

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

PHAR 29...

## **STUDENT'S AND INTERNSHIP PLACE INFORMATION**

### **STUDENT'S**

Name-Surname :  
Student Number :  
Academic Year :  
E-Mail Address :  
Mobile Phone :  
Address :

### **PHARMACY/INSTITUTION/HOSPITAL INFORMATION**

Pharmacy Name :  
Pharmacy Phone Number :  
Address :  
E-Mail :  
Pharmacist's Name-Surname :  
Pharmacist's Stamp and Signature :

Internship Start and End Dates : ...../...../..... - ...../...../.....

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

## PHAR 29... PRACTICAL PHARMACY TRAINING GUIDE

During your internship and while filling out your internship notebook, please consider the following points. The notebook should be written in clear and comprehensible Turkish, adhering to proper grammar and spelling rules, and using scientific language. Sentences should be concise and to the point. **Your weekly reports must include the relevant learning objectives pertaining to the institution where you are completing your internship, as listed below.** At the end of each weekly report, you are required to indicate the learning outcomes you have achieved during that week (e.g., LO 1a, LO 1b). Each weekly report must be stamped and signed by the responsible pharmacist or relevant staff at the internship site to confirm approval. The approved logbook must then be submitted, against signature, to the research assistant responsible for internships during the first week of the following Fall semester.

### Community Pharmacy Internship

*A total of 10 Learning Outcomes (LOs) must be selected, provided that at least one LO is chosen from each section. Each LO is worth 9 points.*

1. Explains general information about the pharmacy where the internship is conducted, and lists key considerations in prescription handling and pharmacist-patient communication (4 LOs to be chosen).
  - a. Describes the roles, authorities, and responsibilities of pharmacists and supporting staff working in a community pharmacy.
  - b. Explains the design of the pharmacy and the systematic placement of medications and other products.
  - c. Defines the working hours of the pharmacy, the concept of on-call duty (duty roster), and the preparation of duty schedules.
  - d. Recognizes prescription terminology and ICD-10 diagnostic codes used in prescriptions and medical reports.
  - e. Evaluates the systematic approach to assessing patient needs; lists the questions a pharmacist asks during prescription dispensing and the key factors considered.
  - f. Describes the clinical pharmacy/pharmaceutical care services provided in the pharmacy (e.g., medication counseling, patient education, rational drug use, drug interactions, treatment monitoring in chronic diseases) with examples.
  - g. Lists the medications that must be kept in a pharmacy, explains the drugs that require special prescriptions (purple, orange, red, and green), outlines the procedures related to these prescriptions, identifies cabinets for poisonous and separately stored drugs, and explains appropriate use of the refrigerator and the medications that must be stored in it.
  - h. Identifies the organization of the pharmacy laboratory, lists required substances and materials, and explains the process of preparing magistral preparations.
  - i. Explains the pharmacist's counseling services provided for dermocosmetic products, dietary supplements, herbal/OTC products, orthopedic aids, and mother-baby health products.
2. Explains the procurement procedures for medicines and medical devices and the records/books that must be kept in the pharmacy (1 LO to be chosen).
  - a. Describes the points a pharmacist considers during procurement and ordering, and the role of support staff; summarizes ordering procedures (e.g., large-scale purchases, procurement of rarely used medicines).
  - b. Summarizes the relationship between the pharmacy and pharmaceutical warehouse, inspection and recording of procured items, and payment procedures.
  - c. Lists the records that must be kept in pharmacies (e.g., management, inventory, narcotics, inspection logs) and professional reference books (e.g., codex, pharmacopoeia, formularies), and explains their use.

3. Summarizes computer use in the pharmacy, computer-assisted applications, and the pharmacy's relationship with official institutions and organizations (3 LOs to be chosen).
  - a. Uses the Social Security Institution (SGK) provision system (MEDULA), pharmacy software programs (TEBEOS, Farmakom, etc.), the Healthcare Implementation Communiqué (SUT), and the drug tracking system.
  - b. Lists the sources and computer-assisted programs used to check prescriptions and drug interactions.
  - c. Conducts inventory and expiration date checks of medications and medical supplies; takes precautions for medications nearing expiration.
  - d. Plans the recording of patient medication profiles in accordance with the Personal Data Protection Law; explains processes for monitoring patients, observing contribution to therapy, and follow-up.
  - e. Explains financial tracking and analysis through the Pharmacy Information System, including income-expense balance, debt drugs, profit status, profit calculation per drug, and seasonal purchasing/sales variations.
  - f. Evaluates relationships between pharmacist-pharmacist, pharmacist-other healthcare professionals, and pharmacist-regional chamber of pharmacists, as well as relations with the Ministry of Health, Ministry of Finance, and the Social Security Institution (SGK).
4. Explains the functions of pharmacists in preventive healthcare services (e.g., family planning, weight management, disease-specific diets, blood pressure monitoring, smoking cessation) and the areas in which they provide health counseling, giving examples. Provides patient education by explaining instructions for the use of dosage forms that require special handling (e.g., inhalers, ophthalmic preparations, insulins) and medical devices (**This section is mandatory**).
5. Explains patient rights and summarizes what was learned about professional ethical practices through discussion with the internship supervisor (**This section is mandatory**).

### **IMPORTANT NOTICE FOR INTERNSHIP STUDENTS**

During your internship, unannounced calls and visits will be conducted to check your attendance at the institution where you are completing your internship. If you are not present at the institution during such a check, the validity of your internship will be evaluated by Internship Commission and will be reflected in your grade.

## **INTERNSHIP NOTEBOOK CHECKLIST**

- All information on the "Student and Internship Institution Information" page has been completed
- The signature and stamp on the "Student and Internship Institution Information" page has been completed
- The signatures and stamps on the weekly report pages are complete
- Dates and times are specified on the weekly report pages
- The internship logbook is filled out with a blue ballpoint pen
- The attendance sheet is completed and signed by the responsible person

## ATTENDANCE SHEET

	Date	Signature		Date	Signature
1	.../.../20...		16	.../.../20...	
2	.../.../20...		17	.../.../20...	
3	.../.../20...		18	.../.../20...	
4	.../.../20...		19	.../.../20...	
5	.../.../20...		20	.../.../20...	
6	.../.../20...		21	.../.../20...	
7	.../.../20...		22	.../.../20...	
8	.../.../20...		23	.../.../20...	
9	.../.../20...		24	.../.../20...	
10	.../.../20...		25	.../.../20...	
11	.../.../20...		26	.../.../20...	
12	.../.../20...		27	.../.../20...	
13	.../.../20...		28	.../.../20...	
14	.../.../20...		29	.../.../20...	
15	.../.../20...		30	.../.../20...	



## WEEKLY REPORT-I

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-II

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



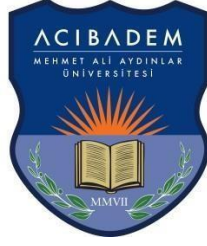
### WEEKLY REPORT-III

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



### WEEKLY REPORT-IV

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-V

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-VI

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-VII

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-VIII

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-IX

Date:

Working Hours:

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

**Approval of Responsible Person (Stamp and Signature):**



## WEEKLY REPORT-X

Date:

Working Hours:

Learning Objective No	Weekly Practices and Achievements

**Approval of Responsible Person (Stamp and Signature):**