

T.C.BİRÜNİ UNIVERSITY
FACULTY OF PHARMACY INTERNSHIP DIRECTIVE

PART ONE

Aim, Scope, Basis and Definitions

Aim

Article 1. The purpose of this directive is; to determine the principles and rules for the organization and implementation of pharmacy internships that undergraduate students of Biruni University Faculty of Pharmacy are obliged to do.

Scope

Article 2. This directive, in accordance with Article 33 (b) of the Biruni University Faculty of Pharmacy Undergraduate Education and Examination Regulation, regulates the methods and rules for the planning, implementation, supervision and evaluation of compulsory pharmacy internships to be carried out by undergraduate students in order to improve the knowledge and skills they have gained during their education.

Basis

Article 3. This directive is in accordance with Article 33 (b) of the Biruni University Faculty of Pharmacy Undergraduate Education and Examination Regulation; On the amendment of the Regulation on the Determination of the Minimum Education Conditions of the Doctorate, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs published in the Official Gazette dated 2.2.2008 and numbered 26775 and the Regulation on the Determination of the Minimum Education Conditions of the Doctor, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs in the Official Gazette dated 25.5.2018 and numbered 30431 "Regulation" and Article 38 of the "Regulation on Pharmacists and Pharmacies" published in the Official Gazette dated 12.4.2014 and numbered 28970. In pharmacy education in EU countries, Directive 2005/36/EC forms the legal basis for internship.

Definitions

Article 4. Terms mentioned in this directive:

- 4.1. University:** Biruni University
- 4.2. Faculty:** Faculty of Pharmacy
- 4.3. Dean:** Dean of the Faculty of Pharmacy
- 4.4. Faculty Board:** Faculty of Pharmacy Faculty Board

4.5. Administrative Board: Faculty of Pharmacy Administrative Board

4.6. Internship Commission: A commission to be determined by the Board of Directors of the Faculty of Pharmacy from outside the Departments of the Faculty of Pharmacy and from outside the institution and consisting of 5 lecturers and freelance pharmacists, at least 2 of whom have the title of professor and to be appointed by the dean for a period of 3 years

4.7. Internship Period: The period in which students work in pharmacies, institutions and organizations in relation to the internships they will do in order to gain professional experience and increase their knowledge and skills

4.8. Free Pharmacy: A free (Public) pharmacy that meets the minimum requirements to be determined / approved by the Internship Commission of the Faculty of Pharmacy, the student or the regional chamber of pharmacists for the internship

4.9. Hospital pharmacy: A private or public health institution contracted with Biruni University in which inpatient or outpatient diagnosis, treatment and care services are provided by physicians, nurses and other health professionals to patients with 150 beds and at least three years of experience pharmacists

4.10. Pharmaceutical industry: In human and veterinary medicine; The following facilities and / or related R&D centers that produce chemical, vegetable, animal substances used as therapeutic, preservative and nutritional according to certain standards or convert these substances into pharmaceutical forms in simple or combined doses

4.10.1. Plant product production facility: Plant where herbal products are prepared in various product forms, either alone or mixed in certain proportions.

4.10.2. Medical equipment production facility: A portable, custom-made facility used as part of an accident or illness treatment, to support the body from the outside and only for medical purposes

4.10.3. Cosmetic product production facility: A facility where preparations used to beautify a person by correcting the appearance of the outer parts of the body such as skin, nails, hair are produced

4.10.4. University phytotherapy center: The current research and application center in universities on the treatment with plants

4.11. TITCK: An institution that serves the society with regulatory, supervisory and directive actions for medicines, medical devices, traditional herbal, support and advanced treatment medicinal products and cosmetic

4.12. Public health institution: The institution that carries out activities such as the organization and healthy conduct of family medicine services, the prevention and treatment of infectious diseases and the elimination of elements that threaten public health in general

4.13. Turkish Atomic Energy Agency: The institution established to guide Turkey's radiation and nuclear energy policies

4.14. National Poison Advisory Center: The center that provides services for both the public and health workers in a wide range of poisonings from poisoning with therapeutic drugs, pesticides, fungi and various plants to poisonous animal bites and stings in Turkey

4.15. Provincial Health Directorate: The directorate that ensures that the quality of health services to be provided in treatment institutions and primary health care institutions is increased and that the institutions providing services are easily accessible

4.16. Forensic Medicine Institution: To perform the duty of forensic expert assigned to it by law in the most impartial and reliable manner, always in the light of scientific criteria and findings; the institution that contributes to the revelation of the truth and the manifestation of justice

4.17. Biochemistry laboratories: Biochemical mechanisms in health and disease, prevention of diseases, diagnosis, differential diagnosis, prognosis and monitoring of treatment in biological materials (serum, plasma, tissues and other body fluids), performing analyzes with chemical and molecular biological methods, examination of organ functions with appropriate analyzes (tests), selection and application of tests, medical interpretations of results, consultation association with clinicians, scientific laboratories that adapt to developments and innovations and perform medical laboratory science, including laboratory diagnosis

4.18. Biruni University Faculty of Pharmacy Departments

4.19. Medicinal plant gardens

- 4.20. Internship jury:** The jury selected by the internship commission to conduct and evaluate the internship exam orally / in writing
- 4.21. Internship application form:** A document certifying that the student has been accepted to the pharmacy internship, approved by the relevant pharmacy and institution responsible and forwarded to the internship commission
- 4.22. Internship book:** The book that is shaped by the internship commission according to the content of the internship and filled out by the student during the internship period and delivered to the internship commission after being approved by the pharmacy or institution responsible for the internship
- 4.23. Internship evaluation form:** The form to be filled in at the end of the internship and sent back to the internship commission in a closed envelope at the internship places finalized after being approved by the internship commission
- 4.24. Internship exam:** The exam that each student who completes the internship period has to take, which measures the knowledge and skills required by the internship
- 4.25. Student Discipline Regulation of Higher Education Institutions:** "Student Discipline Regulation of Higher Education Institutions" published in the Official Gazette dated April 12, 2014 and numbered 2897

PART TWO

Principles related to internship and Internship Commission

General provisions

Article 5. Students must obtain a passing grade in their courses in order to receive a bachelor's degree from Biruni University Faculty of Pharmacy; They must successfully complete Internship - I, Internship - II, Internship - III, Internship - IV and Internship - V and succeed in the internship exam.

Duration of internship

Article 6. The compulsory internship period for the students of Biruni University Faculty of Pharmacy is 30 weeks and 150 working days in total.

Internship periods

Article 7. The compulsory internship periods are as follows;

Within the time interval to be determined by the internship commission during the semester:

Internship I: 4 weeks (20 working days);

After the final exams of the fourth semester: Internship II: 6 weeks (30 working days);

After the final exams of the sixth semester: Internship III: 6 weeks (30 working days) and

After the final exams of the eighth semester: Internship IV: 6 weeks (30 working days),

Internship V in the tenth semester semester: 8 weeks (40) working days.

The student's ability to do an internship outside these dates depends on a valid reason to be approved by the internship commission. The Internship I program is planned to be held within the semester by the Internship Commission every year. Departments of the Faculty of Pharmacy are included in the Internship I program.

Internships cannot be done in the interim period, nor can they be divided within themselves.

The student's ability to do an internship outside the specified periods depends on a valid reason to be approved by the internship commission.

Article 8. The start and end dates of the internship are determined by the faculty board every year and announced to the students.

Internship place

Article 9: Internships can be carried out in a free pharmacy for at least 2 months in the following places that require the approval of the hospital pharmacy, pharmaceutical industry or internship commission:

9.1. Free pharmacy: A free (public) pharmacy that meets the minimum requirements to be determined / approved by the Internship Commission of the Faculty of Pharmacy, the student or the regional chamber of pharmacists for the internship

9.2. Hospital pharmacy: A private or public health institution contracted with Biruni University in which inpatient or outpatient diagnosis, treatment and care services are provided by physicians, nurses and other health professionals to patients with 150 beds and at least three years of experience pharmacist

9.3. Industry: In humanities and veterinary medicine; production facilities, R&D centers, and/or related consultancy centers and the following production facilities that produce chemical, vegetable, animal substances used as therapeutic, preservative and nutritional according to certain standards or convert these substances into pharmaceutical forms in simple or combined form in certain doses;

9.3.1. Plant product production facility: A facility where herbal drugs are prepared alone or in certain proportions in various product forms

9.3.2. Medical equipment production facility: A facility where portable, personalized materials are produced as part of an accident or illness treatment, used only for medical purposes and to support the body from the outside

9.3.3. Cosmetic product production facility: Facility where preparations used to beautify a person by correcting the appearance of external parts of the body, such as skin, nails, hair, etc., are produced

9.4. Places that require the approval of the internship commission:

9.4.1. University phytotherapy center: The current research and application center in universities on the treatment with plants

9.4.2. Public health institution: The institution that carries out activities such as the organization and healthy conduct of family medicine services, the prevention and treatment of infectious diseases and the necessary inspections to eliminate the elements that threaten public health in general

9.4.3. Turkish Atomic Energy Agency: An institution established to guide Turkey's radiation and nuclear energy policies

9.4.4. National Poison Advisory Center: The center that provides services for both the public and health workers in a wide range of poisonings from poisonings with pesticides, pesticides, mushrooms and various plants to poisonous animal bites and stings used for therapeutic purposes in Turkey

9.4.5. Provincial Health Directorate: The directorate that ensures that the quality of health services to be provided in treatment institutions and primary health care institutions is increased and that the institutions providing services are easily accessible

9.4.6. Forensic Medicine Institution: To perform the duty of forensic expert assigned to it by law in the most impartial and reliable manner, always in the light of scientific criteria and findings; the institution that contributes to the revelation of the truth and the manifestation of justice

9.4.7. Biochemistry laboratories: Biochemical mechanisms in health and disease, prevention of diseases, diagnosis, differential diagnosis, prognosis and monitoring of treatment in biological materials (serum, plasma, tissues and other body fluids), performing analyzes with chemical and molecular biological methods, examination of organ functions with appropriate analyzes (tests), selection and application of tests, medical interpretations of results, consultation association with clinicians, scientific laboratories that adapt to developments and innovations and perform medical laboratory science, including laboratory diagnosis

9.4.8. TITCK: An institution that serves the society with regulatory, supervisory and directive actions for medicines, medical devices, traditional herbal, support and advanced treatment medicinal products and cosmetic

9.4.9. Biruni University Faculty of Pharmacy Departments (4. From the semester onwards)

9.4.10. Medicinal plant gardens

General provisions regarding the internship place

Article 10.

Each of the internships is done in different pharmacies or institutions. The student's internship at the same place is subject to the fact that he/she notifies the internship commission in writing with the reasons for his/her desire in this direction and receives approval from there.

If the written approval not included in Article 9 but to be obtained from equivalent places is found appropriate by the internship commission, internship (other than Internship-I) can be done in Turkey and abroad.

Students cannot do their internship in the pharmacies of their first-degree close relatives due to conflicts of interest.

Some or all of the successful internships of the students who come to the faculty with horizontal or vertical transfer while they are registered in the Higher Education Institution they come from may be accepted with the approval of the Pharmacy Internship Commission. The status of the students who request exemption is discussed and decided by the Pharmacy Internship Commission.

What is expected from a freelance pharmacist in pharmacy internship

Article 11.

-The freelance pharmacy pharmacist must have at least 3 years of experience in the pharmacy profession

-The pharmacist should be willing to do an internship for the trainee student and to make time for it

-The pharmacist must agree to monitor the attendance status of the trainee student

Compulsory attendance

Article 12. Students are obliged to comply with the rules and working hours of the place where they do their internship. It is obligatory to attend at least a total of 6 hours during working hours. The internship commission provides the student with the opportunity to make up for the days he / she cannot attend, provided that a valid excuse is given.

Monitoring of internships

Article 13. The members of the internship commission may make the necessary monitoring for the execution of the internship in accordance with the purpose and rules when they deem it necessary, and for this purpose, they may contact the responsible person of the place where the internship is performed, get information about the student doing the internship and supervise the student at the place where he / she does the internship if necessary. A student who is determined by the minutes not to be at the place of duty 3 times without an excuse is evaluated as absentee and his / her internship is invalid. During the student internship, he/she acts in accordance with the 'Student Discipline Regulations of Higher Education Institutions'.

Change of internship place

Article 14. After the start of internships, no change of internship place can be made without the knowledge and approval of the internship commission. However, in case of strike or lockout, death, mutual negativity between pharmacist / institution official / student, natural disaster (earthquake, fire, flood), etc., the internship can be completed in another pharmacy / hospital / institution with the approval of the internship commission. For 10th semester internships, notification of the change of internship place can be made within the first week of education.

Duties of the Internship Commission

Article 15. In addition to the duties assigned to it by this directive, the internship commission performs the following tasks:

1. Makes the preliminary preparations for internships every year.
2. Prepares the pharmacy internship guide and delivers it to the students through the web page.
3. Takes the necessary measures to ensure that internships are carried out in accordance with the standards depending on the developments and new conditions in the practice of the pharmacy profession.

PART THREE

Internship process

Article 16. Students who will do internship in one of the places listed in Article 9 shall submit the internship application form, internship contract and photo resumes to be approved by the institution or organization responsible of the internship places to be determined by them or in cooperation with the dean's office of the faculty of pharmacy and pharmacist chambers in the first week of April each year for Internship-II III, IV; For Internship-V, they submit it to the internship commission within two weeks following the course registration period.

In accordance with the Law No. 6331 and the Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees, students receive the necessary training

on occupational health and safety and submit a certificate showing that they have received this training from the Continuing Education Center to the Faculty secretariat.

SSI entries related to the compulsory internship of the students are made by the University.

Documents such as criminal record, health report (which can also be obtained from Biruni University Hospital), residence record can be requested from the students who will do hospital internship, and it is the student's own responsibility to deliver these documents to the unit where the internship will be performed.

The internship commission organizes/reviews the internship application form, the SSI declaration form and the internship books in the first week of April. Students fill out the relevant forms on the Web page until April 30 and have them approved by the relevant responsible person of the institution where they want to do their internship.

In the last week of the spring semester of the Internship Commission; evaluates the place where the student will do internship and approves it if he finds it appropriate. After the internship application form is approved by the internship commission, the 'internship evaluation form' is sent to the finalized internship places with the student in a closed envelope filled in at the end of the internship and in a sealed envelope with the pharmacy or institution stamp / seal on it. The internship notebook that does not have a stamp / seal and dates, is written in pencil, has erases, scrapes and improper corrections on it is not accepted.

Students submit the internship book and internship evaluation form to be completed during the internship period and approved by the pharmacy or institution responsible for the internship to the internship commission within the first two weeks of the beginning of the academic year. The internship of the student who does not submit his / her notebook within this period is invalid.

The internship notebook and the internship evaluation form to be prepared by the student in a way to be included in the A-4 hole snap document envelope are examined by the internship commission at the end of the internship period and stamped on the photographs of the students who have successfully completed their internship in the internship books.

Students whose internship is accepted or not are announced by the internship commission. The internship commission completes and submits the list and date ranges related to the internship to the University Human Resources Directorate by the evening of May 30. The student whose internship is not accepted repeats the internship. The internship period to be repeated is excluded from the legal teaching period.

Internship evaluation forms are archived by the internship commission.

Credit for internships

Article 17. The credits of each internship are 2 and the total ECTS is 10.

Evaluation of Internships

Article 18. The books of the students who are not absent, who are determined to have gained sufficient education and skills by examining the internship evaluation form and internship books by the internship commission, are examined and graded by the internship commission. If the student fails any internship, he/she repeats his/her internship in the periods following the relevant semester.

Apart from Internship I, the success status of the students is evaluated according to Biruni University Undergraduate Regulations and Exam Application principles. The prepared student achievement lists are submitted to the student affairs at the end of November of each year.

In the Internship I evaluation, the student's continuation of the internship is taken as the basis, the student who continues his / her internship, completes the internship book and submits it to the internship commission on time is considered successful, and the student who does not continue his/her internship and / or does not complete the internship book and submit it on time is evaluated as Failed. The student who is evaluated as unsuccessful repeats his/her internship in the next academic year.

After the internship evaluation is made, all kinds of documents related to internships are submitted to the Faculty secretariat for archiving.

Internship exam and time

Article 19. The date of the internship exam organized for Internship V is announced together with the finals and the grade is entered into the system at the time of entry. A make-up exam is held within fifteen days for students who fail the exam. If they fail this exam, they repeat the internship they took the exam.

Internship exam jury

Article 20. The internship commission, which prepares and plans the internship exam questions, recommends to the Faculty Administrative Board three faculty members, all of whom are pharmacists and one of whom has 10 years or more of experience in his profession, who will serve in the 'internship evaluation jury'. A pharmacist representative from the relevant professional organizations may be invited to the internship evaluation jury.

Form of internship exam

Article 21. The internship exam can be written, oral or in the form of a presentation provided that it is aimed at the professional subjects learned by the student and in order to evaluate the problem-solving abilities.

Occupational safety, occupational accident and occupational disease insurance in internship studies

Article 22. Students complete the 'Occupational Safety and Health Certificate Program' organized by Biruni University Continuing Education Center and submit their certificate of participation to the Faculty secretariat before starting their internship.

Article 23. Students are responsible for complying with the working and safety rules, order and discipline of the pharmacies and institutions where they do their internship and for using all kinds of spaces, tools, materials, machines, tools and equipment used in the workplace with care. Any responsibility that may arise as a result of negligence belongs to the student and when necessary, action is taken in accordance with the Student Discipline Regulation of Higher Education Institutions.

Article 24. In the internships to be carried out abroad, "Occupational Accident and Occupational Disease Insurance" is the responsibility of the student. In the Pharmacy Internships to be held in the country, "Occupational Accident and Occupational Disease Insurance" is made by Biruni University.

Article 25. Biruni University does not pay any fees to students during their pharmacy internships. The financial relations between the students and the institutions where they do their internship do not bind Biruni University in any way.

CHAPTER FOUR

Enforcement

Article 26. In cases where there is no provision in these procedures and principles, the decisions of the Faculty of Pharmacy Internship Commission and the 'Faculty Administrative Board' are applied in line with the provisions of 'Biruni University Associate Degree and Undergraduate Education and Training Regulation' and 'Biruni University Faculty of Pharmacy Undergraduate Education Internship Directive'.

Article 27. This directive comes into force on the date of its adoption by the Senate of Biruni University.

Article 28. The provisions of this directive are carried out by the Dean of the Faculty of Pharmacy of Biruni University.