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Head of the Faculty of Pharmacy Council  
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## LITHUANIAN UNIVERSITY OF HEALTH SCIENCES MEDICAL ACADEMY

### FACULTY OF PHARMACY

#### RULES FOR THE ORGANIZATION OF THE PROFESSIONAL PHARMACY PRACTICE

##### I. MAIN DEFINITIONS

- 1. Pharmacy practice (further – practice)** – a part of Pharmacy studies where the knowledge, competences and skills of the students enrolled in the Faculty of Pharmacy are consolidated, applied and improved during the practical activity in the practice bases.
- 2. Pharmacy practice base** – a community pharmacy or a hospital pharmacy in the Republic of Lithuania that according to its nature and range of pharmacy activities could provide the required practical professional skills to the future pharmacist.
- 3. Supervisor of the pharmacy practice** – the lecturer approved by the Faculty of Pharmacy Council to be responsible for organizing the pharmacy practice.
- 4. Department supervisor of the practice** – the lecturer of the Faculty of Pharmacy responsible for the planning, organizing the practice in that department and for the evaluation of the student report of the practice.
- 5. Pharmacy supervisor of the practice** – the licensed pharmacist with at least 3 years work experience in the pharmacy who is working in the practice place of the student.
- 6. Practice log book** – the description in the appropriate format of everyday practical activities where practice requirements, specific practice tasks, expected study results and their assessment system as well as criteria to identify and evaluate the appropriate level of skills acquired by student during pharmacy practice are defined.
- 7. Practice report** – written essay where student based on the practice objectives demonstrates and analyzes the tasks carried out during the practice and formulates the solutions of the professional activity problems.
- 8. Practice report evaluation/defense committee** – the group of the lecturers of the Faculty of Pharmacy composed of at least 5 supervisors of each of the practice parts (social pharmacy practice, drug technology in the pharmacy practice, phytopharmacy practice, drug analysis in the pharmacy

practice, clinical pharmacy/biopharmacy practice), established by the Supervisor of Pharmacy professional practice in accordance with the Heads of the Departments of the Faculty of Pharmacy.

## **II. GENERAL PROVISIONS**

8. The Rules for the organization and implementation of the practice (further – Rules) for the students of the Faculty of Pharmacy of Medical Academy of Lithuanian University of Health Sciences (further – LSMU MA FF) were drawn up based on:
  - 8.1. the Law on Science and studies of the Republic of Lithuania No. XI-242;
  - 8.2. the Order of the Minister of Education and Science of the Republic of Lithuania “On the agreement of student practical education” No. V-637;
  - 8.3. LSMU Study Regulation (adopted by the Senate of LSMU on the 20/06/2014, decision No.47-05, valid consolidated version).
9. The aim of the Rules – to establish the arrangements for the organization and implementation of the practice for the LSMU MA FF students, the requirements for the conducting the practice to ensure favorable conditions for the students to acquire practical skills of the selected profession, the guidelines for the practice assessment and the requirements for the practice report.
10. These Rules specify how the LSMU MA FF student practice is conducted in the practice bases in the Republic of Lithuania
11. The student practice is conducted and reports handled according to the Rules defined by the Faculty of Pharmacy Council.

## **III. THE AIM, TASKS AND EXPECTED STUDY RESULTS OF THE PROFESSIONAL PHARMACY PRACTICE**

12. The aim of the pharmacy practice – to train pharmacists to be able to consolidate creatively in the practice the knowledge acquired during theoretical studies, to develop competences to work independently as a pharmacist in a community pharmacy, as well as to apply acquired skills in the multifunctional and complex environment to solve smoothly and effectively problems related to the provision of pharmaceutical products to the society.
13. Practice supervisors are required to know the Rules for the organization of the professional pharmacy practice.
14. Practice tasks are specified in the practice program and the practice log book.
15. Results of the practice. Student after carrying out the practice will be able:
  - 15.1. to analyse the composition of prescriptions, to select the technology and justify it based on the knowledge and competences acquired during the studies;
  - 15.2. to decide reasonably on the selection of technology and packaging, foresee the technological problems during the manufacturing of pharmaceutical products and to make decisions to eliminate them, and to recommend in a dully justified manner quality evaluation methods used in the manufacturing of pharmaceutical products;
  - 15.3. to apply knowledge and skills to produce chemicals and to evaluate their quality;

- 15.4. to create a plan for pharmaceutical product quality assurance, to assess drug quality and explain the experimental results;
- 15.5. to assess in a justified manner the feasibility and efficiency of the Good Manufacturing Practice (GMP) and Good Laboratory Practice (GLP) in the pharmacy;
- 15.6. to evaluate and validate the compliance of the pharmaceutical activities of the pharmacy to the requirements of the legislation;
- 15.7. to prepare appropriately to work as a pharmacist in a pharmacy, to organize activities of a pharmacy and its staff;
- 15.8. to explain decisions made on the assortment formation, acceptance, handling, expiry date control of medicines and other products in a pharmacy;
- 15.9. to handle the received prescriptions, to evaluate them and select pharmaceutical products correctly, based on the needs of the patient;
- 15.10 to analyse the state of the health of a patient, to tackle reasonably the health issues based on the scientific knowledge;
- 15.11 to propose alternative herbal preparations for the patients, to justify their selection and recommend their application;
- 15.12 to foresee the significance of pharmaceutical, physiological factors, drug interactions for drug efficacy and to recommend possible approaches to address the patient health issues;
- 15.13 to identify and analyse problems in pharmacotherapy, propose alternative solutions, advise optimal pharmacotherapy regimen;
- 15.14 to analyse the assortment of medicinal plant materials, phytopharmaceuticals in a pharmacy and peculiarities of their supply for the patients;
- 15.15 to analyse composition and its variations of herbal products and phytopharmaceuticals, their quality assurance, mechanisms of action, indications and uses in medical practice and applications for the health promotion activities of pharmaceutical preparations;
- 15.16 to properly provide pharmaceutical services, to carry out pharmaceutical care processes.

#### **IV. SELECTION CRITERIA FOR THE PROFESSIONAL PHARMACY PRACTICE BASE**

16. The accepting organization – the practice base is required:

- 16.1. to provide practical training place for the student, to allow the implementation of the practice plan, to provide the required information to follow practice plan and does not retract student from carrying out the practical training tasks;
- 16.2. to ensure the nomination of the student practice supervisor from the qualified pharmacists with at least 3 years of work experience related with the appropriate practice part;
- 16.3. to organize necessary safety, health and fire protection instructions of the staff and students in the practical training;

- 16.4. to assure safety, health and hygiene requirements for the working conditions according to the rules of the accepting organisation or complimentary agreement with the university, if necessary – to provide required tools, working clothes and shoes, other personal or common safety and health equipment as defined by the legislation if the parties to this agreement have not decided otherwise;
- 16.5. to assign tasks for the student relevant with the studies and specific practical training and ensure that other unqualified tasks not related to the studies and practical training are not assigned;
- 16.6. to notify the student which information provided during the practice is confidential and could not be distributed outside the accepting organisation and about the fines related with the distribution of confidential information (if they are foreseen in the internal organisation documents);
- 16.7. to inform the supervisor of the pharmacy practice about the violation of the practice rules, student absence in the practice;
17. Practice base – a pharmacy (further – pharmacy) – is required to have a license for handling narcotic drugs and/or psychotropic substances.
18. During student practice, at least 2 pharmacists have to work at the same time in the pharmacy.
19. Practice base has to provide appropriate conditions to achieve the objectives and to carry out the tasks foreseen in the pharmacy practice program:
  - 19.1. pharmaceutical services should be provided at least to 20 persons during one practice day;
  - 19.2. manufacturing (drug technology and analysis) practice workload in the pharmacy should comprise at least 5 manufacturing and 5 analysis cases during one practice day;
  - 19.3. LSMU pharmacies should be used as the first choice bases for the drug technology and analysis practice.
20. Accepting organisation has the right to let student without the aid of the supervisor to perform the assigned tasks participating in the manufacturing and providing the services independently only in the cases when the accepting organisation and the student sign temporary work contract according to the rules defined in the legislation.
21. Practice base agrees to sign trilateral collaboration agreement.

## **V. SELECTION CRITERIA FOR THE PHARMACY SUPERVISOR OF THE PRACTICE**

22. A pharmacist with at least 3 years of work experience in a pharmacy, related with the practice tasks could be the pharmacy supervisor of the practice for the student.

## **VI. ORGANISATION AND IMPLEMENTATION OF THE STUDENT PRACTICE**

23. The professional pharmacy practice is obligatory for all the students enrolled in the study program of the Faculty of Pharmacy.

24. The professional pharmacy practice is conducted in the practice bases approved by the LSMU MA FF Council.
25. The duration of the pharmacy practice is 26 weeks. The start and end dates of the pharmacy practice are specified in the LSMU study timetable.
26. The FF Dean's Office proposes to the students the list of the potential practice bases according to the agreements signed with the appropriate institutions.
27. The list of the practice bases is announced in the LSMU MA FF Dean's Office and LSMU intranet not later than 14 days before the start of the practice.
28. The rules and deadlines for the application of the students for the selected practice bases are defined by the FF Dean's Office. The selected practice bases are allocated to the students based on the mean of the student study results.
29. The consultation how to conduct the pharmacy practice is organised at least 5 days before the start of the pharmacy practice. During consultation, the pharmacy supervisors and department supervisors of the practice explain the rules of the pharmacy practice to the students.
30. Department supervisor of the practice is appointed to the student in every Department participating in the pharmacy practice. The supervisor prepares individual consultation schedule in agreement with every student.
31. During the practice, the student fills the practice log book and prepares the pharmacy practice report according to the requirements defined in the pharmacy practice program.

## **VII. ASSESSMENT OF PRACTICE ACHIEVEMENTS**

32. Professional pharmacy practice is assessed according to the criteria provided in the Program of the Pharmacy practice. The final evaluation is done according to the formula:

$$80\% V + 20\% A = 100\% \text{ (10 points),}$$

where:

V – mean of the evaluations of the pharmacy supervisor of the practice;

A – practice report/defense evaluation.

33. Practice log book is evaluated in the practice basis by the pharmacy supervisor of the practice according to the criteria provided in the Program of the Pharmacy practice.
34. The pharmacy supervisor of the practice evaluates general competences, practical skills and ability to apply the knowledge practically on a daily basis revising the student practice log book and monitoring student practical skills in the pharmacy. At the end of the practice, the pharmacy supervisor of the practice writes the assessment report in the student practice log book based on the criteria given therein.
35. At the end of the practice, the student prepares practice report where summarises, analyses, evaluates the results of pharmacy practice according to the requirements given in the pharmacy practice log book. The report has to be defended orally before the evaluation committee.
36. The practice report and the evaluated practice log book are presented to the supervisor of the pharmacy practice on the next working day after the end of the pharmacy practice.

37. the LSMU MA FF Dean's Office appoints the evaluation/defence committee to assess the practice report according to the evaluation criteria provided in the practice log book. The report is defended according to the evaluation/defence committee schedule.
38. The supervisor of the pharmacy practice calculates the final evaluation mark.

#### **VIII. FUNCTIONS, RIGHTS, OBLIGATIONS AND THE RESPONSIBILITY OF THE SUPERVISOR OF PROFESSIONAL PHARMACY PRACTICE**

40. The supervisor of professional pharmacy practice:
  - 40.1. coordinates preparation for, carrying out and evaluation of the practice collaborating with the LSMU MA FF Council, the Dean and the Departments participating in the pharmacy practice;
  - 40.2. prepares and updates the pharmacy practice program, the practice log book, the rules for organization and carrying out the practice in collaboration with the department supervisors of the pharmacy practice;
  - 40.3. discusses the achieved results and the problems encountered during the pharmacy practice with the student and the department supervisor of the practice;
  - 40.4. calculates the final evaluation mark of the practice.

#### **IX. FUNCTIONS, RIGHTS, OBLIGATIONS AND THE RESPONSIBILITY OF THE DEPARTMENT SUPERVISOR OF THE PRACTICE**

41. The department supervisor of the practice:
  - 41.1. participates in the preparation of the practice program and organisation of the practice activities;
  - 41.2. discusses the achieved results and the encountered problems with the student;
  - 41.3. participates in the preparation of the practice plan (program), ensures the supervision to facilitate the achievements of the foreseen practice tasks and, if needed, solves the problems encountered during the student practice with the responsible staff (or civil servants) of the accepting organisation;
  - 41.4. recommends methodological and other support for the accepting organisation - the pharmacy supervisor of the practice, if needed;
  - 41.5. provides consultations for the students according to the schedule foreseen in the appropriate Departments.

#### **X. FUNCTIONS, RIGHTS, OBLIGATIONS AND THE RESPONSIBILITY OF THE PHARMACY SUPERVISOR OF THE PRACTICE**

42. The pharmacy supervisor of the practice supervises the student work during the practice and:
  - 42.1. allows and helps the student to improve the theoretical knowledge and practical skills;
  - 42.2. informs the department supervisor of the practice if the student fails to meet the principles of the professional ethics and does not follow the instructions given by the pharmacy supervisor of the practice;
  - 42.3. evaluates the acquired practical competences and skills according to the criteria given in the practice log book;

- 42.4. is responsible according to the legislation for the permission given to the student who provides professional services to perform the tasks or professional actions independently;
- 42.5. is planning how to carry out the practice in a pharmacy discussing the practice tasks, methods and other questions with the student;
- 42.6. is giving consultations to the student;
- 42.7. supports and helps the student to solve the problems encountered during the practice.

## **XI. RIGHTS, OBLIGATIONS AND THE RESPONSIBILITY OF THE STUDENT**

- 43. Rights, obligations and the responsibility of the student carrying on the practice are defined in the LSMU Study Regulation and those rules.
- 44. Student rights:
  - 44.1. to carry out the foreseen practice tasks and to receive the required consultations;
  - 44.2. to refuse to follow the instructions given by the pharmacy supervisor of the practice informing the department supervisor of the practice about that if the instructions are not related with the objectives of the student practice.
  - 44.3. to request to provide the adequate conditions to carry out the pharmacy practice tasks.
- 45. Student obligations:
  - 45.1. to follow the regulations (statute) and work rules of the pharmacy practice base, the additional agreement with the university regarding the regulation of work rules and conditions, to comply with a duty of confidentiality regarding commercial and other sensitive information as requested by the accepting organization;
  - 45.2. to meet the principles of the professional ethics;
  - 45.3. to follow the staff safety, health and fire protection rules; every working day to arrive to the practice place on time.
  - 45.4. to carry out the practice tasks, to fill in the practice log book and to prepare the practice report.
  - 45.5. to carefully carry out the practice tasks, immediately inform the supervisor of the practice about the absence and the reason of the absence, in the case of the illness – to present the medical certificate.
  - 45.6. to respect the materials and equipment of the accepting organisation, to be liable for material damage according to the legislation;
  - 45.7. to inform the supervisor of the pharmacy practice if the unskilled labour tasks given during the practice are not related with the specifics of the studies and practical training, if the accepting organisation is not providing adequate conditions to carry out the practice plan (program);
  - 45.8. to prepare the practice report according to the requirements defined in the pharmacy practice program, to present the report to the supervisor of the pharmacy practice.
- 46. According to the legislation the student responds for carrying out the activities (on purpose or through negligence) that could cause the risk to patient health or life.

## **XII. FINAL PROVISIONS**

- 47. These rules are approved in the Faculty of Pharmacy Council, and enter into the force from the 01/09/2019.

48. Disputes and conflicts of the students with the lecturers, administration and other staff shall be settled according to the rules approved in LSMU (Decision No. 46-13 of the Senate of LSMU adopted on the 16/05/2014) and the legislation of the Republic of Lithuania.