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RECOMMENDED FOR APPROVAL:

by the Department of Pharmacy Organization of the Educational Institution «Belarusian State Medical University»

(protocol № 6 of 10.01.20);

by the Methodological Commission of pharmaceutical disciplines of the Educational Institution «Belarusian State Medical University»

(protocol № 6 of 20.02.2020).

EXPLANATORY NOTE

The program of pharmaceutical management practice determines the structure, content and credit requirements for the implementation of the program in accordance with the educational standard of the specialty.

Organization and policy of manufacturing practice are set by the Resolution of the Council of Ministers of the Republic of Belarus of 03 June 2010 N₀ 860 “On the Approval of the Regulation on the Practice of Students, Cadets, Listeners and the Regulation”, On the Practice of Students of Educational Institution “Belarusian State Medical University” of N₀ 641 28.10.2019.

The aim of pharmaceutical management practice is to consolidate, expand and improve the theoretical knowledge and practical skills obtained in the study of the discipline “Organization and Economics of Pharmacy”, as well as the acquisition of practical skills in organizing the provision of pharmaceutical assistance to the population and ensuring the fulfillment of basic functions pharmacies.

Objectives of pharmaceutical management practice for students:

- acquaintance with the duties and work of the pharmacist-receptionist;
- development of skills in conducting cash transactions and selling medicines on prescription and without a doctor’s prescription;
- the formation of the basics of professional competence in pharmaceutical consultation in the sale of over-the-counter medicines, medical products, dietary supplements and other pharmaceutical products;
- the acquisition and development of skills in organizing the acceptance and storage of all groups of goods entering the pharmacy;
- acquaintance with the duties and work of the manager (deputies) of the pharmacy for managerial activities and its documentation, record keeping, work with personnel, with suppliers of goods, as well as with the procedure for conducting and documenting self-inspections;
- development of skills in the documentation of drugs that are subject to quantitative accounting, the calculation of natural attrition, compilation of a certificate of revaluation and markdown on laboratory packaging work;
- acquaintance with the procedure for compiling a monthly report on the financial and economic activities of the pharmacy and consolidated registers of medicines issued on preferential terms;
- acquaintance with the economic analysis of the financial and economic activities of the pharmacy (based on operational and accounting data), the basic principles of marketing and management used in the pharmacy.

Pharmaceutical management practice is carried out in the positions of pharmacist-prescription and head (deputy head) of a pharmacy. During the period of production practice, students obey all the rules of the internal labor schedule of the base organization. The student is allowed to work practice with a certificate of health and after instruction on safe working conditions.

At the end of practical training in the organization and economics of pharmacy, the student **should know**:

- regulatory support for pharmaceutical activities, labor relations, labor protection;
- rules for conducting cash transactions, the procedure for settlements with customers and their documentation;
- rules for prescription and over-the-counter dispensing of medicines, medical products, and pharmacy assortment goods from a pharmacy;
- areas of work of pharmacies for the prevention of diseases and the promotion of a healthy lifestyle;
- acceptance rules and principles for storing medicines, medical products, biologically active products and other pharmaceutical products;
- rules and procedure for licensing pharmaceutical activities;
- fundamentals of accounting, reporting, economics of a pharmacy organization;
- areas of work of pharmacies for the prevention of diseases and the promotion of a healthy lifestyle;
- staffing arrangements for the pharmaceutical health sector;
- the procedure for the formation of a distribution network (retail and wholesale) in the pharmaceutical market;
- acceptance rules and principles of storage of drugs, medical devices, dietary supplements and other pharmaceutical products;

The student should be able to:

- conduct a pharmaceutical examination of recipes and dispense drugs, medical devices, biological active additives and other goods of the pharmacy assortment;
- carry out the acceptance of goods and the organization of its proper storage;
- work with pharmacy software, cash register summaries;
- document cash operations, laboratory, packaging work, and all primary accounting documents;
- window dressing;
- organize and conduct sanitary and hygienic measures;
- plan the product range, determine the need of the pharmacy and pharmacy warehouse for medical products, set prices;
- carry out information, advertising and marketing activities, use the principles of merchandising in the work of pharmacies;
- organize office work and workflow in a pharmacy;
- analyze and plan the main indicators of the financial and economic activities of the pharmacy;
- manage social and psychological processes, prevent conflict situations
- place orders for the supply of drugs, medical products and pharmaceutical assortment goods.

- **The student should possess:**
- the ability to organize the work of a pharmacy to receive doctor's prescriptions and the requirements of healthcare organizations, and the sale of medicines, medical products, biological active additives and other products of the pharmacy assortment;
 - skills to develop standard operating procedures and work instructions;
 - the ability to organize the work of the pharmacy in the reception of goods, their storage and display on the windows;
 - skills in working with software and cash summing devices;
 - pharmaceutical ethics, deontology and the procedure for working with population.

In total, 486 academic hours are allocated for industrial practice in the organization and economy of pharmacy for 9 weeks (of which 2 weeks after the end of the 8th semester and 7 weeks in the 10th semester) pharmacies of the first and second categories.

Current certification is carried out in accordance with the curriculum for the specialty in the form of differentiated tests (9th and 10th semester).

The current certification is carried out according to the diary submitted by the student, a report on the implementation of the practical training program for the organization and economy of pharmacy and a written description of the direct supervisor from the base of industrial practice. The assessment is determined by the completeness of the student performing pharmaceutical work presented in the calendar-thematic plan.

CONTENT OF PHARMACEUTICAL MANAGEMENT PRACTICE

1. State, industry and local regulatory framework

Normative legal and organizational and administrative documents (orders, instructions, guidelines, etc.) by Ministry of Health of the Republic of Belarus, regulating the work of a pharmacist. Job descriptions. Norms of medical ethics and deontology.

Accounting documentation, standard operating procedures, work instructions. Design requirements. Organization, accounting of the work of the pharmacist and the form of periodic state statistical reporting.

2. Facilities and equipment

The practice is organized on the basis of a pharmacy, which has all the necessary equipment and equipment in accordance with regulatory documents governing pharmaceutical activities. By order of the pharmacy, the head of practice is appointed from among the pharmacy staff. Students must perform all types of work in the presence and under the supervision of a supervisor.

During the practice, students are required to undergo instruction, strictly observe discipline and comply with the internal labor regulations of the pharmacy, safety precautions and sanitary standards.

3. Professional techniques and methods of work

In accordance with the minimum content of the type of industrial practice provided for by the educational standard of the specialty (in the amount of 50% of the qualification requirements for the positions of pharmacist-prescription and head (deputy head) of a pharmacy:

- Analysis and planning of the range;
- - Drawing up demands for goods to the pharmacy warehouse;
- - Accounting for drugs that are subject to quantitative accounting and issued free of charge or on preferential terms, preparation of reporting documents;
- - Scheduling and time sheets;
- - Acquaintance with the organization of office work and workflow in the pharmacy, analysis and planning of the main indicators of financial and economic activities of the pharmacy;
- - Participation in the development of standard operating procedures and work instructions;
- - Filling in all documents of primary accounting;
- - Organization of labor protection and safety at workplace and by type of work;
- - Organization of storage of medicines, biological active supplements, medical products and other pharmaceutical products;
- - Organization of the event
- - Organization and conduct of pharmacovigilance activities;

- - Accounting for drugs, medical products, biological active supplements and other products of the pharmacy assortment that are not in the pharmacy, in defect books;
- - Execution of orders;
- - Acceptance and verification of recipes for correct design, compatibility of ingredients, compliance with the prescribed doses;
- - Acceptance of goods, its placement in places of storage;
- - Maintaining cash transactions and their paperwork, work with pharmacy software and cash register summing apparatus;
- - Window dressing;
- - Registration of recipes in the journals of incorrectly written recipes;
- - Information interaction with doctors of healthcare organizations;
- Drawing up applications for medicines, medical devices, biological active additives in a pharmacy warehouse;
- Analysis of commodity supply, demand, needs and work with suppliers;
- Preparation of a monthly report on the financial and economic activities of the pharmacy;
- Organization of training staff.

4. Topics of health education

1. A healthy lifestyle is the key to somatic health.
2. Smoking and health.
3. The effects of alcohol on health.
4. Control of the turnover of narcotic drugs and psychotropic substances.
5. Pharmaceutical counseling in the practice of a pharmacist: colds.
6. Preventive measures for the spread of viral infections.
7. Over-the-counter pharmaceutical counseling.

**CALENDAR-THEMATIC PLAN FOR PHARMACEUTICAL
MANAGEMENT PRACTICE
AT 8 SEMESTER**

№	Name of works	Number days total 10
1	General acquaintance with the work of the pharmacy Acquaintance with the charter of the organization, the available licenses (assessment of the compliance of the pharmacy with the licensing requirements for opening and functioning), the operating mode, the set of premises, the staff of the pharmacy, the organization of liability, the labor regulations, the collective labor contract of the pharmacy	1
2	Work at the workplace of the pharmacist-recipe	9
2.1	Study of the organization of the workplace of the pharmacist-recipe, of the job description, software, equipment, reference books, standard operating procedures and work instructions.	
2.2	Acquaintance with the product range.	
2.3	Organization of storage of medicines (general list, toxic and potent substances; individually manufactured dosage forms for internal and external use; thermolabile drugs), dietary supplements, medical products and other pharmaceutical products.	
2.4	Window dressing, stands with clear pharmaceutical and medical information.	
2.5	Acceptance of doctor's prescriptions, their examination (the correctness of their design, dosage of drugs, compatibility of incoming ingredients, lump sum norms), taxation, registration, retail sale of medicines, medical devices, medical equipment and pharmaceutical assortment in accordance with the requirements of pharmacy practice.	
2.6	Over-the-counter dispensing of medicines, dispensing of medical products, dietary supplements and other products of the pharmacy assortment, pharmaceutical counseling, explaining to the patient how to use and store medicines at home. Mastering the principles of business communication and deontology in contacts with pharmacy visitors.	
2.7	Organization and conduct of pharmacovigilance activities.	
2.8	Accounting for drugs, medicines, dietary supplements and other products of the pharmacy assortment that are not	

<p>2.9</p> <p>2.10</p> <p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p>	<p>in the pharmacy in defect journal.</p> <p>Registration in the journals of incorrectly prescribed prescriptions and refusals in the temporary absence of medicines.</p> <p>Record keeping: the number of prescriptions and medicines issued per shift, the reflection of the total amount of paid medicines, as well as the cost of finished and individually manufactured medicines.</p> <p>Organization of dispensing of medicines and dressings on preferential terms and free of charge.</p> <p>Work with a cash register, receiving cash, bank plastic cards for settlements with customers.</p> <p>Transfer of revenue to the current account. Documentation of incoming and outgoing cash transactions. Acquaintance and paperwork for the issue of money in the sub-report, the return of accountable amounts, for the transfer of proceeds to the bank (collection, cash deposit to the bank, etc.). Acquaintance with the limit on cash settlements between legal entities and the procedure for setting the limit of the carry-over balance at the pharmacy's cash desk.</p> <p>Information activities of the pharmacy. Information interaction with doctors of healthcare institutions.</p> <p>Advertising activities of the pharmacy, the use of merchandising elements.</p>	
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**CALENDAR-THEMATIC PLAN FOR PHARMACEUTICAL
MANAGEMENT PRACTICE
AT 10 SEMESTER**

№ п/п	Name of works	Number days total 35
1	General acquaintance with the work of the pharmacy Acquaintance with the Charter of the organization, the available licenses (assessment of the compliance of the pharmacy with the licensing requirements for opening and functioning), the operating mode, the set of premises, the staff of the pharmacy, the organization of liability, the labor regulations, the collective labor contract of the pharmacy	1
2	Work at the workplace of the pharmacist-prescriptionist	19
2.1	Study of the organization of the workplace of the pharmacist, familiarity with the job description, software, equipment, reference books, standard operating procedures and work instructions.	
2.2	Acquaintance with the product range.	
2.3	Organization of storage of medicines (general list, toxic and potent substances; individually manufactured dosage forms for internal and external use; thermolabile drugs), dietary supplements, medical products and other pharmaceutical products.	
2.4	Window dressing, stands with pharmaceutical and medical information.	
2.5	Acceptance of doctor's prescriptions, their examination (the correctness of their design, dosage of drugs, compatibility of incoming ingredients, lump sum norms), taxation, registration, retail sale of medicines, medical devices, medical equipment and pharmaceutical assortment in accordance with the requirements of good pharmacy practice.	
2.6	Over-the-counter dispensing of medicines, dispensing of medical products, dietary supplements and other products of the pharmacy assortment, pharmaceutical counseling, explaining to the patient how to use and store medicines at home. The principles of business communication and deontology in contacts with pharmacy visitors.	
2.7	Organization and conduct of pharmacovigilance activities.	
2.8	Accounting for drugs, medicines, dietary supplements and other products of the pharmacy assortment that are not in the pharmacy defect journal.	

<p>2.9</p> <p>2.10</p> <p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p>	<p>Registration in the journals of incorrectly prescribed prescriptions and refusals in the temporary absence of medicines.</p> <p>Record keeping: the number of recipes and medicines issued per shift, the reflection of the total amount of paid medicines, as well as the cost of finished and individually manufactured medicines.</p> <p>Organization of dispensing medicines and dressings on preferential terms and free of charge.</p> <p>Work with a cash register, receiving cash, plastic bank cards for settlements with customers.</p> <p>Transfer of revenue to the current account. Documentation of incoming and outgoing cash transactions. Acquaintance and paperwork for the issue of money in the sub-report, the return of accountable amounts, for the transfer of proceeds to the bank (collection, cash deposit to the bank, etc.). Acquaintance with the limit on cash settlements between legal entities and the procedure for setting the limit of the carry-over balance at the pharmacy's cash desk.</p> <p>Information activities of the pharmacy. Information interaction with doctors of healthcare institutions.</p> <p>Advertising activities of the pharmacy, the use of merchandising elements.</p>	
<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Work with the head and deputy head of the pharmacy</p> <p>Acquaintance with the functional and job description of the head and deputy heads of the pharmacy.</p> <p>Organization of work on the documentation of managerial activities and record keeping: familiarity with the workflow of a pharmacy, the procedure for registering incoming, outgoing and internal documents, the procedure for maintaining and processing files, the nomenclature of a pharmacy, and the main organizational and administrative documents.</p> <p>Work with personnel, decision making and execution control. Studying the rules of admission and registration for work, conducting personal files, registering work books, issuing orders and orders, issuing rewards and penalties, attesting employees, and access to work.</p> <p>Organization of labor protection and safety at workplaces and by type of work. Types of briefings for employees and their paperwork Drawing up work schedules, vacations and time sheets.</p>	<p>15 days</p>

3.5	Analysis of commodity supply, demand, needs and work with suppliers. Organization of interaction pharmacy-pharmacy warehouse. Drawing up applications for medicines, medical devices, dietary supplements for a pharmaceutical warehouse.	
3.6	Acceptance of goods, registration of consignment notes and its distribution at storage locations.	
3.7	Acquaintance with the system of departmental and non-departmental control of the pharmacy's production activities, participation in self-inspection and inspection of the attached small retail network. Documentation of inspection results.	
3.8	The order of maintaining the Book of comments and suggestions.	
3.9	Preparation of a monthly report on the financial and economic activities of the pharmacy.	
3.10	Compilation of consolidated registers of medicines issued on preferential terms.	
3.11	Documentation of drugs registered in quantitative accounting. Calculation of natural loss. Preparation of a certificate of revaluation and markdown on laboratory packaging work.	
3.12	Conducting an economic analysis of the financial and economic activities of the pharmacy (based on operational and accounting data). Calculation of the main indicators of the financial and economic activities of the pharmacy. Identification of the leading factors affecting the effectiveness of the pharmacy.	
3.13	Acquaintance with the basic principles of marketing and management used in a pharmacy. Analysis of commodity supply, demand, needs and work with suppliers.	
3.14	The study of the impact of commodity support on the effectiveness of the pharmacy, the study of demand and demand for drugs, the development of methods for determining the needs of various groups of drugs.	
3.15	Mastering the methodology for preparing current information for operational meetings and conferences, organizing the introduction of new medicines into medical practice, compiling an information review on new drugs received at the pharmacy, on new regulatory legal acts.	

GUIDELINES FOR PRACTICE LEADERS AND STUDENTS

Educational and organizational management of pharmaceutical management practice is carried out by educators of Pharmacy Organization Department.

Educator of the department is responsible for the quality of execution of pharmaceutical management practice and:

- is in charge of organization and accomplishment of practice;
- aids students in the course of practice;
- controls the fulfilment of the program of practice;
- checks student's diaries and reports;

- holds a student's credit at the base of practices or in classrooms of the department.

The supervisor of practice from the pharmacy, which is the practice base, is also responsible for the quality of the practice and :

- instructs students on safety and labor protection;
- identifies and timely eliminates deficiencies in the course of the practice, and, if necessary, reports them to the management of the educational institution "Belarusian State Medical University" and pharmacies;

- controls student discipline;

- informs the dean about student debts in practice;

- creates the necessary conditions for students to complete the practice program;

- gives printed feedback on the work of each student, which is signed by the head of practice, the head of the pharmacy and certified by the seal of the pharmacy.

STUDENT'S RESPONSIBILITIES DURING PRACTICE

During the practice, the student must:

1. Get acquainted with the practice program of pharmaceutical management practice on the website;

2. Obey the internal rules of the pharmacy;

3. Follow the rules of deontology;

4. To implement the program of practical training.

5. Observe the rules and standards of labor protection and safety, fire safety and industrial sanitation.

During the internship, the student must keep a "Diary of pharmaceutical management practice":

1. The diary is a document fixing the implementation of the program of industrial practice, which details all the practical skills performed during the working day, specifying only those types of activities which were done by the student indicating the stage of involvement (observed, assisted, acted on his/her own). It is preferable to indicate self-valuation results of the day, to analyze current results of practical knowledge in comparison with the guide standard.

2. A final report is prepared at the end of the practice, indicating the period of the practice, short characteristic of the practice base, materials studied and

completion of the practice program, overall evaluation of the practice, conclusions and proposals for improvement of practice program.

3. At the end of the practice, the diary, report and description are signed by the head of practice, the head of the pharmacy and certified by the seal of the pharmacy.

QUESTIONS FOR STUDENTS CREDIT AT SEMESTER 8

1. The concept of pharmaceutical activity and its characteristics. The work and services that make up the pharmaceutical business.

2. The procedure for issuing licenses for pharmaceutical activities.

3. The procedure for extending the validity period of a license, making amendments and additions to a license.

4. The procedure for termination, renewal, cancellation of a license.

5. Monitoring compliance with legislation on the implementation of activities, licensing requirements and conditions. Gross violations of licensing requirements.

6. The complex premises of pharmacies, depending on their category. Equipment and equipment for pharmacies, depending on the work and services that make up the pharmaceutical business.

7. Works and services constituting activities related to the circulation of narcotic drugs, psychotropic substances and their precursors.

8. Requirements for technical reinforcement and equipping with technical security systems for premises intended for the storage of narcotic drugs and psychotropic substances.

9. Sanitary and epidemiological requirements for pharmacies in the operation of premises, equipment, furniture and inventory.

10. Personal hygiene requirements for pharmacy workers.

11. The use of antiseptic agents for treating the skin of hands, disinfectants, detergents and detergents with a disinfecting effect for washing, disinfecting surfaces, equipment, utensils, cleaning equipment and other objects.

12. Requirements for the territory of pharmacies, water supply, sanitation, microclimate, ventilation and lighting of pharmacies.

13. Types of cleaning and organization of their conduct.

14. The list of medicines prohibited for sale for individual prescriptions (prescriptions) of a doctor from pharmacies.

15. Organization of dispensing of medicines and dressings on preferential terms and free of charge.

16. Shelf life of prescriptions in a pharmacy. The procedure for the destruction of prescriptions after the expiration of their storage.

17. The employment contract (contract). The procedure for hiring. The list of documents required at the conclusion of the employment contract (contract).

18. The grounds for termination of the employment contract (contract). Guarantees for the extension or conclusion of a new contract for certain categories of workers.

19. Organization of labor protection and safety at workplaces and by type of work.

20. Functional and job description of the head and deputy heads of the pharmacy.

21. Functional - job description of the pharmacist-recipe, workplace organization, software, equipment.

22. Functional and job description of a pharmacist-analyst, workplace organization, equipment.

23. Work with a cash summing machine, receiving cash, bank plastic cards for settlements with customers.

24. Organization of cash circulation. Methods and terms for transferring revenue to a current account. Documenting.

25. Keeping a cashier's book. Cash book and its order.

26. Acceptance of goods by quantity and quality, its distribution at storage locations, acceptance control.

27. The design and types of consignment notes and consignment notes.

28. Specialized software for pharmacy organizations.

29. Inventory. Types of inventories. Inventory tasks.

30. Reasons, timing and frequency of the inventory. The general procedure for conducting an inventory in a pharmacy.

31. Registration of prescriptions in the journals of incorrectly prescribed doctor prescriptions. Mistakes made when writing prescriptions.

32. Window dressing, stands with clear pharmaceutical and medical information.

33. The order of the book of comments and suggestions.

34. Acceptance of doctor's prescriptions, their examination (the correctness of their design, dosage of drugs, compatibility of incoming ingredients, norms of one-time leave), taxation, registration. The procedure for the pharmacist-prescription upon receipt of a prescription issued in violation of the requirements of the law.

35. Retail sale of medicines (narcotic drugs, psychotropic substances, drugs of individual manufacture), medical devices, medical equipment and pharmaceutical assortment goods in accordance with the requirements of good pharmacy practice.

36. Over-the-counter dispensing of medicines, dispensing of medical products (MI), dietary supplements and other products of the pharmacy assortment, pharmaceutical counseling, explaining to the patient how to use and store medicines at home.

37. Organization of interaction pharmacy-pharmacy warehouse.

38. Documentation of drugs registered in quantitative accounting.

39. Organization of storage of medicines.

40. Organization of storage of pharmaceutical substances and reagents in a pharmacy.

41. Registration of pharmaceutical and medical information for visitors to pharmacies.

42. The organization of storage of medicines of individual manufacture for internal and external use.

43. The principles of business communication and deontology in contacts with visitors to the pharmacy.

44. Information activities of the pharmacy. Information interaction with doctors of healthcare organizations.

45. Collection, analysis and presentation of information on identified adverse reactions to drugs.

QUESTIONS FOR STUDENTS CREDIT

AT SEMESTER 10

1. The concept of pharmaceutical activity and its characteristics. The work and services that make up the pharmaceutical business.
2. The procedure for issuing licenses for pharmaceutical activities.
3. The procedure for extending the validity period of a license, making amendments and additions to a license.
4. The procedure for termination, renewal, cancellation of a license.
5. Monitoring compliance with legislation on the implementation of activities, licensing requirements and conditions. Gross violations of licensing requirements.
6. The complex premises of pharmacies, depending on their category. Equipment and equipment for pharmacies, depending on the work and services that make up the pharmaceutical business.
7. Works and services constituting activities related to the circulation of narcotic drugs, psychotropic substances and their precursors.
8. Requirements for technical strength and equipping with technical security systems for premises intended for the storage of narcotic drugs and psychotropic substances.
9. Sanitary and epidemiological requirements for pharmacies in the operation of premises, equipment, furniture and inventory.
10. Personal hygiene requirements for pharmacy workers.
11. The use of antiseptic agents for treating the skin of hands, disinfectants, detergents and detergents with a disinfecting effect for washing, disinfecting surfaces, equipment, utensils, cleaning equipment and other objects.
12. Requirements for the territory of pharmacies, water supply, sanitation, microclimate, ventilation and lighting of pharmacies.
13. Types of cleaning and organization of their conduct.
14. The list of medicines prohibited for sale for individual prescriptions (prescriptions) of a doctor from pharmacies.
15. Organization of dispensing medicines and dressings on preferential terms and free of charge.
16. Shelf life of prescriptions in a pharmacy. The procedure for the destruction of prescriptions after the expiration of their storage.

17. The employment contract (contract). The procedure of employment. The list of documents required at the conclusion of the employment contract (contract).
18. The grounds for termination of the employment contract (contract). Guarantees for the extension or conclusion of a new contract for certain categories of workers.
19. Organization of labor protection and safety at workplaces and by type of work.
20. Functional and job description of the head and deputy heads of the pharmacy.
21. Functional - job description of the pharmacist-prescriptionist, workplace organization, software, equipment.
22. Functional and job description of a pharmacist-analyst, workplace organization, equipment.
23. Work with a cash summing machine, receiving cash, plastic bank cards for settlements with customers.
24. Organization of cash circulation. Methods and terms for transferring revenue to a current account. Documenting.
25. Keeping a cashier's book. Cash book and its order.
26. Acceptance of goods by quantity and quality, its distribution at storage locations, acceptance control.
27. The design and types of consignment notes and consignment notes.
28. Specialized software for pharmacy organizations.
29. Inventory. Types of inventories. Inventory tasks.
30. Reasons, timing and frequency of the inventory. The general procedure for conducting an inventory in a pharmacy.
31. Registration of prescriptions in the journals of incorrectly prescribed doctor prescriptions. Mistakes made when writing prescriptions.
32. Window dressing, stands with clear pharmaceutical and medical information.
33. The order of the book of comments and suggestions.
34. Acceptance of doctor's prescriptions, their examination (the correctness of their design, dosage of drugs, compatibility of incoming ingredients, norms of one-time leave), taxation, registration. The procedure for the pharmacist-prescriptionist upon receipt of a prescription issued in violation of the requirements of the law.
35. Retail sale of medicines (narcotic drugs, psychotropic substances, drugs of individual manufacture), medical devices, medical equipment and pharmaceutical assortment goods in accordance with the requirements of good pharmacy practice.
36. Over-the-counter dispensing of medicines, dispensing of medical products (MI), dietary supplements and other products of the pharmacy assortment, pharmaceutical counseling, explaining to the patient how to use and store medicines at home.
37. Organization of interaction pharmacy-pharmacy warehouse.
38. Documentation of drugs registered in quantitative accounting.
39. Organization of storage of medicines.
40. Organization of storage of pharmaceutical substances and reagents in a pharmacy.
41. Registration of pharmaceutical and medical information for visitors to pharmacies.

42. The organization of storage of medicines of individual manufacture for internal and external use.
43. The principles of business communication and deontology in contacts with visitors to the pharmacy.
44. Information activities of the pharmacy. Information interaction with doctors of healthcare organizations.
45. Collection, analysis and presentation of information on identified adverse reactions to drugs.
46. Analysis of commodity support of the pharmacy organization, the procedure for working with suppliers.
47. The charter of the organization, the assessment of the compliance of the pharmacy with licensing requirements for opening and functioning, the operating mode, and the set of premises.
48. Metrological accounting and control of measuring instruments in a pharmacy. Organization of metering in a pharmacy. Organization of verification and metrological control of measuring instruments.
49. Types of quality control of drugs manufactured in a pharmacy. Documentation of quality control.
50. Organization and conduct of pharmacovigilance activities.
51. Documentation of the pharmacy, the procedure for registration of incoming, outgoing and internal documents, the procedure for conducting and processing cases.
51. Methods of preparing current information for operational meetings and conferences, organization of the introduction of new drugs in medical practice.
52. Compilation of an information review on new drugs received by the pharmacy, on new regulatory legal acts.
53. Documentation of inspection results.
54. The formation of the product range, assortment indicators.
55. Work with personnel, decision making and execution control.
56. The basic principles of marketing and management used in a pharmacy.
57. Placement of goods on the pharmacy trading floor using the basics of merchandising. Window dressing.
58. The introduction of methods and forms of work to increase the image of domestic medicines among the population and their promotion in the pharmaceutical market.
59. Electronic queue in a pharmacy. Infokiosks. The system of pre-ordering drugs.
60. Advertising medicines and dietary supplements.
61. The role of the pharmaceutical worker in rational pharmacotherapy.
62. Indicators of turnover and turnover in pharmacies.
63. Types of inventory.

LIST OF PRACTICAL SKILLS MASTERED DURING PRACTICE

1. Assortment analysis and planning;
2. Drawing up applications for goods to the pharmacy warehouse;
3. Accounting for medicines registered on a quantitative basis and issued free of charge or on preferential terms, preparation of reporting documents;
4. Scheduling and time sheets;
5. Acquaintance with the organization of office work and workflow in the pharmacy, analysis and planning of the main indicators of the financial and economic activities of the pharmacy;
6. Participation in the development of standard operating procedures and work instructions;
7. Filling in all primary accounting documents;
8. Organization of labor protection and safety measures at workplaces and by type of work;
9. Organization of storage of drugs, dietary supplements, medical products and other goods of the pharmacy assortment;
10. Organization and conduct of pharmacovigilance activities;
11. Accounting for drugs, medicines, dietary supplements and other products of the pharmacy assortment that are not in the pharmacy in defect magazines;
12. Filling out prescriptions;
13. Reception and verification of recipes for correct design, compatibility of ingredients, compliance with the prescribed doses;
14. Acceptance of goods, their placement in places of storage;
15. Conducting cash operations and their documenting, working with pharmacy software and a cash register;
16. Window dressing;
17. Registration of prescriptions in journals of incorrectly written recipes;
18. Information interaction with doctors of healthcare organizations;
19. Drawing up applications for drugs, medical devices, dietary supplements for a pharmacy warehouse;
20. Analysis of commodity supply, demand, needs and work with suppliers;
21. Preparation of a monthly report on the financial and economic activities of the pharmacy;
22. Organization and conduct of training the staff.

INFORMATION AND METHODOLOGICAL PART REGULATORY LEGAL DOCUMENTS AND LITERATURE

Normative legal and organization documents (orders, instructions, guidelines and others) of Ministry of Health of the Republic of Belarus regulating the pharmaceutical activities in the Republic of Belarus.

1. On Medicinal Products: Law of the Republic of Belarus N₀ 161-3 of 20.07.2006
2. About Healthcare: Law of the Republic of Belarus N₀ 2435-XII of 18.06.1993
3. On Approval of Good Pharmacy Practice: Decree of Ministry of Health of the Republic of Belarus N₀ 120 of 27.12.2006
4. On Approval of Good Distributing Practice: Decree of Ministry of Health of the Republic of Belarus N₀ 6 of 15.01.2007
5. Technical code of common practice «Good Manufacturing Practice»
6. On Approval of hygiene terms and rules “Hygiene requirements for Pharmacies): Resolution of Ministry of Health of the Republic of Belarus N₀ 154 of 01.10.2012
7. On Approval of Regulation of purchase, storage, selling and usage of narcotic medicinal products and psychotropics medicinally: Decree of Ministry of Health of the Republic of Belarus N₀ 51 of 28.12.2004
8. On Approval of Regulatory guide for requirements to technical enforcement and technical security systems equipment of facilities used for storage of narcotic drugs and psychotropics: Decree of Ministry of Internal Affairs, Ministry of Health of the Republic of Belarus N₀ 105/9 of 04.04.2005
9. On key administrative posts of pharmaceutical specialists and key administrative posts of pharmaceutical organizations subordinated to the system of Ministry of Health of the Republic of Belarus: Order of Ministry of Health of the Republic of Belarus N₀ 267 of 14.12.1994
10. On state social benefits, rights and guarantees for certain categories of citizens: Law of the Republic of Belarus N₀ 239-3 of 14.06.2007
11. On the Protection of Consumer Rights: Law of the Republic of Belarus N₀ 90-3 of 09.01.2002
12. About accounting and reporting: Law of the Republic of Belarus N₀ 57-3 of 12.07.2013
13. About advertising: Law of the Republic of Belarus N₀ 225-3 of 10.05.2007
14. On the formation of prices for medicines, medical devices and medical equipment: Decree of the President of the Republic of Belarus N₀ 366 of 21.06.2016
15. On some issues of free and preferential provision of medicines and dressings for certain categories of citizens: Decree of the Council of Ministers of the Republic of Belarus N₀ 1650 of 21.03.2016
16. On approval of the Instructions for the inventory of assets and liabilities and the recognition of the normative legal act of the Ministry of Finance of the Republic of Belarus as invalid: Resolution of the Ministry of Finance of the Republic of Belarus N₀ 180 of 30.11.2007

17. On licensing certain types of activities: Decree of the President of the Republic of Belarus N₀450 of 01.09.2010
18. State Pharmacopeia of the Republic of Belarus II, VOL. 1. / under the editorship of A.A. Sheryakov. – Molodechno: «TIPOGRAPHIA «POBEDA», 2013.
19. State Pharmacopeia of the Republic of Belarus II, VOL. 2 "Quality control of active pharmaceutical ingredients and medicinal plants raw material" / under editorship of S.I. Marchenko – Molodechno: «TIPOGRAPHIA «POBEDA», 2016.
20. Medical ethics and deontology.

Annex 1 Example of front page of the diary

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS
Educational institution
BELARUSIAN STATE MEDICAL UNIVERSITY

APPROVE
the Head of the
(name of pharmacy)

Name Surname

20__

M.И.

**DIARY
OF PHARMACEUTICAL ORGANIZATIONAL AND
MANAGEMENT PRACTICE**

(Surname and Name)

Faculty

Year of study

Academic group N₀

Base of the
practice

Practice

Supervisor

(Surname Name)

Tutor of BSMU

(Surname Name)

Annex 2. Example of the diary

Date	Forms and types of activities	Sign of responsible person
	<p><i>Specify only those types of activities which were done by the student indicating the stage of involvement (observed, assisted, acted on his/her own). It is preferable to indicate self-valuation results of the day, to analyze current results of practical knowledge in comparison with the guide standard.</i></p>	<p><i>Signature of the Student (daily)</i></p> <p><i>Date, signature of the Supervisor (weekly)</i></p>

Notes:

1. Records are made in a neat, legible handwriting. Corrections, additions after the sighting of records by the head of practice are not allowed.
2. The design of the diary, report, characteristics is performed on paper in A4 format.
3. The signature of the head in the practice diary is certified in the prescribed manner.

Diaries, reports, characteristics, other documents for each type of industrial practice are stored in accordance with the nomenclature of affairs of the departments of BSMU, responsible for organizing industrial practice.

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

Pharmacy organization

TITLE

APPROVE

the Head of the

(name of pharmacy)

Name Surname

20_

M.П.

Report of _____
(Name Surname)

About pharmaceutical management practice at the base

(Name of health care institution in accordance with state register)

Between _____ - _____

Indicate the period of the practice, short characteristic of the practice base, materials studied and completion of the practice program.

Overall evaluation of the practice, conclusions and proposals for improvement of practice program.

Student _____
(Signature)Supervisor

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS
Pharmacy organization
TITLE

APPROVE
the Head of the
(name of pharmacy)

Name Surname
20__

M.П.

CHARACTERISTIC

on student _____
(Full Name)

(Surname, name, patronymic of the student) passed (a) practical training in the pharmaceutical management practice on the basis of _____ from 00.00.20__ to 00.00.20__. The characteristics should reflect the business qualities of the student-trainee, the shown ability to acquire professional skills as a pharmacist. Indicate the presence and results of the development of personal qualities necessary for the profession of pharmacist. Give a general assessment of the results of the implementation of the curriculum of practice and the achieved level of practical training. Describe the relationship with the team, knowledge and implementation of medical ethics and deontology. In conclusion, recommendations should be made on the student's admission to the current certification in industrial practice, and proposals to the university on improving the quality of theoretical training preceding the student's placement in practice.

Head of the organization

First Name Last Name

(signature)

«__» ____ 20__

Familiar with the characteristic.

(date)

(signature of student)

(full name)

Note. The volume of the characteristic is no more than 1 (one) page.

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Curriculum content, composition and accompanying documents comply with established requirements.

Dean of the Medical Faculty for
International Students

25.02.2020

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Head of practice of Educational
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25.02.2020

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