

**LIST OF TOPICS FOR PRACTICAL TRAINING IN PHARMACY
BEFORE THE CLOSING EXAMINATION**

Academic year 2023/2024

The duration of the placement is 2 months, 40 hours per week (5 x 8 hours)

The duration of the first part of the mandatory placement before the final examination is from July to September.

The candidate pharmacist must keep an attendance sheet during the placement.

The candidate may only work under supervision.

At the end of the placement period, the instructor pharmacist(s) must complete an "ASSESSMENT FORM" evaluating the quality of the student's work, which must also be signed by the student. After the textual summary characterization, the instructor pharmacist evaluates the candidate's work with an **excellent pass**, **pass**, and **fail** rating.

The Candidate must send the assessment form (or forms) to your registrars at the English Directorate within 5 working days after the end of the placement.

Schedule of the placement: In the first term 2 months 8 working hours/day, of which 2 hours can be spent on studies.

A student of pharmacy must acquire appropriate skills in the following areas during the placement in a community pharmacy before the final examination, as a result of which the student will be able to practice pharmacy independently: pharmacist communication, dispensing medication - pharmacy consulting and legal knowledge, pharmacist consultation, drug preparation and control, quality assurance, pharmacy operation and knowledge of related legislation.

Requirements for the student:

To acknowledge and sign the privacy statement.

Any absence from the site of placement shall be credibly justified in accordance with the relevant regulations of the training site.

Skills expected of the student after the placement:

- practical application of theoretical knowledge (for example, pharmacology and pharmaceutical technology),
- ability to apply regulations and rules concerning the operation of pharmacies,
- professional communication with the pharmacy staff and learning about the responsibility areas at work,
- proper communication with patients,
- ability to give adequate information and advice to patients on issues related to OTC products (medicines and other products),

- the application of appropriate levels of patient information related to prescription medicines
- proper communication with “problem patients” and handling difficult situations with the assistance of the supervisor.

Tasks of the student during the placement:

The student, supervised by the instructor pharmacist, **participates** in the following activities:

1. Dispensing medication, consulting. During the process, the student will learn the following:

- to do inspection of the formal and substantive elements of the prescription (both for paper and electronic prescriptions), furthermore, prescription handling when dispensing medication,
- to apply the rules on the substitution of medicinal products, the ordering process of medicinal products under the international non-proprietary name,
- to give adequate patient information, taking into account the effects, side effects and instructions for use of the medicinal product,
- to recognize and evaluate characteristic interactions (drug-drug, drug-food, drug-supplement) based on a database,
- to use typical and mandatory elements and methods when consulting and communicating medical information,
- to respond in cases of known or recognized adverse drug reactions,
- to apply in practice the means of adherence check and improvement,
- to recognize typical cases of self-medication and offer OTC preparations that can be used for their treatment,
- to learn about the possibilities and rules for accessing data on patients' previous medication (NEAK database, pharmacy software review);
- to properly use a computer program for dispensing medication.

An electronic “drug dispense package” summarizing the above list of topics is attached to this document to assist both the student and the supervising pharmacists.

2. The preparation of medication. During the process, the student will learn the following:

- to prepare magistral drugs / unique preparations observing the rules of the profession, to recognize incompatibilities,
- to identify cases where the original prescription can be legally modified,
- to apply rules of labeling (identifiability of the preparing pharmacist and patient, application, dosage, shelf life),
- to keep documentation of the preparation, observe administrative obligations,
- to store and dispense raw materials, to keep records in the dispensary book of primary preparations and to fulfill the related administrative obligations,
- pharmacopoeial formulations and • FoNo (Formulae Normales) specifications.

3. Operation, quality assurance. During the process, the student will learn the following:

- professional protocols and administration for pharmacy work,
- the rules for pharmacy staff; qualification and labor law requirements,
- standard procedures for specific work processes,

- supervision and documentation of each work process,
- the rules for the examination and sampling of incoming medicines and raw materials, the documentation of these examinations.

4. Pharmaceutical management. During the process, the student will learn the following:

- aspects of inventory management,
- the process of medicine order,
- management of scrap, return of goods or damage,
- the process of traffic withdrawals,
- tasks related to changes in prices,
- the closures: the procedure of daily, weekly, periodic, or NEAK reports and accounts,
- the significance and practice of retaxa,
- knowledge on psychoactive substances and their handling
- rules for the treatment of hazardous waste.

Report (Summary):

The Candidate shall write a report of one to two pages long on the professional experience gained in the accredited community pharmacy. It must be sent to your registrars at the English Directorate electronically to the address: pharma.student@semmelweis-univ.hu within 5 working days after the end of the placement. **The deadline is September 22, 2023**

Formal requirements:

- **Font: Times New Roman size: 12**
- **Line spacing: 1.5 (line-separated)**
- **Length: 1 to 2 pages**
- **Format: PDF**

At the end of the placement period, the student's overall practical activity is assessed by the instructor pharmacist on the assessment form.

Budapest, July 2022

Dr. István Antal