



## Professional Training & Internship

### Manual



**Department of Pharmacy**

**Abbottabad University of Science & Technology (AUST)**

## Catalog

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# PROFESSIONAL TRAINING & INTERNSHIP

## INTRODUCTION

The Professional Training and internship Program of the Pharmacy Department, Abbottabad University of Science & Technology (AUST) is designed to equip Pharm-D students with essential professional skills, clinical exposure, ethical values, and practical knowledge required in real-world pharmacy practice.

This manual outlines the objectives, roles, training structure, rotation schedules, evaluation methods, documentation requirements, and responsibilities of students and supervisors during the one-year clinical training.

Professional training falls into two main sections:

1. Professional/Pharmacy Practice Experience (PPE), being an integral part of the College of Pharmacy education program, has been given emphasis to improve its implementation in the present curriculum. It involves training in potential future employment placements such as community pharmacies, hospital pharmacies, pharmaceutical companies and production plants as well as pharmaceutical regulatory bodies like FDA.

It is a mandatory course to be met, with a "pass/fail" assessment.

2. Internship program involving training in clinical wards in hospitals for a full academic year, which applies only for sixth year students of the Pharm. D. program.

Success and failure depends both on external evaluation by the preceptor in the training institution and internal evaluation by the college supervisor, a faculty member in the clinical pharmacy department. At least a 60% of total marks is mandatory for passing this field activity.

## TRAINING OBJECTIVES

### Academic Objectives:

- Connect theoretical knowledge with real-life hospital practice.
- Enhance understanding of pharmacotherapy, clinical guidelines, and disease management.

### Professional Objectives:

- Train students in clinical pharmacy services including medication review, reconciliation, and counseling.
- Improve communication with healthcare professionals.
- Participate in multidisciplinary healthcare teams.

**Ethical Objectives:**

- Understand ethical responsibilities.
- Encourage honesty, punctuality, confidentiality, and professionalism.

**PROGRAM DURATION & SITES**

Total Duration: 12 Months (Full-Time)

**Training Sites:**

- DHQ Hospitals
- Teaching Hospitals & Affiliated Clinics
- Community Pharmacies (Optional)

**TRAINING STRUCTURE****Rotations include:**

1. General Medicine Ward
2. Surgical Ward
3. Emergency / Casualty
4. ICU / CCU
5. OPD
6. Pharmacy Store & Inventory
7. Dispensing & Prescription Processing
8. OT & Anesthesia (Optional)
9. Community Pharmacy
10. Clinical Pharmacy Services

**ROTATION DETAILS****Each rotation includes:**

- Defined learning objectives
- Practical activities
- Supervisor-led assessments

**General Medicine Ward :**

- Daily medication chart review
- Identify drug interactions and contraindications
- Attend ward rounds

**Surgical Ward :**

- Peri-operative medication management
- Post-surgery pain & antibiotic therapy review

**Emergency Department :**

- Emergency drug protocols
- Crash cart management

**ICU/CCU :**

- Critical care pharmacotherapy
- High-alert medication monitoring

**DOCUMENTATION & LOGBOOK****Students must maintain:**

- Daily Logbook
- Case Studies (minimum 10)
- SOAP Notes
- Monthly Evaluation Forms
- Attendance Sheet (85% minimum)
- Final Report

**EVALUATION SYSTEM**

## Components:

- Monthly Evaluations: 20%
- Case Presentations: 20%
- Logbook Completion: 20%
- Final Viva / OSCE: 40%

## Grading:

A: 85–100%

B: 70–84%

C: 60–69%

F: &lt;60%

## FINAL REPORT SUBMISSION

### Final package includes:

- Logbook
- Case studies
- Attendance sheet
- Evaluations
- Final training report (30–40 pages)

## CERTIFICATE POLICY

### Certificate issued only after:

- 12 months completed
- Logbook signed
- Attendance  $\geq 85\%$
- Supervisor approval



## RESPONSIBILITIES

### STUDENT RESPONSIBILITIES

- Punctuality and professional behavior
- Follow hospital SOPs
- Maintain confidentiality
- Complete daily documentation
- Participate actively in rounds

### SUPERVISOR RESPONSIBILITIES

- Provide orientation
- Guide on clinical skills
- Sign logbooks
- Offer feedback
- Conduct evaluations

## CODE OF ETHICS

Students must follow:

- PPC Code of Ethics
- Hospital confidentiality rules
- Professional behavior standards

- A pharmacist respects the autonomy and dignity of each patient.
- A pharmacist acts with honesty and integrity in professional relationships.
- A pharmacist maintains professional competence.
- A pharmacist serves individual, community, and societal needs.

## SAFETY & INFECTION CONTROL

- Hand hygiene
- PPE compliance
- Report injuries immediately



## POLICIES

Pharmacy students are expected to uphold the highest standards of professionalism and ethical conduct throughout their training. This includes adhering to the Islamic ethical code, as well as all relevant regulations set forth by the College and the training site. Any breach of these standards may be reported to the EEO by the preceptor, with final decisions regarding disciplinary action resting with the Head of department.

## MAINTAINING PROFESSIONAL APPEARANCE

As representatives of the pharmacy profession, students must strive for a professional demeanor and dress code befitting their role. This means adhering to the dress code guidelines established by the training site to which they are assigned. Here are some key expectations:

**Proper Attire:** College uniform and a clean, well-maintained white coat displaying the university logo are mandatory throughout your time at the training site.

**Visible Identification:** Your pharmacy ID card should be worn at all times, either clipped to an outer garment or around your neck.

**Neat and Tidy:** Ensure your clothing is clean, ironed, and in good condition.

**Professional Hairstyle:** Avoid overly casual or distracting hairstyles. Head coverings should be neat and unobtrusive.

**Appropriate Footwear:** Choose professional shoes or canvas sneakers. Sandals, slippers, and high heels are not permitted.

**Site-Specific Guidelines:** Be mindful of any additional dress code requirements established by the specific training site.

## ABSENCE POLICY

- Students must complete the required training period in the allocated time.
- The daily attendance sheet, provided by the Department, should be signed by the intern every day and submitted to the Department, along with the evaluation form.
- Students must inform their preceptor of any absence or lateness one day before its occurrence, and the preceptor should inform the Department of any unexcused absence.

## PLAGIARISM

Plagiarism, the act of presenting another work as your own, undermines the fundamental principles of academic honesty. This includes copying assignments, research, or other materials from students, authors, or any other source without proper attribution. Engaging in such activities will result in:

**Immediate nullification:** The preceptor or EEO will nullify any plagiarized assignments or research, awarding a zero grade.

**Potential consequences:** Depending on the severity of the offense and any prior incidents, further disciplinary action may be taken by the EEO, including probation or even dismissal from the program.

## CANCELLATION OF ROTATION

The EEO reserves the right to cancel a student's rotation due to concerns regarding their professionalism or attitude. If such occurrences happen:

**Rotation repeat:** The student will be required to repeat the canceled rotation at a later date within their program schedule.

**Two-strike policy:** In the event of a second complaint, the EEO will escalate the matter to the HOD for review. They may then consider potential consequences, including program dismissal, based on the student's overall conduct and adherence to professional standards.

## FAILURE OF ROTATION

Students are expected to demonstrate satisfactory performance throughout their rotations. However, if a student falls short of achieving the required learning outcomes for a specific rotation, the following may occur:

**Remediation plan:** In some cases, the preceptor and EEO may develop a customized remediation plan for the student to address specific areas of weakness and demonstrate improvement. Successful completion of the plan may allow the student to continue their current rotation.

**Repeat rotation:** If remediation is deemed unsuccessful or not applicable, the student may be required to repeat the same rotation type after completing their existing schedule. This will unfortunately result in a delay in graduation.

Depending on the program structure and individual circumstances, the potential delay could range from one semester to a longer period.

## CONFIDENTIALITY

As future healthcare professionals, upholding patient confidentiality is paramount. To ensure the privacy and trust of individuals under your care, please adhere to the following guidelines:

**Maintain Strict Discretion:** Patient information, including names, diagnoses, and details of their health, must be treated with the utmost confidentiality. Sharing this information with anyone outside of the necessary healthcare team is strictly prohibited.

**Respect Privacy in Public Spaces:** Avoid discussing patient cases within earshot of others, regardless of their perceived connection to the matter.

**Anonymize Case Presentations:** When presenting patient cases for educational purposes, ensure all identifiers like names and file numbers are removed to protect privacy.

**Handle Documents Securely:** Treat confidential documents with care. Avoid leaving them unattended in public places and refrain from taking them home without explicit authorization.

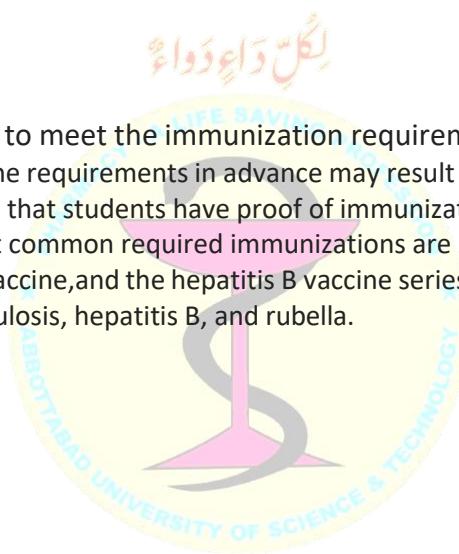
**Professional Patient Interactions:** Maintain appropriate professional boundaries with patients. Personal relationships are discouraged to protect both you and the patients entrusted to your care.

**Honoring Agreements:** If the training site requests you to sign a confidentiality statement, be prepared to do so willingly and uphold its terms.

**Site-Specific Protocols:** Be mindful of any additional confidentiality rules or regulations established by the specific training site you are assigned to.

## IMMUNIZATIONS

It is the responsibility of students to meet the immunization requirements of the training sites prior to the beginning of APPE. Failure to fulfill the requirements in advance may result in the cancellation of rotation. Therefore, it is highly recommended that students have proof of immunization ready for submission upon request at the training site. The most common required immunizations are polio, tetanus/diphtheria, pertussis, varicella, chicken pox, seasonal flu vaccine, and the hepatitis B vaccine series. Students may also need to show proof that they are free from tuberculosis, hepatitis B, and rubella.



## APPENDICES

### APPENDIX A – DAILY LOGBOOK FORMAT

Student Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Rotation: \_\_\_\_\_

Ward/Department: \_\_\_\_\_

Supervisor/Preceptor: \_\_\_\_\_

Week: \_\_\_\_\_

Date	Patient Initials / Bed No.	Diagnosis	Medications Reviewed	Interventions / Observations	Skills Performed	Supervisor Signature
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Daily Reflection / Learning Summary:

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Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

## APPENDIX B – CASE STUDY TEMPLATE

Case Study No.: \_\_\_\_\_ Student Name: \_\_\_\_\_ Ward/Unit: \_\_\_\_\_  
Date: \_\_\_\_\_

### 1. Patient Information

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Weight/Height: \_\_\_\_\_ Medical Record #: \_\_\_\_\_  
Admission Date: \_\_\_\_\_

### 2. Chief Complaint

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### 3. History of Present Illness

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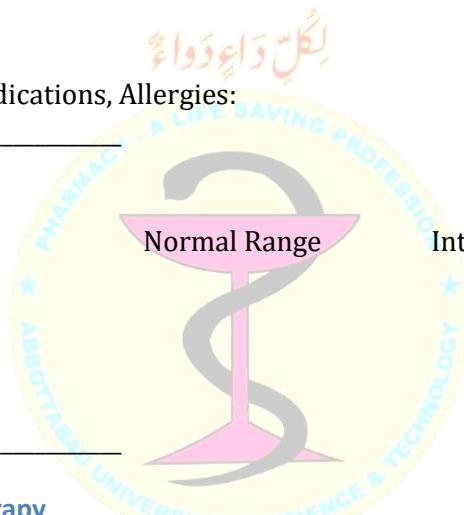
### 4. Past Medical & Surgical History

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### 5. Medication History

Current medications, Previous medications, Allergies:

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### 7. Diagnosis

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### 8. Treatment Plan / Prescribed Therapy

Drug	Dose	Route	Frequency	Indication
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### 9. Pharmaceutical Care Issues Identified

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### 10. Intervention

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### 11. Outcome

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### 12. Clinical Discussion

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## APPENDIX C – SOAP NOTE TEMPLATE

SOAP Note No.: \_\_\_\_\_ Patient ID / Bed No.: \_\_\_\_\_ Ward: \_\_\_\_\_  
Date: \_\_\_\_\_

### S – Subjective

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### O – Objective

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### A – Assessment

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### P – Plan

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## APPENDIX D – MONTHLY EVALUATION FORM

Month: \_\_\_\_\_ Student Name: \_\_\_\_\_

Rotation/Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Criteria	Score (1-5)	Remarks
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Punctuality & Attendance

Professional Behavior

Communication Skills

Clinical Knowledge

Participation in Rounds

Documentation Skills

Case Presentation

Drug Therapy Monitoring

Patient Counseling

Ability to Identify DRPs

Teamwork

Overall Performance



## APPENDIX E – ATTENDANCE SHEET

Student Name: \_\_\_\_\_ Rotation: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Date	Present (✓)	Absent (X)	Late	Supervisor Signature
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Summary:

Total Working Days: \_\_\_\_\_

Days Present: \_\_\_\_\_

Days Absent: \_\_\_\_\_

Late Arrivals: \_\_\_\_\_

Attendance %: \_\_\_\_\_

