

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

The duration of the placement is 4 months, 40 hours per week (5 x 8 hours)

**The duration of the second part of the mandatory placement before the final examination is 4 months from the end of January to the end of May, 4 months of placement, of which 3 months must be completed in an accredited community pharmacy.**

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.

**The Candidate must send the assessment form (or forms) to your registrars at the English Directorate within 2 working days after the end of the placement.**

Schedule of the placement: 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: dispensing medication, pharmacist consultation, drug preparation and control, quality assurance, pharmacy operation.

**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,
- ability to apply regulations and rules concerning the operation of pharmacies,
- professional communication with the pharmacy staff,
- proper communication with patients,
- ability to give adequate information and advice to patients on issues related to self-medication and OTC products (medicines and other products),
- 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, match the drug with the prescription,
- to understand the basics of the e-prescriptions and the EESZT (Elektronikus Egészségügyi Szolgáltatási Tér) system,
- 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 and the characteristic properties of excipients,
- 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:**

**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.hu](mailto:pharma.student@semmelweis.hu) The deadline is May 31, 2024**

**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, January 2023

**Dr. István Antal**

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

The duration of the placement is 1 months, 40 hours per week (5 x 8 hours)

**General guidelines**

The duration of the placement, in the first part (to be completed in July and September), is 2 months in a community pharmacy.

**The second part, to be completed from the end of January to the end of May, 4 months of placement, of which 1 month must be completed in a hospital pharmacy.**

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.

**The candidate must send the assessment form (or forms) to your registrars at the English Directorate within 2 working days after the end of the placement. Failure to do so will prevent the student from starting the final exam.**

Schedule of the placement: 8 working hours/day, of which 2 hours can be spent on studies. During their placement in a hospital pharmacy to be completed before before the final examination, the pharmacy student should be properly informed about hospital drug supply in the following areas: inpatient care and the financial management of drugs, drug management (procurement and dispensing), the preparation of individual and multi-dose drugs, consultation on therapies, quality management.

**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,
- ability to apply regulations and rules concerning the operation of pharmacies,
- proper communication with pharmacy staff and hospital staff - regarding both highly and lower qualified staff,
- proper communication with inpatients,

### **Tasks of the student during the placement:**

The student shall participate, under the supervision and management **of the instructor pharmacist**, in all activities regulated by Decree 41/2007. (IX. 19.) of the Health Ministry on the rules of operation, service and registration of pharmacies open to the public, branch pharmacies, dispensaries and institutional pharmacies:

1. Medication ordering / storage / dispensing for hospital departments. Through the activities, the student will learn about

- different options for the procurement of medicines: "central procurement", individual tenders, non-procurement,
- the IT system of pharmaceutical management,
- how the departments and patients' drug requests are met,
- register of controlled substances,
- the procedure for meeting individual import and off-label needs.

2. Sterile and non-sterile pharmaceutical preparation for single and multiple doses. Through the activities, the student will learn about

- FoNo (Formulae Normales) and manual preparation of medication,
- production of cytotoxic preparations and infusion mixtures,
- options to cater for individual needs.

3. Therapeutic counseling tasks. Through the activities, the student will learn about

- therapeutic protocols (range of primary drugs of choice),
- the information activities of the pharmacy; drug substitution, monitoring, signaling and reporting medication errors, side effects and interactions.

4. Operation and quality assurance. Through the activities, the student will learn about

- how the pharmacy is situated in the inpatient institutional system,
- financial management in inpatient care; HBCS, the site of the drug in HBCS,
- planning and documenting the dispensing of medicines in inpatient wards,
- methods to manage drug subsidies (itemized funding, individual equity, donations),
- the purpose and management of setting up a basic list of medicinal products,
- the cause and treatment of drug shortages,
- tasks related to the products of clinical trials,
- the pharmacy's participation in hospital committees and working groups (pharmacotherapy, infectology, nutrition, etc.),
- job descriptions, tasks and responsibilities,
- the professional development plan, the forums of pharmacy referrals and professional discussions.

### **Report:**

The Candidate shall write a report of one to two pages long on the professional experience gained in the hospital pharmacy. It must be sent to your registrars at the English Directorate electronically to the address: [pharma.student@semmelweis.hu](mailto:pharma.student@semmelweis.hu) **The deadline is May 31, 2024.**

### **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, January 2023.

**Dr. István Antal**