



# HEALTH PROFESSIONS COUNCIL OF ZAMBIA

## Approved Log Book for Pharmacy Interns

Regulating Professional Conduct of Health Practitioners, Health Facilities and Health Training Programmes to Quality Healthcare Service Provision for the wellbeing of the Public is our Prime Concern

**1<sup>st</sup> Edition, 2024**

## Foreword

Internship training plays a vital role in a Pharmacist's career. This legal requirement allows a practitioner to acquire critical practical skills that cannot be acquired within the precincts of a lecture room. During university training, an individual will acquire scientific knowledge and skills from various avenues.

Internship training provides a platform for the intern to apply the skills learnt practically under the supervision of a specialist practitioner who is a mentor and a coach. Indeed the intern's attitude during this period will determine the knowledge and skills acquired and subsequently bring out a well-grounded and competent doctor.

The Council has designed a logbook to standardise Internship training with a particular emphasis on core competencies and skills to be acquired during this period. The assessment report is useful feedback to the Council, which determines whether or not an intern qualifies for full registration as Pharmacist Practitioner.

These internship logbooks cover what the Council considers important areas to be covered to ensure adequate knowledge and skills are acquired. They were developed and compiled by a team of experienced clinicians, teachers and other key stakeholders in the medicine and dentistry field.

The Council has made numerous legal strides to protect all interns during training. The Guidelines for Approval of Internship Sites, Issued under **Section 76** of the Health Professions Act Number 24 of 2009 of the Laws of Zambia, defines internship training and lays down the framework for internship training in Zambia a mandatory requirement before full registration as a Pharmacist practitioner.

It is important also to take note of "The Code of Professional Conduct and Discipline", which outlines the conduct expected of all health practitioners, including Pharmacists and subsequent disciplinary action in the event of any transgression of this code.

On behalf of the Council, I wish all users of this Logbook (interns and supervisors alike) an exciting and fruitful time during the internship training period.



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**Prof. Mulindi Mwanahamuntu**  
**Council Chairperson**  
**Health Professions Council of Zambia**

## Acknowledgements

The Health Professions Council of Zambia gratefully acknowledges the parties who have diligently and committed to developing the Log Book for Pharmacy Interns. The Council further recognises the valuable contribution and input from the leadership of the Pharmaceutical Society of Zambia, Internship Coordinators from various internship training sites across the country, and other Regulatory Bodies in Zambia involvement in practice of pharmacy. The Council also wishes to express profound gratitude to the following individuals and institutions who provided input to the development of the logbook:

1. Dr Geoffrey Phiri – Ministry of Health
2. Ms Mukelabai Chita – Ministry of Health
3. Mr Wisdom Chelu- Ministry of Health
4. Dr Biete Luke- Pharmaceutical Society of Zambia
5. Ms Martha Chuulu- Pharmaceutical Society of Zambia
6. Dr Oliver Kaoma- Zambia Medical Association
7. Dr Innocent Ngwila- Zambia Medical Association
8. Dr Sompwe Mwansa- Society of Anaesthetists of Zambia
9. Dr Kalenga Kyungu – National Heart Hospital
10. Mr Mukubesa Gift- Clinical Anaesthetist Association of Zambia
11. Ms Clementina Mukelabai- Zambia Medical Licentiate Practitioners Association
12. Ms Monde Wamunyima- Zambia Medical Licentiate Practitioners Association
13. Mr Gift Mukubesa- Clinical Anaesthetist Association of Zambia
14. Mr Musonda Kamfwa- Clinical Officers Association of Zambia
15. Dr Priscilla Phiri - Zambia Dental Association
16. Mr John Chama-Representative of the Emergency Care Officers
17. Mr Chipoya Chipoya- Levy Mwanawasa Medical University
18. Mr Grandson Kelvin Jere- Zambia Association of Optometrists
19. Dr David Kasongole- Zambia Ophthalmological Society
20. Mr Fyatilani Chirwa- Health Professions Council of Zambia
21. Mr Andrew Mwamba- Health Professions Council of Zambia
22. Ms Ennie Chipabika- Health Professions Council of Zambia
23. Ms Cynthia Sautu Kachamba- Health Professions Council of Zambia
24. Mr Lloyd Bwalya- Health Professions Council of Zambia
25. Mr Donald Kalolo- Health Professions Council of Zambia
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# 1 Introduction

An internship is a prescribed employment period during which graduates work under supervision to fulfil full registration requirements. During this period, the graduates can consolidate their knowledge, skills and attitudes to be competent practitioners. This Logbook will be used to document the progress of the Internship. It is an official document with an intern's collective performance, a record of all the work done, procedures conducted, and targets achieved provides criteria for the continuous assessment program of an internship. It is a snapshot of all the progress that the learner has had to move to the next phase in his medical practice journey.

## 1.1 Instructions for the Intern

This Logbook will help to record your experiences and achievements on this placement. It is required to be filled in completely for you to be fully registered by the Council as a Pharmacist. You are expected to spend specified rotation time in the following medical service areas translating into 12 months for you to complete the Internship as follows

S/n	Rotation Site	Duration
1	Hospital Pharmacy	Six (6) months
2	Community pharmacies (Retail Pharmacy);	Three (3) months
3	Industrial Pharmacy/Compounding unit- <i>where there is no industry, this experience Can be done in the hospital or community pharmacy</i>	One (1) month
4	Regulatory Pharmacy like, ZAMRA, HPCZ or DEC <i>-where the intern is unable to do internship in regulatory site, a CPD Certification in medicine Regulation is acceptable</i>	1/2 month
5	Training institutions	1/2 month
6	Medicine distribution centre	1/2 month
7	Pharmaceutical Public Health (Include MCH activities)	1/2 month

As a Pharmacy Intern, your responsibilities include the following: -

1. Prepare and dispense medications, including counting tablets, pouring, labeling and delivering medications
2. Assist pharmacists in verifying the accuracy and completeness of medication orders
3. Answer phones, address customer inquiries, and provide information to clients
4. Assist with inventory management and stocking of supplies
5. Maintain a clean and organized work environment
6. Adhere to all laws and regulations pertaining to the sale and distribution of medication
7. Participating in the development and implementation of community health programmes under the supervision
8. Reporting to and consulting with the intern Supervisor
9. Participating in continuing professional development activities
10. Maintaining professional demeanour and conduct
11. Participating in the activities of the relevant committees in the rotation sites
12. Performing any other relevant duties assigned by the Supervisor

The following are some of the Hints & Tips: Your Internship:

1. Get there in plenty of time
2. Dress smart
3. Make sure that you take this Logbook with you
4. Ask about your weekly roster
5. Check what work you will be doing
6. Make a note of your Supervisor's contact details
7. Regarding health and safety, here are a few common-sense rules you should follow while on your Internship to ensure that you do not become involved in an accident at work or that you are not the cause of an accident.
  - a. **Obey Any Safety Rules:** Find out if there are any particular rules where you work, such as wearing the correct clothing, where the fire exits are, etc., to know the rules and obey them. Listen carefully to the advice or instructions of your Supervisor, and don't be afraid to ask questions.
  - b. **First Aid:** If you injure yourself in any way, report it to your Supervisor immediately and obtain treatment.
  - c. **Cleanliness:** Always keep your work area clean and tidy. Remember to wash your hands regularly.
8. **Help:** What if the unexpected happens? For instance, Phone your Supervisor as soon as you know you will be late. It is the polite, professional thing to do

## 1.2 Instructions for the Supervisor

Please help the Interns to complete the appropriate pages of this Logbook to enable them to reflect on their experiences and to have a record of the progress of the Internship. As a Supervisor, you are responsible for the overall supervision of the interns in that rotational or placement unit or department and shall:

1. Maintains intern Progression Records for the rotation site
2. Update Internship Coordinator regularly on intern progress
3. Update Management and Internship Coordinator on matters administrative issues touching on interns, intern supervisors or departments within the institution that hinder the implementation of the programme
4. Ensure the interns comply with ethics in the health profession as required by statutory laws
5. Ensure there is an appropriate orientation for the interns upon reporting to the rotation site
6. Organise minutes of monthly progress meetings with interns
7. Ensure objective and fair Assessment of the intern. Further, ensure that interns are evaluated, and internship logbooks are filled appropriately during and at the end of each rotation.
8. Identify and recommend to management or internship coordinator exceptional interns for recognition or award
9. Participate in disciplinary proceedings for interns

### 1.3 Objectives

At the end of the Internship Training programme, an Intern Pharmacist should be able to:

1. Perceive the nature of the problems presented to them by the patients and make appropriate decisions.
2. Communicate effectively with the patients, their relatives, doctors and other health care providers at their working places (Hospital, Primary Health Centres and in the community)
3. Prepare and dispense medications, including counting tablets, pouring, labeling and delivering medications
4. Assist pharmacists in verifying the accuracy and completeness of medication orders
5. Answer phones, address customer inquiries, and provide information to customers
6. Assist with inventory management and stocking of supplies
7. Maintain a clean and organized work environment
8. Adhere to all laws and regulations pertaining to the sale and distribution of medications  
Recognise his/her limitations in patient care with an appropriate referral.
9. Behave appropriately (attitude) with the patients and with their relatives-
10. Considering Ethical and legal issues.
11. Continue Professional Development (CPD) & improve skills to deliver.
12. Diagnose the community problem and suggest appropriate measures.
13. Recognise emergencies and handle them appropriately.



## **2 Outline of the Logbook**

### **2.1 Personal Details of The Intern**

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Sign and Stamp: \_\_\_\_\_

### **2.2 Purpose of the Logbook**

This log book is a documentary of the structured Internship Training Program. The Logbook aims to help you monitor your competence, recognise gaps, and address them. Further, it helps to describe the minimum competence level expected of you by the end of your internship rotation.

### **2.3 The sections of the Logbook**

The Logbook contains Seven (7) sections representing the disciplines covered in the internship training period. Each section is laid out in to cover the following domains:

1. Requirements of the discipline
2. The level of competence required and their interpretation:
  - a. Level 1: Observe the activity being carried out by a supervisor
  - b. Level 2: Assist in the procedures
  - c. Level 3: Carry out the whole activity/procedure under the direct supervision of a senior colleague, i.e. the senior colleague is present throughout
  - d. Level 4: Carry out the whole activity under indirect supervision, i.e. the senior colleagues need not be present throughout but should be available to provide assistance and advice
  - e. Level 5: Independent competence, no need for supervision
3. A log of the procedures to be completed
4. Assessment of the monthly progress in each discipline
5. Evaluation of the rotation performance and recommendations made

### **2.4 Using the Logbook**

The interns are expected to fill the competence levels daily as they achieve them and enter the appropriate date. The Supervisor shall sign off on all accomplished targets. Every month, the intern, the Supervisor and the intern coordinator shall review progress in the rotation to ensure the intern is on course to achieving the set requirements for the rotation. At the end of the rotation, the intern shall be assessed by the Supervisor, the intern coordinator and the medical director/superintendent on the performance during the rotation.

### 3 Hospital Pharmacy Rotation – 6 months

#### 3.1 Grading Criteria for the Hospital Pharmacy Rotation

##### 3.1.1 Basic Information

Interns Name \_\_\_\_\_ HPCZ Registration No \_\_\_\_\_

Internship Centre \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Sign and Stamp: \_\_\_\_\_

##### 3.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

##### 3.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

##### 3.1.4 Rotation Area Requirements:

In this rotation, the Pharmacy Intern shall:

1. Communicate effectively with the patients, their relatives, and other health care providers
2. Prepare and dispense medications,
3. Assist pharmacists in verifying the accuracy and completeness of medication orders
4. Assist with inventory management and stocking of supplies
5. Maintain a clean and organized work environment
6. Adhere to all laws and regulations pertaining to the sale and distribution of medications
7. Recognise his/her limitations in patient care with an appropriate referral.
8. Behave appropriately (attitude) with the patients and with their relatives-
9. Attend and participate/present in all departmental CPD Programmes

In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

### 3.2 Hospital Pharmacy Rotation Procedures

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
<b>1. Prescription review</b> (Prescription handling is a daily activity in any dispensary. While the number of activities attended to will be counted. A Monthly sampling can be done to check the fulfilment of the stated requirements related to prescription)	1. Legality of prescription (Institution of origin, address, departmental stamp)	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	2. Legality of Prescriber (Prescriber's number, signature)	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	3. Consideration for class of prescribed drugs e.g. controlled etc	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	4. Appropriate dosing	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	5. Frequency of dosing	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
	6. Duration of treatment	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	7. Detection of interactions	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	8. Correctness of indication	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
2. Medication Dispensing- 10(p)  (Accurately dispense medicines as prescribed taking in consideration the quality of medicines the appropriate use of medicine devices)	Interpret and validate prescriptions	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	Assemble medicines	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
		10.						
	Appropriately label medicines	1.						
		2.						

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature		
		3.							
		4.							
		5.							
		6.							
		7.							
		8.							
		9.							
		10.							
		Counsel clients	1.						
			2.						
	3.								
	4.								
	5.								
	6.								
	7.								
	8.								
	9.								
	10.								
	Dispense prescribed medicines	1.							
		2.							
		3.							
		4.							
		5.							
		6.							
		7.							
		8.							
		9.							
		10.							
	Accurately demonstrate the use and care of dispensed devices	1.							
		2.							
		3.							
		4.							
		5.							
		6.							
		7.							
		8.							
		9.							
		10.							
	Report dispensing errors and defective or substandard medicines to supervisors and discuss possible remedies	1.							
		2.							
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
3. Patient Counseling 10(p)	Good patient approach (5)	1.							
		2.							
		3.							

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
		4.						
		5.						
	Highlighting on drugs being dispensed (5)	1.						
		2.						
		3.						
		4.						
		5.						
	Highlights on the indication of the medication being dispensed (5)	1.						
		2.						
		3.						
		4.						
		5.						
	Mentioning of the correctness in terms of time of taking medications(5)	1.						
		2.						
		3.						
		4.						
		5.						
	Mentioning of the correct timing of drug administration in relation to meals (5)	1.						
		2.						
		3.						
		4.						
		5.						
	Cautions to be taken while on treatment	1.						
		2.						
		3.						
		4.						
		5.						
	Emphasis on adherence and compliance	1.						
		2.						
		3.						
		4.						
		5.						
	Explaining of the side effects of medicines and steps to be taken if they occurred	1.						
		2.						
		3.						
4.								
Guidance on storage of medications during usage	1.							
	2.							
	3.							
	4.							
	5.							
Adequate time taken for each patient	1.							
	2.							
	3.							
	4.							
	5.							
<b>4. Pharmaceutical Care</b> <b>Assessment of medicines</b>	Attend ward rounds in specialised units (Medicine, Surgery, OBGYN,	1.						
		2.						
		3.						
		4.						

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
	Paediatric) to appropriately select medicines required for individual patients/clients with the lead team supervisor	5.						
		6.						
		7.						
		8.						
		9.						
	Intervention in clinical case management and attend to all drug related problems such as; Indications Doses Frequency of dosing Duration of treatment Adverse effects Interaction	10.						
		1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
		9.						
	Rational drug use to be promoted	10.						
		1.						
		2.						
		3.						
	<b>Internal Medicine</b>  <i>Management of specific medicines for the treatment of the following Disease conditions or procedures whose management under Internal medicine</i>	HIV/AIDS	4.					
Tuberculosis		5.						
Pneumonia		6.						
Meningitis		7.						
Hypertension		8.						
Cardiac Failure		9.						
Coronary artery diseases		10.						
Diabetes		11.						
Asthma		12.						
PUD		13.						
Malaria		14.						
Renal failure		15.						
Hepatic diseases		16.						
Nutritional bases		17.						
Epilepsy		18.						
Psychosis		19.						
Depression		20.						
Diarrhoea		21.						
Cancers		22.						
<b>Internal Medicine</b>  <i>Management of specific medicines for the treatment of the following Disease conditions or procedures whose management under</i>	Menstrual disorders e.g. dysmenorrhoea, PMS, menorrhagia, amenorrhoea	1.						
	UTis in pregnancy	2.						
	PID	3.						
	Pre-eclampsia/eclampsia and chronic	4.						

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
<i>Obstetrics and Gynaecology</i>	hypertension						
	Contraception	5.					
	Nausea and vomiting of pregnancy and Hyperemesis Gravidarum	6.					
	Gestational diabetes, foetal macrosomia and chronic diabetes	7.					
	Vaginitis and candidiasis	8.					
	Group B streptococcal infections in pregnancy	9.					
	Postpartum haemorrhage	10.					
	Induction and Augmentation of labor	11.					
	Preterm labor and tocolytics	12.					
	Malaria in pregnancy	13.					
	Anemia	14.					
	Prevention of Mother to Child Transmission (PMTCT)	15.					
	Deep vein thrombosis (DVT)	16.					
	<b>Paediatrics and Child Health</b>  <i>Management of specific medicines for the treatment of the following Disease conditions or procedures whose management under Paediatrics and Child Health</i>	Diarrhoea	1.				
Epilepsy		2.					
Asthma		3.					
Sickle cell anemia		4.					
Tonsilitis		5.					
Diabetes		6.					
HIV		7.					
Tuberculosis		8.					
Meningitis		9.					
Pneumonia		10.					
Malnutrition		11.					
Sepsis		12.					
Gastroenteritis		13.					
Malaria		1.					
<b>Internal Medicine</b>  <i>Management of specific medicines for the treatment of the following Disease conditions or procedures whose management under General surgery</i>	Burns	2.					
	Fractures	3.					
	Pain	4.					
	Surgical prophylaxis	5.					
	Types of antiseptics and disinfectants	6.					
	Types of Wound dressing	7.					



Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
	Diabetic foot	8.					
	Gangrene	9.					
	Benign prostatic hypertrophy	10.					
<b>Ordering medicine 1(A) 4(p)</b>	Preparation for ordering	1.					
	Local purchases	2.					
	Ordering from sister institutions	3.					
	Ordering from the district or province	4.					
	Bulk Ordering e.g. ZAMMSA or	5.					
<b>Receiving medicine 10(p)</b>	Collaborations with other members of receiving committee	1.					
	Verification and counterchecking	2.					
	GRN	3.					
	Dealing with Discrepancies	4.					
	Recording on stock control cards	5.					
	Collaborations with other members of receiving committee	6.					
	Verification and counterchecking	7.					
	GRN	8.					
	Dealing with discrepancies	9.					
	Recording on stock control cards	10.					
<b>Packing Medicine (Storage ) P 3</b>	Arrangement on shelves	1.					
	Segregation of different formulations and products category	2.					
	Maintenance of storage conditions	3.					
<b>Repacking of medicine 2(A) and 1(P)</b>	Making pre-packs based on regular courses and scheduled clinics	1.					
	Techniques of counting and pre-packing	2.					
	Arranging pre	3.					
<b>Daily inventory 5(a) 2(p) (Demonstrate understanding or inventory)</b>	Complete stock status assessments	1.					
		2.					

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
management system and the record keeping practices)		3.					
		4.					
		5.					
	Complete LMIS forms and eLMIS entries	6.					
<b>Monthly physical count (P) 3</b>	Physical count and close watch to prevent expiry and isolate stocks where expiry occurs	1.					
	Physical count and close watch to prevent expiry and isolate stocks where expiry occurs	2.					
	Physical count and close watch to prevent expiry and isolate stocks where expiry occurs	3.					
<b>Pharmacovigilance reporting 3</b>	Report adverse drug reactions or on product quality	1.					
	Report adverse drug reactions or on product quality	2.					
	Report adverse drug reactions or on product quality	3.					
<b>Ordering of controlled medicine 01\ A2 P5</b>	Filling DDA form and ordering	1.					
	Filling DDA form and ordering	2.					
	Filling DDA form and ordering	3.					
	Filling DDA form and ordering	4.					
	Filling DDA form and ordering	5.					
	Filling DDA form and ordering	6.					
	Filling DDA form and ordering	7.					
	Filling DDA form and ordering	8.					
Dispensing of controlled medicine 01\ A2 P5	Legality check, dispensing and record keeping	1.					
	Legality check, dispensing and record keeping	2.					
	Legality check, dispensing and	3.					

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
	record keeping						
	Legality check, dispensing and record keeping	4.					
	Legality check, dispensing and record keeping	5.					
	Legality check, dispensing and record keeping	6.					
	Legality check, dispensing and record keeping	7.					
	Legality check, dispensing and record keeping	8.					
Disposal of medicine	Identification and Removal of expired pro	1.					
	Isolation and quarantining of expired products	2.					
	Quantification and valuation of expired products	3.					
	Actual disposal or tutorial	4.					

### 3.3 Evaluation of the Retail Pharmacy Rotation

#### 3.3.1 Monthly review of the performance

Month	Comment by Intern	Comment by Supervisor	Comment by Intern Coordinator
<b>ONE (1)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
<b>TWO (2)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
<b>THREE (3)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
<b>FOUR (4)</b>			
	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
<b>FIVE (5)</b>			
	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
	STAMP		
<b>SIX (6)</b>			
	Sign_____	Sign_____	Sign_____
	Date_____	Date_____	Date_____
	STAMP		

### 3.3.2 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Pharmaceutical Skills	Dispensing		
	Logistical and supply chain management		
	Prescription Interpretation		
	Patient Counselling:		
	Medication Safety and Pharmacovigilance		
	Pharmaceutical Calculations:		
	Pharmacology Knowledge		
	Regulatory Reporting Compliance		
Professional Conduct	To patients and caregivers		
	To seniors, colleagues and other health workers		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		
Overall Grade			

**Note:** Overall Grade of 24 and below is unsatisfactory performance and the interns's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful (Recommended for Extension)	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp

## 4 Community (Retail) Pharmacy Rotation – 3 months

### 4.1 Grading Criteria for the Retail Pharmacy Rotation

#### 4.1.1 Basic Information

Intern Name \_\_\_\_\_ Interns HPCZ No \_\_\_\_\_

Internship Centre \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Confirmed by (Supervisor) Sign and Stamp: \_\_\_\_\_

#### 4.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### 4.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 4.1.4 Rotation Area Requirements:

In this rotation, the Pharmacy Intern shall:

1. Communicate effectively with the patients, their relatives, and other health care providers
2. Prepare and dispense medications,
3. Assist pharmacists in verifying the accuracy and completeness of medication orders
4. Assist with inventory management and stocking of supplies
5. Maintain a clean and organized work environment
6. Adhere to all laws and regulations pertaining to the sale and distribution of medications
7. Recognise his/her limitations in patient care with an appropriate referral.
8. Behave appropriately (attitude) with the patients and with their relatives-
9. Attend and participate/present in all departmental CPD Programmes

In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

## 4.2 Retail Pharmacy Rotation Procedures

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
1. <b>Prescription review</b> (Prescription handling is a daily activity in any dispensary. While the number of activities attended to will be counted. A Monthly sampling can be done to check the fulfilment of the stated requirements related to prescription)	1. Legality of prescription (Institution of origin, address, departmental stamp)	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
	2. Legality of Prescriber (Prescriber's number, signature)	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
	3. Consideration for class of prescribed drugs e.g. controlled etc	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
	4. Appropriate dosing	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
5. Frequency of dosing	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
6. Duration of treatment	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
7. Detection of interactions	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
8. Correctness of indication	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
		1.						



Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
<b>2. Medication Dispensing- 7(p)</b>  (Accurately dispense medicines as prescribed taking in consideration the quality of medicines the appropriate use of medicine devices)	1. Interpret and validate prescriptions	2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		2. Assemble medicines	1.					
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	3. Appropriately label medicines	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
	4. Counsel clients	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
	5. Dispense prescribed medicines	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
	6. Accurately demonstrate the use and care of dispensed devices	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
	7. Report dispensing errors and defective or substandard medicines to supervisors and discuss possible remedies	1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						
		8.						
9.								
10.								
		1.						

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature	
3. Patient Counseling 5 (p)	1. Good patient approach (5)	2.						
		3.						
		4.						
		5.						
		1.						
	2. Highlighting on drugs being dispensed (5)	2.						
		3.						
		4.						
		5.						
		1.						
	3. Highlights on the indication of the medication being dispensed (5)	2.						
		3.						
		4.						
		5.						
		1.						
	4. Mentioning of the correctness in terms of time of taking medications (5)	2.						
		3.						
		4.						
		5.						
		1.						
	5. Mentioning of the correct timing of drug administration in relation to meals (5)	2.						
		3.						
		4.						
		5.						
		1.						
	6. Cautions to be taken while on treatment (5)	2.						
		3.						
		4.						
		5.						
		1.						
	7. Emphasis on adherence and compliance (5)	2.						
		3.						
		4.						
		5.						
		1.						
	8. Explaining medicine side effects and steps to be taken if they occurred (5)	2.						
		3.						
		4.						
		5.						
		1.						
	9. Guidance on storage of medications during usage (5)	2.						
		3.						
		4.						
		5.						
		1.						
	10. Adequate time taken for each patient (5)	2.						
		3.						
		4.						
		5.						
		1.						
4. Respond to symptoms in the	Management of Gastritis	1.						

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
<b>retail pharmacy – Requiring over the counter medicines (Response includes referring to the licenced health facility for clinical evaluation)</b>	Management of different types of pain	2.					
	Management of emesis	3.					
	Management of fungal dermatoses	4.					
	Management of acne	5.					
	Management of Constipation	6.					
	Management of Dysmenorrhea	7.					
	Management of laryngitis	8.					
	Management of coughs	9.					
	Management of Colds and Flus	10.					
<b>Managing Agrovert</b>	Agrovet - vaccination	1.					
	Agrovet – pest control in plants	2.					
	Agrovet – Pest control in households	3.					
	Agrovet – Stress management	4.					
	Agrovet – bigger animal wound management	5.					
<b>Ordering medicine 1(A) 4(p)</b>	Preparation for ordering	1.					
		2.					
	Local purchases	3.					
	Ordering sister branch	4.					
	Bulk Ordering	5.					
<b>Receiving medicine 10(p)</b>	Collaborations with other members of receiving committee	1.					
	Verification and counterchecking	2.					
	GRN	3.					
	Dealing with Discrepancies	4.					
	Recording on stock control cards	5.					
	Collaborations with other members of receiving committee	6.					
	Verification and counterchecking	7.					
	Good Received Note	8.					
	Dealing with discrepancies	9.					
	Recording on stock control cards	10.					
<b>Packing Medicine (Storage )</b>	Arrangement on shelves	1.					
	Segregation of	2.					

Procedure	Details	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
	different formulations and products category						
	Maintenance of storage conditions	3.					
<b>Repacking of medicine 2(A) and 1(P)</b>	Making pre-packs based on regular courses and scheduled clinics	1.					
	Techniques of counting and pre-packing	2.					
	Arranging prepacks	3.					
<b>Daily inventory 5(a) 2(p)</b> (Demonstrate understanding or inventory management system and the record keeping practices)	Complete stock status assessments <b>3(A) and 1(P)</b>	1.					
		2.					
		3.					
		4.					
	Complete LMIS forms and eLMIS entries <b>2(A) and 1(P)</b>	5.					
		6.					
		7.					
<b>Monthly physical count (P)</b>	Physical count and close watch to prevent expiry and isolate stocks where expiry occurs	1.					
	Physical count and close watch to prevent expiry and isolate stocks where expiry occurs	2.					
	Physical count and close watch to prevent expiry and isolate stocks where expiry occurs	3.					
<b>Pharmacovigilance reporting</b>	Report adverse drug reactions or on product quality	1.					
	Report adverse drug reactions or on product quality	2.					
	Report adverse drug reactions or on product quality	3.					
<b>Controlled medicine</b>	Filling DDA form and ordering	1.					
	Legality check, dispensing and record keeping	2.					
	Identification and Removal of expired products	3.					
	Isolation and quarantining of	4.					

<b>Procedure</b>	<b>Details</b>	<b>Cases</b>	<b>File No.</b>	<b>Date</b>	<b>Intern involvement</b>	<b>Supervisors Name</b>	<b>Supervisors Signature</b>
	expired products						
	Quantification and valuation of expired products	5.					
	Actual disposal or tutorial	6.					
	Filling DDA form and ordering	7.					
	Filling DDA form and ordering	8.					

### 4.3 Evaluation of the Retail Pharmacy Rotation

#### 4.3.1 Monthly review of the performance

Month	Comment by Intern	Comment by Supervisor	Comment by Intern Coordinator
<b>ONE (1)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
<b>TWO (2)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	Date_____	Date_____	<b>Date</b> _____
<b>THREE (3)</b>			
	Sign_____	Sign_____	<b>Sign</b> _____
	<b>Date</b> _____	<b>Date</b> _____	<b>Date</b> _____

#### 4.3.2 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Pharmaceutical skills Skills	Dispensing		
	Logistical and supply chain management		
	Prescription Interpretation		
	Patient Counselling:		
	Medication Safety and Pharmacovigilance		
	Pharmaceutical Calculations:		
	Pharmacology Knowledge		
	Regulatory Reporting Compliance		
Professional Conduct	To patients and caregivers		
	To seniors, colleagues and other health workers		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		
Overall Grade			

**Note:** Overall Grade of 24 and below is unsatisfactory performance and the intern's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful (Recommended for Extension)	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp



## 5 Industrial Pharmacy/Compounding unit- One (1) month

where there is no industry, this experience Can be done in the hospital or community pharmacy

### 5.1 Grading Criteria for the Industrial Pharmacy Rotation

#### 5.1.1 Basic Information

Intern Name \_\_\_\_\_ Internship License No \_\_\_\_\_

Internship Centre \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Confirmed by (Supervisor) Sign and Stamp: \_\_\_\_\_

#### 5.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding & make recommendations in the best interest of the intern & the public.

#### 5.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 5.1.4 Rotation Area Requirements:

In this rotation, the Pharmacy Intern shall:

1. Communicate effectively and behave appropriately with clients & other health care providers
2. Prepare and dispense compounded medications
3. Assist pharmacists in verifying the accuracy and completeness of medication orders
4. Assist with inventory management and stocking of supplies in the plant or compounding unit
5. Maintain a clean and organized work environment
6. Adhere to all laws and regulations pertaining to Manufacturing and Compounding Medicines (extemporaneous, cytotoxic medicines and determine the requirements for preparation such as calculations, appropriate formulation, procedures, raw materials, equipment, etc.)
7. Recognise his/her limitations in patient care with an appropriate referral.
8. Attend/participate/present in CPD Programmes

In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

## 5.2 Industrial Pharmacy and or Compounding Rotation Procedures

Operations	Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
Manufacturing processes of various preparations	1.					
	2.					
	3.					
Apply good manufacturing practices (GMP) requirements when participating in the manufacturing processes of various preparations	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
Quality control In manufacturing	1.					
	2.					
Calculations for Dilutions	1.					
	2.					
Extemporaneous preparations	1.					
	2.					

### 5.3 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Pharmaceutical Skills	Dispensing		
	Logistical and supply chain management		
	Prescription Interpretation		
	Patient Counselling:		
	Medication Safety and Pharmacovigilance		
	Pharmaceutical Calculations:		
	Pharmacology Knowledge		
Professional Conduct	Regulatory Reporting Compliance		
	To patients and caregivers		
	To seniors, colleagues and other health workers		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		

**Note:** Overall Grade of 24 and below is unsatisfactory performance and the interns's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful (Recommended for Extension)	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp

## 6 Regulatory Pharmacy like, ZAMRA, HPCZ or DEC –1/2 month

Where the intern is unable to do internship in regulatory site, a CPD Certification in medicine Regulation is acceptable

### 6.1 Grading Criteria for the Regulatory Pharmacy Rotation

#### 6.1.1 Basic Information

Intern Name \_\_\_\_\_ Internship License No \_\_\_\_\_

Internship Centre \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Confirmed by (Supervisor) Sign and Stamp: \_\_\_\_\_

#### 6.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### 6.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 6.1.4 Rotation Area Requirements:

In this rotation, the Pharmacy Intern shall:

1. Participate in inspections and audits of pharmacies, drug manufacturers, wholesalers, and other healthcare facilities.
2. Assist in the evaluation and processing of pharmacy license applications, permits, and renewals.
3. Assist in monitoring and analyzing adverse drug reactions (ADRs) and other reported safety concerns related to pharmaceutical products
4. Support activities related to drug recalls and safety alerts. This may include assisting with recall communications, conducting product investigations

In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

## 6.2 Regulatory Pharmacy Rotation Procedures

Operations	# of Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
Pharmacy premise Pre -registration inspection	1.					
Pharmacy premise post - registration inspection	1.					
Model dossier review	1.					
QA lab and product registration	1.					
Practicing licence registration	1.					
Training institution inspection	1.					
Technical Support - Participate in QA/QC activities	1.					
	2.					
Technical Support - Participate in pharmacovigilance, sensitise and encourage ADR reporting	1.					
	2.					
	3.					
	4.					
	5.					
Enforcement 05 – or Tutorial on Pharmacy law and regulation	1.					
	2.					
	3.					
	4.					
	5.					
Management confiscated products	1.					
	2.					
	3.					

### 6.3

### Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Pharmaceutical Skills	Dispensing		
	Logistical and supply chain management		
	Prescription Interpretation		
	Patient Counselling:		
	Medication Safety and Pharmacovigilance		
	Pharmaceutical Calculations:		
	Pharmacology Knowledge		
	Regulatory Reporting Compliance		
Professional Conduct	To patients and caregivers		
	To seniors, colleagues and other health workers		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		

**Note:** Overall Grade of 24 and below is unsatisfactory performance and the interns's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful (Recommended for Extension)	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp



## 7 Training Institutions - 1/2 month

### 7.1 Grading Criteria for the Training Institution Rotation

#### 7.1.1 Basic Information

Intern Name \_\_\_\_\_ Internship License No \_\_\_\_\_

Internship Centre \_\_\_\_\_

Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Confirmed by (Supervisor) Sign and Stamp: \_\_\_\_\_

#### 7.1.2 Grading:

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### 7.1.3 Intern Involvement

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### 7.1.4 Rotation Area Requirements:

In this rotation, the Pharmacy Intern shall:

1. Engage in a structured learning program designed to enhance your knowledge and skills in pharmacy practice. This may involve attending educational sessions, workshops, and seminars, as well as participating in practical training activities.
2. Teaching and Precepting including; facilitating small group discussions, providing guidance during experiential rotations, and mentoring learners.

In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

**7.2 Training Institution Rotation Procedures (may need to revisit the activities considering that this is a rotation for only 2 weeks)**

Operations	# of Cases	File No.	Date	Intern involvement	Supervisors Name	Supervisors Signature
Prepare Lessons O2, 1 P	1.					
	2.					
	3.					
Teaching O2 and 1 p	1.					
	2.					
	3.					
Prepare assessment 1 O and 1 P	1.					
	2.					
Marking scrips (5)P	1.					
	2.					
	3.					
	4.					
	5.					

**7.3 Overall Assessment at the end of the rotation**

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Professional Conduct	To learners		
	To seniors, colleagues and other teaching staff		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		

**Note:** Overall Grade of 12 and below is unsatisfactory performance and the interns's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful (Recommended for Extension)	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp

## **8 Medicine Distribution Centre - 1/2 month**

### **8.1 Grading Criteria for the Medicine Distribution Centre Rotation**

#### **8.1.1 Basic Information**

Intern Name \_\_\_\_\_ Internship License No \_\_\_\_\_

Internship Centre \_\_\_\_\_

Oral Health Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Confirmed by (Supervisor) Sign and Stamp: \_\_\_\_\_

#### **8.1.2 Grading:**

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### **8.1.3 Intern Involvement**

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### **8.1.4 Rotation Area Requirements:**

In this rotation, the Pharmacy Intern shall:

1. Communicate effectively with the patients, their relatives, and other health care providers
2. Prepare and dispense medications,
3. Assist pharmacists in verifying the accuracy and completeness of medication orders
4. Assist with inventory management and stocking of supplies
5. Maintain a clean and organized work environment
6. Adhere to all laws and regulations pertaining to the sale and distribution of medications
7. Recognise his/her limitations in patient care with an appropriate referral.
8. Behave appropriately (attitude) with the patients and with their relatives-
9. Attend and participate/present in all departmental CPD Programmes

In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

## 8.2 Medicine Distribution Centre Rotation Procedures

Operations	# of Cases	File No.	Date	Intern involvement		Supervisors Name	Supervisors Signature
Product Selection (Understand product selection criteria, use of generic names, essential medicines lists, treatment guidelines and formularies)				Attend Medicine and Therapeutics Committee meetings	P		
				Tutorial on medicine selection	O		
Procurement (Understanding procurement cycle, procurement methods, demonstrate good pharmaceutical procurement practices, tendering process and quality assurance for pharmaceuticals)				Participation in local procurement	A		
				Tutorial on procurement committee and tender evaluation meetings (Where possible attend the process)	O		
				Participate in the receiving process for commodities procured or ordered	P		
Quantification (Quantification done based on consumption,				Participate in the quantification process	O		

morbidity, and proxy methods while managing the pipeline supply planning through embracing of information technology)				Use software packages available e.g. excel, Pipeline, Quantimed, Forlab, Warehouse Expert (WMS) etc	A		
				Tutorial on Quantification	O		
Storage and Distribution (Understand and apply good storage and distribution practices, also basic transport management in distribution)				Participate in preparing storage at a warehouse	A		
				Participate in preparation of the warehouse distribution schedule	A		
				Tutorial on storage and distribution	O		

### 8.3 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Pharmaceutical skills Skills	Dispensing		
	Logistical and supply chain management		
	Prescription Interpretation		
	Patient Counselling:		
	Medication Safety and Pharmacovigilance		
	Pharmaceutical Calculations:		
	Pharmacology Knowledge		
Professional Conduct	Regulatory Reporting Compliance		
	To patients and caregivers		
	To seniors, colleagues and other health workers		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		

**Note:** Overall Grade of 24 and below is unsatisfactory performance and the interns's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp

**Coordinator's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful (Recommended for Extension)	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp



## **9 Pharmaceutical Public Health (Include MCH activities) 1/2 month**

### **9.1 Grading Criteria for the Pharmaceutical Public Health Rotation**

#### **9.1.1 Basic Information**

Intern Name \_\_\_\_\_ Internship License No \_\_\_\_\_

Internship Centre \_\_\_\_\_

Oral Health Period of Rotation: Start: \_\_\_\_\_ End: \_\_\_\_\_

Confirmed by (Supervisor) Sign and Stamp: \_\_\_\_\_

#### **9.1.2 Grading:**

- 3- The intern meets most of the criteria without assistance
- 2- The intern requires some assistance to meet the stated criteria
- 1- The intern requires considerable assistance to meet the stated criteria
- 0- Unable to meet the criteria completely

NB: Where the grading shall be on a scale of 0 or 1 above, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public.

#### **9.1.3 Intern Involvement**

- Performed (P)- The intern does the work as the primary Pharmacist
- Assisted (A)- The Intern assisted the primary Pharmacist in the procedure or treatment
- Observed (O)- The Intern observed the procedure or treatment

#### **9.1.4 Rotation Area Requirements:**

In this rotation, the Pharmacy Intern shall:

1. Communicate effectively with the patients, their relatives, and other health care providers
2. Prepare and dispense medications,
3. Assist pharmacists in verifying the accuracy and completeness of medication orders
4. Assist with inventory management and stocking of supplies
5. Maintain a clean and organized work environment
6. Adhere to all laws and regulations pertaining to the sale and distribution of medications
7. Behave appropriately (attitude) with other staff

In addition to the above, at the end of the rotation, one is expected to have participated in the

following procedures:

## 9.2 Pharmaceutical Public Health Rotation Procedures

Operations	# of Cases	File No.	Date	Intern involvement		Supervisors Name	Supervisors Signature
Assess primary healthcare needs (accounting for patients' cultural and socioeconomic background)	1.			Immunizations	O		
	2.			Child health week	O		
	3.			Reproductive health	O		
	4.			Performance assessments	A		
	5.			technical support on pharmaceutical products			
Advise on health promotion and disease prevention and control (Counsel and provide treatment goals for the conditions)	6.			Diabetes And Hypertension	P		
	7.			Malnutrition and anemia	P		
	8.			Gastro-intestinal and conditions diarrhoea in children	P		
	9.			Gastritis	P		
	10.			Osteoarthritis and gout	P		
	11.			HIV	P		
	12.			OBGY conditions- candidiasis, urinary tract infection	P		
	13.			Dermatological conditions – promote best practices for health seeking behaviours	P		
Medicine information and advice	14.			Conduct community outreach activities (counsel people	A		

Operations	# of Cases	File No.	Date	Intern involvement		Supervisors Name	Supervisors Signature
				on safe and rational use of medicines and devices including selection, use, contraindications, storage and side effects of non-prescription and prescription medicines)			
	15.			Educate fellow health practitioners, students, patients and communities on rational drug use (Identify sources, retrieve, evaluate, organize, assess, and disseminate relevant medicine information according to patient needs)	P		
Tutorial In Public Activities (Activities which may not be scheduled to take place during the intern's rotational period)	16.			Tutorial	O		

### 9.3 Overall Assessment at the end of the rotation

Assessment Area	Competence	Grade	Remarks
Knowledge	Basic Sciences		
	Theoretical Knowledge in the Discipline		
	Participation in CPD		
Pharmaceutical Skills	Dispensing		
	Logistical and supply chain management		
	Prescription Interpretation		
	Patient Counselling:		
	Medication Safety and Pharmacovigilance		
	Pharmaceutical Calculations:		
	Pharmacology Knowledge		
	Regulatory Reporting Compliance		
Professional Conduct	To patients and caregivers		
	To seniors, colleagues and other health workers		
	To the public		
	Punctuality, availability and Time management		
	Dressing and appearance		

**Note:** Overall Grade of 24 and below is unsatisfactory performance and the resident's rotations shall be extended.

**Supervisor's Comment**

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Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_

**Coordinator's Comment**

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Date Stamp

<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ HPCZ. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Stamp

**7 Overall Assessment at Completion Of The Internship Program**

Interns Name \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Internship Centre: \_\_\_\_\_ HPCZ Licence No \_\_\_\_\_

Period of Internship: Start: \_\_\_\_\_ End: \_\_\_\_\_

**Coordinator's Comment**

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**Coordinators Recommendations**

<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful	
Irremediable	

Name \_\_\_\_\_ Qualification \_\_\_\_\_ Reg. No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Head of Internship Site/Medical Director/Superintendent's Comment**

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<b>Grading</b>	<b>Tick what Applies</b>
Successfully Completed Rotation	
Unsuccessful	
Irremediable	

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date Stamp