

**MINISTRY OF HEALTH OF UKRAINE
ODESA NATIONAL MEDICAL UNIVERSITY**

**DIARY OF PRACTICAL TRAINEE IN
ORGANIZATION AND ECONOMICS OF PHARMACY**

Student _____

Department _____

Faculty _____

Year of Study _____ Group _____

Level of higher education _____

Specialty _____

Practice base _____

Arrived at the practice base:
«____» _____ 20 ____

Departed from the practice base:
«____» _____ 20 ____

(position, full name of responsible person)

(position, full name of responsible person)

(stamp)

(stamp)

ODESA

UDC 615.12:658:339.(075.8)

Approved by the subject-cycle methodological
commission on pharmaceutical disciplines

(Meeting No. 1 dated 28/08/ 2023)

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Reviewer:

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The diary contains a calendar schedule of industrial practice, allocation of working hours for higher education students, a description of work, and reporting documents on the processing of practical skills. The diary is developed in accordance with the work program of industrial practice in pharmacy organization and economics for higher education students of pharmaceutical faculties.

The diary is intended for higher education students specializing in "Pharmacy" from higher pharmaceutical and medical institutions who are undergoing industrial practice in a pharmacy, as well as for practice supervisors.

Diary for Second-Level Education Students in the Field of Knowledge 22 "Healthcare", Specialty 226 "Pharmacy, Industrial Pharmacy" / L. M. Unguryan, O. I. Bielyaeva, I. S. Yashchuk, M. S. Obrazenko. - Odesa, 2023. - 77 p.

RESPONSIBILITIES OF THE PRACTICE SUPERVISOR FROM THE PHARMACY ESTABLISHMENT:

- Ensure overall and direct supervision of student practice at the workplace.
- Monitor the adherence of the higher education student to internal regulations, safety procedures, and practice program implementation.
- Provide necessary conditions at each workplace for the higher education student to acquire practical skills, abilities, and knowledge in accordance with the practice program.
- Timely report to the pharmacy manager and practice supervisors from the department about violations of internal regulations, safety procedures, and non-compliance with the practice program by the higher education student.
- Monitor the timely maintenance of the diary by the higher education student in accordance with the program and practice guidelines, review diary entries daily, provide relevant feedback, and sign it.
- Provide a written evaluation of the student's production activities upon completion of the practice.

RESPONSIBILITIES OF HIGHER EDUCATION STUDENTS DURING THE INTERNSHIP PERIOD:

- Before starting the internship, obtain consultations from the internship supervisor at the Department of Pharmacy Organization and Economics with postgraduate training at Odesa National Medical University regarding the completion of all necessary documents.
- Arrive promptly at the internship site, present the internship directive to the pharmacy manager, and commence the internship according to the provided guidelines.
- Develop an internship schedule at the pharmacy, thoroughly understand and strictly adhere to occupational safety, and internal work regulations.
- Fully execute tasks outlined in the internship program and follow instructions from pharmacy internship supervisors.
- Timely document the internship activities in the internship diary according to the approved program.
- Present the internship diary to the internship supervisor at the pharmacy daily for inspection.
- Upon completion of the internship, submit the completed internship diary for signature by the pharmacy manager and stamping with the pharmacy's seal.
- Avoid shortening the internship duration by compacting or extending the workday (missing internship days, regardless of the reason).
- Timely arrive at the Department of Pharmacy Organization and Economics with postgraduate training at Odesa National Medical University for the assessment of the internship through a differentiated exam.

THEMATIC PLAN OF PRODUCTION PRACTICE IN ORGANIZATION AND ECONOMICS OF PHARMACY

№	Topic	Amount
1.	Topic 1. Organization of pharmacy activities as healthcare facilities in accordance with the requirements of Good Pharmacy Practice	20
2.	Topic 2. Organization of prescription and over-the-counter medication dispensing from pharmacies and their structural units	20
3.	Topic 3. Pricing rules for extemporaneous medicines	10
4.	Topic 4. Organization of controlled drug accounting (narcotics, psychotropics, poisons, potent substances, precursors)	6
5.	Topic 5. Organization of pharmacy inventory management	10
6.	Topic 6. Organization of accounting systems (inventory, monetary funds, and other economic resources) in pharmacies	10
7.	Topic 7. Inventory of goods in pharmacies	10
8.	Topic 8. Management reporting in pharmacy organizations	6
9.	Topic 9. Automated management and accounting systems in pharmacy	20
10.	Topic 10. Basic principles and methods of pricing for medicinal products	10
11.	Topic 11. Characteristics of economic indicators of trading and financial activities of pharmacy establishments	10
12.	Topic 12. Document flow in the economic activities of pharmacy establishments	10
13.	Graded Test	4
	Total	146

REPORTING FROM THE PROFESSIONAL PRACTICE

The practice diary is an official document that the student must submit to the department upon completion of the practice. The purpose of keeping the diary is to reflect the student's daily practical work in the pharmacy. The absence of the diary or its unsatisfactory and untimely completion is a reason for not being admitted to the graded test of the practice. The diary should be filled out daily. The schedule of work distribution is determined by the practice supervisor from the pharmacy. The student must record all types of work performed by them at the end of the workday, as well as the list of practical skills processed (see the Calendar schedule). Upon completion of the practical training, the student must submit the properly completed "Diary" to the department of organization and economics of pharmacy with post-diploma specialization ONMedU, endorsed with the pharmacy seal and the signature of the pharmacy supervisor

CALENDAR SCHEDULE OF PRACTICE

#	Practical Skills	Date	Number	Done
1.	Draw up a layout of the main and auxiliary premises of the pharmacy in accordance with production processes.		1	
2.	Draw up a pharmacy management scheme (a scheme of subordination and relationships of the pharmacy with management bodies and health care institutions).		1	
3.	Compile a list of normative legal acts that regulate the procedure for obtaining a license for pharmaceutical activity		1	
4.	Compile an algorithm for the process of obtaining a license for the right to retail sale of drugs		1	
5.	Draw up documents for obtaining a license for the right to retail sales of pharmaceuticals in a pharmacy using automation tools (computer support)		2 doc.	
6.	Draw up documents for obtaining a license for the right to manufacture pharmaceuticals under the conditions of a pharmacy using automation tools (computer support)		2 doc.	
7.	Compile an algorithm for the supply of medicines and other products of the pharmacy assortment from the pharmacy warehouse		1	
8.	Make a list of the equipment of the pharmacist/pharmacist's workplace for taking prescriptions and dispensing medicines (type of equipment, its functional purpose, work rules).		1	
9.	Compile a list of normative legal acts regulating the rules for receiving and issuing pharmaceuticals from pharmacies and their structural subdivisions		1	
10.	Compile an algorithm for the process of free or discounted medication.		1	
11.	Describe the conditions and terms of storage of drugs of individual manufacture (extemporaneous) for internal and external use, manufactured in aseptic conditions.		1	
12.	Compile the algorithm of pharmaceutical examination of the prescription received from the patient (conformity of the form of the prescription form with the prescribed drugs and the order of dispensing; correctness of the prescription and compliance with the rules of prescribing drugs).		10 prescriptions	
13.	Calculate the higher single/daily dose and rate of release of narcotic, psychotropic, potent and poisonous substances		10 medicines	
14.	Process various forms of individually prepared medicinal products (see Appendix 1)		5 medicines	
15.	Compile a list of types of internal pharmacy quality control of extemporaneous drugs		1	

16.	Prepare documents for each type of internal pharmacy quality control of extemporaneous drugs		7 doc.	
17.	Make a list of equipment and equipment of the over-the-counter department (type of equipment, its functional purpose, rules of operation).		1	
18.	Make recommendations regarding the placement of over-the-counter medicines and other products in the public service hall.		1	
19.	Draw up an algorithm for issuing prescriptions for pharmaceuticals, the cost of which is subject to reimbursement		1	
20.	Develop an e-prescription for different groups of drugs		10	
21.	Make recommendations for the placement and storage of medical equipment and other goods in the material room.		1	
22.	Make recommendations regarding the design of showcases in the public service hall (designation of price tags, placement of informational and advertising materials).		1	
23.	Carry out pharmaceutical counselling using the requirements of pharmaceutical care of the patient/visitor of the pharmacy.		10	
24.	Draw up documentation on the movement of goods and material values in the inventory department (goods and transport invoice, expenditure invoice for internal movement)		3	
25.	Make a list of the equipment and facilities of the premises (zones) for the storage of medicines in the pharmacy.		1	
26.	Compile a list of conditions for the storage of various groups of pharmacy products, including flammable, explosive, heat-labile.		1	
27.	Draw up documentation for registering the temperature and humidity of the air in the places where goods are stored.		1 doc.	
28.	Compile a list of conditions for the storage of narcotic, psychotropic, potent, poisonous drugs.		1	
29.	Draw up documentation for the purpose of purchasing goods and material values (TMC) in the pharmacy. Make applications-orders for pharmacy products		5 doc.	
30.	Enter into a contract for the supply of goods with a pharmacy warehouse		1	
31.	Carry out the procedure for accepting goods arriving at the pharmacy, in terms of quantity and quality (checking the presence and correctness of the accompanying documents for the goods).		10	
32.	Perform incoming quality control of drugs that have arrived at the pharmacy.		10	
33.	Prepare documentation based on the results of incoming quality control		10	

34.	Draw up documentation for registration of expenses of TMC for economic needs, provision of first medical aid; the expiry of the shelf life of drugs, combat, spoilage, as well as the write-off of drugs taken for analysis in the laboratory.		3 doc.	
35.	Draw up documentation for carrying out cash settlement operations with consumers (with the help of the settlement operations registrar, settlement receipts).		5 receipt notes	
36.	Prepare documentation regarding reporting from the PRO.		5 X-Reports 5 Z-Reports	
37.	Prepare documentation for the revenue collection process.		1 doc	
38.	Compile an algorithm for calculating wages for pharmacy employees in accordance with the tariff grid (according to the employment contract).		1	
39.	Calculate the amount of vacation pay, temporary disability benefits, and maternity benefits.		3	
40.	Draw up labour and salary accounting documentation (Working time accounting table)		1	
41.	Make an algorithm for conducting inventory		1	
42.	Draw up documentation on the inventory and registration of its results		4 docs	
43.	Compile an algorithm for the procedure for recovery of material damages from the employee in case of a shortage established during the inventory in the pharmacy.		1	
44.	Issue an order of the head of the pharmacy on bringing to financial responsibility.		1	
45.	Calculate the economic indicators of the pharmacy's economic activity: turnover, trade overlays, expenses, operating profit		1	
46.	Draw up a layout of the main and auxiliary premises of the pharmacy in accordance with production processes.		1	
47.	Draw up a pharmacy management scheme (a scheme of subordination and relationships of the pharmacy with management bodies and health care institutions).		1	
48.	Compile a list of normative legal acts that regulate the procedure for obtaining a license for pharmaceutical activity		5	
49.	Compile an algorithm for the process of obtaining a license for the right to retail sale of drugs		3	
50.	Draw up documents for obtaining a license for the right to retail sales of pharmaceuticals in a pharmacy using automation tools (computer support)		1	

Practice supervisor from the department _____

(department's name)

(signature)

(Position, Last Name, and First Name of the Responsible Person)

Date _____ Workplace _____

Description of the Workplace	
Description of the Work Done	

Conclusions	
Remarks and Signature of the Supervisor	

Date _____ Workplace _____

Description of the Workplace	
Description of the Work Done	

Conclusions	
Remarks and Signature of the Supervisor	

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Description of the Workplace	
Description of the Work Done	

Conclusions	
Remarks and Signature of the Supervisor	

Appendix 1**Sample of Compounding Extemporaneous Preparations Process
(calculate 5 dosage forms)**

Place for price calculation for Extemporaneous Preparation #1		
Analyses of Prescription		
1.	Form of prescription blank	
2	Required prescription details	
3	Term of prescription validity	
4	Checking ingredient doses	
5	Checking ingredient dispensing amount	
6	Term of prescription storage	
7	Cost of the dosage form	
8	Method of registering dispensed prescriptions	

Place for price calculation for Extemporaneous Preparation #2

Analyses of Prescription

2.	Form of prescription blank	
2	Required prescription details	
3	Term of prescription validity	
4	Checking ingredient doses	
5	Checking ingredient dispensing amount	
6	Term of prescription storage	
7	Cost of the dosage form	
8	Method of registering dispensed prescriptions	

Place for price calculation for Extemporaneous Preparation #3		
Analyses of Prescription		
3.	Form of prescription blank	
2	Required prescription details	
3	Term of prescription validity	
4	Checking ingredient doses	
5	Checking ingredient dispensing amount	
6	Term of prescription storage	
7	Cost of the dosage form	
8	Method of registering dispensed prescriptions	

Place for price calculation for Extemporaneous Preparation #4		
Analyses of Prescription		
4.	Form of prescription blank	
2	Required prescription details	
3	Term of prescription validity	
4	Checking ingredient doses	
5	Checking ingredient dispensing amount	
6	Term of prescription storage	
7	Cost of the dosage form	
8	Method of registering dispensed prescriptions	

Place for price calculation for Extemporaneous Preparation #5		
Analyses of Prescription		
5.	Form of prescription blank	
2	Required prescription details	
3	Term of prescription validity	
4	Checking ingredient doses	
5	Checking ingredient dispensing amount	
6	Term of prescription storage	
7	Cost of the dosage form	
8	Method of registering dispensed prescriptions	

Appendix 2

JOB DESCRIPTION
OF THE STUDENT DURING THE INDUSTRIAL PRACTICE

(Last Name, and First Name)

(date)

(Signature of the Manager from the Pharmacy)

List of theoretical knowledge that students consolidate during their industrial practice:

1. Basic principles of development and placement of pharmacy establishments.
2. Structure of pharmacy management (hierarchical scheme and interrelations of the pharmacy with management bodies and healthcare institutions).
3. Regulatory acts regulating pharmaceutical activities.
4. Main tasks and functions of the pharmacy.
5. Organizational structure of the pharmacy.
6. Automation of pharmacy work (computer software).
7. Procedure for obtaining a license for retail sale of medicinal products.
8. Organization of supply of medicinal products and other pharmacy goods.
9. Organization and technical equipment of the pharmacist's workplace for receiving prescriptions and dispensing medicines.
10. Regulatory acts regulating the rules for receiving and dispensing medicinal products.
11. Procedure for pharmaceutical provision of the population in case of free or preferential dispensing of medicines.
12. Conditions and terms of storage of individually prepared (extemporaneous) medicines for internal and external use, manufactured in aseptic conditions.
13. Procedure for receiving prescriptions (compliance of the prescription form with the prescribed medicines and the order of dispensing; correctness of prescription formatting and compliance with the rules of prescribing medicines).
14. Dosage of narcotic, psychotropic, potent, and toxic substances, compatibility of ingredients.
15. Taxation of extemporaneous medicines.
16. Types of internal pharmacy quality control of medicines with documentary evidence of its conduct.
17. Procedure for accounting for compounding (documentation).
18. Procedure for accounting for prescriptions for medicinal products, the cost of which is subject to state reimbursement.
19. Equipment and furnishing of the over-the-counter sales department.
20. Range of over-the-counter medicinal products and requirements for them.
21. Procedure for placement and storage of over-the-counter products.
22. Design of showcases in the sales area (pricing, placement of informational and promotional materials).
23. Basic principles of pharmaceutical care.
24. Over-the-counter dispensing of medicines using computer software.
25. Documentation of the movement of inventory items in the inventory department.
26. Placement and equipment of premises (zones) for storing medicines in the pharmacy.
27. Conditions for storing various groups of pharmacy goods, including flammable, explosive, and thermolabile substances.
28. Procedure for registering air temperature and humidity in storage areas.

29. Conditions for storing narcotic, psychotropic, potent, toxic medicines.
30. Features of procurement of inventory items (TMC) in the pharmacy.
31. Procedure for concluding contracts for the supply of TMC.
32. Preparation of orders for pharmaceutical products, their transfer to the supplier.
33. Organization of receiving goods arriving at the pharmacy, by quantity and quality (verification of the presence and correctness of documentation accompanying the goods).
34. Organization of incoming quality control.
35. Disposal of goods from the inventory department (supply) to other departments of the pharmacy and pharmacy point.
36. Organization and accounting of the supply of goods from pharmacies to healthcare institutions.
37. Software for inventory accounting and accounting in the pharmacy.
38. Procedure for documenting goods (goods-transport waybill, quality certificate, etc.).
39. Forms of settlements with healthcare institutions and other organizations.
40. Documentation of TMC expenses for economic needs, provision of first aid; expiration of medicines, damage, spoilage, as well as writing off medicines taken for analysis to the laboratory.
41. Procedure for conducting cash settlement operations with consumers (using a cash register (POS terminal), settlement receipts).
42. Documentation of cash register reporting.
43. Documentary reflection of income and expenditure cash transactions (procedure for completing income and expenditure cash orders, cash book).
44. Procedure for depositing proceeds into the bank.
45. Procedure for calculating wages for pharmacy staff in accordance with the tariff grid (under a labour contract).
46. Calculation of vacation pay, sick leave benefits, and maternity benefits.
47. Documents on labour and wage accounting.
48. Procedure for calculating and the number of deductions from wages.
49. Procedure and timing of inventory, documentary recording of inventory results (order, consolidated inventory description, inventory results act).
50. Procedure for calculating the amount of natural loss during the inter-inventory period.
51. Reasons for shortages or surpluses of TMC.
52. Key indicators of the commercial and financial activity of the pharmacy: turnover, trade overlays, expenses, profit, profitability.
53. Structure of commodity stocks by assortment; analysis of commodity turnover; factors influencing the size of commodity stocks.
54. Regulatory acts regulating pricing of medicines.
55. Features of state regulation of prices for medicines.
56. Basic principles of taxation of pharmacy establishments.
57. Rules for concluding leases for premises, utility services, etc.
58. Documentation of pharmacy orders.
59. Organization of movement and storage of accounting and reporting documentation.
60. Conclusion of contracts for material liability.

List of recommended literature sources:

basic:

1. Orhanizatsiia ta ekonomika farmatsii. Ch. 1. Orhanizatsiia farmatsevychnoho zabezpechennia naselennia: nats. pidruch. dlia stud. vyshch. navch. zakl. / A.S. Nemchenko, V.M. Nazarkina, H. L. Panfilova ta in.; za red. A.S. Nemchenko. – Kharkiv : NFaU : Zoloti storinky, 2015. – (Natsionalnyi pidruchnyk).
2. Orhanizatsiia ta ekonomika farmatsii. Ch. 2. Sytemy obliku v farmatsii : nats. pidruch. dlia stud. vyshch. navch. zakl. / A.S. Nemchenko, V.M. Nazarkina, O. P. Hudzenko ta in.; za red. A.S. Nemchenko. – Kharkiv : NFaU : Zoloti storinky, 2016. – 416 s. (Natsionalnyi pidruchnyk).
3. Osnovy ekonomiky farmatsii: navch. posib. Dlia stud. vyshch. navch. zakl. / A.S. Nemchenko, V.M. Nazarkina, H.L. Panfilova [ta in.]; za red. A.S. Nemchenko, 2 vydannia – Kh.,2017.
4. Osnovy prava ta zakonodavstva u farmatsii: nats.pidruch. dlia studentiv vyshch.navch.zakl. / A.A. Kotvitska, I.V. Kubarieva, O.O. Surikov ta in.; za red. A.A. Kotvitskoi. – Kharkiv:NFaU: Zoloti storinky, 2016.- 528 s. (Natsionalnyi pidruchnyk).

additional:

1. Orhanizatsiia diialnosti aptek iz zabezpechennia naselennia i zakladiv okhorony zdorovia likarskymy zasobamy ta tovaramy aptechnoho asortymentu Ch.1: Navchalnyi posibnyk dlia studentiv dennoi formy navchannia / L.M. Unhurian, O.I. Bieliaieva, M.S. Obrazenko ta in. // Za red. L.M. Unhurian. – Odesa: Odes. nats. med. un-t, 2020. - 92 s. - Mova ukr.
2. Metodychni rekomendatsii do vyrobnychoi praktyky z orhanizatsii ta ekonomiky farmatsii dlia studentiv V kursu farmatsevychnoho fakultetu/ metodychni rekomendatsii // L.M. Unhurian, O.I. Bieliaieva ta in. Odesa, 2019. - 29 s.
3. Systemy obliku u farmatsii Ch.2: Navchalnyi posibnyk dlia studentiv dennoi formy navchannia / L.M. Unhurian, O.I. Bieliaieva, M.S. Obrazenko ta in. // Za red. L.M. Unhurian. – Odesa: Odes. nats. med. un-t, 2019. - 65 s. - Mova ukr.
4. Osnovy ekonomiky farmatsii Ch.3: Navchalnyi posibnyk dlia studentiv dennoi formy navchannia / L.M. Unhurian, O.I. Bieliaieva, M.S. Obrazenko ta in. // Za red. L.M. Unhurian. – Odesa: Odes. nats. med. un-t, 2019. - 55 s. - Mova ukr.
5. "Pharmacy Management: Essentials for All Practice Settings" by Shane P. Desselle, David P. Zgarrick, Greg Alston.
6. "Community Pharmacy: Symptoms, Diagnosis and Treatment" by Paul Rutter, David Newby, John Smith.
7. "Remington: The Science and Practice of Pharmacy" by Loyd V. Allen Jr., Nicholas G. Popovich, Howard C. Ansel.
8. "Pharmaceutical Calculations" by Howard C. Ansel, Mitchell J. Stoklosa.
9. "Basic Skills in Interpreting Laboratory Data" by Mary Lee, William A. Lee.
10. "Pharmaceutical Practice" by Arthur J. Winfield, Judith Rees, Ian Smith."Community Pharmacy Handbook" by Jonathan G. Moss, John P. Griffin, Rachel L. Tribe.

11. "Pharmacy Practice and the Law" by Richard R. Abood.
12. 9. "Drug Information: A Guide for Pharmacists" by Patrick M. Malone, Meghan J. Malone, Sharon K. Park.
13. 10. "Applied Therapeutics: The Clinical Use of Drugs" by Brian K. Alldredge, Robin L. Corelli, Michael E. Ernst.

E-resources

14. Zakonodavstvo Ukrainy [Elektronnyi resurs]. - Rezhym dostupu: <http://zakon.rada.gov.ua/laws>
15. Normatyvno-dyrektyvni dokumenty MOZ Ukrainy [Elektronnyi resurs]. - Rezhym dostupu: <http://mozdocs.kiev.ua> Derzhavnyi formuliar likarskykh zasobiv. Vypusk dvanadtsiatyi. / MOZ Ukrainy, 2020. – /Internet resurs - <http://www.moz.gov.ua/ua/portal/>
16. Derzhavnyi reiestr likarskykh zasobiv Ukrainy. [Elektronnyi resurs]. – Rezhym dostupu: <http://www.drlz.com.ua/ibp/ddsite.nsf/all/shlist?opendocument>.
17. Compendium online. [Elektronnyi resurs]. – Rezhym dostupu: <https://compendium.com.ua/bad/>.
18. Ezhenedelnyk «Apteka» [Elektronnyi resurs]. – Rezhym dostupu: <https://www.apteka.ua/>.
19. Poshukova baza likiv [Elektronnyi resurs]. – Rezhym dostupu: <https://tabletki.ua/uk/>.
20. Poshukova baza likiv [Elektronnyi resurs]. – Rezhym dostupu: <http://likicontrol.com.ua/>.