**Syllabus for the practice in a public pharmacy after third year**

Duration of practice: 4 weeks, 8 hours daily, from which 2 hours may be spent preparing individually

The student is required to gain proficiency in the following areas during his /her practice at a public pharmacy, and subsequently acquire knowledge about pharmacy operation including dispensing medication, preparing medication, validation and quality assurance, and the overall operation of the pharmacy.

**Requirements for the student:**

Accept and sign the non-disclosure document.

Absence from practice must be authentically justified based on the rules of the place of training. Absences must be made up.

He/she is expected to follow the guidance of the pharmacist in charge of the training.

**Skills expected from the student after the completion of practice:**

* practical application of the theoretical knowledge obtained during his / her studies
* he / she is expected to know the premises and the assets of the public pharmacy and be able to get information from manuals and scientific journals used during his / her work
* he / she is expected to learn about the work activities of a public pharmacy
* he / she is required to have an appropriate working relationship with the co-workers at the pharmacy
* he / she is expected to know the rules and regulations pertaining to the operation of pharmacies
* he/ she is required to explore the possibilities of communicating with patients

**The student’s tasks during the practice:**

Under the supervision of the pharmacist in charge of the training he / she **participates in** the following activities:

**1. Preparation of medicine.** In the process he / she is required to learn:

How to prepare magistral / individual formulations according to the rules and to recognize incompatibilities

The legal possibilities of changing the original prescription

The rules of labelling and their application (identifiability of manufacturer and patient, application, administration, shelf-life)

Documentation of preparation, and administrative obligations

Storage of materials, processing of basic formulations and subsequent administrative obligations

Formulations of the compendium and FoNo

**2. Operation and quality assurance**. In the process he / she is required to learn

* administrative work in the pharmacy
* standard procedures for workflow
* how to check and document workflow
* the rules pertaining to the examining and sampling incoming medications, documentation of examinations

**3. Drug dispense.** In the process he / she is required to learn

* how to check the content and layout of the prescription
* the database of nutrition complements and medicinal formulae
* adequate application of the computer program. He / she is expected to get acquainted with the process and documentation of drug dispensing, and communication with patients
* the notion of pharmacy care and its practical ramifications

**4. Medicine ordering.** In the process he / she is required to learn:

* how to order medicine
* about narcotics and activities involving their handling
* the rules pertaining to hazardous waste

**Evaluation:**

Keeping an electronic notebook: description of **1 syllabus-related practical problem** in half / one page **every 2 weeks.**

The pharmacist in charge of the training checks the work and description every second week and evaluates it using a five-grade system. He /She sends the electronic notebook to the Dean’s Office according to the rules of the place of training.

At the end of the practice the pharmacist in charge of the training evaluates the student’s overall practical work on an assessment sheet in written form and evaluates the student based on a three-grade system. He / she sends it to the Dean’s Office in a printed and signed form according to the rules of the training place.

**Student evaluation:**

After the practice the student fills in a questionnaire pertaining to the training place and the pharmacist in charge of the training according to the rules of the training facility.