

رؤية
VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA


جامعة نجران
NAJRAN UNIVERSITY

Field Experience Training Guide_Pharmacy_Final

Dear student and colleagues

This guide is designed to help you to get successful training in pharmacy related organizations or hospitals. In this manual you will find a description of your role, the necessary acquired skills needed to complete the training process, and some experience from other trainers. It provides a unique opportunity to apply pharmacy practice in pharmacy related organizations or hospitals. We have advised our students for training of fundamentals in hospitals, pharmaceutical companies, and trade organizations.

Training permits you not only to participate in providing the health care to the community but also in the potential development of your professional abilities to face employment competency in the future. It brings new skills and knowledge that can add a fresh dimension to the pharmacist duties.

We hope you will share to gain important knowledge and experience in health care, pharmacy practice and pharmaceutical industry. We also hope that the experience will be productive and rewarding for you and your organization.

If you have any questions or have a particular need for training, please feel free to call us at [055 9407899](tel:0559407899) or [0553600660](tel:0553600660) or [0550365000](tel:0550365000).

Sincerely,

Dr. Saad Ahmed AlQahtani

General supervisor of training program

2019 - 2020

	<u>Page No</u>
Background	3
Objectives	3
Aims	3
Learning Outcomes	4
The major student activities of the field experience	5
Training Organizations	5
Required assignments, projects, and reports	6
Follow up with students	6
Field experience flowchart for responsibility and decision-making	6
Responsibilities	6
Identification of Field Locations	8
Requirements for Field Site Locations	8
Identification of Students	9
The process used to protect and minimize safety risks	9
Guidelines to The Students	9
Guidelines to The External Supervisor	10
Guidelines to The Academic Supervisor	10
Pharmaceutical Training Committee	11
Training Committee Roles	11
Assessment	11
Student Roles	12
Common Questions	12
Appendix A (Assignment)	14
Appendix B (Assessment forms)	15

Background

The mission of Faculty of Pharmacy, Najran University is to provide the local and regional community with highly qualified multidisciplinary, and professional pharmacists with ethical values and able to participate in the development of drug industry and quality assurance as well as contribute to a distinguished health service to the society. To achieve this goal, the faculty is keen to design an integrated training program to help the graduates to get a professional pharmaceutical knowledge and skills so that they can contribute to the enhancement for health care and innovation in pharmaceutical sciences and compete effectively in the job market after their graduation. Student should start training period of 960 hours distributed along 6 months after students have been passed all courses of the B. Pharm. Sc. plan. Training is an integral part of pharmaceutical science program courses and is considered a graduation prerequisite. Unlike academic programs, no grade is added to the cumulative, although meetings are scheduled with students to assess progress and the structure of the experience. Training must be done in Pharmacies of Governmental Hospitals and accepted by the collage. During the training period, students are supervised and evaluated by the collage staff members in collaboration with the pharmacy supervisor, in addition to an exit exam to evaluate the domains of learning outcomes in the program and learning experience.

Objectives

Pharmacy training program was established to provide pharmacy students with the experience required to provide a comprehensive exposure to industrial, hospital and health system pharmacy practice that will help to improve the quality health care.

Aims of the field experience training

On completion of the training, students will be able to:

- Outline principles of pharmacy practice, hospital pharmacy, public health interventions, GPMP and pharmacy management, pharmaco-economics.
- Identify properties of different dosage forms, mechanisms of drug action, therapeutic uses, adverse reactions, contraindications, ethical and moral pharmacy laws and calculate medicine doses.
- Handle and use chemical and pharmaceutical materials safely with application of good laboratory practice (GLP) principles in drug manufacture, formulation, design, labeling, storage and distribution of medicinal agents to face market competition.
- Advise health care professionals and patients about the use of drugs and social

health hazards of drug abuse and misuse using proper medical and pharmaceutical terms by integrating recent knowledge of pharmaceutical sciences.

- Potentiate team work, decision making and writing report skills.

Learning Outcomes

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1	Outline fundamentals of therapeutics, drug distribution, drug monitoring, adverse effects, contraindications, patient counseling, dose adjustment, disease prevention, health promotion, safe use and disposal of medicine.	Group discussion,	1. Field supervisor evaluation 2. Academic supervisor evaluation 3. Exit exam 4. Student surveys
1.2	State the laws that govern and affect pharmacy practice, ethical principles and moral rules of pharmacy profession.	Group discussion,	1. Field supervisor evaluation 2. Academic supervisor evaluation 3. Student surveys
2.0	Skills		
2.1	Evaluate the possible therapeutic applications, interactions or interferences of drugs and pharmaceutical compounds.	Group discussion and Case study.	1. Self-evaluation, report 2. Field supervisor evaluation 3. Academic supervisor evaluation 4. Student surveys
2.2	Plan strategies for solving the problems concerning physical and chemical incompatibilities that may occur during drug dispensing and safe composition of pharmaceuticals.	Group discussion and Case study.	1. Self-evaluation, report 2. Field supervisor evaluation 3. Academic supervisor evaluation 4. Student surveys
2.3	Communicate clearly by verbal and written means with all staff and colleagues in the medical fields as well as with patients	Group discussion and Case study.	1. Self-evaluation, report 2. Field supervisor evaluation 3. Academic supervisor evaluation
3.0	Competence		
3.1	Work independently, professionally and in a team work with a time management.	Case study	Field supervisor evaluation
3.2	Use of personal values and ethical principles in the field of work	Case study	Field supervisor evaluation

The major student activities of the field experience

1. Reference standard

The faculty is adapting the national academic reference standard (NCAAA) for pharmaceutical education.

2. Training sites and organizations

The whole or a part of the pharmaceutical training can be accomplished in official pharmacies, pharmaceutical and drug companies and in hospital pharmacies. It can also take place in scientific offices of pharmaceutical companies.

Official Pharmacy

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

Hospital Pharmacy

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

Pharmaceutical Industries

To gain experience in providing safe and effective pharmaceutical products according to GMP regulations and quality control and to identify the most recent techniques in drug formulations.

Other Organizations

- Pharmaceutical products marketing companies as medical representative
- Scientific offices

3. Required assignments, projects, and reports

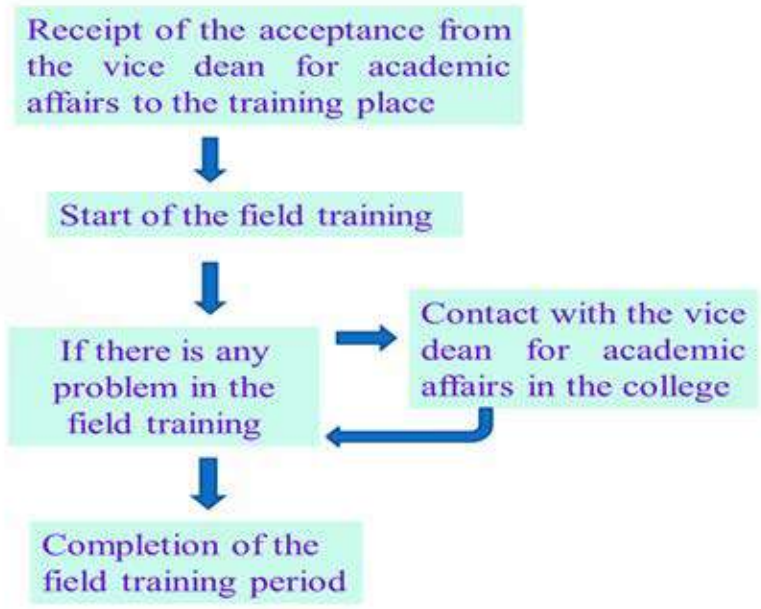
- a. Student self-evaluation report or assignment
- b. Field supervisor assessment report
- c. Academic supervisor assessment report

4. Follow up with students

The program receives the feedback of students through several channels:

- Via e-mail.
- Via mobile phone.
- Via WhatsApp social media
- Contact visit

5. Field experience flowchart for responsibility and decision-making



6. Responsibilities

Activities	Student	Field Teachin	Program Faculty and	College
------------	---------	---------------	---------------------	---------

		g Staff	Teaching Staff	
Planning Activities				
a. Student activities.			✓	
b. Learning experiences.			✓	
c. Learning resources			✓	
d. Field site preparations			✓	
e. Student guidance and support		✓		
Supervision Activities				
a. Transport to and from site.	✓			
b. Demonstrate learning outcome performance.	✓			
c. Completion of required tasks, assignments, reports, and projects.	✓			
d. Field site – safety.			✓	
e. Student learning activities.			✓	
b. Providing learning resources			✓	
c. Administrative (attendance)		✓		
Assessment Activities				
a. Student learning outcomes		✓		
b. Field experience		✓		
c. Field teaching staff		✓		
d. Program faculty and teaching staff				✓
e. Field site				✓
f. Learning resources	✓	✓	✓	

Identification of Students



The process used to protect and minimize safety risks:

The student must obey the following rules to protect himself and minimize the safety risks:

- 1- The student must wear Lab coat, gloves, masks, face shield
- 2- The student must follow the rules and regulations of regulatory agencies such as hospitals
- 3- Proper ventilation should be maintained at the field location
- 4- All Narcotic drugs and tabulated- II drugs' lists must be kept under lock and key
- 5- If the student gets sick or infected during the training, the field site location will be responsible for his treatment and recovery

Guidelines to the students

1. Bear full responsibility of work by getting to work on time and remain throughout all working hours.
2. Deal with your colleagues friendly and follow your external supervisor directions honestly.
3. Learn basic, advanced knowledge and techniques accurately keeping hand eye coordination to reduce errors.
4. Try to be creative by suggesting challenging ideas to develop pharmacy career to be ready for employment competencies.

5. Each student should
 - a. Send a monthly report.
 - b. Do a final self-evaluation report.
 - c. Do a final presentation.

Guidelines to the external supervisor

1. Interact with the student and review progress, answer questions, help resolve problems, and review performance in the context of the training's own goals and objectives.
2. Monitor student participation in routine technical work and discussions to achieve relevant assessment.
3. Follow up the students interaction with the patients and colleagues
4. Observe, evaluate and grade each student's performance and behavior.
5. Immediately contact the academic supervisor to discuss problems or concerns regarding the student training (illness, laziness, bad time keeping).
6. Complete the student assessment forms carefully on time and submit them to the academic supervisor or the college. This will identify the individual strengths, weakness and opportunities for improvement.
7. Fill in a questionnaire to assess the field training

Guidelines to the academic supervisor

1. Provide the students with consultation and information helpful in training.
2. Develop and maintain relationships with external supervisor and training organizations to secure appropriate training.
3. Be accessible to students and external supervisor by phone or electronic mail throughout the training period.
4. Encourage students to give constructive feedback regarding the previous academic knowledge and professional skills provided by training.
5. On the basis of the student reports, the student's self-evaluation, and external supervisor evaluation assess and grade each student's performance and behavior.
6. Submit all forms and reports of field training to the general committee of field training.

Pharmaceutical Training Committee

Pharmaceutical training committee includes:

Dr. Saad Ahmed AlQahtani (Dean, Chairman of the committee)

Dr. Ali M Alshaby (Vice dean for education and student affairs)

Dr. Hassan Albarqi (Head of Field experience coordinator)

Dr. Mohamed A Orabi (Program coordinator)

Training committee roles

1. Relay training opportunities and schedules to all students.
2. Collect all assessment forms and check them for accuracy and pre-requisites.
3. Track students to ensure that they complete 300 hours training.
4. Arrange workshops with third and fourth year students to spread awareness of summer training.
5. Submit training handbook among staff members and guidelines for student roles among students.

Student assessment process

No	Assessment method	Time	Percentage of total assessment
1	Student self-evaluation report	Week # 24	50%
2	Field teaching staff evaluation	Week # 1-24	20%
3	Program faculty staff evaluation	Monthly	30%
4	Exit exam	Week # 25	0
Total percentage			100

If there is critical differences in the assessments between the supervising staff in the field location and faculty as both of them make an independent assessment and raise it to the vice dean of academic affairs, then discussed on the level of the program administration to give the decision. Then the training committee will decide whether the student's training is satisfactory or not.

Student roles

1. Assess yourself by defining and redefining your goals and objectives to make informed choices, and evaluate their own personal and professional growth and development.
2. Apply theories, concepts, and skills learned in the classroom in pharmacy practice settings under the guidance of an experienced supervisor.
3. Update and review your training plan with external supervisor.
4. Obey the regulations of your external supervisor, keep polite and complete 300 hours training.
5. Complete self evaluation form at the specified time and deliver it to the academic supervisor.
6. Make sure that your external supervisor is aware of the assessment form that must be completed and make an appointment to review the evaluation prior to the last day of training.
7. Fill the summer training assignment forms that include data for different drugs with different therapeutic uses e.g. antispasmodic, diuretic, laxative, antihypertensive.....etc. These forms should be completed by students trained at community and/or hospital pharmacies and submitted to the academic supervisor at the end of summer training.

Common questions

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

The external supervisor should contact the academic supervisor regarding any questions or problems at **055 9407899** or **0553600660** or **0550365000**.

When performance problems occur during the training, it is appropriate to meet with the student immediately to share your concerns. This can enhance clarity of expectations and help the focus on areas of expected improvement. It really means dealing with the student as you would perhaps a new employee.

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

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

1. They obtain permission from the external supervisor.

2. Their time off does not affect any work time lines set by the external supervisor.

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

At the end of the pharmaceutical training, you will complete the assessment form based on observation of student's participation, progress and behavior and submit it to the summer training committee. If you have difficulty filling the assessment forms, contact the academic supervisor who will provide you with easy way to follow instructions on how to complete the evaluation.

Identification of Field Locations



Requirements for Field Site Locations

List of Requirements	List Safety Standards	List Specialized Criteria
a. Hospital Pharmacies b. Community Pharmacies c. Pharmaceutical industries companies d. Availability of computers and modern software e. Internet f. Lab coat	A. Personal safety 1. Safety from physical harm (substances, chemicals, poisons, etc. – equipment - Improper body mechanics). 2. Employee responsibilities a. maintain a safe work place b. apply principles of proper body mechanics c. wear appropriate when indicated. d. follow proper procedures in handling pharmaceutical agents that may pose a hazard to the practitioner e. know where to locate the material safety Data sheets. f. know and apply policies and procedures in case of emergency B. Environmental Safety 1. Clean work place 2. Proper ventilation 3. Proper lighting 4. Adequate set-up and layout of work place 5. Properly functioning equipment 6. Well trained employees aware of potential hazard	1- Rules and Regulations of Regulatory Agencies. 2- Safe Practices. 3- All schedule II drugs must be kept under lock and key.

Assessment forms

Summer Training Student Assessment Forms

Student's Name:

Mail address:

E-mail:

Phone NO.:

Academic supervisor:

Hospital supervisor :

Form A: Student self evaluation Form

Training Place:

Department :

Address:

Knowledge Acquired:

Practical Experience Acquired:

Specific Skills Acquired:

Student's Signature

Date

Form B: External supervisor assessment form

Hospital Supervisor:

Email:

Phone No.:

In placing the student, the University seeks to ensure that the learning provided is of appropriate quality. Your cooperation in filling up this form is highly appreciated by the student and Faculty of Pharmacy - Najran University.

F: Failed Fr: Fair G: Good Vg: Very Good Ex: Excellent

General Skills	F (0)	Fr (2)	G (3)	Vg (4)	Ex (5)
Practical Ability					
Theoretical background					
Cooperation with other colleagues					
Punctuality					
Organization					
Safety awareness					
Communication with patients					
Interest & enthusiasm					
Completion of tasks on time					
Appearance					

Total score: /50 = /10

Other Comments:

External Supervisor's Signature and stamp:

Date:

Form C: Academic supervisor assessment form

Academic Supervisor: _____

Email Address: _____

Telephone Number(s): _____

Serial	Training Setting	Number of Hours	Score /15	Supervisor Signature
1				
2				
3				
4				
5				
6				
Total				

Final score: /15

Other Comments:

- Please make sure you have filled out all parts of this application before submitting it.

Academic Supervisor's Signature

Date

Pharmaceutical training results

Student's Name:

I. D. number:

Academic supervisor:

Summer training Assignment: /25

Hospital supervisor assessment form: /10

Academic supervisor assessment form: /15

Total Score: /50

If the student gets less than 30: Failed

If the student gets more than 30: Pass.

Decision of summer training committee: Pass/Failed