# 

# FACULTY OF PHARMACY

**INTERNSHIP NOTEBOOK**

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Name Surname:

Student Number:

Class:

**FACULTY OF PHARMACY**

**INTERNSHIP LEARNING OBJECTIVES**

**INTERNSHIP LEARNING OBJECTIVES**

**A. PHARMACY INTERNSHIP LEARNING OBJECTIVES**

**A.1.Community Pharmacy Internship - Learning Objectives**

1. General information about the pharmacy where the internship took place;
   1. Duties and responsibilities of pharmacists working in Community Pharmacies as healthcare personnel,
   2. Definition, duties, authorities and responsibilities of assistant personnel working in the pharmacy
   3. Pharmacy design; placement systematics of medicines and other products,
   4. The arrangement of drugs on shelves: alphabetical order, pharmacological order, etc.,
   5. Equipment and devices used in the pharmacy,
   6. Working hours of the pharmacy, shifts in pharmacies, preparation of duty lists, issues to be considered.
2. Purchasing procedures for medicines and medical devices;
   1. Pharmacy, pharmaceutical warehouse relations, inspection of purchased products, registration, payment terms,
   2. The role of assistant personnel in the purchasing decision-making process.
3. Receiving prescriptions at the pharmacy;
   1. Terms used in the prescription,
   2. Things to consider when filling a prescription:
   3. Prescription registry and prescription registration process.
4. Things to consider in pharmacist-patient communication:
   1. Welcoming the patient,
   2. Stages of systematic approach to the patient's problem,
   3. Patient education methods,
   4. Frequently asked questions to the pharmacist,
   5. Pharmacist approach to acute problems,
   6. The role of the pharmacist in the treatment of chronic diseases.
5. Instructions for use of dosage forms that require special use;
   1. inhalers,
   2. eye preparations,
   3. Insulins and other subcutaneous injection preparations,
   4. Transdermal preparations,
   5. Sprays.
6. Clinical pharmacy/pharmaceutical care services provided in the pharmacy;
   1. drug consultancy,
   2. Using medicine with care,
   3. Drug-drug, drug-disease and drug-food interactions,
   4. Use of support products, orthopedic and other medical materials
7. Computer use and computer-aided applications in the pharmacy;
   1. Using the Social Security Institution (SGK) provision system,
   2. Using a drug tracking system,
   3. Stock and expiration date control of medicines and medical supplies; Precautions regarding drugs approaching the end of their useful life,
   4. Keeping patient medication profile records.
8. Professional communication and relationships between pharmacists and other healthcare personnel.
9. Medicines that should be kept in the pharmacy.
10. Medicines that need to be written in special prescriptions (purple, orange, red and green) and the procedures related to these prescriptions.
11. Drugs, psychotropic drugs, drug prescription fulfillment and registration.
12. Medicines whose prescription will be kept at the pharmacy.
13. Professional reference books that should be kept in the pharmacy: information about codex, pharmacopoeia and formulary.
14. Professional reference books available at the pharmacy: periodical scientific and/or professional publications; electronic and online drug information resources and their use.
15. Notebooks that should be available in pharmacies.
16. Keeping business, inventory, manufacturing, prescription, narcotics, inspection and personnel books.
17. Organizing the payroll of auxiliary personnel and paying insurance premiums.
18. Pharmacist-Regional Pharmacist Chamber relations.
19. Relations of pharmacies with the Ministry of Health, Ministry of Finance and Social Security Institution.
20. Making agreements with official institutions and organizations.
21. Medicines, medical supplies and antidotes used in emergency situations.
22. Poisonous medicine cabinets to be kept separately.
23. Medicines that can be given without a prescription.
24. Functions of pharmacists in family planning and preventive health services.
25. Hygiene conditions and clean working environment in the pharmacy.
26. Procedures regarding the calibration and inspection of measuring and weighing instruments in the pharmacy.
27. Refrigerator and its proper use; Medicines that need to be kept in the refrigerator.
28. Temperature and humidity control in the pharmacy.
29. Procedures regarding the calibration and inspection of refrigerators, thermometers, hygrometers, measuring instruments and weighing instruments.
30. Arranging a laboratory in the pharmacy and the substances and materials that should be present in the laboratory.
31. Preparation of magistral preparation;
    * 1. Active and excipients,
      2. Synonyms of substances,
      3. Use of substances,
      4. Pharmaceutical form of the preparation,
      5. Usage of the preparation,
      6. Preparation of the preparation,
      7. packaging,
      8. Pricing.
32. Non-pharmaceutical products;
    1. Dermocosmetic products in the pharmacy (if available),
    2. Food supplements (phytopharmaceuticals; nutraceuticals) in the pharmacy (if available),
    3. Orthopedic products and medical supplies at the pharmacy (if any),
    4. Mother-baby health products at the pharmacy (if any),
    5. Geriatric products at the pharmacy (if available).
33. Procedure for reporting drug side effects reported by the patient to the “Turkish Pharmacovigilance Center”.
34. Inspections carried out in the pharmacy.

**A.2. Hospital Pharmacy Internship - Learning Objectives**

1. Basic information about the hospital where the internship is being carried out;
   1. Type of hospital (university, public, higher specialization, education-research, private, etc.),
   2. Number and names of services in the hospital; number and names of outpatient clinics in the hospital; number of intensive care units.
2. Basic information about the hospital pharmacy where the internship is being carried out;
   1. Number of pharmacists in the hospital pharmacy, pharmacists who are clinical pharmacy specialists and pharmacists who are pharmacology specialists,
   2. Duties and responsibilities of the pharmacist as a health-care personnel in the hospital pharmacy,
   3. Number, qualifications and responsibilities of auxiliary personnel,
   4. Location of the hospital pharmacy within the hospital; Parts of the hospital pharmacy and the functions of these parts,
   5. Classification, shelving and storage system of drugs,
   6. Devices and equipment used in the hospital pharmacy,
   7. Working hours and duty system of the hospital pharmacy,
   8. Average daily number of prescriptions prepared in the hospital pharmacy.
3. Purchasing procedures for medicines and medical devices;
   1. The role of the pharmacist in the purchasing decision-making process,
   2. Organizing and recording documents for purchased drugs and medical devices.
4. Preparation and distribution of drugs and medical devices written in prescriptions and doctor's order/request forms;
   1. Drug distribution system used in the hospital (unit-dose, etc.),
   2. Parts of the prescription or doctor's order/request forms,
   3. Control and preparation of drugs and medical devices written in prescriptions or doctor's order/request forms.
5. Recording, storage and distribution of narcotic drugs.
6. Committees in which the pharmacist plays a role/is a member in the hospital (e.g. infection control committee, etc.).
7. Development and updating of Hospital Drug Formulary.
8. Safety precautions to be taken when working with hazardous drugs (e.g. cytotoxics).
9. Preparation of intravenous solutions, total parenteral nutrition (TPN) and cytotoxic drugs.
10. Hygiene conditions and clean working environment in the hospital pharmacy.
11. Refrigerator and its correct use – medicines that should be kept in the refrigerator.
12. Temperature and humidity control in the pharmacy.
13. Routine calibration of refrigerators, thermometers, hygrometers and weighing devices.
14. Medicines that should be kept in the pharmacy.
15. “High-risk drugs” in the pharmacy and the special procedures applied to them (packaging, labeling with special warnings, etc.).
16. special storage conditions (away from light, in the refrigerator, in a dry place, etc. ) and their preservation/storage processes.
17. Computer-assisted services performed in the hospital pharmacy.
18. Stock and expiration date control of medicines and medical devices.
19. Relationships between pharmacists and clinical services;
    1. “Drug counseling” with clinic physicians.
    2. Topics on which the pharmacist is most frequently consulted regarding medications.
20. Receiving specially recorded empty prescriptions (purple, orange and red) from the Provincial Health Directorate, recording them and delivering them to the physicians in the hospital.
21. Preparation of magistral medicines in the hospital pharmacy;
    1. Raw material and final product weighing in the pharmacy,
    2. Use of weighing instruments in the pharmacy,
    3. Preparation and packaging of magistral medicines in the hospital pharmacy.
22. Procedure for reporting patient-reported drug side effects to the Turkish Pharmacovigilance Center (TÜFAM).
23. Inspections carried out in the hospital pharmacy.

**A.3. Faculty Practice Pharmacy Internship - Learning Objectives**

1. Duties, authorities and responsibilities of pharmacists working in the Faculty Practice Pharmacy.
2. Classification and shelving arrangements of drugs;
   1. Placing medicines on pharmacy shelves in alphabetical order,
   2. Placing drugs on pharmacy shelves in pharmacological order.
3. Classification of drugs according to their pharmacological groups and examination of their properties.
4. Knowledge of medical and pharmaceutical terminology frequently encountered in the pharmacy; active pharmaceutical ingredients, and equivalent preparation information.
5. Design and structure of the pharmacy.
6. Basic information about the prescription and its parts.
7. Prescription reading applications.
8. Prescription fulfillment applications.
9. Professional communication techniques.
10. Homework presentation and interactive consultancy practices in the pharmacy about the most common diseases, the drugs used in the treatment of these diseases and the general properties of these drugs.
11. Counseling practices on family planning methods.

**B. PHARMACEUTICAL AND COSMETIC INDUSTRY INTERNSHIP LEARNING OBJECTIVES**

1. Definition of the pharmaceutical industry.
2. The place, duties and responsibilities of the pharmacist in the pharmaceutical industry.
3. Sections;
   1. Functions and responsibilities of administrative departments (licensing, marketing and sales, quality assurance, patent and data protection, pharmacovigilance),
   2. Functions and responsibilities of technical departments (R&D, quality control and production departments).
4. Routine productions (process validations) and in-process test analyses.
5. Definition of quality assurance, responsibilities and activities;
6. Areas covered by quality assurance related to pharmaceutical production,
7. Filing and documentation,
8. Creation of retrospective databases and records,
9. Relevant system networks and operational definitions,
10. Control and operation chart of the drug starting from raw materials to production,
11. GMP practices and standard operating procedures (SOP) and controls.
12. Definition of quality control and issues within its scope;
13. Quality control and documentation, quarantine and storage procedures for pharmaceutical raw materials and excipients,
14. Quality control procedures during the production phase and follow-up,
15. In-process and finished product quality controls and SOPs,
16. Definitions and controls regarding the finished product and packaging,
17. Market tests and finished product tracking,
18. stability tests,
19. Dissolution tests.
20. Definition of licensing and issues within its scope;
21. Features of the finished product,
22. Preparation of SPC (short product information) and files,
23. Subjects within the scope of the license technical file,
24. Determining the analysis methods of active substances and excipients and performing their analyses,
25. Pre-formulation studies,
26. Stability studies,
27. Determination and validation of analytical methods,
28. Dissolution rate analyses,
29. Quantification methods,
30. Impurity determinations,
31. Pilot production and preparation of necessary documents, process validation report and pilot production controls,
32. Preparation of technical file ,
33. Preparation of substance and product information in accordance with CTD rules,
34. Studies on active ingredients and excipients.
35. R&D studies;
36. Pre-formulation studies,
37. Formulation development,
38. Quantification methods and quantitative analyses,
39. Production controls,
40. Purity determinations,
41. stability tests,
42. Dissolution tests.

**C. ​PHARMACEUTICAL STORE INTERNSHIP LEARNING OBJECTIVES**

1. Duties and responsibilities of the pharmacist in the pharmaceutical warehouse.

2. The pharmaceutical warehouse where the internship took place;

1. The way drugs are classified,
2. personnel status,
3. Sections and functions of sections,
4. Tools and equipment in the pharmaceutical warehouse,
5. Cleaning and hygiene conditions,
6. Storage conditions of medicines that need to be kept cold,
7. Conditions for delivering these drugs to the pharmacy without breaking the cold chain.

**I. PHARMACY INTERNSHIP**

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| **Name of the pharmacy where he/she did his/her internship** |  |
| **Phone number** |  |
| **address** |  |
| **Pharmacy Responsible Manager**  **Name and surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Pharmacy Responsible Manager**  **Signature, stamp and date** |  |

# II. PHARMACY INTERNSHIP

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| **Name of the pharmacy where he/she did his/her internship** |  |
| **Phone number** |  |
| **address** |  |
| **Pharmacy Responsible Manager**  **Name and surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Pharmacy Responsible Manager**  **Signature, stamp and date** |  |

# III. PHARMACY INTERNSHIP

|  |  |
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| **Name of the pharmacy where he/she did his/her internship** |  |
| **Phone number** |  |
| **address** |  |
| **Pharmacy Responsible Manager**  **Name and surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Pharmacy Responsible Manager**  **Signature, stamp and date** |  |

# IV . PHARMACY INTERNSHIP

|  |  |
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| **Name of the pharmacy where he/she did his/her internship** |  |
| **Phone number** |  |
| **address** |  |
| **Pharmacy Responsible Manager**  **Name and surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Pharmacy Responsible Manager**  **Signature, stamp and date** |  |

**\* Saturdays are included in the working day.**

**HOSPITAL PHARMACY INTERNSHIP**

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| **Name of the hospital where he did his internship** |  |
| **Phone number** |  |
| **address** |  |
| **Chief Pharmacist Name-Surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Signature, stamp and date** |  |

# PHARMACEUTICAL INDUSTRY/COSMETIC INTERNSHIP\*

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| **Name of the company where he/she did his/her internship** |  |
| **Phone number** |  |
| **address** |  |
| **Department Manager Name-Surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Signature, stamp and date** |  |

**\*This table can be multiplied if an internship is done in more than one department.**

# PHARMACEUTICAL STORE INTERNSHIP

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| **Name of the pharmaceutical warehouse where he did his internship** |  |
| **Phone number** |  |
| **address** |  |
| **Pharmaceutical Warehouse Responsible Manager**  **Name and surname** |  |
| **Start date of the internship** |  |
| **Internship end date** |  |
| **Internship duration (total working days\*)** |  |
| **Internship attendance status** | **He continued his internship regularly ( )** |
| **Signature, stamp and date** |  |

**\* Saturdays are included in the working day.**

**REPORTING INTERNSHIP LEARNING OBJECTIVES**

**General rules:**

The practices and observations made within the scope of the Internship Learning Objectives should be written in easy-to-understand Turkish, in accordance with the spelling rules and in a scientific language, and short and concise sentences should be used. For punctuation and spelling, the Turkish Language Association Spelling Guide and Turkish Dictionary can be used.

**The prepared** Internship report must be signed and approved by the authorized supervisor at the institution where the internship is performed.

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