



UNIVERSITA' degli STUDI di ROMA  
TOR VERGATA

## Training in Pharmacy

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## *Degree Course in Pharmacy*

### **Vocational internship**

The vocational internship is aimed to complete university education, by integrating it with practical activities carried out in a pharmacy.

This consists of the full-time student engagement in activities carried out at a pharmacy open to the public or at an in-hospital one under the supervision of the hospital pharmaceutical service, for a total duration of at least six months (30 CFUs), as for Article 5.

The internship is a fundamental and indispensable requirement to participate in the qualifying State examination to work officially as a pharmacist.

The period dedicated to vocational training in a pharmacy must not coincide with that one used to prepare an experimental thesis.

To be admitted to the internship the student must have passed the exams of the first three years of the course and have attended the lessons of the fourth one.

### **Art.1 - Vocational internship regulation: Object**

All students wishing to obtain a master's degree in Pharmacy must follow the guidelines described below, governed by the legislation in force.

### **Art.2 – Definitions**

#### Vocational internship

The vocational internship foreseen for the students of the master's degree course in Pharmacy can be fulfilled at a pharmacy open to the public or at an in-hospital one under the supervision of the hospital pharmaceutical service as for Article 5.

The internship consists of the student's participation in the activity of the hosting pharmacy as defined in Article 4.

Normally, the internship is carried out in a single pharmacy, but it can be divided into two 3 month periods, if necessary, after the approval of the University Internship Committee.

Before the start of the training period students have to submit to the students' administration office the application form for admission to the internship in which the pharmacy that has been made available to welcome the student must be indicated.

Subsequently, students must also present the form containing the training project of the vocational internship signed not only by the student himself/herself but also by the head of the pharmacy, the internship tutor and the university tutor.

At the end of the internship, the internship tutor must report in the appropriate section of the Internship Booklet his/her overall opinion on the activity carried out by the trainee, then returning the report to the student. The student must then endorse the Internship Booklet at the professional association of pharmacists (at provincial level). This step is mandatory to formalize the end of the activity. After the endorsement by the professional association of pharmacists, the Internship Booklet must be kept by the student up to the day of the final assessment of the skills acquired, as reported in the University Didactic Regulations.

The vocational internship will be recognized as eligibility after passing the "Internship Semester" exam assessed by the committee. The total CFUs for each trainee is 30 (1 CFU corresponds to 30 hours of training for a duration not exceeding 6 months). During his/her period of training, the trainee will not have any kind of binding work contract with the hosting pharmacy.



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### Trainee

The trainee is the student of the master's degree course who, after having passed the three-year exams and attended the fourth year lessons, carries out a vocational internship at a pharmacy open to the public or at an in-hospital one.

### Hosting pharmacy

The hosting pharmacy is the pharmacy which declares its willingness to host the trainee during his/her period of vocational training foreseen by the course, according to the procedures established by these regulations.

### Responsible pharmacist

The owner or director of the pharmacy assumes responsibility for the trainee's training and can perform the function of tutor or appoint a cooperator to this aim.

The responsible pharmacist is responsible for the trainee's vocational training and for supervising and assisting him/her in the course of the internship by verifying the compliance with the procedures established by these regulations and their correct implementation. At the end of the internship, the responsible pharmacist will write a report in the appropriate page of the Trainee's Booklet.

### University tutor

The university tutor is a university teacher referred to by the trainee who collaborates with the responsible pharmacist, the University Internship Committee and the professional associations in order to enable students to achieve the best outcome of the internship.

The university tutor will make sure that the internship will be carried out appropriately. To this end the trainee will meet the university tutor periodically. The university tutor will be in touch with the pharmacist responsible for the student's internship. At the end of the internship period, the university tutor will write a short report forwarded to the Teaching Committee of the course (see Article 8).

The university tutor can coincide with the thesis supervisor.

### **Art.3- Purpose of the internship**

The purpose of vocational internship is to integrate the student's university education with the practical application of the knowledge necessary to work as a pharmacist. The most relevant topics are the following ones:

- professional ethics;
- technical/administrative management of a pharmacy with regard to the organization and performance of the pharmaceutical service on the basis of the legislation in force at national and local levels;
- purchase, storage and distribution of medicines with particular regard to the legislation in force on narcotic and psychotropic substances;
- OTC and SOP drugs;
- preparation and pricing of preparations "secundum artem", according to the Good Preparation Standards as suggested by the Official Pharmacopoeia;



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- drugs for veterinary use and obligations for the pharmacist regarding their distribution;
- mandatory records and their conservation;
- pharmacopoeia in force and its use;
- services performed within the National Health Service;
- information and health education aimed at a correct use of the drug and prevention;
- requirements related to pharmacovigilance and phytovigilance;
- use of sources of information available in the pharmacy or accessible at centralized facilities;
- management of products other than the drug but related to this and in any case with particular health value;
- elements of entrepreneurial management of the pharmacy;
- use of IT systems to support the collection and storage of both professional and management data;
- management of overdue medicines with particular reference to expired and/or revoked drugs;
- interactions among drugs and between drugs and foods; obligation of the pharmacist's advice;
- equivalent and bioequivalent medicines; current legislation and obligations for the pharmacist;
- any further updated topics.

It is not permitted to entrust the trainee with tasks that are outside of these purposes.

As for article 14 of the law no. 283 dated 30.14.11962 and article 37 of the presidential decree no. 327 dated 26.03.1980, tasks that involve direct or indirect contact with food substances can not be assigned to trainees not in possession of a health card.

#### **Art.4 - Relationship with pharmacies**

The relationship between university and pharmacies is regulated by a special agreement between the University of Rome 2 ("Tor Vergata") and the president of the professional association of the province where the pharmacy is located.

The professional association invites the pharmacies to adhere to the agreement in compliance with the university regulations. Pharmacies that set up the internship for students of the faculty of Pharmacy of the University of Rome 2 ("Tor Vergata") must send a declaration of adhesion to the agreement, signed by the owner or director of the pharmacy or the legal representative of the local health unit, to the president of the professional association responsible for that territory. It is the responsibility of the professional association to prepare and update the list of the available pharmacies and to take care of its diffusion thereof, including the transmission to the faculty administration office.

The relationship with in-hospital pharmacies are governed by agreements with the local health unit or hospital where the pharmacy is located and the university, in accordance with the regulations in force for carrying out the internship activities. A copy of this agreement is sent by the university to the professional association responsible for that territory.

The hosting pharmacies cannot accept as trainees those students who are relatives up to the fourth degree of the owner, the director or the manager of the pharmacy.



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### **Art. 5 Internship procedures**

In compliance with the provisions of Directive 85/432/EC, then absorbed by the Italian ministerial circular no. 438 dated 28.02.2000, the internship must be carried out full-time (36 hours per week), for a duration of at least six months; the six months may also be non-continuous following the provisions of Directive 2005/36/EC. The European Directive does not prohibit part-time internships, provided that the total duration reaches the equivalent of six months full-time and that the quality level is similar.

It is expected that the internship is assigned of the number of CFUs provided for by the law in force. During the internship period, the trainee will have a specific booklet filled in, as provided for by Article 7.

The six-month period must be completed within eighteen months, except for documented cases of force majeure believed to be valid by the Teaching Committee (Article 8).

The trainee can not distribute autonomously drugs and other products other than medicines, but for health use, to the customers.

The trainee must wear a white coat on which an identification badge is due to be applied.

It is absolutely forbidden to carry out internship at night, in public holidays or in shifts.

In case of absence, the trainee is obliged to inform his/her tutor.

The requirements to access the internship are listed in the relating regulations.

### **Art.6 - Internship application**

The student who intends to carry out the internship must submit an application to the students' administrative office. The application must specify the period(s) in which the internship will take place and has to be accompanied by the approval of the person in charge in the pharmacy. The name of the university tutor shall be provided, too.

Any variation must be authorized by the professional association and communicated in writing to the didactic secretariat.

In order to submit the internship application, the student must:

- have passed the three-year exams
- have attended the courses of the fourth year.

The students' administration office keeps an updated list of the students who are doing their internship and a register of the internships already carried out.

### **Art. 7- Trainee's booklet**

The student has to fill out his/her own trainee's booklet by describing the activity carried out daily. The booklet must be countersigned daily by the responsible pharmacist. He/she will stamp and sign each page of the booklet, and at the end of the training period will write a report on the trainee by filling in the page specifically inserted in the booklet. The students' administrative office will make a copy of this report and send it to the Teaching Committee of the course. This booklet contains the complete guidelines as per Article 3 and has to be kept by the student who, after obtaining the degree, will present it during the final exam in order to get the qualification to practice.

In this booklet the attendance in the pharmacy will be recorded. The student will report in full the activities carried out during the internship as well as references to the instructions and the professional information received.



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The trainee's booklet is made up of the following parts: a) the identification data of the student, the hosting pharmacy and the responsible pharmacist, together with his/her evaluation of the student at the end of the internship; b) the starting date and the expected deadline of the internship; c) the text of the Internship Regulations; d) a suitable number of pages where the attendance days, the topics handled daily and the signature of the responsible pharmacist are reported in order to certify the attendance and the activity carried out by the trainee; e) an appendix in which the topics to be covered during the internship are listed; f) a number of pages reserved for annotations.

At the end of the internship, within two weeks the student must submit the trainee's booklet, duly completed, to the students' administration office, which will make a photocopy of the page related to the report written by the pharmacist responsible for the internship and will send it to the Teaching Committee (Article 8). The same students' administration office will return immediately the trainee's booklet to the student, who will keep it in order to take his/her examination conferring the rights to exercise the profession.

### **Art.8 - Internship assessment**

The Teaching Committee appointed by the master's degree course in Pharmacy is composed of the coordinator, four teachers and the secretary.

This committee is in charge for three years, and is renamed coinciding with the renewal of the position of the course coordinator.

The committee's tasks are the following ones:

- to assign each trainee a tutor;
- taking also into account the graduation sessions, to meet periodically in order to read the reports of the pharmacists responsible for the internship and the university tutors assigned to the trainees. The committee will express a judgment on the internship carried out and, in case of positive evaluation, attributes the credits accrued;
- to send the form containing the final report to the students' administration office for the assessment of the internship and the assignment of credits.

### **Art. 9 - Trainee's duties**

During the internship the trainee is required:

- to communicate wholly the information required by the master's degree course in Pharmacy and any possible inconsistencies;
- to carry out the activities foreseen by the internship project;
- to keep diligently the trainee's booklet;
- to comply with the regulations concerning the personnel in service at the hosting pharmacy;
- to comply with the rules on hygiene, safety and health in the workplace about which the trainee has been adequately instructed by the responsible pharmacist;
- to follow the instructions given by the responsible pharmacist;
- to preserve the necessary confidentiality regarding data, information or knowledge acquired during the internship;
- to wear the white coat and the appropriate identification badge;



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- to keep the booklet carefully and present it in the course of the oral examination conferring the right to exercise the profession;
- to inform his/her tutor in the event of absence.

The trainee can not distribute autonomously drugs to the customers but only under the control of the responsible pharmacist.

### **Art. 10 - Trainee's rights**

The trainee's rights are the following ones:

- to choose his/her preferred pharmacy among those open to the public or the in-hospital ones on the national territory;
- to pursue the internship objectives according to the provisions of these regulations;
- to promptly report to the university tutor the problems relating to the previous item;
- to continue the internship at another facility or under another direction when the conditions and motivations confirmed by the university tutor are met;
- to receive information from or consult with the university tutor on the progress of the internship.

### **Art.11 - Entry into force and transitional rules**

All enrolled students will follow the rules in force at the time of enrollment, taking into account what has already been stated about the degree of relationship (the trainee can not have relatives at least above the fourth degree compared to the owner/director/responsible pharmacist) and the trainee's booklet (kept by the trainee and presented at the time of the examination conferring the right to exercise the profession).

For all matters not expressly provided for in these regulations, in addition to the specific legislation on the matter, the provisions of the Statutes and the Didactic Regulations of the university are applied.