


Cabrini INTERNSHIP PROGRAM
AND ORIENTATION



Cabrini Health 2023

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Background

Cabrini is a Catholic, not-for-profit provider of health and health related services inspired by the missionary vision of the Cabrini Sisters. Cabrini's mission is to provide excellence in all of Cabrini's services and Cabrini's vision is to provide compassionate care for more people in need. Cabrini Pharmacy provides a clinical and operational inpatient service to 4 Cabrini Sites (Malvern, Brighton, Elsternwick and Prahran).

Cabrini Malvern is a 508-bed acute care hospital offering a wide range of services including: coronary care, general medicines, oncology, rehabilitation, surgical, emergency care, hospital-in-the-home, emergency department, intensive care unit, maternity and paediatrics. In 2019 Cabrini opened the Gandel Wing which hosts a state of the art day oncology and infusion treatment centre. Cabrini is one of the largest providers of oncology services in Victoria.

Cabrini Brighton is a hospital located in the heart of Bayside. The 138 bed facility specialises in oncology services, orthopaedic surgery, ENT, plastic and reconstructive, urology and rehabilitation.

Cabrini Prahran is a 22-bed specialist palliative care hospital.

Cabrini Elsternwick a specialist women's mental health hospital

The pharmacy department is made up of around 40 full time employees which include pharmacists, pharmacy technicians and procurement staff and provide a service 7 days a week.

The clinical services are structured as a ward based service and work with medical, nursing and allied health staff. Additionally, we have pharmacists who work exclusively in the emergency department and theatre providing peri-operative, intra-operative and post-operative pharmacy services. Operationally, Cabrini offers inpatient medication supply, including aseptic services providing medications to hospital-in-the-home.

Cabrini pharmacy services include:

- Procurement
- Clinical informatics
- Dispensing services
- Aseptic services
- Theatre services
- Antimicrobial stewardship
- Clinical trials
- Quality use of medicines
- Clinical Governance
- Ward based clinical service
- Emergency department

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Overview of the training program

The Cabrini Health Intern Training Program aims to assist pharmacy graduates in becoming competent pharmacists. Cabrini supports students in both conducting the Monash University Intern Training Program (ITP) and if students wish, the Monash University Intern Foundation Program (IFP).

Key features of the program:

- Intern Supervisor
- Individual supervision
- Weekly intern education meetings, preceptor follow up and tutorial program
- Written and oral practice examination preparation
- Structured (but flexible) timetable of rotations
- 0.5 day/week protected for tutorials, study, preceptor catch up and for a research project

Each intern will be rotated through the following (Appendix 1):

- Clinical Orientation (in theatre)
- Aseptic Compounding Suite (ACS) – including manufacturing training
- Dispensary and operational services
- Research and governance
- Ward based services
 - 10 week surgical rotation
 - 10 week medical rotation
 - 5 week cardiology rotation
 - 5 week oncology rotation
 - 5 weeks of elective rotation (can be completed in multiple distances)
 - 2 weeks managing a ward independently with a senior pharmacist overseeing the interns work remotely and with full support if needed

The interns will be provided with weekly tutorials provided by Cabrini Pharmacists (Appendix 2) which will aid in the interns progression through the Monash ITP and IFP (Appendix 3) (if applicable). Cabrini will assist interns in completing the course work by the key dates set by Monash University.

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Clinical Orientation

Operational Competency

Pharmacy Interns will be required to be proficient in operational activities within the pharmacy department and evaluated with formal competencies. There will be formal orientation in both the dispensary (at least 4 weeks) and aseptic compounding suite (at least 4 weeks).

Key activities will include:

Activity – Dispensary	Date Completed
Shadowing Technician	
Shadowing Pharmacist	
iPharmacy Training	
PAS Training	
Safescript Training	
Omnicell Training	
Medchart Training	
Riskman Training	
Alaris Pump Training	
Read Cabrini Health Operational Protocols (Appendix 5) Medication Management Document Index	
Manufacturing 10 items in the dispensary	
100 item non-impres inpatient and discharge dispensing competency	

Activity – ACS (200 points towards IFP)	Date Completed
Shadowing Technician	
Shadowing Pharmacist	
ACS validation	
Sterile staff assessment completed	
Introduction to cytotoxic manufacturing and assessment	
Manufacturing HITH antibiotics <ul style="list-style-type: none">• Manufacture at least 10 antibiotics post validation	
Manufacturing PN <ul style="list-style-type: none">• Manufacture at least 10 PN post validation	

Clinical Competency

Pharmacy Interns will be required to be proficient in clinical activities and evaluated with formal competencies. The formal orientation will be conducted in theatre (3 weeks) and reconciliation and chart review on the wards patients transferred to.

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Key activities will include:

Activity	Date Completed
Shadowing Pharmacist	
Read Cabrini Clinical Protocols (Appendix 5) Medication Management Document Index	
Med Chart Training	
Clinical Activity Checklist – see below Additionally: <ul style="list-style-type: none"> • Complete discharge reconciliation and generating a discharge medication chart (10 times) • Read NSQHS Standards – (Appendix 6) 	
The following NPS modules must be completed <ul style="list-style-type: none"> • NPS BPMH learning module ‘Get it Right – Taking a Best Possible Medication History’ • NPS - National standard medication charts course • NPS - Medication safety training 	

Clinical Activity Checklist – IFP (maximum 400 points), each activity 20 points.	Minimum Number Supervised	Date Completed
Medication History (≥5 regular medications)	10 times	
Medication Reconciliation (≥5 regular medications)	10 times	
Chart Review (≥ 5 regular medications)	5 times	
Patient Counselling for a new/changed medications	5 times	
Provision of information to Healthcare Professionals	1 time	

SHPA ClinCAT (each ClinCAT will contribute to 200 points towards IFP)

The SHPA ClinCAT aims to support intern pharmacists’ professional development in all settings through structured evaluation. For the individual intern, SHPA ClinCAT provides a platform for identifying personal professional development requirements, planning career progression and supporting documentation for registration. It includes activities defined by the -SHPA standards of clinical pharmacy practice expected of an intern pharmacist.

The ClinCAT’s should be conducted by May (week 20) and again in November (week 46) – approximately 6 months apart.

The action plan activities should be followed up between the intern supervisor and intern.

Clinical Education

Cabrini offers a wide range of clinical education to all staff. The pharmacy department offers continuing education organised by pharmacists every 2 to 3 weeks. Cabrini also provides education in the form of ‘Q & A’ sessions, GP lecture series and ‘Quick clinical updates’ inviting medical and other health professionals.

Specialty medical streams have dedicated case series, journal club and educational presentations with consultants and senior registrars that the intern pharmacists are encouraged to attend.

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As part of the training, interns will be required to provide formal clinical education (1 hour presentation) to pharmacists that will be assessed and form part of the IFP. Interns can either provide a presentation on a clinical topic, case series or a journal club presentation.

Clinical Education Activity Checklist (200 points towards IFP)	Date Completed
Preparation for presentation	
Presentation delivery	
Reflection and evaluation	

Research and Governance

Cabrini fosters a positive environment in research and governance. Interns will be expected to contribute and establish a specialised portfolio including undertaking a research protocol and the review of existing guidelines or conducting local quality use of medicines audits.

The research project will be supervised by a senior pharmacist and the process is outlined below:

Suggested Timeframe	Activity	Date Completed
February to March	Research project development	
	Literature review and background reading	
	Research topic submission to Monash	
	Research proposal submission to Monash	
	Ethics application	
April to August	Data collection	
	Project write up – initial draft	
	Poster write up	
September to October	Cabrini Research Week	
October to November	Poster submission to Monash	
	Poster presentation to Monash	

Cabrini has specialised pharmacists working within clinical governance and a senior quality use of medicines (QUM) pharmacist. Cabrini interns will be expected to understand the reporting of adverse drug reactions (ADR's) to the TGA and complete at least 1 ADR form and TGA 'blue card' submission throughout the year. Interns will attend one medications safety subcommittee meeting and conduct the open disclosure online module organised through Cabrini Clinical Governance. There are a large number of annual pharmacy audits that are conducted annually and at least 1 audit will be conducted by the interns.

Additionally, interns will formally review 1 existing protocol with a senior pharmacist throughout the year that will make up part of their training.

Activity – protocol review (200 points towards IFP)	Date Completed
Education from QUM pharmacist on protocol review policy and procedure	
Assigned a senior pharmacist to review protocol	
Review protocol with pharmacist	
Engage senior nurse for review	
Engage medical for review	
Complete document approval checklist and submit to medication management	
Reflection activity	

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A health promotion activity will be conducted as part of the interns training. This will be presented at the end of a Cardiac Rehabilitation Program presentation or during the oncology 'living with cancer' seminar days throughout the year.

Intern Supervisor

The intern supervisor will assist interns in their study and act as a valuable learning resource. The intern supervisor will touch base with the intern at least once a week to review progress and discuss current learning requirements.

Intern supervisor will help co-ordinate Cabrini institutional requirements and assist in Monash learning requirements. Ultimately, the supervisor will support the intern in transitioning from being an intern to a registered pharmacist.

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Appendix 1 - Intern Roster

WEEK	DATE	Intern 1	Intern 2	Key Intern DATES
1	2/01/2023	Dispensary Orientation (MAL)	Dispensary Orientation (MAL)	
2	9/01/2023	Dispensary Orientation (MAL)	Dispensary Orientation (MAL)	
3	16/01/2023	Dispensary Orientation (MAL)	Dispensary Orientation (MAL)	
4	23/01/2023	Dispensary Orientation (BRI)	ACS Orientation	
5	30/01/2023	Clinical Orientation (THR)	ACS Orientation	
6	6/02/2023	Clinical Orientation (THR)	ACS Orientation	
7	13/02/2023	Clinical Orientation (THR)	ACS Orientation	ACS Training for IFP training Intern 2
8	20/02/2023	ACS Orientation	Dispensary Orientation (MAL)	
9	27/02/2023	ACS Orientation	Clinical Orientation (THR)	
10	6/03/2023	ACS Orientation	Clinical Orientation (THR)	
11	13/03/2023	ACS Orientation	Clinical Orientation (THR)	ACS Training for IFP training Intern 1
12	20/03/2023	General Medicines Rotation	Surgical Rotation	
13	27/03/2023	General Medicines Rotation	Surgical Rotation	
14	3/04/2023	General Medicines Rotation	Surgical Rotation	Research Proposal Due
15	10/04/2023	General Medicines Rotation	Surgical Rotation	
16	17/04/2023	General Medicines Rotation	Surgical Rotation	
17	24/04/2023	General Medicines Rotation	Surgical Rotation	
18	1/05/2023	General Medicines Rotation	Surgical Rotation	
19	8/05/2023	General Medicines Rotation	Surgical Rotation	CLINCAT Intern 1
20	15/05/2023	General Medicines Rotation	Surgical Rotation	CLINCAT Intern 2
21	22/05/2023	General Medicines Rotation	Surgical Rotation	
22	29/05/2023	Cardiology Rotation	Oncology Rotation	
23	5/06/2023	Cardiology Rotation	Oncology Rotation	
24	12/06/2023	Cardiology Rotation	Oncology Rotation	
25	19/06/2023	Cardiology Rotation	Oncology Rotation	
26	26/06/2023	Cardiology Rotation	Oncology Rotation	
27	3/07/2023	Surgical Rotation	General Medicines Rotation	
28	10/07/2023	Surgical Rotation	General Medicines Rotation	
29	17/07/2023	Surgical Rotation	General Medicines Rotation	
30	24/07/2023	Surgical Rotation	General Medicines Rotation	
31	31/07/2023	Surgical Rotation	General Medicines Rotation	
32	7/08/2023	Surgical Rotation	General Medicines Rotation	
33	14/08/2023	Surgical Rotation	General Medicines Rotation	
34	21/08/2023	Surgical Rotation	General Medicines Rotation	
35	28/08/2023	Surgical Rotation	General Medicines Rotation	Monash IFP Project Due
36	4/09/2023	Surgical Rotation	General Medicines Rotation	
37	11/09/2023	Oncology Rotation	Cardiology Rotation	CE Presentation Intern 1
38	18/09/2023	Oncology Rotation	Cardiology Rotation	CE Presentation Intern 1
39	25/09/2023	Oncology Rotation	Cardiology Rotation	Oral Exam Period
40	2/10/2023	Oncology Rotation	Cardiology Rotation	Oral Exam Period
41	9/10/2023	Oncology Rotation	Cardiology Rotation	Oral Exam Period
42	16/10/2023	Spare Week	Spare Week	ACP Written Exam
43	23/10/2023	Spare Week	Spare Week	ACP Written Exam

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44	30/10/2023	Spare Week	Spare Week	CLINCAT Intern 2
45	6/11/2023	Spare Week	Spare Week	CLINCAT Intern 2
46	13/11/2023	Elective Rotation**	Elective Rotation**	Research Week Monash IFP
47	20/11/2023	Elective Rotation	Elective Rotation	
48	27/11/2023	Elective Rotation	Elective Rotation	
49	4/12/2023	Independently Managing Ward	Elective Rotation	Independent Work Intern 1
50	11/12/2023	Independently Managing Ward	Elective Rotation	Independent Work Intern 1
51	18/12/2023	Elective Rotation	Independently Managing Ward	Independent Work Intern 2
52	25/12/2023	Elective Rotation	Independently Managing Ward	Independent Work Intern 2
53	1/01/2024	TBD	TBD	

**** Elective rotations include any rotations above and also**

Palliative Care

Emergency Medications

Intensive Care

Clinical Trials

Paediatrics

Maternity

Hospital in the Home

Rehabilitation

Peri-operative medicines

Women's mental health

General Medicines Wards

Gerontology

Neurology

Infectious Diseases

Gastroenterology

Respiratory

Surgical Rotations

Plastics

Orthopaedic

ENT

Urology

Colorectal

Neurosurgery

Vascular

Endocrine

Breast

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Appendix 2 – Cabrini Tutorials

WEEK	DATE	Tutorial	Practice Exam	Pharmacist
2	9/1/23			
3	16/1/23	Heart Failure		
4	23/1/23	Analgesics		
5	30/1/23	Community - derm topics part 1		
6	6/2/23	Antibiotics		
7	13/2/23	Antifungals and antivirals		
8	20/2/23	Community - derm topics part 2		
9	27/2/23	Obstetrics		
10	6/3/23	Anticoagulants		
11	13/3/23	Community - derm topics part 3		
12	20/3/23	Antihypertensive		
13	27/3/23	Arrhythmias		
14	3/4/23	Community - allergies, cough, rhinitis and rhino sinusitis		
15	10/4/23	Parkinsonism and Alzheimer's		
16	17/4/23	Seizures and migraines		
17	24/4/23	Community - paediatric		
18	1/5/23	Depression		
19	8/5/23	Anxiety and other psychiatric		
20	15/5/23	Community - opioid and nicotine replacement therapy		
21	22/5/23	LAW		
22	29/5/23	LAW		
23	5/6/23	LAW		
24	12/6/23	Rheum part 1		
25	19/6/23	Rheum part 2		
26	26/6/23	Asthma and COPD		
27	3/7/23	Genitourinary		
28	10/7/23	Community - ear and eye care		
29	17/7/23	Diabetes		
30	24/7/23	Thyroid disorders		
31	31/7/23	Community - constipation and diarrhoea		
32	7/8/23	Gastroenterology (anti-emetics, reflux and associated conditions)		
33	14/8/23	Gastroenterology - crohn's disease and UC		
34	21/8/23	Community - MISCELLANEOUS		
35	28/8/23	Ophthalmology and vaccinations	Practice Exams	
36	4/9/23	Gynaecology - contraception and HRT	Practice Exams	
37	11/9/23		Practice Exams	
38	18/9/23		Practice Exams	
39	25/9/23		Practice Exams	
40	2/10/23		Practice Exams	

Appendix 3 – IFP activities

Category	Activity	Points allocation	Complete by week	Marking Tool
Semester One				
Quality Use of Medicines	Clinical Orientation	400	February	Monash Checklist
Medication Reviews	SHPA ClinCAT	200	May	SHPA ClinCAT Assessment Tool with Evaluation
Site Specific	ACS Training	200	February	Cabrini ACS Assessment and Validation Tool
Semester Two				
Medication Reviews	SHPA ClinCAT	200	October/November (post exam)	SHPA ClinCAT Assessment Tool with Evaluation
Site Specific	Protocol Review	200	August	Cabrini Competency Assessment Tool
	Continuing			
Site Specific	Education	200	September	Cabrini Competency Assessment Tool

Appendix 4 – Cabrini Protocols

Area	Protocols
Operational Protocols	<p>GOVERNANCE & SYSTEMS FOR MEDICATION MANAGEMENT Automated Dispensing Cabinet Protocol High Cost Drug Policy iPharmacy dispensing authority Policy Medication Management Policy Medication Standing Orders Policy</p> <p>MEDICATION MANAGEMENT PROCESS</p> <p>Prescription Medication- Special Access Scheme Medication Telephone orders</p> <p>Administration Administration of Medication Protocol Medication Nurse initiated Protocol</p> <p>Storage and Security Handling of Insulin Preparations Medication Disposal Pharmacy Protocol Medication Refrigeration Policy and Procedure Medication Storage & Security Protocol Medication Tamper Evidence Bags (TEB) Protocol and procedure for the distribution, return and storage of schedule 8 and 11 books</p> <p>Supply Automated Dispensing Cabinets Stock Management Procedure Botulinum toxin type A Script Approval & Dispensing Protocol Lamson Tube Medication Dispensing Afterhours Emergency Department Medication Dispensing Procedure Medication Green and Red Bag Protocol Medication Recall Procedure Medication Returns to the Pharmacy Department Medication Supply Protocol Medication Supply Protocol and Procedure – Patient Leave Pharmacy Inventory Management</p>
Clinical Protocols	<p>GOVERNANCE & SYSTEMS FOR MEDICATION MANAGEMENT Alaris® Infusion Pump with Guardrails System Policy Antimicrobial Stewardship Policy Cabrini Surgical Antibiotic Prophylaxis Guide Cabrini Analgesia & Pain Protocol for the Emergency Department (CAPPED) Medicinal Cannabis</p> <p>DOCUMENTATION OF PATIENT INFORMATION Adult Venous Thromboembolism (VTE) prophylaxis guideline</p>

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	<p>Allergy and Adverse Drug Reaction and Suspected ADR</p> <p>Best Possible Medication History Documentation: Protocol and Procedure</p> <p>MedChart – Documenting medications on admission procedure</p> <p>Medchart - Medication Reconciliation Procedure - (Admission and Discharge)</p> <p>MedChart- Pharmacy Review Procedure</p> <p>Medications that affect bleeding</p> <p>MEDICATION MANAGEMENT PROCESS</p> <p>Prescription</p> <p>Antimicrobial Prescribing Policy</p> <p>Complementary & Alternative Medication Guideline</p> <p>Diabetic ketoacidosis with SGLT2 inhibitor use</p> <p>Heparin</p> <p>Management of Staphylococcus aureus Bacteraemia</p> <p>Management of post-operative nausea and vomiting in adults guideline</p> <p>Medication Desensitisation in Adults</p> <p>Opioid Conversion Guidelines</p> <p>Parenteral Nutrition</p> <p>Pharmacotherapy Protocol for Opioid Dependence - Methadone, Buprenorphine</p> <p>Potassium Chloride IV</p> <p>Protected (Restricted) Antimicrobial Prescribing Protocol</p> <p>Recommendations for terminology, abbreviations and symbols used in prescribing and administration of medications</p> <p>CONTINUITY OF MEDICATION MANAGEMENT</p> <p>Protocol for Patient Criteria to Receive a MedChart Discharge Medication Chart</p> <p>Medication Discharge Procedure (Discharge Medication Instruction Forms)</p> <p>Medication Discharge Procedure (MedChart- Discharge Medication Chart)</p> <p>Medication Safety in the Community</p> <p>Pharmacy Clinical Handover</p> <p>COMMUNICATION WITH PATIENTS AND CARERS</p> <p>Open Disclosure</p> <p>Provision of Medicines Information to Patients and Carers Protocol</p>
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