

## Faculty Supervisor Report

Academic year: ..... Semester: .....  
Site name: ..... Rotation #:  1  2  3  
Faculty name: .....



### PART 1. First visit (to be completed during the first 3 days of the start of rotation).

Mark the following task(s):

- Checked interns started the rotation (type the intern names who did not start the rotation in the table below).
- Informed interns regarding the requirement of journal club and that communication will be via their KKU email addresses.
- Shared my KKU email address with the interns.
- Addressed intern questions and concerns (if any).
- Informed the site preceptor to email the EEO in case of absence or violation of the rules and regulations.

Interns who did not start the rotation:

No.	Intern name	KKU ID
1		
2		
3		
4		

Additional notes	
Date	/ / 20

Note: Keep the original form and email a copy to EEO.Pharmacy@kku.edu.sa using your KKU email address before Wed (week 1).

### PART 2. Second visit (to be completed during week 3 of the rotation).

Mark the following task(s):

- Determined the day and time for the journal club.
  - Shared the journal club rubric and the article(s) that they need to present.
  - Checked the activities/tasks performed by the interns so far in the training site:
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Medication dispensing | <input type="checkbox"/> Medication cart preparation | <input type="checkbox"/> Patient counseling |
| <input type="checkbox"/> Attending rounds      | <input type="checkbox"/> Oral presentation           | <input type="checkbox"/> Journal club       |
| <input type="checkbox"/> Group discussion      | <input type="checkbox"/> Other: .....                |   |

Additional notes	
Date	/ / 20

Note: Keep the original form and email a copy to EEO.Pharmacy@kku.edu.sa using your KKU email address before week 4.

### PART 3. Third visit (to be completed during week 5 of the rotation).

Mark the following task(s):

- Conducted the journal club session(s).
- Received all intern evaluations.

Additional notes	
Date	/ / 20

Note: Complete the evaluation on the back page and submit the original form to the EEO by the end of week 5.

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### PART 4. Final evaluation.

Interns list in the current rotation along with their final evaluation (site evaluation *plus* journal club evaluation):

No.	Intern name	KKU ID	Site eval (%)	JC eval (%)	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

JC: Journal club

Faculty signature		Date	/	/ 20
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Note: Submit the original form to the EEO by the end of week 5.