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**REPUBLIC OF TURKIYE
BAHÇEŞEHİR UNIVERSITY
SCHOOL OF PHARMACY
INTERNSHIP NOTEBOOK
PHAR 3999 INTERNSHIP-I**

1. Work reports must be filed daily throughout the duration of the internship per the attached report format.
2. Work reports must be signed and stamped daily by the supervising pharmacist.
3. At the end of the internship period, the Internship Benchmark Report must be filed by the intern and approved (via stamp and signature) by the supervising pharmacist.
4. Disciplinary action will be taken for students who are found to have plagiarized, AI-generated, purchased third party services, or otherwise engaged in unethical conduct to write their report forms.
5. At the end of the internship period, an Internship Evaluation Form must be completed by the supervising pharmacist and delivered by hand to the department secretariat in a sealed envelope.
6. Deadlines for internship reports and evaluation forms will be announced by the department during the Fall semester. The final documents that must be submitted are as follows:
 - a. The **student internship report**, containing **daily Work Reports** and the **Internship Benchmark Report** bound together as a single book.
 - b. The **Internship Evaluation Form**, to be filed and delivered in a sealed envelope by the supervising pharmacist.



**REPUBLIC OF TURKIYE
BAHÇEŞEHİR UNIVERSITY
SCHOOL OF PHARMACY**

INTERNSHIP-I REPORT

NAME:

STUDENT NO:

SIGNATURE (INTERN):

SUPERVISING PHARMACY:

INTERNSHIP START AND END DATE:

INTERNSHIP DURATION (TOTAL WORK DAYS):

STAMP AND SIGNATURE (SUPERVISING PHARMACIST):

***Every page of the report, including the cover, must be signed and stamped individually**

DAILY REPORT

Date:

Working Hours:

Daily Practices and Outcomes:

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Daily Approval of the Responsible Pharmacist

DAILY REPORT

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Working Hours:

Daily Practices and Outcomes:

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Daily Approval of the Responsible Pharmacist

SCHOOL OF PHARMACY

PER THE FACULTY'S INTERNSHIP LEARNING BENCHMARKS, THE FOLLOWING TOPICS MUST BE DEFINED AND DESCRIBED IN THE INTERN'S FINAL REPORT

The sections below must be fully explained by the intern and approved (via stamp and signature) by the supervising pharmacist.

Class: PHARM3999 INTERNSHIP I

Internship category: Independent pharmacies.

1. Definitions

- a. Definition of pharmacy
- b. Definition of a pharmacist

2. General information concerning the interned pharmacy

- a. Building requirements and procedures for opening a pharmacy
- b. Duties and responsibilities of independent pharmacists as healthcare workers
- c. Definitions, duties, powers and responsibilities of auxiliary personnel working at a pharmacy
- d. Organization of a pharmacy, rules for the categorization and placement of drugs and other pharmaceutical goods
- e. Shelf organization systems (alphabetical, pharmaceutical relevance etc.)
- f. Tools and equipment used in the operation of a pharmacy
- g. Work hours of a pharmacy, the concept of late-night pharmacies and the system by which pharmacies are assigned to late-night duty.

3. Purchase and acquisition procedures for drugs, cosmetics and medical supplies

- a. Duties and responsibilities of pharmacists
- b. Duties of auxiliary personnel in purchase decisions
- c. Pharmacist-pharmaceutical warehouse interactions, inspection and registration of purchased goods, payment conditions

4. Matters of import in pharmacist-patient interactions

- a. General aspects of patient interactions

- b. Systematic approaches to answering patient questions
- c. Patient education techniques (health education, drug literacy etc.)
- d. Frequently asked questions for pharmacists
- e. Approaches for patients presenting with acute disease
- f. Approaches for patients presenting with chronic disease

5. Prescription filling procedures

- a. Terms used in prescriptions
- b. ICD-10 and diagnostic report codes in prescriptions
- c. Matters of import regarding prescription filling
- d. Prescription logbooks and the prescription logging process

6. Computers and software use in pharmacies

- a. Turkish Social Security Service (Sosyal Güvenlik Kurumu, SGK) provision system (MEDULA) and relevant pharmaceutical software (TEBEOS, Farmakom etc.)
- b. Turkish Medical Enforcement Declaration (Sağlık Uygulama Tebliği, SUT) and electronic pharmaceutical information resources (Rx Media etc.)
- c. The Turkish Pharmaceutical Track and Trace System (İlaç Takip Sistemi, İTS)
- d. Available stocks and expiration dates of pharmaceutical and medical materials, disposal of soon-to-expire pharmaceuticals
- e. Income and expense balance, profits, differences in purchase and sales across fiscal periods
- f. Profiling of pharmaceuticals in the context of the Turkish Personal Data Protection Law (Kişisel Verilerin Korunması Kanunu, KVKK)

7. Pharmaceuticals that must be present in the pharmacy

8. Use of fridges, pharmaceuticals requiring cold storage

9. Tracking of temperature and humidity in pharmacies

10. Procedures regarding the calibration and inspection of fridges, thermometers, hydrometers, scales and other measurement devices

11. Organization of the pharmacy's laboratory and the materials and equipment it must contain.