

Northeast Health Wangaratta and Benalla Health Intern Weekly ITP & IFP Tracker 2025 (Draft 11 Apr 2024) (prepared by Susan Trevillian)

Below are the key dates, tasks and responsibilities the intern undertaking Monash Uni ITP and IFP needs to complete, along with supervising pharmacist & preceptor responsibilities

IFP Domain 2 and 3 activities are considered core components of the NHW/BENH Intern Training Program and will be expected of all interns (whether enrolled in IFP or not).

Week #	Week Beginning	Interns - Monash University ITP Commitments wrt 2024 dates (in Italics):							Interns - Monash University IFP Commitments wrt 2024 dates (in Italics)						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Domain 1: Professional & Ethics (Development of Expertise) (IFP students only)	All interns are expected to complete Domain 2&3 tasks (IFP = submit to Monash, non-IFP complete on site)		Domain 4: Leadership & Management (IFP students only)	Domain 5: Education and Research (IFP students only)		
1	9-Dec-24	Orientation to NHW								Domain 2: 2: Domain 3: 3:	Communication and Collaboration (all interns)			Medicines management and patient care (all interns)	
2	16-Dec-24	Orientation to NHW													
xxxxxx	23-Dec-24	LWOP													
3	30-Dec-24	LWOP													
4	6-Jan-25	Log into Moodle, read ITP manual	7pm Zoom ITP info evening	Commence 100-item dispensing	7pm Zoom IFP info evening	View APC video on Counselling EPA	Download Training & Development Plan from Moodle (your CPD plan)			Determine area of specialty practice (ie Maternity, other) identify activities to add to CPD plan to build knowledge in specialty area	Provide verbal recommendation to another interprofessional HCP (see Rubric)			1. Best Possible Medication History	
5	13-Jan-25	During this week find your ID Case: Cellulitis or Infective Gastroenteritis or Pneumonia or UTI During this week undergo 1st Counselling Short Practice Observation (SPO), EPA discussion (1/6)													2. Medication Reconciliation
6	20-Jan-25		PHR5061 commences	Ensure ITP agreement signed	Review ID Case for CBD at Seminar		Complete Academic Integrity Tutorials & Quiz, Submit ITP agreement								
7	27-Jan-25	Public Holiday	This week undergo 2nd Counselling SPO with Entrustment discussion (2/6)		Submit all requirements for Seminar 1: Case Based Discussion (Infectious Disease), Updated training & development plan, Allies 1 in Indigenous Health Module, one Counselling SPO/EPA record										
8	3-Feb-25	This week undergo 1st Dispensing SPO with Entrustment discussion (1/6)		If haven't yet compounded an Extemp product, make a cream this week & complete Compounding LPE report (1/6)			Complete Infectious Diseases Self-Directed Learning Modules Prior to Seminar								
9	10-Feb-25	Dates TBC: 1st ITP Seminar in Melbourne Infectious Diseases Focus		Recommend take annual leave		Online Discussion Block 1								3. Clinical/Inpatient Medication Chart Review (see Rubrics)	
10	17-Feb-25	Online Discussion Block 1 Complete self-directed learning (SDL) modules: Neurology conditions, Primary Care respiratory conditions													
11	24-Feb-25	Online Discussion Block 1 This week undergo 2nd Dispensing SPO with EPA discussion (2/6)				Complete Quiz (on SDL topics)									
12	3-Mar-25	Make 2nd Extemp product this week & complete Compounding LPE report (2/6)			This week undergo 3rd Counselling SPO with EPA discussion (3/6)										
13	10-Mar-25	Public Holiday	Complete 13-week Intern & Preceptor Assessments			Online Discussion Block 2		First Aid Training on Sat 16 or Sun 17 TBC						This week - Reflection 1 due	Ensure familiarity with VHIMS /Riskman, start examining medication incident/near miss reports
14	17-Mar-25	Online Discussion Block 2 Complete self-directed learning (SDL) modules: Eye conditions, Smoking cessation													
15	24-Mar-25	Online Discussion Block 2	PHR5061 census date	Online Discussion Block 2	SDL modules due Complete Quiz	Public Holiday									
16	31-Mar-25	During this week find your Diabetes Case: Type 1 Diabetes or Type 2 Diabetes or Gestational Diabetes					Optional practice written exam - multiple choice questions		in recommendation in patient history		Research Project Proposal First Draft due to Monash Uni				
17	7-Apr-25	Undergo 3rd Dispensing SPO with Entrustment Discussion this week (3/6)					Optional practice written exam - multiple choice questions								

18	14-Apr-25	Optional practice written exam - multiple choice questions		Submit Assigned Medicines Enquiry, Health Promotion Project Plan, 13 week Intern Assessment, 13 week Preceptor Assessment		Public Holiday		Document written	4. Clinical Intervention D	From VHIMS/Riskman reports, identify a pattern of incident/near miss reports, conduct brief prospective audit to examine further			
19	21-Apr-25	Public Holiday	This week undergo 4th Counselling SPO with EPA discussion (4/6)			Public Holiday	Online Discussion Block 3						
20	28-Apr-25	Online Discussion Block 3 Complete self-directed learning (SDL) modules: Primary care mouth conditions, Primary care gastrointestinal conditions									Domain 2 & 3 Semester 1 activities due to Monash Uni		
21	5-May-25	Online Discussion Block 3 This week undergo Third Dispensing SPO with EPA discussion (3/6)			SDL modules due Complete Quiz	Complete Diabetes Self-Directed Learning Modules Prior to Seminar							
22	12-May-25	Make 3rd Extemp product & complete Compounding LPE report (3/6)		Submit all requirements for Seminar 2: Case Based Discussion (Endocrinology), Updated training & development plan, Dispensing EPA (100-item check, risk management self-check activity, a SPO/EPA report, a reflection on disp error), 2 Extemp reports, evidence of 10 CPD points completed									
23	19-May-25	During this week find your Cardiovascular Case: Hypertension, Coronary Artery Disease (including NSTEMI/STEMI/chronic stable angina), Heart Failure, Afib			PHR5062 commences next week	IFP Seminar Saturday or Sunday TBC		Next weekend - Research Project Proposal (Final) due Submit prior to seminar, and take a break after Seminar!					
24	26-May-25	2nd ITP Seminar in Melbourne - Endocrinology Focus, Online MCQ Exam, Interns can register for Oct APC Exam		Recommend take annual leave			Study free weekend!						
25	2-Jun-25	This week undergo Fourth Dispensing SPO with Entrustment discussion (4/6)			Online Discussion Block 4								
26	9-Jun-25	Public Holiday	Online Discussion Block 4 Complete self-directed learning (SDL) modules: Vaccinations, Travel Medicine This week undergo 5th Counselling SPO with EPA discussion (5/6)					This week - Workplace Learning Plan Evidence due, Evidence of 380 hrs supervised practice in 12 wks due					
27	16-Jun-25	Online Discussion Block 4 Complete 26-week Intern Assessment			SDL modules due Complete Quiz PHR5062 census date		This week - complete Health Promotion Project / Activity (due in 2 weeks)	Gather evidence of specialty training and evidence of managing THREE specialist cases: Use Domain 1 "Reflection Rubric" and either Clinical Review, Clinical Intervention or Mini-CEX rubrics	Provide verbal recommendation to another interprofessional HCP (see Rubric)	5. Mini-CEX	Present findings to local Medication Committee, and recommendation for further Action	Creation and delivery of an (OTC Tutorial) education presentation (see Rubric, submit copy of slides)	
28	23-Jun-25	This week - complete Health Promotion Project / Activity (due in 1 week) Undergo 4th Dispensing SPO with Entrustment Discussion this week (4/6)											
29	30-Jun-25	Register for Oral PharmBA Exam	Make 4th Extemp product & complete Compounding LPE report (4/6)		Submit all requirements for Seminar 3: Cased Based Discussion (Cardiology), Updated training & development plan, evidence of 30 CPD points completed, Health Promotion Project, Evidence of 2 x Extemp								
30	7-Jul-25		Register for Written APC Exam		This week undergo 6th Counselling SPO with EPA discussion (6/6)								Complete Cardiovascular Self-Directed Learning Modules Prior to Seminar
31	14-Jul-25	3rd ITP Seminar in Melbourne - Cardiology Focus		Recommend take annual leave			Study free weekend!						
32	21-Jul-25	This week undergo 5th Dispensing SPO with Entrustment Discussion (5/6)			Online Discussion Block 5				This week - Reflection 2 and CPD Plan due				
33	28-Jul-25	Online Discussion Block 5			Last day to register for Oral PharmBA Exams (Oct 2023)	Online Discussion Block 5			Recommendation in (see Rubric)	clinCAT Self-Assessment	evidence of work	Data Collection	

Document written		4. Clinical Intervention D	Domain 2 & 3 Semester 1 activities due to Monash Uni	From VHIMS/Riskman reports, identify a pattern of incident/near miss reports, conduct brief prospective audit to examine further
Next weekend - Research Project Proposal (Final) due Submit prior to seminar, and take a break after Seminar!				
This week - Workplace Learning Plan Evidence due, Evidence of 380 hrs supervised practice in 12 wks due				
Provide verbal recommendation to another interprofessional HCP (see Rubric)	5. Mini-CEX	Present findings to local Medication Committee, and recommendation for further Action	Creation and delivery of an (OTC Tutorial) education presentation (see Rubric, submit copy of slides)	
			Research Project Data Collection	
This week - Reflection 2 and CPD Plan due				
Recommendation in (see Rubric)	clinCAT Self-Assessment	Evidence of work	Data Collection	

34	4-Aug-25	Online Discussion Block 5		SDL modules due	During this week find your Older Persons Case: Parkinson's, Dementia, Delirium, Falls, Osteoporosis, Urinary Incontinence	Document written re patient history	clinCAT Observation, Evaluation & Feedback	Complete Domain 4 Reflection Rubric and gather evidence presented to committee	Research Project Development of poster First Draft for submission	
35	11-Aug-25	Make 5th Extemp product & complete Compounding LPE report (5/6)	Complete Adverse Drug Reaction Report if not already done							Domain 2 & 3 Semester 2 activities due to Monash Uni
36	18-Aug-25	Practice Oral Exams sent to Preceptors	Make 6th Extemp product & complete Compounding LPE report (6/6)		Online Discussion Block 6					
37	25-Aug-25	Online Discussion Block 6				This week - Research Project Poster submission				
38	1-Sep-25	Online Discussion Block 6		SDL modules due		No planned IFP activities from Monash Uni - focus on Exam Revision / Preparation	Arrange and participate in "Medication Safety Walk Around" with NHW DOP & AMS/MS Pharmacist in your Domain 1 Expert Area within NHW - assess key requirements against Medication Risk Register	Finalise Research Poster		
39	8-Sep-25	Undergo 6th Dispensing SPO with Entrustment Discussion this week (6/6)		Complete Quiz						
40	15-Sep-25	Submit all requirements for Seminar 4: Cased Based Discussion (Older Persons), Finalised training & development plan, All 6 Extemp reports, Adverse Drug Reaction Report, evidence of 40 CPD points completed		Complete Older Persons Self-Directed Learning Modules Prior to Seminar						
41	22-Sep-25	4th ITP Seminar in Melbourne - Older Persons Focus	Recommend take annual leave		Study free weekend!	This week - Interview assessment due	This week - Workplace Learning Plan Evidence due Domains 1, 4, 5), Evidence of 380 hrs supervised practice in 12 wks due, upload poster to Padlet platform	Monday 10th November TBC Poster Presentation Night		
42	29-Sep-25		Optional practice written exam - multiple choice questions	Public Holiday						
43	6-Oct-25	PharmBA Oral Exam Period TBC								
44	13-Oct-25	PharmBA Oral Exam Period TBC								
45	20-Oct-25	APC Written Exam Period TBC	PharmBA Oral Exam Period TBC							
46	27-Oct-25	PharmBA Oral Exam Period TBC								
47	3-Nov-25		Public Holiday							
48	10-Nov-25	IFP Poster Night at Monash Parkville								
49	17-Nov-25					Liaise with employer re application to local hospital's Grade 1 Pharmacist "Talent Pool"	Present Research Findings to relevant local hospital committee/group			
50	24-Nov-25									
51	1-Dec-25									
52&1/2026	8-Dec-25									