

# Professional Development and Assessment Program

## Self-Assessment Form - Instructions

### Introduction

The Self-Assessment Form is based on the Framework of Professional Practice (FPP), a comprehensive description of good pharmacy practice.

In completing this self-assessment you will compare your own practice to that of the standards of practice in BC as described in the FPP. This will give you an opportunity to reflect on your practice in a systematic way and enable you to:

- Affirm your strengths and your areas of good practice
- Clarify areas in which your practice or skills need improvement
- Identify potential professional development goals

Many pharmacists find it beneficial to review their self-assessments with one or more pharmacists involved in a similar practice. This can serve as an affirmation of their strengths and help them to identify areas in which they want to improve.

### Framework of Professional Practice (FPP)



### Completing your Self-Assessment Form

To complete your Self-Assessment Form you will need to:

- Review the form
- Think about your practice, skills and knowledge
- Rate each Activity and Function using the guidelines described below
- Complete the Summary Page by highlighting your strengths and areas you would like to improve

### Review each Role

- Role 1: Provide pharmaceutical care
- Role 2: Produce and distribute drug preparations and products
- Role 3: Contribute to the effective operation of the pharmacy
- Role 4: Maintain professional development and contribute to the professional development of others
- Role 5: Contribute to the effectiveness of the health care system

Then read all of the Activities in each Role. These are the essential building blocks of each Function. In particular note the Indicators of Good Practice for each Activity. These describe the standards of practice for that Activity and answer the question, "How do I know when I've performed the Activity well?" The Indicators of Good Practice can help you reflect on the way in which you work, and your practice outcomes.

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### Focus on Activities

Think about your practice and how it compares to each Activity.

- How well and how consistently do you perform (supervise/manage or teach/train) each Activity in fulfilling the overall Function?
- Do you meet the standards of performance as reflected in the Indicators of Good Practice all of the time, some of the time, seldom or never?
- If someone were observing you, would he/she see those Indicators of Good Practice consistently demonstrated in your practice?

For each Activity you do, whether you perform, supervise/manage or train/teach the Activity, use the following scale to rate yourself, comparing your practice to the standards described in the FPP:

#### Activity Rating Scale

- 1 I do not do this Activity  
(You never do it)
- 2 I need to improve the way I do this Activity  
(You meet few, if any, of the Indicators of Good Practice)
- 3 I do this Activity well but inconsistently
- 4 I do this Activity well and consistently

Note:

"Consistently" means whenever the opportunity occurs, even if it does not arise very often.

"Inconsistently" means that you do the Activity selectively or that you sometimes do not do it at all because you lack knowledge, skills or confidence in one or more areas and/or because of other limitations such as time or resources.

### Focus on Overall Function

After you have rated yourself on each Activity, summarize and rate your overall performance on each Function, using the same scale:

#### Function Rating Scale

- 1 I do not do this Function  
(You do none of the Activities)
- 2 I need to improve the way I do this Function.  
(You do one or two of the Activities and may or may not meet the standards)
- 3 I do this Function well but inconsistently  
(You do most of the Activities occasionally and meet the standards)
- 4 I do this Function well and consistently  
(You do all of the Activities most of the time and meet the standards)

When you have evaluated yourself against all of the Activities and Functions in the Self-Assessment Form, use the Knowledge and Skill Specifications contained in your FPP to review and identify the underlying knowledge and/or skills that help you to meet the standards. Think about the breadth and depth of your practice:

- To meet the standards described in all of the Functions and Activities relevant to your practice, do you have the knowledge and skills you need?
- If any critical Functions or their Activities are not currently part of your practice, are you confident that you have the knowledge and skills required to perform them as described by the Indicators?

If you answer "No" to either of these questions, what knowledge and skills do you need to develop and why? Make a note of these on a separate sheet of paper.

### Complete the Summary Page

When you have completed your self-assessment, use the Summary Page (page 12 at the end of the Self-Assessment Form) to record what you have learned about yourself and your practice. What are your strengths? Which areas do you need to improve? Which Functions could be improved? How? Which Activities could be improved and in which ways? What practice or client outcomes would you like to achieve or improve? To do this, what knowledge or skills do you need to brush up on or relearn? How could this impact your practice?