled in an accredited pharmacy program at any time after they have completed 30 days of study, submitted a completed application to the board, and paid the required fee.

(12) The intern shall notify the board of any change of address, employment, or preceptor within ten days.

(13) Intern certificate of registration shall be displayed in the approved training area.

(14) An intern registration may be extended, subject to approval by the board, upon application by the intern, if extenuating circumstances are present.

History: [37-7-201](#), MCA; [IMP](#), [37-7-201](#), MCA; [NEW](#), Eff. 5/20/72; [AMD](#), 1977 MAR p. 106, Eff. 9/23/77; [AMD](#), 1980 MAR p. 126, Eff. 1/18/80; [TRANS](#), from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; [AMD](#), 1997 MAR p. 2060, Eff. 11/18/97; [AMD](#), 1998 MAR p. 3103, Eff. 11/20/98; [AMD](#), 2002 MAR p. 178, Eff. 2/1/02; [TRANS](#), from Commerce, 2002 MAR p. 904; [AMD](#), 2007 MAR p. 1936, Eff. 11/22/07; [AMD](#), 2010 MAR p. 74, Eff. 1/15/10; [AMD](#), 2011 MAR p. 1148, Eff. 6/24/11.

24.174.603 OUT-OF-STATE INTERNSHIP REQUIREMENTS (1) Written request by the intern must be made to the board prior to commencing training at an out-of-state site.

(2) The intern must comply with the rules relating to internship and the approved program.

(3) The intern must obtain certification of the training area and the preceptor from the out-of-state's board and must submit the same directly to the Montana Board of Pharmacy. (History: [37-7-201](#), MCA; [IMP](#), [37-7-201](#), MCA; [NEW](#), Eff. 5/20/72; [AMD](#), 1977 MAR p. 106, Eff. 9/23/77; [AMD](#), 1980 MAR p. 126, Eff. 1/18/80; [TRANS](#), from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; [AMD](#), 1998 MAR p. 3103, Eff. 11/20/98; [AMD](#), 2002 MAR p. 178, Eff. 2/1/02; [TRANS](#), from Commerce, 2002 MAR p. 904; [AMD](#), 2006 MAR p. 1615, Eff. 6/23/06.)

24.174.604 PRECEPTOR REQUIREMENTS

- (1) Each pharmacist preceptor shall:
  - (a) apply for board approval to be a preceptor;
  - (b) have been actively engaged in:
    - (i) the practice of pharmacy for one year, unless otherwise approved by the board; or
    - (ii) other approved disciplines;
  - (c) be engaged in active practice while acting as preceptor;
  - (d) not have been convicted of violation of any statutes or rules relating to pharmacy within three years prior to application;
  - (e) be acutely aware of the responsibilities governing professional conduct in this state;
  - (f) have current knowledge of developments in the profession by exhibiting such attendances, readings, and actions, which conform to the best traditions of pharmacy;
  - (g) make such reports and certifications as required under the approved program;
  - (h) notify the board of any change of address or employment within 30 days. Change of employment shall serve to suspend preceptor approval until such time as reevaluation is made by the board;
  - (i) not be permitted to leave an intern work alone to assume the responsibility of a pharmacist; and
  - (j) complete a training course as approved by the board.
- (2) The repackaging, labeling, and dispensing of drugs for distribution shall be under the supervision of a supervising pharmacist.
- (3) A supervising pharmacist may only supervise one student in introductory pharmacy practice experience (IPPE) at any time.

- (4) A supervising pharmacist may supervise no more than three persons at one time (including technicians, interns, and students), unless an exception is specifically granted by the board.
- (5) A pharmacist preceptor may supervise two students at a time if the students are completing an advanced pharmacy practice experience (APPE) through an approved school of pharmacy.
- (6) A preceptor may precept more than one intern at a time.

History: 37-7-201, MCA; IMP, 37-7-201, MCA; NEW, Eff. 5/20/72; AMD, 1977 MAR p. 106, Eff. 9/23/77; AMD, 1980 MAR p. 126, Eff. 1/18/80; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; AMD, 1997 MAR p. 2060, Eff. 11/18/97; AMD, 2001 MAR p. 783, Eff. 5/11/01; AMD, 2002 MAR p. 178, Eff. 2/1/02; TRANS, from Commerce, 2002 MAR p. 904; AMD, 2002 MAR p. 3605, Eff. 12/27/02; AMD, 2007 MAR p. 1936, Eff. 11/22/07; AMD, 2011 MAR p. 1148, Eff. 6/24/11.

24.174.605 FOREIGN INTERN REQUIREMENTS (1) A graduate of a foreign school of pharmacy

seeking licensure to practice as a pharmacy intern in the state of Montana shall:

- (a) take the Foreign Pharmacy Graduate Equivalency Exam (FPGEE);
- (b) take the Test of Spoken English (TSE); and one of the following:
  - (i) take the computer-based Test of English as a Foreign Language (TOEFL);
  - (ii) take the paper-based TOEFL; or
  - (iii) take the internet-based TOEFL;
- (c) achieve NABP minimum passing scores on all tests and examinations;
- (d) have an internship practice site identified and that practice site must be a licensed pharmacy in good standing with the board; and
- (e) have an internship preceptor identified and that preceptor must:
  - (i) be a licensed pharmacist in good standing with the board; and
  - (ii) be a registered preceptor in good standing with the board.

(2) The intern and their preceptor must appear before the board.

(3) The intern shall comply with the internship requirements as set forth in ARM 24.174.602.

(4) A graduate of a foreign school of pharmacy must complete 1500 hours of internship in the United States in order to be eligible for pharmacist licensure in Montana. (History: 37-1-131, 37-7-201, MCA; IMP, 37-7-201, MCA; NEW, 2007 MAR p. 1936, Eff. 11/22/07.)

24.174.611 APPROVED TRAINING AREAS (1) Approved training areas will include licensed pharmacy settings plus other health care and research settings approved by the board. (History: 37-7-201, MCA; IMP, 37-7-201, MCA; NEW, Eff. 5/20/72; AMD, 1977 MAR p. 106, Eff. 9/23/77; AMD, 1980 MAR p. 126, Eff. 1/18/80; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; AMD, 1998 MAR p. 3103, Eff. 11/20/98; AMD, 2002 MAR p. 178, Eff. 2/1/02; TRANS, from Commerce, 2002 MAR p. 904.)

24.174.612 REQUIRED FORMS AND REPORTS (1) Forms shall be furnished by the board, the cost of which is included in the application for internship registration.

(a) The "intern application" must be filed by the intern before computed time is credited.

(b) The "internship experience affidavit", provided by the board, must be filed by the intern at the end of the internship experience in a given site or after 500 hours, whichever comes first.

(c) The "evaluation of internship site" must be filed by the intern at the completion of internship or externship experience in a given site or after 500 hours, whichever comes first.

(d) The "clerkship experience affidavit", provided by the board, must be filed by the intern at the end of the academic year. (History: 37-7-201, MCA; IMP, 37-7-201, MCA; NEW, Eff. 5/20/72; AMD, 1977 MAR p. 106, Eff. 9/23/77; AMD, 1980 MAR p. 126, Eff. 1/18/80; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; AMD, 1997 MAR p. 2060, Eff. 11/18/97; AMD, 2000 MAR p. 2005, Eff. 7/28/00; AMD, 2002 MAR p. 178, Eff. 2/1/02; TRANS, from Commerce, 2002 MAR p. 904.)

24.174.613 REVOCATION OR SUSPENSION OF CERTIFICATE (1) An intern certificate may be suspended or revoked by the board for violation of any statute or rule, or failure to comply with the approved program after due notice.

(2) Suspension of an intern from university or college attendance concurrently suspends an intern's certificate of registration. (History: 37-7-201, MCA; IMP, 37-7-201, MCA; NEW, Eff. 5/20/72; AMD, 1977 MAR p. 106, Eff. 9/23/77; AMD, 1980 MAR p. 126, Eff. 1/18/80; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; AMD, 1998 MAR p. 3103, Eff. 11/20/98; AMD, 2002 MAR p. 178, Eff. 2/1/02; TRANS, from Commerce, 2002 MAR p. 904.)