SILABUS LATIHAN
(*NEW USER / REFRESHER*)
SISTEM PhIS & CPS

**Projek Pharmacy Information System PhIS & CPS
Bahagian Perkhidmatan Farmasi**

KEMENTERIAN KESIHATAN MALAYSIA

Syllabus Contents :

I.   **Pharmacy Inventory Store Level 1**

No	Modul/ Sub Modul PhIS & CPS	Target Audience

1	**Application Overview**
	Module Overview – Finance
	
	Allocation
	   • New Allocation
	   • Allocation Approval
	   • New Allocation & Approval (PKD)
	
	Deduction (*Tarik Balik*)
	   • New Deduction
	   • Deduction Approval
	   • New Deduction & Approval (PKD)
	
	Virement
	   • New Virement
	   • Virement Approval
	   • New Virement & Approval (PKD)
		• Pharmacist
		• Assistant Pharmacist
		• Pembantu Tadbir

2	**Module Overview – Procurement (Standard Item)**
	
	Procurement
	   • Recommended Purchase List (RPL) – APPL,LP & Contract
	   • Generate EDO – APPL & Contract
	   • Request For Quotaion (RFQ) – LP
	   • Quotation – LP
	   • Proposed Contract Item
	   • Contract Facility
	
	Purchase Order
	   • AP Purchase Order
	   • LP Purchase Order
	   • Contract Purchase Order
	   • Supplementary Order – APPL & LP
		• Pharmacist
		• Assistant Pharmacist
		• Pembantu Tadbir

3	**Module Overview – PKD Authorization**
	
	PKD Authorization
	   • Request Order Authorization
	   • Request Order Status
		• Pharmacist
		• Assistant Pharmacist
		• Pembantu Tadbir

4	**Module Overview – Receive Item**
	
	Receive Item from Supplier
	   • Full/Partial Supply
	   • Receiving Approval
	   • Receive Free Of Charge (FOC)
	   • Receive Replacement
		• Pharmacist
		• Assistant Pharmacist
		• Pembantu Tadbir

5	**Module Overview – Return Item**	• Pharmacist

	Return Item to Supplier
	   • Return LOU
	   • Return Reject Upon Receiving
	   • Return Expired Stock
	   • Return Others
			• Assistant Pharmacist
			• Pembantu Tadbir

6	**Module Overview – Payment**
	
	Payment
	   • Full Payment
	   • Credits Note
	   • Full Payment & Credit Note (PKD)
			• Pharmacist
			• Assistant Pharmacist
			• Pembantu Tadbir

7	**Module Overview - Indent**
	
	Indent (Intra)
	   • Online Request
	   • Online Request Approval
	
	Indent (Inter)
	   • Online Request
	   • Online Request Approval
	   • Receive Indent
	
	Purchase Order - Indent
	   • Purchase Order – Indent (APPL & LP)
			• Pharmacist
			• Assistant Pharmacist
			• Pembantu Tadbir

8	**Module Overview - Issue**
	
	Issue
	   • Recommended Issue Quantity (RIQ) Internal & External
	   • Issue Online
	   • Issue Offline (own consumption)
			• Pharmacist
			• Assistant Pharmacist
			• Pembantu Tadbir

9	**Module Overview – Receive Item**
	
	Receive Item
	   • Receive from Inter Facility
	   • Receive from Intra Facility
			• Pharmacist
			• Assistant Pharmacist
			• Pembantu Tadbir

10	**Module Overview – Slow Moving Item**
	
	Slow Moving Item
	   • Generate Slow Moving Item List
	   • Disseminate
			• Pharmacist
			• Assistant Pharmacist
			• Pembantu Tadbir

11	**Module Overview – Expiration and Condemn**
	
	Near Expiration Item
	   • Generate Near Expiration Item list
	   • Disseminate
			• Pharmacist
			• Assistant Pharmacist
			• Pembantu Tadbir

	Condemn • Generate Recommended Condemn List (RCL) • RCL Approval • Condemn		
12	**Module Overview – Stock Taking** **Stock Taking (Random)** • Physical Checking • Count Sheet • Count Sheet Approval • Stock Adjustment (Stock Taking/Routine Checking) • Stock Adjustment Approval	• Pharmacist • Assistant Pharmacist • Pembantu Tadbir
13	**Module Overview – Product Complaints** **Product Complaints** • New Product Complaints report • Receive valid Product Complaints • Disseminate Product Complaints Notification **Quarantine** • New Quarantine • Quarantine Approval **Receive Item** • Receive from Intra Facility	• Pharmacist • Assistant Pharmacist • Pembantu Tadbir
14	**Module Overview – Recall Product** **Recall Product** • Recall Product Notification **Receive Item** • Receive Item from Intra Facility (Recall Product) **Return Item to Supplier** • Return Recall Product	• Pharmacist • Assistant Pharmacist • Pembantu Tadbir
15	**Module Overview – Recalculated Buffer Level** • Recalculate Buffer Level	• Pharmacist • Assistant Pharmacist • Pembantu Tadbir
16	**Module Overview – Year End Process** • Year End Process	• Pharmacist • Assistant Pharmacist • Pembantu Tadbir

II.   Pharmacy Inventory Store Level 2

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview - Indent** **Indent (Intra)** • Online Request • Online Request Approval	• Pharmacist • Assistant Pharmacist
2	**Module Overview - Issue** **Issue** • Recommended Issue Quantity (RIQ) • Issue Online • Issue Offline (own consumption) • Stock Replenish	• Pharmacist • Assistant Pharmacist
3	**Module Overview – Receive Item** **Receive Item** • Receive from Intra Facility	• Pharmacist • Assistant Pharmacist
4	**Module Overview – Slow Moving Item** **Slow Moving Item** • Generate Slow Moving Item List • Disseminate	• Pharmacist • Assistant Pharmacist
5	**Module Overview – Expiration and Condemn** **Near Expiration Item** • Generate Near Expiration Item list • Disseminate **Condemn** • Generate Recommended Condemn List (RCL) • RCL Approval • Condemn	• Pharmacist • Assistant Pharmacist
6	**Module Overview – Stock Taking** **Stock Taking (Random)** • Physical Checking • Count Sheet • Count Sheet Approval	• Pharmacist • Assistant Pharmacist
7	**Module Overview – Product Complaints** **Product Complaints** • New Product Complaints report • Receive valid Product Complaints • Disseminate Product Complaints Notification	• Pharmacist

No	Modul/ Sub Modul PhIS & CPS	Target Audience
	Quarantine • New Quarantine • Quarantine Approval **Return Item** • Return Item Product Complaints • Return Item Quarantine	• Assistant Pharmacist
8	**Module Overview – Recall Product** **Recall Product** • Recall Product Notification Receive **Return Item** • Return Item Recall Product • Return Others	• Pharmacist • Assistant Pharmacist

III. Pharmacy Inventory Medical Assistant/Nurses

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview - Indent** **Indent** • Online Indent Request • Online Indent Request Approval	• Medical Assistants • Staff Nurse/ Sister
2	**Module Overview - Issue** **Issue** • Offline Issue (Own consumption)	• Medical Assistants • Staff Nurse/ Sister
3	**Module Overview – Stock Transfer** **Stock Transfer** • Stock Transfer Request • Stock Transfer Approval	• Medical Assistants • Staff Nurse/ Sister
4	**Module Overview – Receive Item** **Receive Item** • Receive item from Intra Facility	• Medical Assistants • Staff Nurse/ Sister

IV. Pharmacy Inventory & Medication Administration Record (MAR)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview – Indent** **Indent** • Online Indent Request • Online Indent Request Approval	• Staff Nurse/ Sister
2	**Module Overview – Receive Item** **Receive Item** • Receive Item from Intra Facility	• Staff Nurse/ Sister
3	**Module Overview – Stock Transfer** **Stock Transfer** • Stock Transfer Request • Stock Transfer Approval	• Staff Nurse/ Sister
4	**Module Overview – Receive Item** **Receive Item** • Receive Item from Intra Facility	• Staff Nurse/ Sister
5	**Module Overview – Slow Moving Item** **Slow Moving** • Generate Slow Moving List • Slow Moving List Approval • Disseminate Slow Moving Lis	• Staff Nurse/ Sister
6	**Module Overview – Stock Taking** **Stock Taking** • Physical Checking • Count Sheet • Count Sheet Approval • Stock Adjustment • Stock Adjustment Approval	• Staff Nurse/ Sister
7	**Module Overview – Product Complaints** **Product Complaint** • Lodge Complaints Online • Send to DIS Pharmacy for Investigation	• Staff Nurse/ Sister
8	**Module Overview – Expiration & Condemn** **Expiration & Condemn** • Generate Near Expiration List	• Staff Nurse/ Sister

	• Disseminate • Generate Recommended Condemn List (RCL) • Condemn Approval	
9	**Module Overview – MAR** **Medication Administration Record** • Record Due Administration • Record as Not Administered • Record as Late Administered **View MAR** • View Administration Chart	• Staff Nurse/ Sister
10	**Module Overview – Patient Management** **Visit Management** • Transfer Patient • Discharge Patient	• Staff Nurse/ Sister

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I. Cytotoxic Drug Reconstitution Dispensing

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Cytotoxic Drug Reconstitution (CDR) Module** **Module Overview** **CDR Verification** • Intervention • Hold Order • Verify Order **CDR Preparation** • Intervention • Hold Order • Drug Allocation • Worksheet/Label • Outsource **CDR Dispensing** • Hold Order • Reprint Label • Dispense **CDR Release/Discard Batch** • Release • Discard Batch	• Pharmacist • Assistant Pharmacist

II. Clinical Pharmacy

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview – Clinical Pharmacy**	• Pharmacist

2	**MTAC**
	• New MTAC order
	• Manage MTAC order
	• MTAC reporting
	  ➢ Reporting record
	  ➢ Assessment
	  ➢ Specific details
	• CP3 methadone
		• Pharmacist

No	Modul/ Sub Modul PhIS & CPS	Target Audience
3	**DICE** • Create new drug information • Drug information response	• Pharmacist
4	**ADR & DAC** • ADR reporting • NPRA feedback reporting • Adverse event following immunization reporting • Allergy card	• Pharmacist
5	**Special Drug Request (KPK)**	• Pharmacist
6	**Ward Pharmacy** • CP1 • CP4 & CP4 methadone • Intervention • Lab result	• Pharmacist
7	**Medication counselling**	• Pharmacist

III. Dispensing Management

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Pharmacy Acknowledgement** • Assign Queue Number	• Pharmacist • Assistant Pharmacist
2	**Screening and Verification** • Alternate Drug • Intervention • Hold/Resume	• Pharmacist • Assistant Pharmacist
3	**Preparation** • Allocate Item Batch • Prepare Drug Label	• Pharmacist • Assistant Pharmacist
4	**Dispensing** Record dispensing	• Pharmacist • Assistant Pharmacist
5	**Single Stage Dispensing** • Screening, preparation and dispensing	• Pharmacist • Assistant Pharmacist
6	**Sistem Pendispensan Ubat Bersepadu (SPUB)** • Transcribe and transfer SPUB • Online - Online • Online – Offline • Offline – Online	• Pharmacist • Assistant Pharmacist

No	Modul/ Sub Modul PhIS & CPS	Target Audience
7	**Release / Discard Batch**	• Pharmacist • Assistant Pharmacist
8	**Medication Return**	• Pharmacist • Assistant Pharmacist
9	**Re-Dispensing**	• Pharmacist • Assistant Pharmacist
10	**Galenical (work order)** • Create new work order • Modify work order • Generate label • Quarantine **Galenical (Formulation)** • New manufacturing formulation • Modify formulation • New formulation approval • Delete formulation	• Pharmacist • Assistant Pharmacist
11	**Prepacking**	• Pharmacist • Assistant Pharmacist

IV. Dispensing Management (IPD)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Screening and Verification** • Screen & Verify prescription • Alternate Drug • Intervention • Hold/Resume	• Pharmacist • Assistant Pharmacist
2	**Preparation** • Allocate quantity • Prepare Drug Label • Edit drug label • Extemporaneous	• Pharmacist • Assistant Pharmacist
3	**Dispensing** • Record dispensing	• Pharmacist • Assistant Pharmacist
4	**Fill List** • Generate Fill List • Manage fill list	• Pharmacist • Assistant Pharmacist

No	Modul/ Sub Modul PhIS & CPS	Target Audience
5	**Release / Discard Batch**	• Pharmacist • Assistant Pharmacist
6	**Medication Return**	• Pharmacist • Assistant Pharmacist
7	**Re-Dispensing**	• Pharmacist • Assistant Pharmacist

V.   Order Management

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Application Overview** **Module Overview - Order Management**	• Specialist • Medical Officer
2	**Medication Order** • Patient Diagnosis • Patient Allergy • Normal Order • Tapering & split dose • Add to favourite	• Specialist • Medical Officer
3	**IV Infusion Order** • IV Admixture • IV drips • Inotrope	• Specialist • Medical Officer
4	**Manage Order** • Modify Order • Hold / Resume Order • Stop Order	• Specialist • Medical Officer
5	**Order Endorsement**	• Specialist • Medical Officer
6	**Order Authorization** • Authorize drug • Modify order & authorize	• Specialist • Medical Officer
7	**Therapeutic Drug Monitoring (TDM) Order (TDM) Order**	• Specialist • Medical Officer

No	Modul/ Sub Modul PhIS & CPS	Target Audience
8	**Medication Order-Special Drug Request** • Create new request • Approval	• Specialist • Medical Officer

VI. Order Management (CDR & PN)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview – Cytotoxic Drug Reconstitution (CDR) Order**	• Specialist • Medical Officer
2	**CDR Order** • Oral / Other Drugs • Injectable Drugs	• Specialist • Medical Officer
3	**Module Overview – Parenteral Nutrition (PN) Order** **PN Order** • Commercial • Commercial Add Additive • Compounded (Adult) • Compounded (Paediatric) • Compounded (Paediatric Infant) • Compounded (Neonate)	• Specialist • Medical Officer

VII. Patient Management

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview - Patient Management**	• Pharmacist • Assistant Pharmacist
2	**Patient Registration** • Known Patient Registration • Unknown Patient Registration • New Born Patient Registration	• Pharmacist • Assistant Pharmacist
3	**Visit Management** • Create Visit for Outpatient and A&E	• Pharmacist • Assistant Pharmacist

No	Modul/ Sub Modul PhIS & CPS	Target Audience
	• Create Visit for Inpatient • Transfer Patient • Discharge Patient	
4	**Find and Merge Duplicate Patient Records and Cancel Discharge**	• Pharmacist • Assistant Pharmacist

VIII.   Parenteral Nutrition Dispensing

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**PN Verification** To change order in Intervention, Hold order and Verify Order	• Pharmacist • Assistant Pharmacist
2	**PN Preparation** order in Intervention, Hold Order, Generate Worksheet, Print Label and Prepare Order base on Batch Allocation Quantity.	• Pharmacist • Assistant Pharmacist
3	**PN Dispensing** To Hold Order and to Dispense once confirm.	• Pharmacist • Assistant Pharmacist
4	**Release / discard batch**	• Pharmacist • Assistant Pharmacist

IX.   Therapeutic Drug Monitoring (TDM)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Therapeutic Drug Monitoring (TDM) Module Module Overview**	• Pharmacist
2	**TDM Verification** • View/ Modify Order • Acknowledge Order • Verify Order	• Pharmacist
3	**Sample Management** • Record Sampling Details	• Pharmacist

4	**TDM Reporting** • Record Authorized TDM Result • TDM Calculator	• Pharmacist
5	**External TDM** • Online • Offline	• Pharmacist

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I. Cytotoxic Drug Reconstitution (CDR) Dispensing

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Cytotoxic Drug Reconstitution (CDR) Module Overview**	• Pharmacist • Assistant Pharmacist
2	**Patient Registration** • Known Patient Registration • Unknown Patient Registration • New Born Patient Registration	• Pharmacist • Assistant Pharmacist
3	**Medication Order** • Transcribe Normal Order • Transcribe Special Order	• Pharmacist • Assistant Pharmacist
4	**Patient Registration** • Known Patient Registration • Unknown Patient Registration • New Born Patient Registration	• Pharmacist • Assistant Pharmacist
5	**Medication Order** • Transcribe Order	• Pharmacist • Assistant Pharmacist
6	**CDR Verification** • Intervention • Hold Order • Verify Order	• Pharmacist • Assistant Pharmacist
7	**CDR Preparation** • Intervention • Hold Order • Drug Allocation • Worksheet/Label • Outsource	• Pharmacist • Assistant Pharmacist
8	**CDR Dispensing** • Hold Order • Reprint Label • Dispense	• Pharmacist • Assistant Pharmacist
9	**CDR Release/Discard Batch** • Release • Discard Batch	• Pharmacist • Assistant Pharmacist

II.   Clinical Pharmacy

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview – Clinical Pharmacy**	• Pharmacist

2	**MTAC**
	• New MTAC order
	• Manage MTAC order
	• MTAC reporting
	  ➢ Reporting record
	  ➢ Assessment
	  ➢ Specific details
	• CP3 methadone
		• Pharmacist

3	**DICE** • Create new drug information • Drug information response	• Pharmacist
4	**ADR & DAC** • ADR reporting • NPRA feedback reporting • Adverse event following immunization reporting • Allergy card	• Pharmacist
5	**Special Drug Request**	• Pharmacist
6	**Ward Pharmacy** • CP1 • CP4 & CP4 methadone • Intervention • Lab result	• Pharmacist
7	**Medication counselling**	• Pharmacist

III.   Dispensing Management (Outpatient)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Pharmacy Acknowledgement** • Assign Queue Number	• Pharmacist • Assistant Pharmacist
2	**Screening and Verification** • Verify prescription • Alternate Drug • Intervention • Hold/Resume	• Pharmacist • Assistant Pharmacist

3	**Preparation** • Allocate Item Batch • Prepare Drug Label • Edit drug label	• Pharmacist • Assistant Pharmacist
4	**Dispensing** Record dispensing	• Pharmacist • Assistant Pharmacist
5	**Single Stage Dispensing** • Screening, preparation and dispensing	• Pharmacist • Assistant Pharmacist
6	**Sistem Pendispensan Ubat Bersepadu (SPUB)** • Transcribe and transfer SPUB • Online - Online • Online – Offline • Offline – Online •	• Pharmacist • Assistant Pharmacist
7	**Release / Discard Batch**	• Pharmacist • Assistant Pharmacist
8	**Medication Return**	• Pharmacist • Assistant Pharmacist
9	**Re-Dispensing**	• Pharmacist • Assistant Pharmacist
10	**Galenical (work order)** • Create new work order • Modify work order • Generate label • Quarantine **Galenical (Formulation)** • New manufacturing formulation • Modify formulation • New formulation approval • Delete formulation	• Pharmacist • Assistant Pharmacist
11	**Prepacking**	• Pharmacist • Assistant Pharmacist

IV. Dispensing Management (Inpatient)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Screening and Verification** • Screen & Verify prescription • Alternate Drug • Intervention • Hold/Resume	• Pharmacist • Assistant Pharmacist
2	**Preparation** • Allocate quantity • Prepare Drug Label • Edit drug label • Extemporaneous	• Pharmacist • Assistant Pharmacist
3	**Dispensing** • Record dispensing	• Pharmacist • Assistant Pharmacist
4	**Fill List** • Generate Fill List • Manage fill list	• Pharmacist • Assistant Pharmacist
5	**Release / Discard Batch**	• Pharmacist • Assistant Pharmacist
6	**Medication Return**	• Pharmacist • Assistant Pharmacist
7	**Re-Dispensing**	• Pharmacist • Assistant Pharmacist

V. Parenteral Nutrition Dispensing (PN)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview PN**	• Pharmacist • Assistant Pharmacist
2	**Patient Registration** • Known Patient Registration • Unknown Patient Registration • New Born Patient Registration	• Pharmacist • Assistant Pharmacist
3	**Medication Order** • Transcribe Order	• Pharmacist • Assistant Pharmacist

4	**PN Verification** To change order in Intervention, Hold order and Verify Order	• Pharmacist • Assistant Pharmacist
5	**PN Preparation** order in Intervention, Hold Order, Generate Worksheet, Print Label and Prepare Order base on Batch Allocation Quantity	• Pharmacist • Assistant Pharmacist
6	**PN Dispensing** To Hold Order and to Dispense once confirm	• Pharmacist • Assistant Pharmacist

VI.   Radiopharmaceuticals

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview radiopharmaceutical**	• Pharmacist
2	**Patient Registration** • Known Patient Registration • Unknown Patient Registration • New Born Patient Registration	• Pharmacist
3	**Medication Order** • Transcribe Order	• Pharmacist
4	**Radiopharmaceuticals Appointment**	• Pharmacist
5	**Order Management** • Radiopharmaceutical	• Pharmacist

VII.   Therapeutic Drug Monitoring (TDM)

No	Modul/ Sub Modul PhIS & CPS	Target Audience
1	**Module Overview of TDM**	• Pharmacist
2	**Patient Registration** • Known Patient Registration • Unknown Patient Registration • New Born Patient Registration	• Pharmacist

3	**Medication Order** • Transcribe Order	• Pharmacist

4	**TDM Verification**
	    • View/ Modify Order
	    • Acknowledge Order
	    • Verify Order
		• Pharmacist

5	1. **Sample Management** • Record Sampling Details	• Pharmacist

6	2. **TDM Reporting**
	    • Record Authorized TDM Result
	    • TDM Calculator
		• Pharmacist

7	3. **External TDM**
	    • Online
	    • Offline
		• Pharmacist