



Zagazig University
Faculty of Pharmacy



Summer Training (Preliminary training) Manual

**Bachelor of Pharmacy -Pharm D
(Clinical Pharmacy)
program**

TABLE OF CONTENTS

Item	Page No
Faculty vision	3
Faculty mission	3
Program Vision	3
Program mission	3
Program Objectives	4
Overview	5
Prerequisites	5
Training period	5
Objectives	5
Aims	5
Overall Aims of the summer (preliminary) training	5
Competencies of the summer (preliminary) training	6
Reference Standards	8
Training Organizations	8
Responsibilities and expectations	9
Student's responsibilities	9
External Supervisor responsibilities	9
Academic supervisor responsibilities	10
Student Roles	10
Assessment Forms	11
Weighing of Assessment	11
Common Questions	12
Appendix A (Example of Training Assignment)	13
Appendix B (Assessment forms)	15
Appendix C (Student satisfaction questionnaire on summer training)	19

Faculty Vision

The Faculty of Pharmacy at Zagazig University aspires to achieve academic and research leadership regionally and internationally, and effective community participation in achieving sustainable development goals.

Faculty mission

The Faculty of Pharmacy at Zagazig University is committed to preparing professionally qualified graduates to participate in all fields of pharmaceutical work and clinical pharmacy at the local and regional levels within the framework of professional ethics. The faculty also seeks to enhance applied scientific research and innovation and to make a positive contribution to community service to achieve Egypt's Vision 2030.

Program Vision

Scientific excellence and the development of creative thinking to improve the healthcare system and achieve a prestigious position in the field of clinical pharmacy at the local and regional levels.

Program mission

Developing pharmaceutical education and enhancing the efficiency of pharmaceutical practice, scientific research, and community service by preparing pharmacists who adhere to professional ethics. They are qualified with the latest pharmaceutical and medical concepts and are able to compete locally and regionally. They possess the ability to work within the medical treatment team and communicate with patients at a professional level to provide the necessary advice. Graduates of the program are also capable of working in pharmacies in public and private hospitals, scientific and academic research centers, media, pharmaceutical marketing, and drug manufacturing and development.

Program Objectives

- Focusing on the pharmacist's role in providing appropriate healthcare to the patient inside and outside hospitals as a member of the medical team by monitoring his medication regimen, studying the principles of clinical pharmacokinetics and their applications in treatment in various disease cases, and finding appropriate treatment regimens in cooperation with the treating physician, which results in improving healthcare for patients and reducing medication errors.
- Graduating distinguished pharmacists qualified to work in public and private pharmacies, drug control laboratories, and in the fields of media, marketing, research, universities, and pharmaceutical manufacturing.
- Promoting a culture of optimal drug use and health awareness among patients.
- Increase the competitiveness of program graduates at the regional level through academic and training programs.
- Participate in community service, environmental development, and provide tangible economic returns through the rational use of medications in hospitals.
- Commitment to achieving quality standards in pharmaceutical education through competency-based education and an emphasis on self-learning.
- Supporting the practice of the profession with its responsibilities, laws, and ethics, and respecting patients' rights.
- Emphasis on effective communication, leadership, management, and entrepreneurship skills.

Overview

The role of summer training period is to help the graduates to get a professional pharmaceutical knowledge and skills so that they can contribute to the enhancement for health care and innovation in pharmaceutical sciences and compete effectively in the job market after their graduation.

Prerequisite

Student must conduct and pass the summer (preliminary) training after completion of 3rd level and before the starting of the advanced training year.

Training period

Students should start training in the summer following the third level or fourth level in which the student spends 100 contact hours in community or governmental or hospital pharmacies (i.e. number of hours should be not less than 5 contact hours per day for at least 20 days in a flexible part-time schedule)

Objectives

The pharmacy training program offers pharmacy students with the expertise they need to engage comprehensively with pharmacists and healthcare consumers in real-world community practice.

Aims

1-Overall Aims of the summer (preliminary) training:

On completion of summer (preliminary) training, students will be able to:

- Outline principles of pharmacy practice, hospital pharmacy, and public health interventions.
- Identify properties of different dosage forms, mechanisms of drug action, therapeutic uses, adverse reactions, contraindications.
- To familiarize the student with various laws governing pharmacy practice.
- Explain the distribution, dispensing, compounding, and purchase of pharmaceuticals in community pharmacies.

- Provide effective communication with external supervisor, patients, coworkers, and other health care professionals during training.
- Demonstrate a high standard of professional behavior (i.e., adhering to established work schedule, minimizing absences)
- Potentiate teamwork, decision-making, and report-writing skills.

2- Competencies of the summer (preliminary) training

DOMAIN 1- FUNDAMENTAL KNOWLEDGE	
1.C1.5. 1	State the laws that govern and affect pharmacy practice, ethical principles and moral rules of pharmacy profession.
1.C1.7. 1	Identify the principles of pharmacy, such as drug classification and alternative medicines, drug and poison information, and pharmacy laws and regulations.
1.C1.7.2	Outline fundamentals of pharmacy practice including drug distribution system, drug monitoring, adverse effects, patient counseling and dose adjustment.
1.C1.8.1	Use appropriate pharmaceutical and medical terminology in pharmacy practice and recall scientific names of drugs.
1.C1.10. 1	Illustrate the mechanisms of action of drugs, and their therapeutic uses, adverse reactions and contraindications.
DOMAIN 2: PROFESSIONAL AND ETHICAL PRACTICE	
2.C1.1.1	Carry out duties as a pharmacist in a professional manner according to the ethical guidelines.
2.C1.3.1	Recognize pharmacy and medicines law.
2.C1.4.1	Express empathy and understanding for both patients and healthcare professionals.
2.C1.5.1	Respect patients' rights and keep their personal data confidential.

2.C1.7.1	Help patients and other medical professionals in identifying the most suitable treatments for their therapeutic needs.
2.C1.8.1	Advise patient to go to appropriate health care providers when the patients' problems are beyond the scope of pharmacy practice
2.C2.5.1	Recognize the proper storage conditions for different types of pharmaceuticals.
2.C4.1.1	Advise patients and medical professionals about how to use medications safely and effectively.
2.C4.3.1	Advise patients about drug related problems such as adverse drug reactions, contraindications, drug-drug/drug-food interactions and allergies.
2.C6.2.1	Understanding the pharmacy financial management.
2.C6.4.1	Apply drug sales and marketing skills.
DOMAIN 3: PHARMACEUTICAL CARE	
3.C1.3.1	Select and assess appropriate methods of infection control to prevent infections and promote public health.
3.C2.1.1	Enhance public awareness about the appropriate use of medicines and as possible interactions with other drugs or food
3.C2.5.1	Advise patients about toxic profiles of drugs and other toxic substances.
3.C2.6.1	Educate patients how to utilize medications sensibly and safely.
3.C2.7.1	Educate patients for disease prevention and healthy lifestyles.
3.C2.7.2	Advise patients about the health and social hazards of drug abuse and misuse.
DOMAIN 4: PERSONAL PRACTICE	
4.C1.1.1	Work effectively as a member of team.
4.C1.3.1	Manage time efficiently.
4.C1.7.1	Develop the entrepreneurial and marketing skills.

4.C2.1.1	Use clear language, pace, tone and non-verbal communication with patients, other health team and communities.
4.C3.2.1	Practice self and independent learning to stay up-to-date with the recent pharmaceutical findings in pharmacy profession.

Reference standard

The faculty is adapting the national academic reference standards (NARS) for pharmaceutical education, 2017.

Training organizations

The whole or a part of the summer (preliminary) training can be accomplished in in community pharmacies, hospital and governmental pharmacies.

1- Community Pharmacy

It provides the student with the opportunity to work closely with a pharmacist under the supervision of academic supervisor chosen by the faculty. The student will be immersed in daily activities with a pharmacy owner and/or director. The student will be exposed to the full range of activities e.g. managerial tasks, patient counseling and community involvement that magnifies the practices of successful community pharmacists.

2- Hospital and governmental Pharmacy

Hospital and governmental pharmacy training will provide students with the skills of undertaking medication history interviews and detailed medication management reviews, providing medicines information (at discharge and all points of contact with the healthcare system), interpreting clinical laboratory results and making recommendations on medicines, working in specialized units e.g. emergency, intensive care, aged care, oncology, pediatrics working in multidisciplinary teams with doctors, nurses and other healthcare professionals.

Responsibilities and Expectations

A. Student's responsibilities:

1. Bear full responsibility of work by getting to work on time and remain throughout all working hours.
2. Deal with colleagues friendly and follow the external supervisor directions honestly.
3. Learn basic advanced knowledge and techniques accurately.
4. Try to be creative by suggesting ideas to solve problems and develop pharmacy work to be ready for employment competencies.

B. External supervisor responsibilities

1. Interact with the student and review progress, answer questions, help resolve problems, and review performance in the context of the training's own goals and objectives.
2. Monitor student participation in routine technical work and discussions to achieve relevant assessment.
3. Follow up on the student interaction with the patients, colleagues, and work friends.
4. Observe, evaluate and grade each student's performance and behavior.
5. Register in the final report the problems or concerns regarding the student training (illness, laziness, bad timekeeping, and absence). If needed, the external supervisor (Pharmacy manger) can contact the academic supervisor.
6. Evaluate the student's performance during training according to the evaluation form including the behavioral skills and effective communication, practical and professional skills and time management skills
7. Complete the student assessment form carefully on time, sign and stamp it. Submit it to the academic supervisor. This will identify the individual strengths, weakness and opportunities for improvement.

C. Academic supervisor responsibilities:

1. Supervise 10 students at least.
2. Provide the students with consultation and information helpful in training.

3. Develop and maintain relationships with external supervisor and training organizations to secure appropriate training.
4. Be accessible to students and external supervisor by phone or electronic mail throughout the training period.
5. Encourage students to give constructive feedback regarding the previous academic knowledge and professional skills provided by training.
6. Give the students training assignment(s) to enhance their understanding and practical skills covered by the training. Discuss these assignments with the students to assess the extent of benefit they gained along the training course.
7. Complete the student assessment according to the specified criteria.
8. Based on the academic supervisor and external supervisor assessment forms, grade each student's performance.
8. After grading, submit a final report for the Vice Dean of Education and Student Affairs. This report should clearly state each student's name and their final pass or fail status for the training

Student roles

1. Assess yourself by defining and redefining your goals and objectives to make informed choices, and evaluate your own personal and professional growth and development.
2. Apply theories, concepts, and skills learned in the classroom in pharmacy practice settings under the guidance of an experienced supervisor.
3. Update and review your training plan with external supervisor.
4. Obey the regulations of your external supervisor and the academic supervisor; keep polite and complete **100 contact hours** training.
5. Make sure that your external supervisor is aware of the assessment form that must be completed and make an appointment to review the evaluation prior to the last day of training.

6. Submit the summer training assignment(s) to the academic supervisor in the specified time.
7. Attend the discussion/ interview with the academic supervisor in the announced appointment .

Assessment

Assessment Forms

Two forms should be filled before the end of training by:

1. The external supervisor: (according to the student behavioral skills and effective communication, practical and professional skills and time management skills).
2. The academic supervisor: (based on student behaviour during training, the summer training assignment(s) and student discussion/interview)

Weighing of Assessment

1. One of the requirements of awarding the student the degree of Bachelor in pharmacy – pharm D is the summer (preliminary) training.
2. Each student must fulfill the exact specified duration of the summer (preliminary) training (**100 contact hours**) in one of community or hospital and governmental pharmacies.
3. By the end of the duration of the training, student assessment is performed according to the previously mentioned forms so that the maximum is out of 50 degree and the minimum is out of 30 degrees; they are distributed as follows:

Assessment method	Marks	Percentage
The external supervisor	10	20%
The academic supervisor	40	80%
Total	50	100%

4. The academic supervisor is responsible for filling out the grades for each student. Afterward, they will compile a final report for the Vice Dean of Education and Student Affairs. This report will clearly state each student's name and their final pass or fail status for the training.

Common questions

1. What should an external supervisor do if there are questions about the training or if problems arise during the training?

The external supervisor should contact the academic supervisor regarding any questions or problems at (002) 055-2303266. When performance problems occur during the training, it is appropriate to meet the student immediately to discuss the matter. This can enhance clarity of expectations and help the focus on areas of expected improvement. It really means dealing with the student as you would perhaps a new employee.

2. Can a student take time off during his or her summer internship?

Students may take time off during their training under the following conditions:

1. They obtain permission from the external supervisor.
2. They are able to complete their 100- contact hours obligation.
3. Their time off does not affect any work time lines set by the external supervisor.

3. How will I evaluate the student at the end of his/her training?

At the end of the summer training, you will complete the assessment form according to the student behavioral skills and effective communication, practical and professional skills and time management skills. Then, you should sign the form, stamp it and submit o the academic supervisor. If you have a difficulty filling the assessment form, contact the academic supervisor who will provide you with easy way to follow instructions on how to complete the evaluation.

APPENDIX A
Example of Training Assignment

**Learn the systematic approach in
patient interviewing and OTC drug
choice.**

1- What was the first thing that the pharmacist preceptor said to the patient ?

.....

2- What were the questions that the pharmacist preceptor ask the patient ? (write them in the exact order)

.....

3- What was the drug preparation (OTC) chosen by the pharmacist preceptor ?

	Trade name	Dosage form	Price	Regimen	Diagnosis made by the Pharmacist
1
2

APPENDIX B
Assessment forms



كلية الصيدلة

وكانه شئون التعليم والطلاب

استمارة تقييم المشرف الخارجي للطلاب خلال التدريب الميداني الصيفي (الأول)
في الصيدليات للعام الجامعي.....

إسم الطالب :

المستوى الدراسي :

جهة التدريب :

م	المهارات المقاسة	التقييم			
		ممتاز (4)	جيد جدا (3)	جيد (2)	مقبول (1)
المهارات السلوكية والتواصل الفعال					
١	احترام المدير والزملاء والمتدربين الآخرين				
٢	التواصل بوضوح مع المرضى والزملاء، ويستخدم لغة مهنية ومناسبة				
٣	الالتزام بالحفاظ على سرية معلومات المرضى وفقاً للقواعد المهنية والقانونية.				
٤	التعاون بشكل فعال مع فريق العمل في الصيدلية ويقدم المساعدة عند الحاجة.				
المهارات العملية والمهنية المكتسبة في نهاية التدريب					
٥	القدرة على قراءة وتفسير الوصفات الطبية بدقة، بما في ذلك الأدوية التي لا تحتاج لوصفة طبية (OTC)				
٦	المعرفة الجيدة بالفئات الدوائية الشائعة، ودواعي الاستخدام، والجرعات، والآثار الجانبية.				
٧	التفاعل مع المرضى بشرح كيفية استخدام الدواء بطريقة صحيحة وأمنة، وتقديم نصائح حول الآثار الجانبية المحتملة والتفاعلات الدوائية.				
٨	الكفاءة في استخدام الأنظمة والتطبيقات الإلكترونية المخصصة للصيدلية لأصرف الأدوية وإدارة المخزون				
مهارات ادارة الوقت					
٩	تنظيم الوقت بكفاءة لإنجاز المهام المطلوبة في الوقت المحدد.				
١٠	الالتزام بالحضور في المواعيد المحددة وبساعات العمل المتفق عليها.				
	المجموع	إجمالي الدرجات / 4 =			

إجمالي التقييم:

درجه المشرف الخارجي (10)

ختم الصيدلية توقيع المشرف الخارجي



كلية الصيدلة

وكاله شئون التعليم والطلاب

استمارة تقييم المشرف الأكاديمي للطلاب خلال التدريب الميداني الصيفي (١٠٠ ساعة)
في الصيدليات للعام الجامعي.....

اسم الطالب :

المستوى الدراسي :

جهة التدريب :

م	المهارات المقاسة	التقييم	الدرجة الكلية
تقييم أداء الطالب اثناء فترة التدريب (١٠ درجات)			
١	التواصل مع المشرف الأكاديمي باستمرار بتقدير واحترام للمشرف		٢
٢	الاستجابة للتكليفات من قبل المشرف		٢
٣	المام الطالب بالأهداف والموضوعات الأساسية للتدريب		٢
٤	الالتزام بفترات ومواعيد التدريب		٢
٥	الالتزام بحضور المقابلات وحلقات النقاش مع المشرف في المواعيد المحددة		٢
تقييم النشاط او التكليف الذي يسلمه الطالب (١٥ درجة)			
١	يلتزم بتسليم جميع التكليفات التي يكلفه بها المشرف في المواعيد المحددة		٣
٢	الابتكار والإبداع في تقديم النشاط أو التكليف.		٣
٣	مدى وضوح العرض والتنظيم (ترتيب الأفكار، تنسيق المحتوى).		٣
٤	جمع المعلومات وتحليلها بشكل منهجي وفعال		٣
٥	مدى استيفاء النقاط المطلوبة من قبل المشرف.		٣
تقييم الطالب خلال حلقة المناقشة (١٥ درجة)			
١	يربط الطالب بين المعلومات النظرية والتطبيق المهني في حل المشكلات		٣
٢	يظهر معرفة جيدة بالفئات الدوائية الشائعة، ودواعي الاستخدام، والجرعات، والآثار الجانبية.		٣
٣	يتفاعل الطالب خلال حلقة المناقشة بشكل ايجابي		٣
٤	يعرض الطالب أفكاره بوضوح وتسلسل منطقي		٣
٥	الثقة بالنفس والقدرة على التواصل بشكل جيد		٣

مقترحات الطالب لتحسين التدريب :

1	درجه تقييم المشرف الاكاديمي (40)
2	درجه المشرف الخارجي (10)
3	أجمالي التقييم (50)
القرار	
	يرفي
	لايرفي

توقيع المشرف الاكاديمي

APPENDIX C

Student satisfaction questionnaire on summer (Preliminary) training

المستوى الدراسي:

النسبة المئوية للرضا					
>10%	>30%	>50%	>70%	>90%	
					ساعدني التدريب الصيفي على:
					تطبيق ما تم دراسته في المقررات الدراسية
					التعرف على كيفية ترتيب الأدوية بالصيدلية
					تنمية مهارات الاتصال مع المرضى وزملاء العمل
					التعرف على مستحضرات صيدلية متنوعة
					التعرف على الأدوية المتوفرة في السوق المصري
					تحضير بعض المستحضرات الصيدلانية (extemporaneous preparations)
					التعرف على كيفية إعداد طلبيات الأدوية والتعامل مع الشركات المختلفة
					التعرف على أنواع المستلزمات الطبية المختلفة
					التعرف على الطرق المثلى لتخزين الأدوية المختلفة
					التعرف على الأدوية التي لا يتم صرفها إلا بوصفة طبية
					أشعر بالرضا عن فترة التدريب الصيفي
					نقاط القوة في التدريب من وجهة نظرك؟
					نقاط الضعف في التدريب من وجهة نظرك
					هل يوجد مهارات أخرى مكتسبة من التدريب الصيفي؟