

# PHARMACY CLINICAL MENTORSHIP



## VM 22300

# CRITERIA HANDBOOK AND LOGBOOK

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### **NOTE THE FOLLOWING DUE DATES FOR THE TASKS ABOVE:**

***Fall or Spring semester                      5:00p.m. ET Thursday of week 4 – Tasks 1-5***

***5:00p.m. ET Thursday of week 8 – Tasks 6-9***

***Summer session                                      5:00p.m. ET Thursday of week 3 – Tasks 1-5***

***5:00p.m. ET Thursday of week 5 – Tasks 6-9***

***Incomplete grades will not be assigned for mentorships at the end of the semester.***

***Grade penalties will be assessed for tasks submitted after the due date.***

***Resubmission due dates will be set by the instructor as required.***

***\*IMPORTANT! See following page for due dates for all tasks and Animal Use Guidelines***

## Animal Use Guidelines

The student shall abide by the following guidelines when performing mentorship tasks:

1. A mentorship task may be performed only once on a single animal.
2. A student may perform a maximum of ten (10) minimally invasive tasks (denoted by one asterisk) on a single animal within a 24-hour period.
3. A student may perform a maximum of three (3) moderately invasive tasks (denoted by two asterisks) on a single animal within a 24-hour period.
4. When combining tasks, a student may perform a maximum of five (5) minimally and three (3) moderately invasive tasks on a single animal within a 24-hour period.
5. Tasks denoted with no asterisks do not involve live animal use.

For example, a student might perform the following tasks on an animal in a single day:

1. Restrain a dog in sternal recumbency\*
2. Restrain a dog in lateral recumbency\*
3. Restrain a dog for cephalic venipuncture\*
4. Restrain a dog for saphenous venipuncture\*
5. Restrain a dog for jugular venipuncture\*
6. Administer subcutaneous injection\*\*
7. Administer intramuscular injection\*\*
8. Intravenous cephalic injection – canine\*\*

Failure to comply with the Animal Use Guidelines may result in failure of the Clinical Mentorship.

# STUDENT INFORMATION

## GOALS OF VM 22300 PHARMACY CLINICAL MENTORSHIP

Working with a veterinary care facility, the student will perform tasks under the supervision of a clinical mentor (veterinarian or credentialed veterinary technician).

In order to achieve the goals for this Clinical Mentorship, the tasks must be performed to the level of competency as outlined by the *Criteria* for each task.

The student is responsible for providing documentation for each task as defined by the *Materials Submitted for Evaluation and Verification* section on each task.

In addition to the documentation, the Clinical Mentorship site supervisor will verify that the student performed the task under their supervision.

Final approval of successful performance and completion of the Clinical Mentorship will be made by the Purdue University instructor in charge of the Clinical Mentorship. This approval will be based upon the documentation provided by the student.

The Purdue University instructor in charge has the option to require additional documentation if, in their judgment, the student has not performed and/or documented the task to the level set by the Criteria.

Documentation of completed tasks is essential to validate the educational process and insure that the performance of graduates of the Veterinary Technology Distance Learning Program meets the standards of quality required by the Purdue University College of Veterinary Medicine faculty and the American Veterinary Medical Association accrediting bodies.

## CONTACT PERSON

Any questions regarding the Clinical Mentorship process should be directed to:

Pam Phegley, BS, RVT  
Purdue University  
Veterinary Technology Program  
625 Harrison Street, Lynn Hall G171  
West Lafayette IN 47907  
(765) 496-6809  
phegleyp@purdue.edu

# PRE-REQUISITES FOR VM 22300 PHARMACY CLINICAL MENTORSHIP

## Contracts and Agreements

Because of legal, liability and AVMA accreditation issues, the following documents must be completed *prior to beginning* the Clinical Mentorship

1. Facility Requirement Agreement
2. Clinical Mentorship Agreement
3. Supervisor Agreement
4. Health Risk and Insurance Acknowledgement
5. Professional Liability Insurance Coverage
6. Agreement and Release of Liability
7. Technical Standards Acknowledgement
8. Code of Conduct

These forms are available on the VTDL website for downloading, printout, and completion.

If more than one Clinical Mentorship course is taken, a separate Facility Certification, Clinical Mentorship Contract, and Supervisor Agreement must be completed for each course.

More than one Mentorship Supervisor may sign the mentorship logbook. Each must be either a DVM or a credentialed technician, and must complete a separate Supervisor Agreement.

*Failure to complete and return the listed documents and the payment for Student Professional Liability Insurance Coverage will prevent the student from enrolling in the Clinical Mentorship.*

## Insurance

Two types of insurance are recommended or required for the student working in a Clinical Mentorship.

Health Insurance is highly recommended to cover the medical expenses should the student become injured while on the job. It is the student's responsibility to procure such insurance.

Liability Insurance is required to protect the student in the event of a suit filed against the student for acts he/she performed while in the Clinical Mentorship.

Each VTDL student is required to purchase, for a nominal fee, Professional Liability Insurance through Purdue University. This is done by completing the Professional Liability Insurance Coverage form and sending a check for the fee. This check must be separate from payment of course fees. The fee covers from the time of initiation of coverage until the subsequent July 31<sup>st</sup>.

Students will not be enrolled in Clinical Mentorships until the Professional Liability Insurance is paid, and the student is covered by the policy.

# SELECTING THE CLINICAL MENTORSHIP SITE – FACILITY REQUIREMENTS

You must visit the Clinical Mentorship Site and determine if the following supplies and equipment are readily available to you for use during your Clinical Mentorship. You must complete and have the facility veterinarian sign the Facility Requirement Agreement.

The veterinary care facility must be equipped with the following equipment/supplies:

Adhesive medication labels

Oral solid medication

Liquid oral medication

Pill counting tray with spatula or tongue depressor for counting medication

Pill vial

Syringes (sizes 1cc-60cc) and Needles (25ga-20ga)

Bottles for dispensing liquid medication

Medication that needs to be reconstituted (i.e. Amoxi drops)

Vaccine that needs to be reconstituted prior to administration

Topical Medication

*There must also be an animal available on which to demonstrate administration of medications*

# SELECTION OF CLINICAL MENTORSHIP SUPERVISOR

The Clinical Mentorship Supervisor is the person who will sign your Logbook and verify performance of tasks at the Clinical Mentorship site. This person must be a credentialed veterinary technician (have graduated from an AVMA accredited program or met State requirements for credentialing as a veterinary technician) or a licensed veterinarian.

An individual who claims to be a “veterinary technician” but has not met the criteria for credentialing above is not eligible to be mentorship supervisor.

The individual is not considered to be an employee of Purdue University when acting as your Clinical Mentorship supervisor.

Each Clinical Mentorship Supervisor must complete a *Supervisor Agreement*. You must return this agreement with the other agreements prior to beginning your Clinical Mentorship. Multiple supervisors may be used for documentation of mentorship tasks. Each supervisor must complete a separate agreement.

Should your Clinical Mentorship Supervisor change during the course of the Clinical Mentorship, you will need to have your new supervisor complete a *Clinical Mentorship Supervisor Agreement* and return it to the Purdue VTDL office. These forms are available on the VTDL website for downloading and printing.

# CRITERIA HANDBOOK AND LOGBOOK

This Criteria Handbook and Logbook contains the list of tasks that must be successfully completed in order to receive credit for this Clinical Mentorship. You are expected to have learned the basics of how, why, and when each procedure is to be done from the courses listed as pre-requisites for this Clinical Mentorship. This booklet contains the directions and forms that must be followed and completed in order to meet the standards set for successful completion of this Clinical Mentorship.

Please read each component of each task carefully before doing the task to minimize the number of times you have to repeat the task. The components of each task are summarized:

**Goal** – Describes the ultimate outcome of the task you will perform.

**Description** – Lists the physical acts that you will perform, and under what conditions these acts will be completed.

**Criteria** – Lists specific, observable, objective behaviors that you must demonstrate for each task. Your ability to demonstrate each of these behaviors will be required in order to be considered as having successfully completed each task.

**Number of Times Task Needs to be Successfully Performed** – States the required number of times to repeat the tasks. The patient's name and the date each repetition of the task was performed must be recorded on the Task Verification Form.

**EACH REQUIRED REPETITION OF THE TASK MUST BE PERFORMED ON A DIFFERENT ANIMAL.** You cannot use the same animal to do all of the repetitions of a task. However, you can use the same animal to perform different tasks. In other words, you can't do three ear cleanings on the same animal, however, you can do an ear cleaning, an anal sac expression, and a venipuncture on the same animal.

**Materials Submitted for Evaluation and Verification** – These specific materials, which usually include video or other materials, must be submitted to demonstrate that you actually performed the task as stated. Each evaluation states specifically what must be shown in the submitted materials.

*The Purdue University course instructor for this Clinical Mentorship has the option to request further documentation if the submitted materials do not clearly illustrate the required tasks.*

It is recommended that the video materials document all angles of the procedure. The purpose of the video and other material is to provide "concrete evidence" that you were able to perform the task to the standard required.

If you do not own a video camera, one may be borrowed or rented. Pre-planning the video procedures will help reduce the need to redo the video documentation. Explain what you are doing as you perform the video documentation, as narration will help the evaluator follow your thought process and clarify what is seen on the video. Voiceovers may be done to clearly explain what is being performed. At the beginning of each task, clearly announce what task you are doing, or insert a written title in the video.

Videotapes, photographs, radiographs, slides, written projects, the Criteria Handbook and Logbook and any other required documentation will not be returned. These items will be kept at Purdue as documentation of the student's performance for accreditation purposes.



This validation is essential to help the Purdue VTDL meet AVMA accreditation criteria. Therefore, it is essential that you follow the evaluation and validation requirements.

**Task Verification Forms** – Each task has a form that must be completed and signed by the Clinical Mentorship Supervisor.

**Supplementary Materials** – Logs, written materials, photographs, or other forms/documentation may be required for specific tasks. Be sure to read the Materials to be Submitted for Evaluation section very carefully and return all documented evidence as prescribed.

# COMPLETION OF THE CLINICAL MENTORSHIP

Mentorship logbooks include due dates for sections of courses. Each section must arrive at Purdue by the deadline (not a postmark date).

Paperwork may be

- FAXed to 765-496-2873
- e-mailed to [phegleyp@purdue.edu](mailto:phegleyp@purdue.edu)
- sent by regular mail to 625 Harrison Street, Lynn Hall G171, West Lafayette, IN 47907

Videos may be submitted

- in the Media Gallery of Blackboard. If submitted on Blackboard, send an e-mail to [phegleyp@purdue.edu](mailto:phegleyp@purdue.edu) notifying of the submission. ***This is the preferred method of online submission***, since it does not limit how much you put on, is no cost to you, and automatically archives here. You must assign the videos to the correct course in order for the instructor to view them.
- by an online source such as Dropbox. If a password is required to open videos submitted with an online service, email the password to [phegleyp@purdue.edu](mailto:phegleyp@purdue.edu). These methods may not be acceptable if they cannot be archived.
- by sending on a disc or flash drive by regular mail to 625 Harrison Street, Lynn Hall G171, West Lafayette, IN 47907

Late submissions will incur a grade penalty. Incomplete grades will no longer be assigned for mentorships at the end of each semester.

Feedback will be emailed until all tasks are completed successfully. A hard copy will be sent when the course is complete and a grade is assigned. As necessary, instructors may require resubmission of some tasks. When feedback is sent, due dates for resubmissions will be given. *It is crucial that students with pending feedback check their Purdue emails frequently so this information is received in a timely manner.*

Final approval of successful performance and completion of the Clinical Mentorship will be made by the Purdue University instructor in charge of the Clinical Mentorship based upon the documentation provided by the student.

Upon successful completion of all tasks in the clinical mentorship course, a grade will be assigned by the course instructor based upon the documented performance of the tasks.

# CLINICAL MENTORSHIP TASKS

## INTRODUCTION TO ESSENTIAL TASKS AND CRITERIA

Before starting each task:

1. Read the Goal, Description, Criteria, and Materials to be Submitted for Evaluation and Verification. Understand what is expected of you for each task.
2. Make sure you have whatever equipment and supplies you need to document the task. Pay particular attention to the details of what needs to be documented and submitted.
3. Make sure you obtain appropriate permissions where necessary. Please inform the facility's owner/manager of your activities. A good relationship with the veterinarian in charge is key to having a positive Clinical Mentorship experience.

After performing each task:

4. Label all items submitted so that the materials you submit for evaluation and validation at Purdue are identified as your submission.
5. Label all videos posted to Blackboard with the name of the task performed.
6. Submit materials to Purdue by the deadlines listed in the logbooks.

# CLINICAL MENTORSHIP PROJECTS

## INTRODUCTION TO SPECIAL PROJECTS

Certain mentorships will have required projects to complete in addition to the required tasks. These are skills that are better assessed in the form of a project. Projects should be typed, and checked for correct grammar and spelling.

Before starting each project

1. Read through the project in its entirety. This will give you a description of the project and what is needed to complete it successfully.
2. Determine what materials, if any, need to be submitted for completion of the project.
3. Most projects will come with a list of questions that need to be answered. The responses should be included in the write up.
4. If videotaping is required for a project, it should be noted on the videotape verbally that this is for the project and not another required task. Some projects may require a verbal narration of a student doing something. Each individual project will define if that is a necessary requirement for that project.

Note: Videotaping and photographs are not for the purpose of verifying if the practice is within OSHA compliance or other government regulations. These projects are for the student's education. It may be determined by the student that the practice is not within the current

recommendations. The purpose of these projects is to make the student aware of these issues, and how to recognize the issues and develop suggestions for improvement. There will be certain mentorships where OSHA recommendations, in regards to equipment and policies, will be facility requirements for the mentorship.

# 1. MEDICATION LABELING

**Goal:** To accurately fill out a medication label

**Description:** The student will accurately interpret the veterinarian's written or verbal orders and transcribe those orders onto a label of the appropriate type for the container being used.

**Criteria:** The student accurately transcribed the veterinarian's order onto a prescription label.

The appropriate label for the medication to be dispensed was used.

The handwritten or typed label was legible.

The instructions were clearly stated for the client or personnel using the medication.

The label contained the following information: veterinarian's address, name of client, species, name of the patient, amount to be administered, route of administration, dosage interval for the medication, special instructions for the medication, and the name of the prescribing veterinarian.

**Number of Times Task Needs to be Successfully Performed:** 3

**Materials Submitted for Evaluation and Verification:**

1. Task verification form for the filling out medication label skill, signed by the clinical mentorship supervisor.
2. One written prescription or chart order written by the veterinarian (which can be attached to this paper).
3. One properly filled out medication label that correctly transcribes the written order from #2 (which can be attached to this paper).

**Student Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 2. Filling an Oral Solid Medication

**Goal:** To accurately fill a drug order from the veterinarian for an oral solid medication.

**Description:** The student will accurately interpret the veterinarian's order and fill an order for an oral solid medication.

**Criteria:** The student accurately transcribed the veterinarian's order onto the appropriate label as defined in the Medication Labeling task.

The student chose the correct medication (type, concentration and milligram) to fill the order.

The student used the correct tools, as provided by the practice, to count out the medication.

The student did not handle the medication with their hands.

The student counted out the correct amount as defined in the veterinarian's order.

The student placed the oral solid medication into the proper container for dispensing.

**Number of Times Task Needs to be Successfully Performed:** 1

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Filling an Oral Solid Medication, signed by the clinical mentorship supervisor.
2. One video showing the filling of an oral solid medication. The video will clearly show the **verbal or written order for the medication by the veterinarian**, student selecting the medication, choosing the counting device, counting out the medication, and putting it in the proper container for dispensing. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the taping.

**Student Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Patient Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

I verify that the student performed this task under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

### 3. Filing an Oral Liquid Medication

**Goal:** To accurately fill a drug order from the veterinarian for an oral liquid medication.

**Medication:** The student will accurately interpret the veterinarian's order and fill an order for an oral liquid medication. The medication should not be a prepackaged liquid medication that needs to be diluted. It should be a medication that is stored in bulk and small amounts are dispensed.

**Criteria:** The student accurately transcribed the veterinarian's order onto the appropriate label as defined in the Medication Labeling task.

The student chose the correct medication (type and concentration) to fill the order.

The student used the correct tools, as provided by the practice, to measure out the proper amount of medication.

The student chose the correct container to hold the volume of medication needed for dispensing.

The student measured the correct amount for dispensing as defined in the veterinarians order.

The student identified the device needed to administer the liquid medication.

**Number of Times Task Needs to be Successfully Performed:** 1

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Filling a Liquid Medication, signed by the clinical mentorship supervisor.
2. One video showing the filling of a liquid medication. The video will clearly show the **verbal or written order for the medication by the veterinarian**, the student selecting the medication, choosing the measuring device, putting it in the measuring device, measuring the medication, putting it in the proper container for dispensing and choosing the correct device to administer the medication. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the taping.

**Student Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Patient Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

I verify that the student performed this task under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 4. Reconstitute a Medication for Dispensing

**Goal:** To accurately reconstitute a medication for dispensing

**Description:** The student will accurately interpret the veterinarian's order and reconstitute a medication for dispensing.

**Criteria:** The student accurately transcribed the veterinarian's order onto the appropriate label as defined in the Medication Labeling task.

The student chose the correct medication (type and concentration) as ordered by the veterinarian.

The student chose the correct device to measure the diluent to be added to the medication.

The student chose the correct diluent, as defined by the manufacturer's instructions.

The student followed the manufacturer's instructions in adding the diluent and preparation for dispensing.

The student identified the device needed to administer the liquid medication.

The student identified, on the label, instructions for shaking and refrigeration if indicated by the veterinarian or manufacturer.

**Number of Times Task Needs to be Successfully Performed:** 1

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Reconstituting of a Liquid Medication, signed by the clinical mentorship supervisor.
2. One video showing the Reconstituting of a liquid medication. The video will clearly show the **verbal or written order for the medication by the veterinarian**, the student selecting the medication, choosing the diluent and measuring device, measuring the diluent, adding it to the powdered preparation, choosing the correct device to administer the medication and adding additional instructions such as shaking and refrigeration to the medication label. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the taping.

**Student Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Patient Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

I verify that the student performed this task under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_



## 5. Reconstitute a Vaccine

**Goal:** To accurately reconstitute a vaccine

**Description:** The student will reconstitute a vaccine based on the manufacturer's guidelines

**Criteria:** The student chose the proper vaccine as specified by the veterinarian.

The student chose the correct diluent as specified by the vaccine manufacturer.

The student chose the correct device to withdraw the diluent from the vial.

The student wiped off the top of the vials with an alcohol sponge.

The student followed the manufacturer's instructions in adding the diluent to the powdered vaccine preparation.

The student gave the reconstituted vaccine to the veterinarian to be administered.

**Number of Times Task Needs to be Successfully Performed:** 1

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Reconstituting a Vaccine, signed by the Clinical Mentorship Supervisor.
2. One video showing Reconstitution of a vaccine. The video will clearly show the **verbal or written order for the vaccine by the veterinarian**, the student selecting the vaccine, choosing the diluent and measuring device, measuring the diluent, adding it to the powdered vaccine preparation and recording the lot number. Written labels should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

**Student Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Patient Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

Type of Vaccine Reconstituted \_\_\_\_\_

I verify that the student performed this task under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 6. Dispense Medication to the Client

**Goal:** To dispense medication to the client.

**Description:** The student will dispense medication to the client, explaining medication administration, administration devices and special instructions if indicated.

**Criteria:** The student accurately verbalized the veterinarian's order to the client.

The student asked the client if they have ever given this type of medication to their pet before.

The student demonstrated for the client how to administer the medication.

The student identified any possible adverse reactions the client should be aware of and what the client should do if they occur.

The student asked the client if they had any questions.

**Number of Times Task Needs to be Successfully Performed:** **2**

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Dispensing Medication to a Client, signed by the Clinical Mentorship Supervisor.
2. Two videoed sessions of dispensing medication to the client. This may be done as a simulation with a staff member. The videos should clearly show the **verbal or written order for the medication by the veterinarian**, the medication being dispensed, all dialogue between the student and "client" and demonstrations of medication administration. Two sessions must be videotaped: One session should show dispensing an oral liquid medication, and one session should be dispensing a topical agent, such as Advantage®.

**Student Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Medication being dispensed: \_\_\_\_\_

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Medication being dispensed: \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 7. Controlled Substances Project

1. The student will provide a photograph of where the controlled substances are stored in the practice.
2. The student will submit a blank page from the controlled substances log that is used by the practice.
3. The student will submit a paper answering the following questions in regards to controlled substances:
  - a. Who has access to the controlled substances?
  - b. How often are the controlled substances inventoried?
  - c. Assess whether the current practices employed by this practice are in compliance with current regulations (What are the regulations?)
  - d. Could the current method of storage and record keeping of controlled substances be improved? If so, please explain why and how you would change it. If not, explain why you believe it to be adequate.

The paper should be typed and in paragraph format.

## 8. Inventory Procedures Project

1. The student will submit a paper describing the pharmacy inventory procedure utilized at the practice. Only medications/pharmaceuticals should be addressed. The description should include the following:
  - a. Who keeps track of current pharmacy inventory? How often is a formal inventory conducted?
  - b. What is the process of ordering? For example, once it is identified that something needs to be ordered, how is the ordering process carried out?
  - c. Is the current inventory control procedure adequate? Are there ways efficiency can be improved?
  - d. Please provide blank copies of inventory forms that are utilized at the practice if they exist. If it is a notebook or other system, describe that in your ordering process.

The paper should be typed and in paragraph format.

## 9. Storage and Handling of Biologicals and Hazardous Medications Project

1. The student will provide a list of any biological and hazardous medications used in the practice. Only medications/pharmaceuticals should be addressed.
2. The student will provide either a photograph or video of how and where the biological and hazardous medications are stored.
3. The student will describe the procedure for safe handling of the hazardous medications and biologicals as defined by their practice.
4. The student will describe the procedure for disposal of hazardous medications and biologicals defined by the practice.
5. The student will submit a paper providing a critique of the above procedures to answer the following:
  - a. Do the procedures follow safety guidelines as defined by OSHA regulations? (What are the regulations?)
  - b. Are there ways the current procedures can be improved?

The paper should be typed and in paragraph format.