**Syllabus for the practice in a public pharmacy before sate exam**

Duration of the practice is 2+3 months, 8 hours daily, from which two hours may be spent on preparing individually.

Pharmacy students should gain experience on the following areas in a general pharmacy during their practice 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.

**The expected skills made on the student after completion of the practice:**

* practical application of the theoretical knowledge obtained during his / her studies,
* the knowledge of the practical application of the rules and regulations concerning the operation of pharmacies,
* he / she is required to have an appropriate working relationship with the co-workers at the pharmacy
* he/ she is expected to communicate with the patients in an appropriate way,
* he / she is required to appropriately inform and give advice in connection with the patients’ questions regarding self-healing and preparations without prescription (drugs and other products),
* He / she is required to identify „problematic patients” from the point of view of communication and to handle situations properly with help.

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

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

1. Drug Dispense. In the process he / she is required to learn:

* how to check the content and layout of the prescription
* the application of the rules regarding the replacement of drugs, ordering of drugs on the basis of international non-proprietary name,
* appropriate patient information knowing the effects and adverse effects of drugs,
* recognition and evaluation of the characteristic interactions based on database (drug-drug, drug-food, drug-food supplement),
* characteristic/obligatory cases and methods of medical information and consultation,
* duties in connection with the known/identified adverse effects of drugs,
* adherence control and means of correction, common uses,
* the typical cases of self-healing, the dispensing of the preparations without prescription that can be applied for this purpose,
* the possibilities and rules of access to data regarding the patients’ previous medication (OEP database),
* the database of nutrition complements and medicinal formulae
* proper application of the labelling and dispensing computer program.

2. 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

3. Operation, quality assurance. In the process he / she is required to learn:

* administrative work in the pharmacy
* the rules concerning the staff of the pharmacy; qualification, labor law requirements,
* standard procedures for workflow
* how to check and document workflow
* the rules pertaining to the examining and sampling incoming medications,
* documentation of examinations

4. Medication management. In the process he / she is required to learn:

* aspects of inventory management,
* how to order medicine
* duties in case of waste products, returned items, damage,
* withdrawal of products from circulation,
* duties regarding shift of prices,
* closings: daily, weekly, periodic as well as schedule of OEP reports,
* importance and practice of supervision of prescriptions,
* about narcotics and activities involving their handling,
* the rules pertaining to hazardous waste.

**Evaluation:**

Keeping an electronic workbook: **the description of one practical problems in half/one page weekly**. One of them should describe a question related to the patient (dispensing drugs), the other topic can be chosen from the three other areas (preparation of medicine, operation, medication management). The descriptions made during the practice should be concerned with all the areas of the activities at a pharmacy. The pharmacist in charge of the training checks the work and description every week and evaluates it using a five-grade system.

The student is required to make a 10-15-minute-long presentation for the co-workers of the pharmacy from a professional scientific journal recommended by the pharmacist in charge of the training (the documentation of which will be kept in the workbook) on one occasion. The presentation will take place on a date agreed on by the training location and the student.

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

**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.

**Syllabus for the practice in a hospital pharmacy before state exam**

Duration of the practice is 1 month, 8 hours daily, from which two hours may be spent on preparing individually.

Pharmacy students should gain experience on the following areas in a hospital pharmacy during their practice regarding the characteristics of supplying medicine: system of in-patient care and medicines financing, medication management (acquisition and selling), preparation of individual and multi-dose medicine, therapeutic consultation, system of quality assurance.

**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.

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

* practical application of the theoretical knowledge obtained during his / her studies
* the knowledge of the practical application of the rules and regulations concerning the operation of pharmacies,
* appropriate communication with the co-workers at the pharmacy and the qualified and unqualified employees of the hospital,
* appropriate communication with the in-patients.

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

He/she is required to **participate** in the following activities settled down in the regulations regarding hospital pharmacies (41/2007 Eü M) under the supervision and instruction of the pharmacist in charge of the training:

1. Ordering medicines / storage / dispensing to departments. In the process he / she is required to learn:

* various ways of supplying medicines: „central procurement”, private tenders, supplying medicines in addition to procurement,
* the IT system of medication management,
* the ways of fulfilling the medicine claims of the departments / patients,
* registry of controlled preparations,
* procedure of fulfilling the individual import and „off-label” claims.

2. Individual and multi-dose sterile and non-sterile preparation of medicine. In the process he / she is required to learn:

* the FoNo and manual drug making,
* cytotoxic preparations, preparation of mixture infusion,
* the possible solutions for individual needs.

3. Therapeutic consultant tasks. In the process he / she is required to learn:

* therapeutic protocols (the circle of medicines which can be selected primarily),
* the informational activity of the pharmacy; medicine-substitution, mistakes in connection with medication, side effects, monitoring, signaling, and reporting interactions.

4. Operation / quality assurance. In the process he / she is required to learn:

* the place of the pharmacy in the in-patient institutional hierarchy,
* the financing system of the in-patient care; HBCS, the place of the medicine in the HBCS,
* the planning and documentation of dispensing in the in-patient departments,
* the special techniques for subsidizing medication (itemized financing, individual equity, charities),
* the aim and management of establishing a list of basic medicines,
* the reason for medicine shortages and the handling of it,
* duties in connection with the medicines of clinical medicine trials,
* the participation of the pharmacy in hospital board meeting and work-groups ( pharmacotherapeutic, nutritional, etc.),
* job descriptions, duties and competences,
* plans for further trainings, the system of pharmaceutical reporters and professional meetings.

**Evaluation:**

Keeping an electronic workbook: **the description of one practical problems in a half/one page weekly**. One of them should describe a therapeutic question in direct connection with the patient, the other topic can be chosen from the three other areas (supplying medicine, making of drugs, operation, making of drugs). The descriptions made during the practice should be concerned with all the areas of the activities in a pharmacy. The instructing pharmacist checks the work and description weekly and evaluates them on a scale of 5.

The student is required to make a 10-15-minute-long presentation for the co-workers of the pharmacy from a professional scientific journal recommended by the pharmacist in charge of the training (the documentation of which will be kept in the workbook) on one occasion. The presentation will take place on a date agreed on by the training location and the student.

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.

**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.