

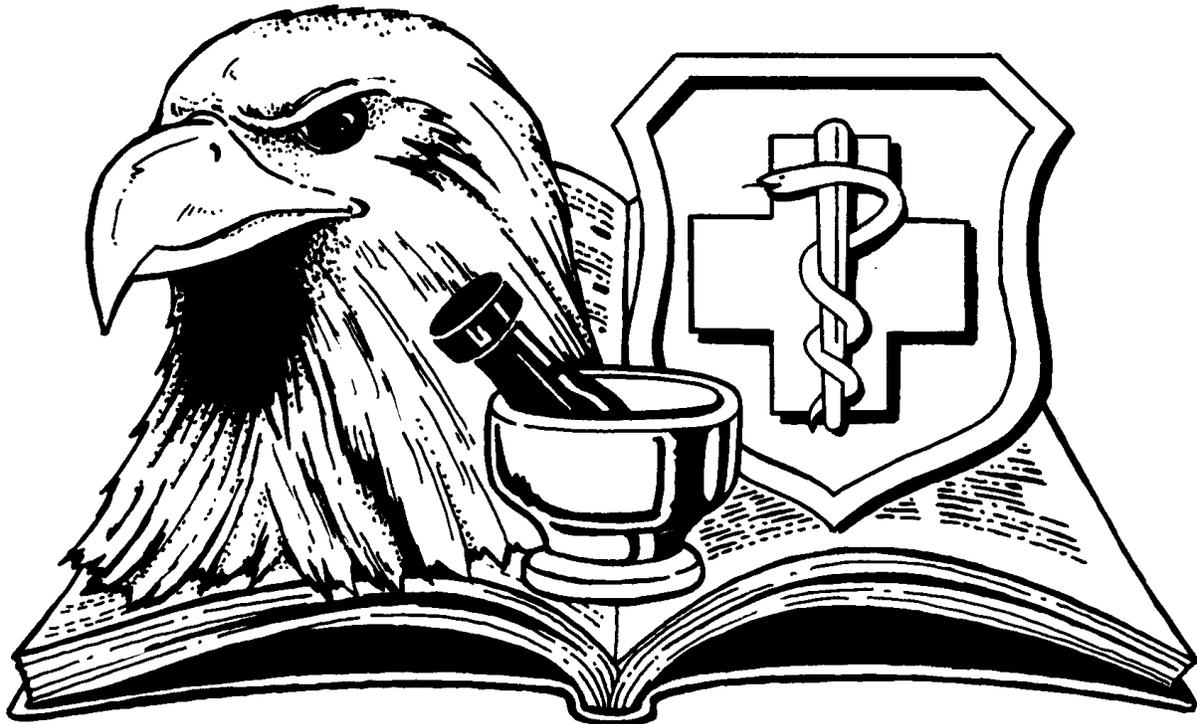
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PHARMACY



CAREER FIELD EDUCATION

AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
PHARMACY SPECIALTY
Table of Contents

Part I

Preface _____	1
Abbreviations and Terms Explained _____	2
Section A--General Information _____	3
Purpose of the CFETP	
Use of the CFETP	
Coordination and Approval of the CFETP	
Section B--Career Field Progression and Information _____	4
Specialty Descriptions	
Skill and Career Progression	
Apprentice Skill level (3)	
Journeyman Skill level (5)	
Craftsman Skill level (7)	
Superintendent Skill level (9)	
Training Decisions	
Community College of the Air Force	
Career Field Path	
Section C--Skill Level Training Requirements _____	12
Purpose	
Specialty Qualification (Training Requirements)	
Apprentice Skill level (3)	
Journeyman Skill level (5)	
Craftsman Skill level (7)	
Superintendent Skill level (9)	
Section D--Resource Constraints _____	13
Purpose	
Apprentice Skill level (3)	
Journeyman Skill Level (5)	
Craftsman Skill Level (7)	
Section E--Transitional Training Guide _____	13

Part II

Section A--Specialty Training Standard _____	16
Section B--Course Objective List _____	29
Section C--Support Materials _____	29
Section D--Training Course Index _____	20
Section E--MAJCOM Unique Requirements _____	30
Section F--Documentation of Training _____	30

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**PHARMACY SPECIALTY
AFSC 4P0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the pharmacy specialty. The CFETP will provide pharmacy personnel a clear career path to success and will instill rigor in all aspects of career field training. *NOTE:* Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan; **Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field path; **Section C** associates each skill level with specialty qualifications (knowledge, education, training, and other); **Section D** indicates resource constraints. Some examples are funds, manpower, equipment, and facilities; and **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support Air Education and Training Command (AETC) conducted training, wartime course, core tasks, and correspondence course requirements; **Section B** contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; **Section C** identifies available support materials. **Section D** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; **Section E** identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs; **Section F** provides guidance on documentation of training (medical specific) and six-part folder documentation.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments. Synonymous with proficiency training.

Core Task. A task Air Force career field managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty or duty position. For pharmacy, all core tasks are trained at the resident apprentice course and indicated in STS column 2 by an asterick. IAW AFI 36-2201, these tasks are identified by the AFCFM as minimum qualification requirements within the Air Force specialty, regardless of duty position. Additional proficiency training may be required at the supervisor's discretion. Verification of core task training is provided on Sheppard AFB form 110A, *Student Progress Checklist*. This form will be forwarded to the first duty assignment superintendent/NCOIC to be filed in the Enlisted Training & Competency Folder as documentation of training.

Core Task Transcription. This refers to the transfer of training documentation from Sheppard AFB Form 110A to the CFETP. All Sheppard AFB Form 110As will be transcribed to the CFETP. If the task is to be performed by the member in the pharmacy, it should be circled and trained and/or certified.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing and Conducting Military Training Programs*.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course which results in award of the entry level AFSC.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Proficiency Training. Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Upgrade Training (UGT). Mandatory training which leads to attainment of higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Task Task that is trained in the resident wartime apprentice course.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in the 4P0X1 specialty should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. All levels of supervision will use the plan and management personnel to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Field Progression and Information

4. Specialty Descriptions.

4.1. Pharmacy Superintendent/Chief Enlisted Manager (CEM).

4.1.1. Specialty Summary. Manages pharmacy personnel in planning, providing, and evaluating patient care activities and related training programs. Organizes and directs administrative duties.

4.1.2. Duties and Responsibilities. Manages patient care activities in major medical treatment facilities. Coordinates with the Chief, Pharmacy and participates in managing pharmacy services. Assists in establishing and maintaining optimum patient care standards. Maintains functional control of enlisted medical service specialty personnel. Ensures effective use of manpower, material, and money. Ensures controls for maintaining equipment and complying with safety regulations. Inspects activities and procedures, interprets findings, and recommends corrective action. Directs, performs, and coordinates administrative functions. In coordination with the Chief, Pharmacy service establishes administrative policies for pharmacy functions. Supervises correspondence and records preparation and maintenance, and determines methods and sources of obtaining data for routine or special reports. Directs, coordinates, and validates budget requirements. Serves as MAJCOM Functional Manager or consultant. Assists the Chief, Pharmacy service with developing, interpreting, and evaluating regulations, policies, and procedures. Oversees and participates in implementation of continual quality improvement plans and programs.

4.2. Pharmacy Superintendent.

4.2.1. Specialty Summary. Manages pharmacy personnel in planning, providing, and evaluating patient care activities and related training programs. Organizes and directs administrative duties.

4.2.2. Duties and Responsibilities. Manages patient care activities in medical treatment facilities. Coordinates with the Chief, Pharmacy, and participates in managing pharmacy services. Assists in establishing and maintaining optimum patient care standards. Maintains functional control of enlisted personnel. Ensures effective use of manpower, materiel, and money. Ensures controls for maintaining equipment and complying with safety regulations. Inspects activities and procedures, interprets findings, and recommends corrective action. Advises the Chief, Pharmacy of technical and administrative training needs. Directs, performs, and coordinates administrative functions. In coordination with the Chief, Pharmacy establishes administrative policies for service functions. Supervises correspondence and records preparation and maintenance, and determines methods and sources of obtaining data for routine or special reports. Directs, coordinates, and validates budget requirements. Evaluates supply and equipment needs. Serves as MAJCOM Functional Manager. Assists with developing, interpreting, and evaluating regulations, policies, and procedures. Assists with developing, implementing, and evaluating medical readiness plans and programs.

4.3. Apprentice/Journeyman/Craftsman.

4.3.1. Specialty Summary. Performs, assists, or manages administrative and technical pharmacy activities. Reviews reports and records for accuracy and compliance with directives, and submits data to the appropriate authority. Assists in monitoring and evaluating pharmacy activities and determining compliance with standards of care, policies, and directives. Evaluates technical and administrative activities to improve clinic efficiency. Directs clinic activities. Directs the maintenance of facilities and work areas. Identifies and analyzes needs and recommends requirements for resources. Coordinates, prepares and submits annual budget. Requisitions, stocks, compounds, and dispenses pharmaceuticals. Safeguards controlled drugs. Maintains and operates pharmacy information systems. Ensures standards, directives, policies or procedures provide quality patient care.

4.3.2. Duties and Responsibilities. Compounds and dispenses pharmaceuticals. Interprets prescriptions and formulas for appropriateness and conformity with established guidelines. Confers with prescribers or patients on questions to assure desired therapeutic outcome. Performs and verifies pharmaceutical calculations. Selects and prepares drug orders according to accepted standards. Manufactures, labels, and stores preparations according to accepted compendia and reference literature. Performs inventory control functions. Establishes requirements, requisitions, and stores drugs and equipment. Prepares orders needed for emergency, controlled drug, or other special items. Initiates defective drug product complaints. Processes adverse drug reaction reports. Plans and organizes pharmacy activities. Develops economical and efficient work methods, procedures, and operating procedures. Coordinates pharmacy activities with other functional areas. Inspects and evaluates pharmacy activities. Conducts periodic inspections of all drug storage and usage areas. Corrects discrepancies and maintains inspection reports. Develops formulations. Assists in the development of new or modified drug formulations. Maintains current drug information literature for pharmacy and medical staff. Participates in Pharmacy and Therapeutics Committee functions. Performs pharmacy administrative functions. Provides proper maintenance and disposal for all pertinent Air Force and pharmaceutical records. Prepares and revises local medical facility drug formulary. Operates and maintains automated data processing equipment. Performs routine cleaning and maintenance of computer software and hardware. Revises data automation needs in accordance with current technology and availability.

5. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. Section 8 contains charts showing an individual's training career path.

5.1. Apprentice (3) Skill Level. Upon completion of initial skills training a trainee will work with a trainer/supervisor in on-the-job training to enhance their knowledge and skills in pharmaceutical dispensing. Once enrolled, they will use their Career Development Courses and task qualification training to progress in the career field. Once task certified, a trainee may perform that task unsupervised.

5.2 Journeyman (5) Skill Level. Once upgraded to the 5-skill level, a journeyman will maintain proficiency by completing all continuation training required or specified by command or local policies. Five skill level technicians may be assigned job positions such as outpatient dispensing technician, inpatient technician, Intravenous Admixture (IV) technician, pharmacy supply and equipment custodian, vault custodian, and pharmacy information systems manager. SrA will attend Airman Leadership School (ALS) when selected for promotion to SSgt, after reaching 42 months TAFMS and selected to a 12 month tour area, or when reaching 48 months TAFMS. Individuals will use their CDCs to prepare for testing and promotion under the Weighted Airman Promotion System (WAPS). Five skill level journeymen are eligible for application and selection as an instructor for the Pharmacy Apprentice course.

5.3. Craftsman (7) Skill Level. A pharmacy craftsman can be expected to fill various supervisory and management positions within the pharmacy such as NCOIC of a satellite pharmacy operation or NCOIC of an inpatient pharmacy. In addition, they will develop work schedules for subordinate personnel and ensure necessary manning levels are maintained at all times during hours of pharmacy operations. Seven skill levels should take courses or obtain added knowledge on management of resources and personnel, and attend the 7-skill level resident course. Continued academic education through CCAF and higher degree programs is encouraged. In addition, after promotion to Technical Sergeant, individuals will attend the Noncommissioned Officer Academy and after promotion to MSgt, individuals should complete the Senior Noncommissioned Officer Academy correspondence course. For more information on the 7-skill level resident course, contact 382d TRS/Pharmacy Training at DSN 736-4484, visit the Career Field Managers page at pharmacy corps section of the Air Force Medical Service Knowledge Center at <https://kc.afms.mil> or <https://sg-www.satx.disa.mil/882trss/382/Default.htm>

5.4. Superintendent (9) Skill Level. A 9-skill level can be expected to fill positions such as superintendent of pharmacy services, superintendent of outpatient or inpatient pharmacy operations at larger medical treatment facilities, and various staff positions within a medical group. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. Additional higher education and completion of courses outside their career AFSC are also recommended. To be awarded a 9-level, an individual must sew-on Senior Master Sergeant and satisfy all duty training requirements. Master Sergeants who attended the SNCO Academy or completed Air Force Institute of Distributed Learning (AFIADL) Course 00008 before October 1994 and have been awarded the 9-skill level may use the title of superintendent. No other MSgt may use the title of superintendent.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 4POX1 career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Training decisions were made during the AFSC 4POX1 during the Utilization and Training Workshop held at the Combined Forces Pharmacy Seminar in Orlando Florida. This committee ensured tasks on the STS met training needs identified by the

July 2001 OSR. A line-by-line review of the STS was accomplished with all changes coordinated through the 382 TRS training support element, and Phase I and II course and instructor supervisors. The final product was agreed to by all MAJCOM functional managers and 382 TRS personnel. The Phase I and II courses and CDC will require minor modifications.

6.1. Initial Skills Training. The Pharmacy Apprentice Course will be revised to meet new training requirements identified in the July 2001 4P0X1 Job Survey and Occupational Survey Report. This training will begin with Phase I Class 030429/Phase II Class 030804.

6.2. Five Skill Level Upgrade Requirements. Individuals must complete both the 4P051 A and B Career Development Course (CDC). All core tasks will be completed, as well as any duty position tasks identified by the supervisor (see core task definition). Individuals must complete a minimum of 15 months in upgrade training (9 months for retrainees).

6.3. Seven Skill Level Upgrade Requirements. The 7-skill level resident course was established to meet new 7-skill level training requirements identified and to satisfy the Air Force's mandatory 7-skill level upgrade training requirement for all AFSCs. Attendees to the in-resident course must successfully complete 120 hours of Read-Ahead Modules (RAM) and pre-test prior to their arrival at Sheppard AFB TX. Supervisors should direct SSgt selectees to obtain RAM from <http://sg-www.satx.disa.mil/882trss/382/Default.htm> or the Career Field Manager's page at <https://kc.afms.mil> immediately upon selection for promotion. The 7-skill level course consists primarily of management and supervision training and includes some limited laboratory training on chemotherapy and hyperalimentation preparations. In addition to completion of the 7-skill level course, 12 months in upgrade training is required, but those in retraining status only have to complete a minimum of 6 months. The upgrade training begins on the first day of the promotion cycle (1 Sep). Individuals in retraining status are subject to the same requirements.

6.4. Proficiency Training. Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned to continuation training. Individual pharmacy managers must develop a continuation training program that ensures individuals in the pharmacy career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree.

7.1. Degree Requirements. All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

Subject Courses	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15

Program Elective Technical Education; Leadership, Management, and Military Studies, or General Education	15
Total	64

7.1.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.1.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.1.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.1.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.1.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.2. Twenty nine semester hours are awarded to the graduates of the 3-skill level in-residence course. Upon award of the 5-skill level, Journeymen are awarded an additional 8 hours of CCAF credit. Another 5 hours of CCAF credit is awarded for completion of 7-skill level training. 17 hours of credit are awarded for PTCB national certification.

7.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. Charts depicting this specialty's career path are presented on the next two pages. The career path outlines when training is required for each skill level and function within this specialty. The enlisted education and training path presents education and training requirements, average sew on time for stripes, and a chart representing earliest date of rank and high year of tenure dates for ranks SrA and above.

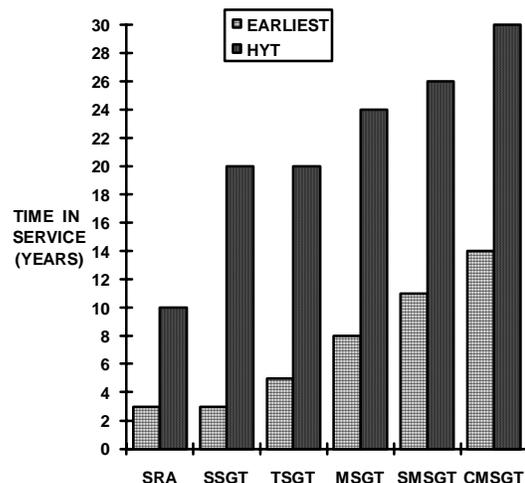
ENLISTED EDUCATION AND TRAINING PATH

EDUCATION AND TRAINING REQUIREMENTS

AVERAGE SEW-ON TIMES FOR PHARMACY PROMOTIONS

- ☞ **BASIC MILITARY TRAINING SCHOOL**
- ☞ **APPRENTICE TECH SCHOOL = 3-SKILL LEVEL**
- ☞ **UPGRADE TO JOURNEYMAN = 5-SKILL LEVEL**
 - 15 MONTHS MINIMUM TIME IN UPGRADE TRAINING (9 FOR RETRAINEES)
 - COMPLETE CAREER DEVELOPMENT COURSE
 - CERTIFICATION ON ALL ASSIGNED TASKS
- ☞ **AIRMAN LEADERSHIP SCHOOL (ALS)**
 - WHEN SELECTED FOR PROMOTION TO SSGT, WHEN REACHING 42 MONTHS TAFMS AND SELECTED TO A 12 MONTH TOUR AREA, OR WHEN REACHING 48 MONTHS TAFMS.
 - GRADUATION IS A PREREQUISITE FOR SSGT SEW-ON (ACTIVE DUTY ONLY)
- ☞ **UPGRADE TO CRAFTSMAN = 7-SKILL LEVEL**
 - MINIMUM RANK OF SSGT
 - MINIMUM 12 MONTHS OF UGT (6 MONTHS FOR RETRAINEES)
 - COMPLETE ADVANCED TECHNICAL TRAINING
 - CERTIFICATION ON ALL TASKS
 - RECCOMENDED BY SUPERVISOR
- ☞ **NONCOMMISSIONED OFFICER ACADEMY (NCOA)**
 - MUST BE A TSGT OR TSGT SELECTEE
 - GRADUATION IS A PREREQUISITE FOR MSGT SEW-ON (ACTIVE DUTY ONLY)
- ☞ **USAF SENIOR NCO ACADEMY (SNCOA)**
 - MUST BE A SMSGT, SELECTEE, OR SELECTED MSGT
 - IN-RESIDENCE ATTENDANCE IS PREREQUISITE FOR CMSGT SEW-ON
- ☞ **UPGRADE TO SUPERINTENDENT = 9-SKILL LEVEL**
 - MINIMUM RANK OF SMSGT
- ☞ **OJT TRAINER:**
 - ATTEND FORMAL OJT TRAINER COURSE
 - APPOINTED BY COMMANDER
 - QUALIFIED/CERTIFIED ON TASK TO BE TRAINED
- ☞ **OJT CERTIFIER:**
 - ATTEND FORMAL CERTIFIER COURSE
 - APPOINTED BY COMMANDER
 - AT LEAST A SSGT WITH 5-SKILL LEVEL
 - SOMEONE OTHER THAN THE TRAINER
 - QUALIFIED/CERTIFIED ON TASK TO BE CERTIFIED

	6 MONTHS
	16 MONTHS
	36 MONTHS
	7.1 YEARS AVERAGE
	14.4 YEARS AVERAGE
	16.8 YEARS AVERAGE
	19.8 YEARS AVERAGE
	24.5 YEARS AVERAGE



Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification

10.1. Apprentice Skill Level Training/4P031

10.1.1. Knowledge. Knowledge is mandatory of: pharmaceutical chemistry; pharmaceutical calculations; pharmacology and medical ethics; pharmacy management; medical administrative procedures; quality assurance; medical supply and local procedures; documentation management.

10.1.2. Education. For entry into this specialty, successful completion of one year of high school or one unit of college algebra is mandatory. Completion of high school or college course in anatomy, physiology, biology, chemistry, automated data processing, and typing is desirable.

10.1.3. Training. For award of AFSC 4P031, completion of a basic pharmacy course is mandatory.

10.1.4. Experience. The following experience is mandatory for award of AFSC indicated:

10.2. Journeyman Skill Level Training/4P051. Qualification in and possession of AFSC 4P031. Also, experience in preparing, storing, or dispensing medications. Completion of all core tasks and STS tasks identified by the supervisor in column 1 for the assigned duty position and completion of courses A and B of the 4P051 CDC is required for the award of AFSC 4P051. Member must complete a minimum of 15 months in 5-skill level enlisted specialty training. Individuals in retraining status must complete a minimum of 9 months in 5-skill level upgrade training. National certification by the PTCB is highly desirable.

10.3. Craftsman Skill Level Training/4P071. Qualification in and possession of AFSC 4P051. Also, experience performing or supervising functions such as compounding, storing, or dispensing medicinal preparations. Obtain rank of Staff Sergeant, and successfully complete/graduate the J3ACR4P071-001 Pharmacy Craftsman Course. They must also complete a minimum of 12 months in UGT (6 months minimum for retrainees). Seven-skill level craftsman should possess an increased knowledge of pharmacy management and supervisory procedures. Certification on all core tasks and any items identified for the assigned duty position is required. National certification by the PTCB is highly desirable.

10.4. Superintendent Skill Level Training/4P091. Qualification in and possession of AFSC 4P071. Also, experience in managing functions, such as those involved in administrative and technical pharmacy operations. Obtain rank of SMSgt. Master Sergeants who attended the

SNCO Academy or completed ECI Course 00008 before October, 1994 and have been awarded the 9-skill level may use the title of superintendent. No other MSgt can use the title of superintendent.

10.5. Other. The following are mandatory as indicated:

10.5.1. For entry into this specialty, normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

10.5.2. For award and retention of AFSCs 4P031/51, ability to keystroke at a rate of 25 words per minute.

10.5.3. For entry, award, and retention of these AFSCs, ability to speak distinctly without speech impediment.

10.5.4. For award and retention of AFSCs 4P091/00, ability to communicate clearly, both orally and in writing.

10.6. Training Sources/Resources. For apprentice skill level training, the only sources of training are the J3AQR4P031 002 and J5AB04P031 001 courses, developed by Sheppard AFB. The source for journeyman training is the 4P051 CDC and locally developed training. The J3ACR4P071 001 course at Sheppard AFB and locally developed training is the source for craftsman skill level training.

10.7. Implementation. For implementation of the AFSC requirements, see paragraph 6.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice (3) Skill Level Training. There are no resource constraints.

13. Journeyman (5) Skill Level Training. There are no resource constraints.

14. Craftsman (7) Skill Level Training. There are no resource constraints.

Section E - Transitional Training Guide - There are currently no transition training requirements. This area is reserved.

Part II

Section A - Specialty Training Standard, 4POX1, Pharmacy Journeyman, Pharmacy Craftsman

1. Implementation. This STS will be used for technical training provided by AETC for Phase I class 030429 and Phase II class 030804.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, use the following column designators: Tng Comp, Certifier Initials).

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. Qualitative Requirements. The STS contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1 Use the most current CFETP to identify and certify all past and current qualifications unless an AFJQS has been mandated. Transcribe in the following manner:

- A. For core tasks previously certified and required in the current duty position, circle the tasks and enter the current date with the trainee and supervisor's initials.
- B. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials).
- C. Annotate the AF Form 623a, (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superceded CFETP." Annotation must be signed and dated by the supervisor and trainee.
- D. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.
- E. Upon completion of the transcription process, give the old CFETP to the member.

2.5.2. Career Development Course Failures. After initial unsatisfactory course exam results are received, the unit commander will interview the supervisor and trainee to determine the reason for the failure and corrective action required. After second unsatisfactory course exam

results are received, the unit commander will consider a CDC waiver, withdrawal from course and separation, withdrawal from course and retraining, or re-evaluation at 90 for re-entry into course or other actions. **NOTE:** A two-time CDC failure presents serious liability issues which the unit commander should consider prior to waiving the CDCs. The pharmacy Career Field Manager recommends non-retention in the pharmacy career field of a person that cannot pass the 4P051 CDCs. Refer to AFI 36-2201, V3, pg 29 for more specific guidance concerning CDC failures.

2.5.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, *On-The-Job Training Record Continuation Sheet*, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction tape or fluid (if the entries were made in ink) over the previously certified entry.

2.6. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures. The AFCFM for pharmacy has determined that for the purpose of upgrade training in the pharmacy career field, core tasks that are not required for the individual duty position qualification need only be trained to the level that is indicated in column 4a, Phase II on the STS. All tasks that are required for an individual's current duty position should be circled on the STS and certified by an appointed task certifier.

2.7. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. Recommendations. Identify inadequacies and recommend changes to this training standard through channels to 882 TRG/TGE, 939 Missile Rd, Sheppard AFB, TX 76311-2245 or use the Customer Service Information Line, DSN 736-2385 to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

PAUL K. CARLTON JR
Lieutenant General, USAF, MC
Surgeon General

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p> <p>Shaded areas denote divisions in major sections of the STS. They are not tasks for certification.</p> <p>Bolded areas indicate sub-tasks</p>		

NOTE 1: Users are responsible for annotating additional training references not listed in this STS.

NOTE 2: Training references in the source summary are commercial publications or other service publications that are essential for EST and mission accomplishment. Unit EST section will consolidate the requirements for the unit they support and order publications through the MTF library activity.

NOTE 3: Items in column 2 marked with a "W" refer to curriculum that is trained in the resident wartime apprentice course. These are the only tasks trained by technical training personnel during time of war. (See abbreviations/ terms explained)

NOTE 4: All "Core Tasks" are annotated in column 2 by an asterick. (See abbreviations/terms explained)

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlpmnt Course	In-Resident Course
1.USAF MEDICAL SERVICE TR: AFI 44-102; CFETP 4P0X1, Part 1, Sec B; AFI 10-1101										
1.1. Function	W						A	-	B	-
1.2. Mission	W						A	-	B	-
1.3. Organization	W						A	-	B	-
1.4. The airmen career ladder and educational opportunities							-	-	-	-
1.5. Progression in career path 4P0X1							-	-	-	-
1.6. Roles of 4P0X1 AFSC skill levels							A	-	-	-
2. MEDICAL READINESS (Initial Medical Readiness Training directed by [AFI 41-106] is provided in the Basic Medical Readiness course conducted at 882d Training Group, Sheppard AFB TX. Completed training is documented on AETC Form 156 for each graduate. Continuing Medical Readiness Training is the responsibility of each medical facility.)										
3. OPERATIONS SECURITY (OPSEC) TR: AFI 10-1101										
3.1. Specific vulnerabilities of 4P0X1	W						A	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
4. SAFETY AND HEALTH TR: AFOSH STDs , 91-2, 91-3, 91-8, 91-31, 91-32, 91-43, 91-301										
4.1. Observe OSHA standards for AFSC 4P0X1	W*						2b	2b	B	-
4.2. AFOSH requirements for hazardous material							-	-	A	-
4.3. Maintenance of AF Form 55 (Employee Safety and Health Record)							-	-	-	-
4.4. Accident reporting										
4.4.1. Local reporting							-	-	-	-
4.4.2. Incident/Medication error reporting (AF Form 765, Incident Report)							A	-	B	-
4.4.3. Adverse Drug Reaction (ADR) reporting							A	-	B	
5. PHARMACY FACILITIES TR: Accreditation Manual for Hospitals, Handbook of Institutional Pharmacy Practice										
5.1. Determine space requirements and layout for personnel, supplies, and equipment							-	-	A	b
5.2. Establish standards of pharmacy cleanliness							-	-	-	-
5.3. Clean pharmacy equipment and facilities							-	-	-	-
5.4. Adequacy of workplace (lighting, ventilation)							-	-	A	-
5.5. Perform security procedures	W						a		A	b
5.6. Requirements for safeguarding resources							-	-	A	b

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Trg Start Date	Trg Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
6. PHARMACY PRACTICE OF STANDARDS TR: AFI 90-201; AFI 44-102; AFI 44-119; AFPAM 36-2241; Pharmacy Law Digest; Remington's Pharmaceutical Sciences; Practice of Standards of ASHP; Accreditation Manual for Hospitals; Handbook of Institutional Pharmacy Practice										
6.1. Professional ethics	W*						A	-	B	C
6.2. Professional relations with patients and medical personnel	W*						A	-	B	C
6.3. Air Force directives/instructions	W						A	-	B	-
6.4. Inspections and surveys; JCAHO, HSI, etc.							A	-	B	B
6.5. Laws of Pharmacy (Federal, State, AF Directives, etc.)	W						A	-	B	B
7. PHARMACY ADMINISTRATION TR: AFIs 37-138/139, 44-102, 44-119, Pharmacy Practice Manual, Pharmacy Law Digest, Handbook of Institutional Pharmacy Practice, Pharmacist's Manual										
7.1. Maintain forms and files (or computer generated equivalent)										
7.1.1. Controlled drug documentation	W						a	-	A	c
7.1.2. Prescription files for controlled drugs	W						a	-	A	-
7.1.3. Prescription files for non-controlled drugs							a	-	A	-
7.1.4. Outpatient forms and files	W						a	-	A	-
7.1.5. Inpatient forms and files	W						a	-	A	-
7.1.6. Records staging documentation							a	-	A	B
7.2. Reports										
7.2.1. Complete AF Form 3078A (MEPRS)							-	-	A	b

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
7.2.2. Generate DUR/DUE							-	-	B	b
7.2.3. Prepare monthly workload reports, Report of Patients, etc.							-	-	B	b
7.3. Formulary maintenance							-	-	B	-
7.4. Reference Library										
7.4.1. Establish and maintain current pharmacy reference libraries							-	-	B	-
7.4.2. Use reference library	W*						2b	2b	B	2c
7.5. Inspect crash carts or emergency administration sets	W						a	-	A	-
7.6. Inspect drug storage in patient care areas	W						a	-	A	-
7.7. Keyboarding Ability to type 25 words per minute (WPM) on an automated data processor is required for the 3-skill level.	W						2a	-	-	-
7.8. Pharmacy and Therapeutics Committee functions							A	-	B	B
8. SUPPLY AND INVENTORY CONTROL ACTIVITIES TR: AFI 41-102, 41-120, 41-203v2, 41-209; Hospital Pharmacy, Handbook of Institutional Pharmacy Practice										
8.1. Determine requirements	W						a	-	b	c
8.2. Perform inventories							a	-	b	c
8.3. Research supply sources							a	-	A	c
8.4. Initiate requisition forms							a	-	b	c
8.5. Receive and store incoming supplies and equipment	W*						b	2b	-	-
8.6. Suspension of unsuitable items							-	-	A	c
8.7. Follow disposition instructions for pharmaceuticals and equipment	W*						b	2b	A	c
8.8. Maintain pharmaceutical supply files and reports	W						a	-	A	c

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
8.9. Maintain equipment and equipment records							a	-	A	c
8.10. Pharmacoeconomic methodologies							-	-	A	B
8.11. Cost-minimization							-	-	A	B
9. PHARMACY INFORMATION SYSTEMS TR: CHCS Instructor Training Class Material, AFI 41-211										
9.1. Operate Pharmacy Information Systems										
9.1.1. Perform Outpatient Menu operations	W*						2b	3b	B	-
9.1.2. Perform Inpatient Menu operations	W*						2b	2b	B	-
9.1.3. Perform Narcotic Subsystem Menu operations							-	-	B	2b
9.1.4. Perform Pharmacy Support Menu operations	W						2b	-	B	-
9.1.5. Perform Pharmacy Reports Menu operations							-	-	B	2b
9.1.6. Perform Supervisory Functions Menu operations							-	-	B	2b
9.2. Contingency operations										
9.2.1. Generate labels manually	W						1a	-	A	-
9.2.2. Number prescriptions or bulk medication orders	W						1a	-	A	-
9.3. Information systems management										
9.3.1. Training on use of software programs							-	-	A	-
9.3.2. Contingency plans for system malfunctions or failures							-	-	A	-
9.3.3. Security for use of computer systems							-	-	A	-
9.3.4. Preventative maintenance on microcomputers							-	-	A	-

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		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
9.3.5. Authorized drug and prescribing list maintenance							-	-	A	-
9.3.6. Table maintenance database other than patient census updates							-	-	A	-
10. PHARMACEUTICAL CALCULATIONS TR: Pharmacy Certified Technician Training Manual, ASHP's Manual for Pharmacy Technicians										
10.1. Convert between the systems of pharmaceutical notation and measures	W						2b	-	B	2c
10.2. Perform drug administration and dosage calculations	W*						2b	2b	B	-
10.3. Perform drug preparation calculations	W*						2b	2b	B	2c
11. PHARMACEUTICAL CHEMISTRY TR: Remington's Pharmaceutical Sciences										
11.1. Concepts	W						A	-	B	-
11.2. Properties of pharmaceuticals	W						A	-	B	-
12. PHARMACEUTICAL MANUFACTURING AND COMPOUNDING TR: Practice of Standards, Remington's Pharmaceutical Sciences, Sterile Dosage Forms, Hospital Pharmacy, Handbook of Institutional Pharmacy Practice, ASHP's Manual for Pharmacy Technicians										
12.1. Non-sterile products										
12.1.1. Dosage forms							A	-	A	-
12.1.2. Make entries on quality control forms							2b	-	B	-
12.1.3. Use equipment to weigh and measure ingredients							2b	-	B	-
12.1.4. Compound products according to AF Form 2381							2b	-	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
12.1.5. Extemporaneous compounding							-	-	B	-
12.1.6. Package/repackage compounds							2b	-	B	-
12.2. Sterile Products										
12.2.1. Dosage forms							A	-	B	-
12.2.2. Sources of contamination	W						A	-	B	B
12.2.3. Research incompatibilities and stability information	*						2b	2b	B	2b
12.2.4. Practice aseptic technique	W*						2b	3b	B	-
12.2.5. Clean IV rooms to maintain aseptic environment							A	-	B	-
12.2.6. Use equipment to prepare IV	W*						2b	2b	B	2b
12.2.7. Compound IV admixtures	W*						2b	2b	B	2b
12.2.8. Compound hyperalimentsations							-	-	B	2b
12.2.9. Hazardous agents (such as cytotoxics or biologicals)										
12.2.9.1. Compound product							-	-	B	2b
12.2.9.2. Implement accident procedures							-	-	B	2b
12.2.9.3. Handle waste material							-	-	B	2b
13. PHARMACEUTICAL DISPENSING TR: AFI 44-102; Practice of Standards, Pharmacist's Manual, Handbook of Institutional Pharmacy Practice, Hospital Pharmacy, ASHP Manual for Pharmacy Technicians										
13.1. Outpatient										
13.1.1. Receive prescription	W*						2b	2b	B	-
13.1.2. Prepare label	W*						2b	2b	B	-
13.1.3. Process Provider Order Entry (POE) labels	W*						2b	2b	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
13.1.4. Fill prescriptions	W*						2b	2b	B	-
13.1.5. Check prescriptions	W*						2b	-	B	-
13.1.6. Dispense prescriptions	W*						2b	2b	B	-
13.1.7. Counsel patients; JCAHO/ OBRA-90 requirements on age specific dosage, usage, or storage of pharmaceutical preparations	*						2b	2b	b	-
13.1.8. Use automated dispensing systems i.e. PYXIS®, Baker® cells, Documed® etc.	*						2b	2b	B	-
13.1.9. Automated call-in refill systems							-	-	B	-
13.2. Inpatient										
13.2.1. Concepts	W						A	-	B	-
13.2.2. Responsibilities							A	-	B	-
13.2.3. Fill unit dose (UD) system with medication	W*						2b	2b	B	-
13.2.4. Check UD cart for accuracy	W						2b	-	B	-
13.2.5. Fill unit/clinic stock orders	W*						a	1a	b	-
13.2.6. Fill controlled drug orders	W						a	-	b	b
13.2.7. Deliver pharmaceuticals to wards and clinics	W						2b	-	B	-
13.2.8. Dispense specialty prescriptions, such as air evacuation or self-medication prescriptions	W						a	-	B	-
13.2.9. On call procedures							-	-	-	-
14. ANATOMY AND PHYSIOLOGY TR: Human Anatomy and Physiology, ASHP's Manual for Pharmacy Technicians Stedman's Medical Dictionary, Illustrated										
14.1. Medical terminology	W						A	-	B	-
14.2. Functions of human body system	W						A	-	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
14.3. Fluid and electrolyte balance	W						A	-	B	-
15. PHARMACOLOGY TR: The Pharmacological Basis Of Therapeutics, USP Drug Information, Drug Information Handbook, Applied Therapeutics, AHFS Drug Information, Top 200 Drugs, American Drug Index										
15.1. Concepts	W						A	-	B	-
15.2. Drug therapy	W						B	-	B	C
15.3. Medical devices							A	-	B	-
15.4. Toxicology										-
15.4.1 Antidotes	W						A	-	B	-
15.4.2 Overdoses	W						A	-	B	-
16. TRAINING TR: AFI 36-2201, AFMAN 36-2245; "Accreditation Manual for Hospitals"										
16.1. Conduct evaluations							-	-	-	-
16.2. Determine training requirements							-	-	A	b
16.3. Establish job qualification standards							-	-	A	b
16.4. Assign trainers							-	-	-	-
16.5. Determine training methods, techniques, or programs							-	-	A	b
16.6. Continuing education program							-	-	-	B
16.7. Conduct and document training							-	-	A	b
16.8. Determine effectiveness of training programs							-	-	-	-
16.9. Establish Enlisted Training Competency Folder (ETCF)							-	-	-	-
16.10. Maintenance of ETCF							-	-	A	B
17. MANAGEMENT TR: Handbook of Institutional Pharmacy Practice; Tongue and Quill										
17.1. Manage personnel programs							-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
17.1.1 Plan orientation program							-	-	-	-
17.1.2 Schedule work assignments and priorities; workload projections/ requirements							-	-	-	B
17.2. Evaluate work performance of subordinate personnel										
17.2.1. Establish performance standards							-	-	-	-
17.2.2. Enlisted							-	-	-	-
17.2.3. Civilian							-	-	-	-
17.2.4. Volunteer							-	-	-	-
17.3. Conduct feedback and mentoring sessions							-	-	-	-
17.4. Write/endorse/review EPRs and civilian appraisals							-	-	-	-
17.5. Resolve technical problems for subordinate personnel							-	-	-	-
17.6. Counsel personnel on personal or military related matters							-	-	-	-
17.7. Document counseling on appropriate form(s)							-	-	-	-
17.8. Use referral agencies							-	-	-	-
17.9. Develop organizational policies, Operating Instructions (OIs), or procedures							-	-	-	b
17.10. Develop job/duty position descriptions							-	-	-	b
17.11. Write letters or correspondence							-	-	-	-
17.12. Maintain correspondence							-	-	-	-
17.13. Budget preparation							-	-	-	B
17.14. Maintain bulletin boards							-	-	-	-
17.15. Design forms for local use							-	-	-	-
17.16. Safety program oversight							-	-	-	B
17.17. Volunteer program coordination							-	-	-	B

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		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I Course	Phase II Course	Career Dvlopmt Course	In-Resident Course
17.18. Quality Control program management							-	-	-	B
17.19. Controlled substance program management							A	-	B	B
17.20. Quality improvement programs management							-	-	-	B
17.21. Emergency or disaster plan development							-	-	A	B
17.22. Develop resource protection plans										
17.22.1 Emergency shelter							-	-	-	-
17.22.2. Fire evacuation							-	-	-	-
17.23. Security programs or procedures development							-	-	A	b
17.24. Pharmacy manpower standards tracking							-	-	-	B

TECHNICAL REFERENCE SOURCE SUMMARY

Allen, Loyd V., The Art, Science, and Technology of Pharmaceutical Compounding, American Pharmaceutical Associations

American Hospital Formulary Service Drug Information, Bethesda, MD: American Society of Healthcare Pharmacists.

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Joint Commission on Accreditation of Hospitals, Accreditation Manual for Hospitals, Chicago, IL: Joint Commission on Accreditation of Hospitals.

Lacy, Charles, et al. Drug Information Handbook, Hudson, OH: Lexi-Comp, Inc.

Normark, James Col., et al. Pharmacy Practice Manual, Andrews Air Force Base, Washington, DC: Associate Chief, Biomedical Science Corps for Pharmacy.

Pharmacy Certified Technician Training Manual, Michigan Pharmacists Association.

Pharmacy Law Digest, St. Louis, Missouri: Facts and Comparisons.

Practice Standards, ASHP, Bethesda, MD: American Society of Healthcare Pharmacists.

Remington's Pharmaceutical Sciences, Easton, PA: Mack Publishing Company.

Semla, Todd, et al. Geriatric Dosage Handbook, Hudson, OH: Lexi-Comp, Inc.

Stedman, Thomas Lathrop. Stedman's Medical Dictionary, Illustrated, Baltimore, MD: Williams & Wilkins.

Stoklosa, Mitchell and Ansel, Howard, Pharmaceutical Calculations, Lea and Febiger, Philadelphia, PA

Tabor's Cyclopedic Medical Dictionary, F.A. Davis, Philadelphia, PA

Taketomo, Carol, et al. Pediatric Dosage Handbook, Hudson, OH: Lexi-Comp, Inc.

Thibodeau, Gary A. Anatomy and Physiology, St. Louis, Mo: Times Mirror/Mosby College Publishing.

Turco, Salvatore and King Robert E. Sterile Dosage Forms, Their Preparation and Clinical Application, Philadelphia, PA: Lea &Febiger.

United States Pharmacopoeia Drug Information, Taunton, MA: Rand-McNally.

Section B - Course Objective List

4. Resident Courses. If a written copy of the course objective list is required, contact pharmacy training at DSN 736-3847 or write to 382 TRS/XYAD, 917 Missile Rd, STE 3, Sheppard AFB, TX 76311-2263. A copy will be sent to you as soon as possible.

5. Career Development Courses. CDC information can be obtained from the Air Force Institute for Advanced Distributed Learning (AFIADL) at Maxwell AFB, Gunter Annex, AL.

Section C - Support Material “There are currently no support material requirements, this area is reserved.”

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs. All mandatory Air Force in-residence, field, AFIADL, and exportable courses used to support training for the specialty are listed.

7. Air Force/DOD In-Residence Courses.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>DEVELOPER</u>
J3AQR4P031 002	Pharmacy Apprentice Course (Phase I)	Sheppard AFB
J5AB04P031 001	Pharmacy Apprentice Course (Phase II)	Sheppard AFB
J3ACR4P071 001	Pharmacy Craftsman Course	Sheppard AFB

7.1. Other MAJCOM And FOA Courses

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>DEVELOPER</u>
*J3AIR3S300-069	Basic Instructor Course	Sheppard AFB, TX
**J3AIR3S200-025	Technical Writer Principles	Sheppard AFB, TX
**E6AZU3S200-015	CDC Writer Course	Keesler AFB, MS
**MECI 100	AFIADL Course for Authors	Maxwell AFB Gunter Annex, AL

* **Mandatory training for Resident Instructor positions**

** **Mandatory training for CDC Technical Writers**

8. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses

COURSE NUMBER	COURSE TITLE
CDC 4P051A	Pharmacy Journeyman
CDC 4P051B	Pharmacy Journeyman

9. Exportable Courses- N/A

10. Courses Under Development/Revision – J3AQR4P031 002, Pharmacy Apprentice Course, 4P051, Pharmacy Journeyman Career Development Course, and J3AZR4P071, Pharmacy Craftsman Course.

Section E - MAJCOM Unique Requirements There are currently no MAJCOM unique requirements. This area is reserved.

Section F - Documentation of Training

11. Development of a Work Center Training Plan. The focus of this training guidance is to bring all training documentation back into one “OJT” record. Over the years, training documentation has taken on many forms. Previous restrictions imposed by AFR 50-23, *On-The-Job Training*, allowed only certain documents to be maintained in the OJT record. Changing medical training requirements created a need for additional ways to document training outside the OJT record. The end result was that each training location created different means to document training. Often, a section might have training documented in three or more locations, making the training documentation and review process difficult to manage. Individuals involved in the training process, not to mention inspection teams, were finding it difficult to get a good overview of the training process, as they had to search through several different tracking folders to find the information they were looking for. Training documentation became very cumbersome to say the least. Air Force Instruction 36-2201, *Air Force Training Program* authorizes Career Field Managers to bring training documentation back into one “OJT” record, thus the creation of the Enlisted Training and Competency Folder. The following information provides specific guidance, along with recommended documentation, consistent with current Air Force instructions/directives. This training guidance has focused on two main areas: (1) Developing a Master Training Plan, and, (2) Documentation of Training in the Enlisted Training and Competency Folder.

12. Developing a Master Training Plan (MTP).

12.1. What Is It? A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

12.2. What's In It? Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. The documents are as follows:

12.3. Unit-specific orientation checklist.

12.3.1. Job description for each duty position within the duty section (see AFMAN 36-2108).

12.3.2. Dual channel OJT concept.

12.3.3. Career knowledge requirements.

12.3.4. Job qualification requirements.

12.3.5. Testing procedures for CDCs.

12.3.6. Uses of AF Form 623 and Job Qualification Standards (JQSs).

12.3.7. Performance standards/position qualification training for each duty position.

12.3.8. Master Career Field Education and Training Plan (CFETP).

12.3.9. Identifies all tasks required for the duty section.

12.3.10. Standardized reference source for initiating individual training.

12.3.11. Impact of training on career progression.

12.3.12. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties.

12.3.13. Required for all tasks identified in the CFETP that require completion of a QTP before certification.

12.3.14. Required for all tasks not listed in the CFETP and/or identified by the duty section or facility as a high risk procedure or task. NOTE: Tasks included in the CFETP have already been reviewed. Those identified as high risk usually have a QTP. Other tasks in the CFETP **do not** require QTPs.

12.3.15. Rescinding items in the MTP.

12.3.16. The MTP must contain documents that relate to the training process for all enlisted and civilian equivalent duty section personnel and may contain both updated and rescinded versions of some documents.

13. Documentation of Training: The Enlisted Training and Competency Folder.

13.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all 4POX1 personnel. Training documentation helps us to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also helps us meet all JCAHO and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. Your unit training manager can also assist you with specific questions on training documentation.

13.2. Documents included in the 4POX1 Enlisted Training and Competency Folder.

13.2.1. To assemble a 4POX1 training record, utilize a standard six-part folder.

13.2.2. Attach (glue/tape/staple), centered on the front cover, a computer generated or typewritten title “Enlisted Training and Competency Folder” and the Privacy Act of 1974 statement (AFVA 205-12) In addition, include the member’s full name (last, first, MI), rank, and SSAN.

13.2.3. The six parts of the folder are discussed in detail in the following paragraphs. Each part will contain specific documents that should be filed in descending order (see figure 1). Index tabs/tabbed dividers may be used in parts that contain multiple documents. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the 6-part folder in parts 2 through 5 in the same sequence that they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in areas that contain multiple documents. When multiple copies of any form are placed into the OJT record, they are placed in chronological order with the most current documentation on top.

ENLISTED TRAINING AND COMPETENCY FOLDER Smith, Russell SSgt 123-45-6789		
PART 1 - Locally required training & skills competency documentation - AF Form 55 – Safety Training - AF Form 803 – Task Evaluations	PART 3 - AF Forms 1098 - Mandatory Tng - QTPs - Inservice	PART 5 - AF Form 2096 or PC III documentation
PART 2 - AF Form 623b - CFETP - AF Form 797	PART 4 - AF Forms 623a - Job Description/Performance Standards Review - Orientation - Training progress - Sheppard AFB Form 110A until upgrade to 5-skill level - CE scorecard until 5-skill level UGT	PART 6 - Continuing Education to sustain National Certification

Figure 1, Organization of the 4POX1 Enlisted Training and Competency Folder
13.2.3.1. Part 1 (first two-pronged section).

13.2.3.1.1. Section A – Locally required training and skills competency documentation. This section is for maintaining documentation required by other regulatory guidance that is not maintained elsewhere in the OJT record, regardless of grade or training status.

13.2.3.1.2. Section B – AF Form 55, Employee Safety and Health Record. Regardless of grade or training status, AF Form 55 for the member is maintained in Part 1. AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, On-The-Job Training Record. If used, AF Form 803, Report of Task Evaluations, will be filed in this section.

13.2.3.2. Part 2 (second two-pronged section).

13.2.3.2.1. Section A – AF Form 623b, On-The Job Training Record (front and inside cover). Attach the front and inside cover (containing Sections I through IV) of the member’s current AF Form 623b onto Part 2 of the 6-part folder. Ensure all appropriate areas of the form are properly completed. *Note: Maintenance of AF Form 623b is mandatory for Airmen in grades Airman Basic through Technical Sergeant. In addition, an AF Form 623b is required for SNCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, Commanders, or supervisors.* All appropriate areas of AF Form 623b must be properly completed. The AF Form 623b is the document that is recognized by the personnel system in contingencies and deployments as the official formal training record.

13.2.3.2.2. Section B – Career Field Education and Training Plan (CFETP). The Specialty Training Standard (STS) contained within the CFETP will be used to record training proficiency in various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. The entire CFETP must be placed in the Master Training Plan (MTP). Individual training records may include only the STS portion of the CFETP. Circle only those tasks that the individual is required to perform in his/her current duty position.

13.2.3.2.3. Section C – AF Form 797, Job Qualification Standard Continuation/Command JQS. These forms will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see figure 2).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
Maintain investigational drug inventory		4/8/03	12/8/03	JRT	KC	JAJ
Maintain authorized patient list for investigational drugs		4/8/03	12/8/03	JRT	KC	JAJ
TRAINEE NAME (Last, First, MI) Jason R. Tisdale	CFETP / JQS NUMBER 4POX1				PAGE NO	

AF FORM 797 19990201 (EF-V2))

Figure 2, Sample AF Form 797 documentation

13.2.3.3. Part 3 (third two-pronged section).

13.2.3.3.1. AF Form 1098, Special Task Certification and Recurring Training. This part will contain three separate sections for the documentation of specific training. These forms are used to document qualification in tasks that require recurring training. They may also be used to document in-service and mandatory training. An AF Form 1098 will be created and clearly marked for each type of training documentation required.

13.2.3.3.1.1. Section A – To document mandatory recurring training (see figure 3). Examples are BLS training, patient sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. These requirements should be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
CMRT	1Apr01			4	C	Bi-ann	1Apr 02
Age-specific training	1May01			P		A	1May 02
Anti-robbery training	12June 01			P		A	12June02
NAME OF TRAINEE (Last, First, Middle Initial) Johnson, Kimberly A.			GRADE SrA		UNIT AND OFFICE SYMBOL SGSAP		

AF FORM 1098, APR 85(EF)

Figure 3, AF Form 1098, mandatory recurring training documentation

13.2.3.3.1.2. Section B – Qualification Training Packages: This section will be used to document ongoing completion of Qualification Training Packages (if used). Supervisors should develop AF Form 1098 overprints to group specific QTPs required within their duty sections. Any applicable Air Reserve Components sustainment training will be documented in this section. The initial completion of a QTP is documented in the CFETP. Pharmacy has no QTPs.

13.2.3.3.1.3. Section C – In-service training: Will be used to document all completed competency validations, as well as any validations from continuing education or in-service training. (figure 4)

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE / HOURS E.	TYPE F.	FREQUENCY G.	DUEDATE H.
Medication error prevention	1 Jan 01			1			
Advantage I.V. system	5 Feb 01			1			
Counseling IDDM patients on insulin mixing procedures	12 Dec 01			2			
NAME OF TRAINEE (Last, First, Middle Initial) Johnson, Kimberly A.			GRADE SrA	UNIT AND OFFICE SYMBOL SGSAP			

AF FORM 1098, APR 85(EF)

Figure 4, Sample in-service training documentation

13.2.3.4. Part 4 (fourth two-pronged section).

13.2.3.4.1. Section A – AF Form 623a, OJT Record Continuation Sheet. This form will be utilized to document all progress of individual training to include items, such as, decertification procedures, and supervisor/trainer/certifier periodic review and any other pertinent information. The entire training process must be well documented on these forms. All individuals involved in the training process must document training progress as it occurs. Upgrade training status will be documented *at least monthly*.

13.2.3.4.2. Section B – Job Description/Performance Standards Review. Each duty position’s job description/performance standards should be maintained in the Master Training Plan (MTP) in each duty section. (see figure. 7) An AF Form 623a overprint may be used to document both supervisor/subordinate reviews (see attachment 14). This form will be maintained in Part 4 of the OJT Record. The following statements will be jointly reviewed by the supervisor and subordinate.

13.2.3.4.2.1. “I know where to find a current copy of my Job Description/Performance Standards.”

13.2.3.4.2.2. “I have read, discussed with my supervisor, and understand my Job Description/Performance Standards.”

13.2.3.4.2.3. “I understand my duties and responsibilities for the position that I am working in.”

13.2.3.4.2.4. “If I have questions or concerns about my Job Description/Performance Standards, I will seek assistance from supervisory personnel in my chain of command.”

13.2.3.4.2.5. “It is my responsibility to review my Job Description/Performance Standards with my supervisor annually and with each change in supervisor/duty position.”

13.2.3.4.2.6. A signature and date block for both the supervisor and subordinate will reflect mutual understanding of these statements. It is recommended that several signature and date spaces for the continual review process be included.

<i>ON THE – JOB TRAINING RECORD CONTINUATION SHEET</i>
<p>23 July 01 I know where to find a current copy of my job description/performance standards. I have read, discussed with my supervisor and understand my job description/performance standards. I understand my duties and responsibilities for the position that I am currently working in. If I have questions or concerns about my job description/performance standards, I will seek assistance from supervisory personnel in my chain of command. It is my responsibility to review my job description/performance standards with my supervisor during each feedback session and with each change in supervisor or duty position.</p> <p>Kimberly A. Johnson, SrA Pharmacy 23 July 01</p> <p>SrA Johnson has completed her review of his Job Description/Performance Standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time SrA Johnson has no questions or concerns.</p> <p>John Sullivan, MSgt, USAF Pharmacy OJT Trainer</p>
<p>TRAINEE NAME Johnson, Kimberly A.</p>

AF FORM 623a

Figure 7, Sample job description/performance standards review

13.2.3.4.3. Section C – Orientation. Facility orientation: include a statement on the AF Form 623a that verifies facility orientation requirements were met and include signatures of both the supervisor and orientee. A master copy of the facility orientation checklist will be maintained in the master training plan for the duty section. Unit-specific orientation: the unit-specific orientation is essential for all assigned members. Documentation of the orientation process must be thorough. The trainer will use the master copy of the unit-specific orientation checklist located in the master training plan. Each item on the checklist must be covered by the trainer to ensure standardization of training. When applicable, ensure these checklists address age-specific and population-specific knowledge and skills. To reduce the amount of paperwork in the OJT record, AF Form 623a will be used to record the orientation process. An overprint AF Form 623a is recommended to ensure the suggested comments are annotated (see sample orientation documentation in figure 5).

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET		
<p>_____ has been briefed on the On-The-Job-Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101 and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives. Requirements for upgrade in AFSC 4POX1 are: (1) Satisfactory completion of CDC 4P051; (2) Supervisor certify job qualifications with adequate hands on training; (3) Completion of 7-skill level in-residence course; and (4) Supervisor recommendation for upgrade. The CFETP is annotated to show only those tasks the airman is required to perform in his/her current duty position, all mandatory requirements for upgrade, and core task requirements. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.</p>		
TRAINER'S SIGNATURE	TRAINEE'S SIGNATURE	DATE
LAST NAME	FIRST NAME	MIDDLE INITIAL

Figure 6, Sample Initial Upgrade Training Briefing

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET <i>TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)</i>		
<ol style="list-style-type: none"> 1. Read and understand your Air force Specialty (AFS) description, training requirements, objectives, and training record. 2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study. 3. <ol style="list-style-type: none"> a. Read "Your Key to a Successful Course." b. Make all required course corrections and return entire package to your supervisor. c. When you are issued your first volume you will read and study the volume, chapter, and answer chapter review exercise (CRE) and the volume review exercise (VRE) or the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Reference where answers are found in the most effective manner determined by the supervisor. d. Supervisor will check CRE and self-test questions for accuracy and completeness. You will correct all incorrect responses. e. Supervisor issues the ECI form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE/VRE. The URE/VREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training. g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course. h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination. 4. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions. 5. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements, your supervisor will initiate upgrade action on you. 		
TRAINER'S SIGNATURE	TRAINEE'S SIGNATURE	DATE
LAST NAME	FIRST NAME	MIDDLE INITIAL

Figure 6.1, Sample Upgrade Documentation

13.2.3.4.4.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence.

13.2.3.4.4.3. Any further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623a (i.e., Job Qualification).

13.2.3.4.4.4. Document any decertification proceedings, to include dates, reasons for decertification, and other applicable information on the AF Form 623a.

13.2.3.4.4.5. Once an individual completes upgrade training commensurate to his/her rank and maintains an appropriate skill level, their supervisor should continue to review requirements, progress, and individual training needs. OJT record reviews for current documentation must occur at least annually.

13.2.3.4.4.6. Section E – Student Training Reports. Upon completion of Pharmacy Apprentice Technical Training, file the AETC Form 156, and Sheppard Forms 110 and 110a here. The form should be maintained in the folder until upgrade action to the 5-skill level becomes official.

13.2.3.5. Part 5 (fifth two-pronged section). AF Form 2096, Classification On-The-Job Training Action. This form will be used to document completion of upgrade training. This is also a good reference for supervisors to use when managing individuals with Special Experience Identifiers (SEIs). **NOTE: A PC III automated document may be substituted for AF Form 2096.**

13.2.3.5. Part 6 (sixth two-pronged section). National Certification Information and Continuing Education. This part will contain National Certification/Registration and Continuing Education Reports as applicable to the members AFSC/current duty position. The report must contain documentation of the individual’s current certification card number and expiration date. Supervisors and individuals should continually monitor CEU status for AFSC’s requiring specialty certification to ensure no lapses in certification occur. Also, proficiency information may be filed in this area as required. Do not maintain certificates of training in the OJT records.

CERTIFICATION OF CONTINUING PHARMACEUTICAL EDUCATION PARTICIPATION			
IDAHO STATE UNIVERSITY COLLEGE OF PHARMACY			
2002 COMBINED FORCES CONTINUING EDUCATION PHARMACY SEMINAR			
ACPE PROGRAM NUMBER	TITLE	DATE	CREDIT
015-999-99-501-L0	The Health System of the Future	10/21/02	1.5
015-999-99-502-L0	MedMarx – Medication Error Prevention	10/21/02	1
015-999-99-503-L0	Bioterrorism: Update on Anthrax and Smallpox	10/22/02	1.5
015-999-99-504-L0	The Pharmaceutical Treatment of Epilepsy	10/22/02	1
015-999-99-505-L0	The Controlled Substance Act	10/22/02	1
015-999-99-506-L0	JCAHO/HSI Panel	10/23/02	1
015-999-99-507-L0	Update in Cardiac Therapy	10/23/02	1
015-999-99-508-L0	Tech-Centered Diabetes Management	10/23/02	1
015-999-99-509-L0	DoD Pharmacy Transaction Data Warehouse	10/24/02	1

Figure 7, Sample National Certification/Registration and Continuing Education Report

13.3. Maintenance of certificates is an individual responsibility. Certificates of training will not be maintained in the OJT record but will be accessible for review as needed from the individual.

14. Managing Training

14.1. Purpose.

14.1.1. The entire process of managing an effective training program centers on the supervisor.

14.1.2. Each supervisor must maintain accurate records that give a complete picture of the status of all training that they are responsible, as a supervisor, to oversee.

14.2. Monthly Training Checklist for Supervisors.

14.2.1. Using a checklist can assist the supervisor in managing an effective training program.

14.2.2. The following page contains a sample monthly training checklist for supervisors to use, *if they choose*, when managing training. The checklist is designed to address areas that apply to any/all trainees that are placed under the supervision of the supervisor. The sample may be altered as needed to reflect the items deemed important for monitoring on a monthly basis.

MONTHLY TRAINING CHECKLIST FOR SUPERVISORS

REQUIREMENT	INITIALS
APPOINTMENTS	
Notify those who have been scheduled for ancillary training, quality training, appointments, etc.	
NEW AIRMEN	
Conduct initial evaluation of knowledge and skills within 60 days.	
Document initial evaluation on AF Form 623a.	
AF FORM 623	
Review cover of AF Form 623. Make any necessary changes.	
Note any open training requirements and ensure training is accomplished or scheduled on each. (Work with the trainer on this. Remember, it is the supervisor's responsibility to ensure training is being conducted).	
Certify or decertify qualifications when applicable. Be sure to change the MTL.	
Documents visits, counselings, etc. on AF Form 623a.	
CAREER DEVELOPMENT COURSES (CDCs)	
Distribute any new CDCs. See AFI 36-2201 (chapter 9) for CDC administration procedures.	
Ensure training is progressing satisfactorily according to assigned schedule.	
When the last volume has been completed, request scheduling of the Course Examination (CE) from the Unit Training Manager.	
Documents progress, visits, counselings, etc. on AF Form 623a.	
FORMAL SCHOOLS	
For individuals requiring formal schools, ensure they have planned accordingly ahead of time.	
Ensure formal school prerequisite requirements are met when applicable.	
TRAINERS AND CERTIFIERS	
Ensure trainers and certifiers have been appointed in writing by the commander.	
Ensure trainers and certifiers have attended appropriate trainer/certifier courses.	
SUPERVISORS MEETINGS	
Attend all supervisors meetings conducted by the UTM. (Send representative if unable to attend personally).	
UPGRADE TRAINEES	
Notify the UTM of any individuals who have had their AF Form 623 signed off on all training items, have met time requirements, completed CDCs, or completed formal schools when applicable.	
OTHER	

PHARMACY

APPRENTICE, JOURNEYMAN, CRAFTSMAN

This changes CFETP 4P0X1, August 2002, as follows:

1. Pen and Ink Changes:

Page	Paragraph /Line	Change
2	Core Task/Line 3	Change "4a, Phase II by the appropriate proficiency code" to "2 by an asterick."
2	Core Task/Line 7	Add "m" after the word "for" in Sheppard AFB Form 110A
2	Insert Paragraph between Core Task and Course Objective List (COL)	Core Task Transcription. This refers to the transfer of training documentation from Sheppard AFB Form 110A to the CFETP. All Sheppard AFB Form 110As will be transcribed to the CFETP. If the task is to be performed by the member in the pharmacy, it should be circled and trained and/or certified."
4	Para 2/Line 1	Change "supervisory" to "supervision.
7	Para 5.2/Line 7	Change "48" to "42" and "or after being ...SSgt" to "and selected to a 12 month tour area, or when reaching 42 months TAFMS".
7	Para 6/Line 6	Change "Annual Advisory Training Committee" to "Utilization and Training Workshop"
8	Para 6.3 / Line 10	Add ", but those in retraining status only have to complete a minimum of 6 months. The upgrade training begins on the first day of the promotion cycle (1 Sep)." after "training is required."
11	Airman Leadership School (ALS)	Change "Must be a SrA with ...SSgt selectee" to "When selected for promotion to SSgt, when reaching 42 months TAFMS and selected to a 12 month tour area, or when reaching 48 months TAFMS."
12	Para 10.2/Line 5	Add "a minimum of" after "must complete".
12	Para 10.2/Line 6	Add "a minimum of " after "must complete".
12	Para 10.4/Line 3	Delete "Completion of the Senior NCO...of the 4P091 AFSC"
14	Para 1/Line 2	Change "021022" to "030429" and change "030206" to "030804"
14	Para 2.5.1A/Line 1	Replace "those core and critical tasks...not required" with "tasks previously certified and required in the current duty position, circle the task and enter the current date with the trainee and supervisor initials".
14	Para 2.5.1B	Replace Paragraph. "For non-core and non-critical tasks previously certified...trainer's initials" with "For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials)."
14	Para 2.5.1C	Replace Paragraph. "When transcribing...procedures" with "Annotate the AF Form 623a, (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superceded CFETP." Annotation must be signed and dated by the supervisor and trainee."
17	Note 3/Line 2	Add after "course". "These are the only tasks trained by technical training personnel during time of war."
17	Note 4/Line 1	Change "4a, Phase II and by an asterick in column 2." to "2 by an asterick."
19	6.1 & 6.2	Change code "A" to "-." in Phase II Course
19	Para 7/Column 1	Change TR "37-133v1" to " 37-138/139".

21	Para 9.1.5/Column 1	Delete “Supervisory and”.
24	Para 13.1.5/Column 4A	Change code “2b” to “-” in Phase II Course.
25	STS item 17	Insert “17.1 Manage personnel programs” after STS item “17. Management”
25	STS item 17.1	Change “17.1. Plan orientation program” to “17.1.1. Plan orientation program”
25	STS item 17.1	Change “17.1. Schedule...requirements” to “17.1.2. Schedule...requirements”
30	Para 10/Line 2	Change “Journey” to “Journeyman”
30	Para 11/Line 12	Change “ <i>Developing, Managing and Conducting Training</i> ” to “ <i>Air Force Training Program</i> ”
32	Figure 1/Part 2	Change “623” to “623b”
32	Figure 1/ Part 4	Add “Sheppard AFB Form 110A until upgrade of 5-skill level”
32	Figure 1/Part 5	Change “- PC III” to “or PC III”
34	Para 13.2.3.3.1/Line 6	Delete “Ensure signatures...per AFI 36-2201”
34	Figure 3/Column A	Change “BLS training” to “CMRT”
34	Figure 3/Column A	Change “Fire and Safety” to “Age-specific training” ”
34	Figure 3/Column A	Change “Hazard Communication” to “Anti-robbery training”
38	Figure 6 & Figure 6.1	Delete all references to AFI 36-2108
41	Checklist/Line 6	Add “within 60 days” after “knowledge and skills”
41	Checklist/Line 16	Change “attachment” to “chapter”

2. Page Insert Changes

Remove page(s)	Insert page(s)	Summary of changes
15/16	15/16	Replaces “Documenting Career Knowledge” paragraph with “Career Development Course Failures” paragraph
33/34	33/34	Replaces superseded AF Form 797 with current form
39/40	39/40	Adds Figure 7, Sample National Certification/Registration and Continuing Education Report

3. After necessary action, file this sheet in the back of the CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES H. ROADMAN II
Lieutenant General, USAF, MC
Surgeon General

2.5.2. Career Development Course Failures. After initial unsatisfactory course exam result are received, the unit commander will interview the supervisor and trainee to determine the reason for the failure and corrective action required. After second unsatisfactory course exam results are received, the unit commander will consider a CDC waiver, withdrawal from course and separation, withdrawal from course and retraining, or withdrawal from course and re-evaluation at 90 days for re-entry into course or other action. **NOTE:** A two-time CDC failure presents serious liability issues which the unit commander should consider prior to waiving the CDCs. The Pharmacy Career Field Manager recommends non-retention in the pharmacy career field of a person that cannot pass the 4P051 CDCs. Refer to AFI 36-2201, V3, pg 29 for more specific guidance concerning CDC failures.

2.5.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, *On-The-Job Training Record Continuation Sheet*, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction tape or fluid (if the entries were made in ink) over the previously certified entry.

2.6. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures. The AFCFM for pharmacy has determined that for the purpose of upgrade training in the pharmacy career field, core tasks that are not required for the individual duty position qualification need only be trained to the level that is indicated in column 4a, Phase II on the STS. All tasks that are required for an individual's current duty position should be circled on the STS and certified by an appointed task certifier.

2.7. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. Recommendations. Identify inadequacies and recommend changes to this training standard through channels to 882 TRG/TGE, 939 Missile Rd, Sheppard AFB, TX 76311-2245 or use the Customer Service Information Line, DSN 736-2385 to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

PAUL K. CARLTON JR
Lieutenant General, USAF, MC
Surgeon General

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p> <p>Shaded areas denote divisions in major sections of the STS. They are not tasks for certification.</p> <p>Bolded areas indicate sub-tasks</p>		

13.2.3.1.1. Section A – *Locally required training and skills competency documentation.* This section is for maintaining documentation required by other regulatory guidance that is not maintained elsewhere in the OJT record, regardless of grade or training status.

13.2.3.1.2. Section B – *AF Form 55, Employee Safety and Health Record.* Regardless of grade or training status, AF Form 55 for the member is maintained in Part 1. AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, On-The-Job Training Record. If used, AF Form 803, Report of Task Evaluations, will be filed in this section.

13.2.3.2. Part 2 (second two-pronged section).

13.2.3.2.1. Section A – *AF Form 623b, On-The Job Training Record (front and inside cover).* Attach the front and inside cover (containing Sections I through IV) of the member’s current AF Form 623b onto Part 2 of the 6-part folder. Ensure all appropriate areas of the form are properly completed. *Note: Maintenance of AF Form 623b is mandatory for Airmen in grades Airman Basic through Technical Sergeant. In addition, an AF Form 623b is required for SNCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, Commanders, or supervisors.* All appropriate areas of AF Form 623b must be properly completed. The AF Form 623b is the document that is recognized by the personnel system in contingencies and deployments as the official formal training record.

13.2.3.2.2. Section B – *Career Field Education and Training Plan (CFETP).* The Specialty Training Standard (STS) contained within the CFETP will be used to record training proficiency in various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. The entire CFETP must be placed in the Master Training Plan (MTP). Individual training records may include only the STS portion of the CFETP. Circle only those tasks that the individual is required to perform in his/her current duty position.

13.2.3.2.4. Section C – *AF Form 797, Job Qualification Standard Continuation/Command JQS.* These forms will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see figure 2).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
Maintain investigational drug inventory		4/8/03	12/8/03	JRT	KC	JAJ
Maintain authorized patient list for investigational drugs		4/8/03	12/8/03	JRT	KC	JAJ
TRAINEE NAME (<i>Last, First, MI</i>) Jason R. Tisdale	CFETP/JQS NUMBER 4POX1				PAGE NO	

AF FORM 797 19990201 (EF-V2)

Figure 2, Sample AF Form 797 documentation

13.2.3.3. Part 3 (third two-pronged section).

13.2.3.3.1. AF Form 1098, Special Task Certification and Recurring Training. This part will contain three separate sections for the documentation of specific training. These forms are used to document qualification in tasks that require recurring training. They may also be used to document in-service and mandatory training. An AF Form 1098 will be created and clearly marked for each type of training documentation required.

13.2.3.3.1.1. Section A – To document mandatory recurring training (see figure 3). Examples are BLS training, patient sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. These requirements should be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
CMRT	1 Apr 01			4	C	Bienn	1 Apr 02
Age-specific training	1 May 01			P		A	1 May 02
Anti-robbery training	12 June 01			P		A	12 June 02
NAME OF TRAINEE (Last, First, Middle Initial) Johnson, Kimberly A.			GRADE SrA	UNIT AND OFFICE SYMBOL SCSAP			

AF FORM 1098, APR 85(EF)

Figure 3, AF Form 1098, mandatory recurring training documentation

13.2.3.3.1.2. Section B – Qualification Training Packages: This section will be used to document ongoing completion of Qualification Training Packages (if used). Supervisors should develop AF Form 1098 overprints to group specific QTPs required within their duty sections. Any applicable Air Reserve Components sustainment training will be documented in this section. The initial completion of a QTP is documented in the CFETP. Pharmacy has no QTPs.

13.2.3.3.1.4. Section C – In-service training: Will be used to document all completed competency validations, as well as any validations from continuing education or in-service training. (figure 4)

13.2.3.4.4.3. Any further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623a (i.e., Job Qualification).

13.2.3.4.4.4. Document any decertification proceedings, to include dates, reasons for decertification, and other applicable information on the AF Form 623a.

13.2.3.4.4.5. Once an individual completes upgrade training commensurate to his/her rank and maintains an appropriate skill level, their supervisor should continue to review requirements, progress, and individual training needs. OJT record reviews for current documentation must occur at least annually.

13.2.3.4.4.6. Section E – AETC 156, Student Training Report. Upon completion of Medical Service Apprentice Technical Training, file this form here. The form should be maintained in the folder until upgrade action to the 5-skill level becomes official.

13.2.3.5. Part 5 (fifth two-pronged section). AF Form 2096, Classification On-The-Job Training Action. This form will be used to document completion of upgrade training to 5, 7 and 9-skill levels. The source document for 3-skill levels will be a letter from the unit training manager stating that they hold a 3-skill level and are in upgrade training to the 5-skill level. This is also a good reference for supervisors to use when managing individuals with Special Experience Identifiers (SEIs). **NOTE: A PC III automated document may be substituted for AF Form 2096.**

13.2.3.6. Part 6 (sixth two-pronged section). National Certification Information and Continuing Education. This part will contain National Certification/Registration and Continuing Education Reports as applicable to the members AFSC/current duty position. The report must contain documentation of the individual’s current certification card number and expiration date. Supervisors and individuals should continually monitor CEU status for AFSC’s requiring specialty certification to ensure no lapses in certification occur. Also, proficiency information may be filed in this area as required. Do not maintain certificates of training in the OJT records

CERTIFICATION OF CONTINUING PHARMACEUTICAL EDUCATION PARTICIPATION			
IDAHO STATE UNIVERSITY COLLEGE OF PHARMACY			
2002 COMBINED FORCES CONTINUING EDUCATION PHARMACY SEMINAR			
ACPE PROGRAM NUMBER	TITLE	DATE	CREDIT
015-999-99-501-L0	The Health System of the Future	10/21/02	1.5
015-999-99-502-L0	MedMarx – Medication Error Prevention	10/21/02	1
015-999-99-503-L0	Bioterrorism: Update on Anthrax and Smallpox	10/22/02	1.5
015-999-99-504-L0	The Pharmaceutical Treatment of Epilepsy	10/22/02	1
015-999-99-505-L0	The Controlled Substance Act	10/22/02	1
015-999-99-506-L0	JCAHO/HSI Panel	10/23/02	1
015-999-99-507-L0	Update in Cardiac Therapy	10/23/02	1
015-999-99-508-L0	Tech-Centered Diabetes Management	10/23/02	1
015-999-99-509-L0	DoD Pharmacy Transaction Data Warehouse	10/24/02	1

Figure 7, Sample National Certification/Registration and Continuing Education Report

13.3. Maintenance of certificates is an individual responsibility. Certificates of training will not be maintained in the OJT record but will be accessible for review as needed from the individual.

14. Managing Training

14.1. Purpose.

14.1.1. The entire process of managing an effective training program centers on the supervisor.

14.1.2. Each supervisor must maintain accurate records that give a complete picture of the status of all training that they are responsible, as a supervisor, to oversee.

14.2. Monthly Training Checklist for Supervisors.

14.2.1. Using a checklist can assist the supervisor in managing an effective training program.

14.2.2. The following page contains a sample monthly training checklist for supervisors to use, *if they choose*, when managing training. The checklist is designed to address areas that apply to any/all trainees that are placed under the supervision of the supervisor. The sample may be altered as needed to reflect the items deemed important for monitoring on a monthly basis.