Honored colleague;

We're writing to request your cooperation in fulfilling the internship requirements of Bahçeşehir University Faculty of Pharmacy students. Per Turkish Council of Higher Education guidelines, the PHARM 5998: Internship IV requires each student to intern in an active hospital pharmacy for a minimum of 40 working days. We would like to thank you for providing this opportunity for our students, as well as your support and assistance to our faculty.

We'd like to inform you that our students are insured during workdays (and workdays only) within their internship period, and that they are required to be physically present in the pharmacy during this time. We ask you to please plan the internship according to the guidelines provided below and, should you deem it adequate, stamp and sign the report prepared by the intern at the end of the internship period (note that each page must be stamped and signed). In addition, please complete the Internship Evaluation Form, seal it in a stamped and signed envelope, and return it to the intern for delivery to our department.

We thank you for your assistance to us and our students, and wish you success in your work.

Addendum 1. Internship learning benchmarks.
Addendum 2. Internship Evaluation Report.

Bahçeşehir University
Faculty of Pharmacy
Internship Commission

Addendum 1. Internship learning outcomes.

INTERNSHIP IV PHAR 5998- HOSPITAL PHARMACY INTERNSHIP

- Describes basic information about the hospital (type, number and names of wards/outpatient clinics, ICU count) and the hospital pharmacy (pharmacist/specialist counts, layout, sections, storage areas, drug transfer procedures, classification and shelving systems, equipment, working hours and on-call system, daily prescription volume).
- Explains the legislation governing hospital pharmacy operations; procurement procedures for medicines and medical devices (annual tender processes, tender law, pharmacist's role in decision-making); documentation and recording of purchased items.
- Manages the preparation and distribution of medicines and medical devices prescribed or ordered by physicians: explains the drug distribution system (unit-dose, etc.), evaluates its compatibility with the open market and other hospitals as well as the provision system, and applies prescription/order verification and preparation procedures.
- Applies recording, storage and distribution procedures for narcotic drugs; maintains records for purple and orange prescription medicines and applies submission procedures to the relevant authority.
- Identifies committees the pharmacist participates in (e.g. infection control); develops hospital formularies; applies safety precautions when handling hazardous drugs (e.g. cytotoxics); evaluates preparation of intravenous solutions, cytotoxic drugs, and TPN units and the pharmacist's responsibilities therein.
- Applies hygiene standards and manages waste (segregation and disposal of hazardous and pharmaceutical waste); manages temperature/humidity monitoring, refrigerator use, cold-chain procedures, and routine calibration of measuring devices.
- Identifies medicines that must be stocked in the pharmacy and explains special handling of high-risk medicines (special packaging, labeling, warnings).
- Evaluates computer-assisted services carried out in the hospital pharmacy.
- Monitors stock levels and expiry dates of medicines and medical devices.
- Evaluates the relationship between the pharmacist and clinical services.
- Plans extemporaneous (magistral) drug preparation in the hospital pharmacy.

a. Performs raw material and finished product weighing in the pharmacy.

b. Uses weighing instruments in the pharmacy.

c. Applies packaging procedures for extemporaneous preparations.

- Applies the procedure for reporting drug adverse effects reported by patients to the Turkish Pharmacovigilance Centre (TÜFAM).
- Explains inspections carried out in the hospital pharmacy.
- Identifies antibiotics requiring Infectious Disease Specialist approval and monitors their utilization rates.
- Identifies documents archived in the hospital pharmacy and their retention periods.
- Applies the control procedure for medicines recalled by the Ministry of Health; monitors and audits related records.
- Evaluates the pharmacist's role in the occupational health and safety risk assessment process.
- Applies clinical pharmacy/pharmaceutical care services.

  a. Analyzes drug–drug, drug–disease, and drug–food interactions.

  b. Applies clinical review of prescriptions (verification of drug, dose, and route of administration).

  c. Evaluates the duties and responsibilities of the clinical pharmacy specialist (if available) in the wards.

Addendum 2

T.C. BAHÇEŞEHİR UNIVERSITY
SCHOOL OF PHARMACY
INTERNSHIP EVALUATION REPORT

I . Student and internship information

Student ID:
Name Surname:
Internship Code:
Pharmacy Contact Information
Phone/Address:
Internship Start/End Date:

II. Internship evaluation

	20 points inadequate	40 points below average	60 points average	80 points above average	100 points excellent
Daily attendance	☐	☐	☐	☐	☐
Punctuality regarding work times	☐	☐	☐	☐	☐
Obedience to work rules	☐	☐	☐	☐	☐
Interactions with patients/customers	☐	☐	☐	☐	☐
Ability to communicate and work in a group	☐	☐	☐	☐	☐
Desire for improving professional knowledge and skill	☐	☐	☐	☐	☐
Desire for self-improvement	☐	☐	☐	☐	☐
Sense of duty	☐	☐	☐	☐	☐
Professional skill	☐	☐	☐	☐	☐

III. Other observation and suggestions

IV. Overall evaluation of the intern

Success evaluation: ( ) Successful ( ) Unsuccessful
Date of evaluation:

Supervising pharmacist's

Name Stamp and signature

*** To be delivered to the office of the dean in a sealed envelope after signing and stamping.**