

**ACIBADEM MEHMET ALİ AYDINLAR UNIVERSITY**  
**FACULTY OF PHARMACY**  
**INTERNSHIP NOTEBOOK III**

**PHAR 493**

**STUDENT'S**

Name-Surname :

Student Number :

Academic year :

E-mail address :

Mobile Phone :

Address :

**PHARMACY PHARMACY/INSTITUTION/HOSPITAL INFORMATION**

Pharmacist Name-Surname :

Pharmacy Name :

Pharmacy Phone :

Address :

E-mail address :

Pharmacist Stamp and Signature :

Internship start and end dates :

Total Internship Duration (Total Working Days) : ..... work days

## PHAR 493 PREFERENTIAL INTERNSHIP PRACTICE GUIDE

Consider the following issues when completing your internship and completing your internship notebook. The notebook should be written in accordance with the rules of writing in easy-to-understand English and in a scientific language, short and concise sentences should be used. **Your weekly reports should be written to cover the following learning goals written about the institution where you are interning.** At the end of each weekly report, you must specify the learning outcomes you learned that week (e.g. LO 1a, LO 1b). Your weekly reports must be approved by the authorized pharmacist – staff of the institution where the internship is conducted, and in the first week of the following fall academic semester must be forwarded to the research assistant who is responsible for the internship in exchange for autographs.

### Hospital Pharmacy Internship

1. Implementations when meeting prescriptions in hospital pharmacy:
  - a. What does your pharmacist pay attention to when preparing the medicines written in the prescription?
  - b. What resources – computer-aided programs are used when checking prescriptions?
  - c. What resources does your pharmacist use when controlling drug-drug, drug-disease and drug-nutrient interactions?
  - d. How does your pharmacist conduct clinical control of the prescription (checking the appropriateness of the drug, dose and administration route)?
  - e. How are medicines and medical devices that are written in doctor's instruction/request forms prepared in hospital pharmacy?
2. Information about the daily functioning of the hospital pharmacy:
  - a. How is the communication between the hospital pharmacy and inpatient ward implemented?
  - b. How are medicines delivered from hospital pharmacy to services?
  - c. What is the relationship between hospital pharmacy and pharmaceutical warehouse? How to make a request for a pharmacy when purchasing a drug? Describe the procedures followed.
  - d. What are the devices and medical equipment used in hospital pharmacy?
  - e. What are computer-aided services – applications used in hospital pharmacy?
3. Responsibilities of the pharmacist in the drug ordering, preparation and administration in Total Parenteral Nutrition (TPN) and chemotherapy units:
  - a. What are the implementations that should be considered when preparing a nutritional product in the TPN unit?
  - b. What are the steps to consider when preparing drugs in the chemotherapy unit?
  - c. What happens to the leftover drugs when preparing drugs in the chemotherapy unit?
  - d. Describe the special dress code that must be followed in the chemotherapy unit.
4. Hospital pharmacy inspections and drug withdrawal – implementations on adverse effect reporting:
  - a. How often is the hospital pharmacy inspected?
  - b. What applications are controlled especially when conducting an audit in a hospital pharmacy?
  - c. What steps does your pharmacist follow when reporting adverse effects of the drug to "Tüfam"?
  - d. How is the control and withdrawal of drugs withdrawn by the Ministry of Health provided in the hospital pharmacy?

### Community Pharmacy Internship

1. Detailed information about the prescription compensate process at the pharmacy where you are interning:
  - a. What does your pharmacist pay attention to when preparing the medicines written in the prescription?
  - b. What are the questions asked by your pharmacist when preparing the medicines written in the prescription?
  - c. What resources – computer-aided programs are used when checking prescriptions?
  - d. What resources does your pharmacist use when controlling drug interactions?
  - e. What are the practices of rational drug use in pharmacy?
  - f. What information does your pharmacist provide when training patients?
  - g. In particular, which group of patients does your pharmacist provide patient education to?
  - h. What are the pharmaceutical care application steps?
2. Purchasing procedures for medicines and medical devices:
  - a. What should the pharmacist pay attention to during the purchase and order? What are the purchasing and ordering procedures (large-scale purchases, the supply of medicines not used much in the region, etc.)?
  - b. What are the pharmacy-pharmacy warehouse relations and inspection, registration, payment terms of the purchased products?
  - c. What is the role of assistant staff in decision-making in purchasing?
3. Computer use in pharmacy, computer-aided applications and relations with official institutions and organizations associated with pharmacy (Ministry of Health, Ministry of Finance, Social Security Institution, Regional Pharmacist Chamber):
  - a. Social Security Institution (SSI) provision system (MEDULA) and pharmacy software programs (Tebeos, Farmakom, etc.) use, obtaining and using information about the communiqué on Health Practice (SUT),
  - b. Use of drug monitoring system,
  - c. Inventory and expiration date control of drugs and medical materials, measures related to drugs approaching the end of use,
  - d. Keeping patient drug profile record, ensuring patient follow-up, observing its contribution to treatment and monitoring,
  - e. Provide information on issues such as income and expense balance, debt medications, profitability status, calculation of profits on the basis of medicines, tracking and analyzing financial data such as periodic trading differences from the pharmacy computing system.
  - f. Please provide information about pharmacist – Pharmacist Chamber relations, relations between pharmacists and regional pharmacists.
  - g. Does your pharmacist participate in pharmacist chamber work or other professional non-governmental organizations? What is his / her duties if he / she is involved?
4. Explain the functions of pharmacists in preventive health services and the issues in which they do health counseling by giving an example. (weight control, disease diets, blood pressure monitoring, tobacco cessation, etc.)

### **Industrial Internship**

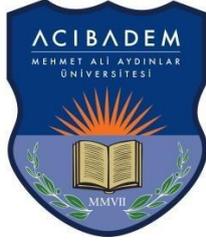
1. Daily implementations in the relevant department of the institution:
  - a. What are the devices and equipment used in the department?

- b. What resources – computer aided programs are used in the department?
  - c. How are SOPs prepared?
  - d. What steps are taken when preparing license files?
2. Implementations related to drug-product side effects:
    - a. What are the questions and information to be asked when the user reporting side effects?
    - b. How is drug-product side effect notification evaluated?
    - c. What are the steps to follow in reporting side effects?
    - d. Explain the documentation system in the side effect report.
3. Implementations made in laboratory and / or R & D Department:
    - a. Describe the operation in the laboratory and/or R & D Department.
    - b. What steps are followed in the laboratory during the product development phase?
    - c. What steps are followed at the product production stage?
    - d. What are the legal procedures to be followed during product development?
    - e. What are the legal procedures to be followed at the product production stage?
4. Implementation about pharmaceutical – product marketing activities:
    - a. What are the legal requirements to be followed at the stage of marketing of the drug – product?
    - b. Explain the relationship between medical consultant – pharmacist, medical consultant – doctor in the marketing process.
    - c. What are promotional product selection criteria and legal requirements?
    - d. What are the duties and responsibilities of the pharmacist in the marketing process of the drug?

### **Academy-Research Center Internship**

1. Daily implementations in the department:
    - a. What are the theoretical implementations in the department where the internship is done?
    - b. What are the practical implementations in the department where the internship is done?
    - c. What are the research steps followed in the department?
    - d. What are the techniques used in the implementations made in the department?
2. Implementations related to devices used in the department:
    - a. What are the devices used in the department?
    - b. What are the operating procedures of the devices used in the department?
    - c. What are SOP applications?
    - d. What are the necessary security measures to be taken?
    - e. What are the necessary maintenance stages of the devices?
3. Scientific activities and projects:
    - a. What are the initial stages of the process in a scientific activity?
    - b. What steps are followed when performing a scientific activity?
    - c. What are the projects that can be applied to?
    - d. What are the application requirements for the project?
4. Process follow-up and documentation procedures applied in the department:

- a. How to follow up chemical materials used regularly in the department?
- b. What are the computer programs that are used?
- c. What are the continual documentations?



## WEEKLY REPORT-I

Date:

Working Hours:

<b>Learning Objective No</b>	<b>Weekly Practices and Achievements</b>

**Approval of Internship Responsible (stamp and signature):**



## WEEKLY REPORT-II

Date:

Working Hours:

<b>Learning Objective No</b>	<b>Weekly Practices and Achievements</b>

**Approval of Internship Responsible (stamp and signature):**



### WEEKLY REPORT-III

Date:

Working Hours:

<b>Learning Objective No</b>	<b>Weekly Practices and Achievements</b>

**Approval of Internship Responsible (stamp and signature):**



## WEEKLY REPORT-IV

Date:

Working Hours:

<b>Learning Objective No</b>	<b>Weekly Practices and Achievements</b>

**Approval of Internship Responsible (stamp and signature):**



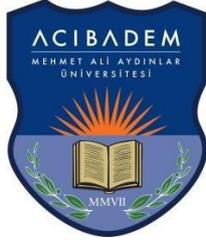
## WEEKLY REPORT-V

Date:

Working Hours:

<b>Learning Objective No</b>	<b>Weekly Practices and Achievements</b>

**Approval of Internship Responsible (stamp and signature):**



## WEEKLY REPORT-VI

Date:

Working Hours:

<b>Learning Objective No</b>	<b>Weekly Practices and Achievements</b>

**Approval of Internship Responsible (stamp and signature):**