**Direct Observation of Practical Skills (DOPS)**

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| Trainee Name |  | Date of DOPS |  |
| Trainee Group |  | Stage of Training |  |

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| Activity Code |  | Description of Activity |  | | |
| Environment |  | | | Complexity of practical activity | Low / Average / High |

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| **Please grade the following criteria:** | **Significantly below** | **Below expectations** | **Borderline** | **Meets expectations** | **Above**  **expectations** | **Significantly above** | **Unable to comment** |
| 1 Demonstrates understanding of potential risk(s) associated with activity |  |  |  |  |  |  |  |
| 2 Demonstrates appropriate preparation pre-activity |  |  |  |  |  |  |  |
| 3 Completes activity in a timely manner |  |  |  |  |  |  |  |
| 4 Demonstrates use of appropriate process |  |  |  |  |  |  |  |
| 5 Seeks help where appropriate |  |  |  |  |  |  |  |
| 6 Post- activity management |  |  |  |  |  |  |  |
| 7 Communicates effectively with colleagues |  |  |  |  |  |  |  |
| 8 Documentation completed accurately and appropriately |  |  |  |  |  |  |  |
| 9 Consideration of patient/professionalism |  |  |  |  |  |  |  |
| 10 Adopts a logical and structured approach to work |  |  |  |  |  |  |  |
| 11Overall ability to perform specified activity |  |  |  |  |  |  |  |

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| Anything especially good: | Suggestions for development: |
| Agreed action (SMART: Specific, Measurable, Achievable, Realistic and Timely): | |

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| Name & Signature of Supervisor: |  | Date |  |
| Position of Supervisor: |  | Has the Supervisor received training in the use of DOPS? |  |

**DOP Activity Codes**

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| **Code** | **Task** | **Code** | **Task** |
| 1 | Prescription validation | 8 | Risk assessment (e.g. suitability of formulation for paeds) |
| 2 | Completion of relevant documentation (e.g. unlicensed product request form, worksheets, MI enquiry record) | 9 | Drug administration (e.g. calculation, correct device, route, matching prescription to drug delivery |
| 3 | Error management (e.g. dispensing error, incorrect storage, incorrect preparation) | 10 | Receive an enquiry |
| 4 | Final check of prepared product | 11 | Retrieve relevant information to answer an enquiry (e.g. from text/paper resources, electronic databases, or websites) |
| 5 | Dispensing of purchased unlicensed products | 12 | Literature searching (Embase or Medline) |
| 6 | Assessment of compatibility or stability (e.g. two drugs in a syringe driver, new supplier of chemotherapy drug) | 13 | Provide a response to an enquiry (e.g. letter, email, telephone, face to face) |
| 7 | Prepare products (e.g. aseptic, extemps) | 14 | Other |

**Further explanation of each criteria**

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| 2 | Demonstrates appropriate preparation pre-activity | This includes discussion of the task, possible complications and their management |
| 5 | Seeks help where appropriate | Seeks help where appropriate e.g. if working with a new protocol or with a complex patient |
| 6 | Post- activity management | Post-task management e.g. disposes of empty vials, syringes; files documentation appropriately. Including action taken if things go wrong. |
| 7 | Communicates effectively with colleagues | Disseminates information appropriately, provides feedback appropriately if an error has occurred. |
| 9 | Consideration of patient/professionalism | Shows respect, compassion, empathy; establishes trust; respects confidentiality; behaves in an ethical manner; awareness of legal frameworks; awareness of limitations |

Explanation of the rating scale

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| Significantly below | Performs poorly; very rarely meets the standard expected |
| Below | Performs poorly; meets the standard required occasionally |
| Borderline | Performs satisfactorily; with appropriate support and direction should meet expectations |
| Meets expectations | Performs well and to the standard expected of a pharmacist at that stage in their training |
| Above | Performs to a standard higher than what you would expect from a pharmacist at that stage in their training |
| Significantly above | Performs to an excellent standard; trainee is ahead of his/her peer group |
| Unable to comment | Unable to comment as performance not observed whilst s/he was there |

*DOPS tool. Adapted from the JPB DOP 2010*