Handbook for Community Pharmacy Practice

(PHR 1101, 2103, 3106, 4112)

Co-ordinators:
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Professor Lilian M. Azzopardi

Department of Pharmacy
University of Malta

October 2011
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GUIDELINES FOR COMMUNITY PHARMACY PRACTICE (1st – 4th years)

1. First, second, and third year students are required to attend a 3 hour session per week at a community pharmacy during first and second semesters. Fourth year students are expected to attend a 3 hour session a week at a community pharmacy during the second semester. The practice has to be undertaken in the same pharmacy.

2. At the beginning of each academic year (by 15 October) students are requested to fill in Form A to apply for approval to start attending a pharmacy for practice. The students are required to write down on the form the day of the week when they will be attending the pharmacy. Any change should be reported to the Pharmacy Department. Only one student following the same course year is allowed in the same pharmacy.

3. Students are expected to start attending the pharmacy as soon as Form A is submitted to the Department of Pharmacy. Students should collect a copy of Form B.

4. Students should wear the Pharmacy Student Identification Tag prepared by the Department of Pharmacy during their practice session in the pharmacy.

5. Students should keep a Log Book whereby an entry for each session attended at the community pharmacy is recorded. Each entry should be counter-signed by the pharmacist on duty when the student attends the pharmacy. The pharmacist on duty at the pharmacy should sign Form B for each session attended by the student.

6. Form B should be kept by the student and presented with the log book during the tutorial sessions.

7. Students are asked to carry a copy of the BNF during their practice session in the pharmacy and for the Log Book Tutorials.

8. In the Log Book the students are expected to present:
   - organisational procedures such as registers kept in the pharmacy
   - examples of products found at the community pharmacy tackling different pharmacological classes. Examples of drug classes discussed during lectures should be presented. A comparative approach to examples within the same pharmacological class is expected. A list of classes of medicines which are expected to be covered during the first and second year of the pharmacy course is attached.
   - availability and intended use of medical devices available in the pharmacy
   - factual day to day experiences of practice in the community pharmacy eg system of ordering, checking expiry dates, monitoring stock
- **for first and second year students**: A suggested list of topics that could be covered in log-book entries is attached in this handbook. Students are required to complete the relevant Worksheets included in this handbook.

- **for third and fourth year students**: Case studies which include a brief description of the case, medicines dispensed, and advice given. Worksheet 3-4 should be used for case presentation.

9. First year students are expected to present pharmaceutical product examples rather than case studies whereas second, third, and fourth year students are expected to present more case studies than pharmaceutical product examples.

10. When examples of pharmaceutical products are presented, students are expected to adopt a comparative approach preferably using a tabular format. For each product the following factors should be considered and compared for each product considered:
   - uses
   - formulations and strengths available in the pharmacy
   - dosage regimen
   - mode of action
   - cautions
   - contra-indications
   - common side-effects
   - price for treatment
   - manufacturer
   - local importer

11. The log book entry is expected to be a summary of what was carried out during the practical session including information obtained during the session. During the practical session in the pharmacy, students should be looking at practical aspects and familiarizing with products available in the community pharmacy setting and with relevant processes and procedures. There is no need to copy information from product literature, British National Formulary, and Martindale: The Complete Drug Reference. Students should refer to the literature and draw comparisons between products available at the pharmacy. Students are encouraged to access the *Summary of Product Characteristics* for the products being considered. Such information may be accessed through the Electronic Medicines Compendium at [www.medicines.org.uk/emc/](http://www.medicines.org.uk/emc/) or through the website of the European Medicines Agency.

12. Reference material used should be scientifically valid and robust. Sources from the internet should be unbiased and of a reputable source.
13. Students will attend for *Log Book Tutorials* according to a roster which will be issued from time to time. Tutorials will be held during both semesters for first, second and third years and during the second semester only for fourth years. Students should attend for the tutorials according to the roster and no changes are allowed. Any absence which are not covered by a medical certificate should be discussed with course co-ordinator. Students who miss tutorials should continue following the schedule and when eligible for re-scheduled tutorials, the latter will be allocated at the end of the academic year.

14. For each tutorial the student is expected to present not more than three log book entries. For each entry the work presented should be endorsed by the corresponding signature of the pharmacist present at the pharmacy at the time of the practical session. The corresponding Form B should also be presented. When no signature is presented, the log book entry will not be corrected and the student will be asked to present it at the next tutorial.

15. Students will be assessed on the material presented and also in response to questions put forward by the pharmacist correcting the log book entries. Questions may cover any material in connection to that presented in the log book.

16. For each log book entry a mark is given out of 10 points. The mark is recorded on the Log Book and initialed, and on the sheets available in the tutorial room. The signature of the pharmacist carrying out the assessment is required.

17. Students are required and should be encouraged to attend a pharmacy at least for a 3 hour session per week.

18. At the end of the academic year, students are asked to complete Form C (1st to 2nd years), Form C-3 (3rd years) and Form C-4 (4th years) as a Declaration of the practical sessions undertaken in the pharmacy.
MARKING SCHEME- Community pharmacy practice tutorials

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<td>Discussion</td>
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<td>Material and layout</td>
<td>2</td>
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<td>Critical analysis</td>
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<td><strong>Total</strong></td>
<td><strong>10</strong></td>
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1. Check correct spelling of medicines (generic and trade names). For generic names use Recommended International Non-Proprietary Name (rINN) as required by European Law. Any spelling mistakes in names of drugs/products should be heavily penalised (deduct 4 marks)

2. For entries presenting examples of pharmaceutical products, entry should be based on a comparative approach with proper identification of differences and similarities. Issues to be considered include: indications, cautions, contra-indications, side-effects, formulations, dosage regimen, price for treatment. Marks should be deducted for incorrect or incomplete comparisons.

3. For entries presenting a case study, emphasis should be placed on pharmaceutical aspects including equivalent products highlighting differences and similarities of the products considered. Marks should be deducted for incomplete comparisons.

4. Examples of medicines included in log book entry should be available in a community pharmacy. Only practical issues pertaining to community pharmacy practice should be considered in the log book. No marks should be assigned for issues not related to community pharmacy practice or for material that does not reflect practical session in the pharmacy. Any material which presents background literature should not be included in log book entry and will not be considered for marking purposes.

5. During the tutorial student will be asked to discuss points presented in the log book entry and student will be awarded marks accordingly.
Bibliography


Internet Sources

Malta Medicines Authority: Maltese legislation (pharmacy)

European Medicines Agency

Electronic Medicines Compendium (eMC)
List of pharmacological classes recommended for comparisons

**Gastro-intestinal system:** Antacids; Antispasmodics and other drugs altering gut motility; Ulcer-healing drugs; Laxatives; Preparations for haemorrhoids

**Cardiovascular system:** Diuretics; Beta-adrenoceptor blocking drugs; Drugs affecting the renin-angiotensin system and some other antihypertensive drugs; Nitrates, calcium-channel blockers, and potassium-channel activators; Sympathomimetics; Anticoagulants and protamine; Antiplatelet drugs; Fibrinolytic drugs

**Respiratory system:** Bronchodilators; Corticosteroids; Cromoglycate and related therapy; Antihistamines, hyposensitisation, and allergic emergencies; Mucolytics; Aromatic inhalations; Cough preparations; Systemic nasal decongestants

**Central Nervous System:** Hypnotics and anxiolytics; Analgesics; Drugs used in psychosis; Antidepressant drugs, Drugs used in the treatment of obesity; Drugs used in nausea and vomiting

**Infections:** Antibacterial drugs; Antifungal drugs; Antiviral drugs; Antiprotozoal drugs; Anthelmintics

**Endocrine System:** Drugs used in diabetes

**Nutrition:** Anaemias and some other blood disorders, Vitamins, Minerals

**Musculoskeletal and Joint Disease:** Drugs used in rheumatic diseases and gout; Drugs for the relief of soft-tissue inflammation

**Eye:** Anti-infective eye preparations; Corticosteroids and other anti-inflammatory preparations; Mydriatics and cycloplegics; Treatment of glaucoma; Local anaesthetics; Miscellaneous ophthalmic preparations; Contact lenses

**Ear, Nose and Oropharynx:** Drugs acting on the ear; Drugs acting on the nose; Drugs acting on the oropharynx

**Skin:** Emollient and barrier preparations; Topical local anaesthetics and antipruritics; Topical corticosteroids; Preparations for eczema and psoriasis; Preparations for acne; Preparations for warts and calluses; Anti-infective skin preparations; Disinfectants and cleansers; Preparations for wound care

**Immunological products and vaccines**

**Baby food and food supplements**
Log Book entries to be tackled by first year students

Worksheet 1.1  Layout of the pharmacy
Worksheet 1.2  Maltese legislation and procedures
Worksheet 1.3  Equipment and diagnostics
Worksheet 1.4  Medicinal products comparison

Pharmacological classes to be included in Worksheet 1.4

- Analgesics
- Antacids
- Anti-diarrhoeals
- Antihistamines
- Anti-infective agents
- Beta-adrenoceptor blocking drugs
- Cough and cold preparations
- Diuretics
- Drugs affecting the renin-angiotensin system
- Laxatives
- Drugs used in respiratory conditions
- Skin preparations: Emollient and barrier preparations; Topical local anaesthetics and antipruritics; Topical corticosteroids
- Ulcer-healing drugs
Worksheet 1.1 Layout of the Pharmacy

Name of Student _____________________________

Name and address of Pharmacy _____________________________

Floor Plan

Features: ____________________________________________

Description of classification of medicinal products and medical devices _____________________________

________________________________________________________________________________________

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Worksheet 1.1 (cont) Layout of the Pharmacy

Examples of Dosage Forms (use multiple copies of this page)

<table>
<thead>
<tr>
<th>Dosage form</th>
<th>Proprietary Product</th>
<th>Active ingredient(s)</th>
<th>Use</th>
<th>Advice to patient when using this dosage form</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Worksheet 1.2  Maltese legislation and procedures

Name of Student  

Name and address of Pharmacy  

Registers required to be kept in the pharmacy (use multiple pages as necessary)

<table>
<thead>
<tr>
<th>Name of register</th>
<th>Data to be entered</th>
<th>Example of entry</th>
</tr>
</thead>
<tbody>
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</table>
### Worksheet 1.2 (Cont)  Maltese legislation and procedures

#### Maintenance and housekeeping

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#### Temperature Control

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- [ ]

#### Refrigerator

- [ ]
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#### Expiry Dates Monitoring

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- [ ]
- [ ]

#### Comments

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Worksheet 1.3  Equipment and Diagnostics

Name of Student  

Name and address of Pharmacy  

<table>
<thead>
<tr>
<th>Medical Device</th>
<th>Description</th>
<th>Price including consumables</th>
<th>Supplier</th>
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</table>
Worksheet 1.3 (cont)  

Equipment and Diagnostics

Point-of-Care testing offered by the pharmacy

<table>
<thead>
<tr>
<th>Test</th>
<th>Rationale</th>
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</tbody>
</table>
Worksheet 1.4  Medicinal Products comparison

Name of Student

Name and address of Pharmacy

Pharmacological Class:

<table>
<thead>
<tr>
<th>Product name</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Active ingredient(s)</td>
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<tr>
<td>Dosage forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local agent</td>
<td>Manufacturer</td>
<td>Storage requirements</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tbody>
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Comments: 

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Community Pharmacy Practice
Log Book entries to be tackled by second year students

Worksheet 2.1  Medicinal products comparison to cover products used in the management of minor ailments, in specific patient populations and in lifestyle management:

- Antispasmodics
- Antifungals
- Antidandruff
- Anti-lice
- Baby food and baby products
- Ear disorders
- Eye care
- Foot care
- Haemorrhoidal preparations
- Immunisation
- Infant colic
- Motion sickness
- Musculoskeletal disorders
- Oral and dental care
- Wound management
- Urinary tract infection
Worksheet 2.1  Medicinal Products Comparison

Name of Student  

Name and address of Pharmacy  

<table>
<thead>
<tr>
<th>Product name</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Active ingredient(s)</th>
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</table>

<table>
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<th>Dosage forms</th>
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<table>
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<tr>
<th>Use</th>
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Worksheet 2.1 (Cont) Medicinal Products comparison

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<th>Patient Advice</th>
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<th>Cautions</th>
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<table>
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<tr>
<th>Contra-indications</th>
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Comments: 

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Worksheet 3-4 Case Report

Name of Student

Name and address of Pharmacy

Description of Case:

Pharmacist Recommendations

Medicines dispensed

Patient Advice


1. Please list down all students who are expected to attend for each tutorial as indicated on the attached time-table. Students who do not attend for the tutorial should be marked as absent. Do not accept students for tutorial who are not scheduled to attend.

2. Use one sheet for each tutorial session.

3. Students are expected to participate throughout the one hour tutorial and they should not leave once their log book has been corrected.

4. Each entry has to be signed by pharmacist and student should present Form B (confirmation of attendance) signed for each entry.

<table>
<thead>
<tr>
<th>Date of tutorial</th>
<th>Name of student</th>
<th>Log Book dates</th>
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Signature of Demonstrator  ____________________________

Name of Demonstrator  ____________________________
Pharmacy Practice Module  
Second Year

Community Pharmacy Practice  
PHR 2103

1. Please list down all students who are expected to attend for each tutorial as indicated on the attached time-table. Students who do not attend for the tutorial should be marked as absent. Do not accept students for tutorial who are not scheduled to attend.

2. Use one sheet for each tutorial session.

3. Students are expected to participate throughout the one hour tutorial and they should not leave once their log book has been corrected.

4. Each entry has to be signed by pharmacist and student should present Form B (confirmation of attendance) signed for each entry.

<table>
<thead>
<tr>
<th>Date of tutorial</th>
<th>Name of student</th>
<th>Log Book dates</th>
<th>Mark out of 10</th>
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Signature of Demonstrator  
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Name of Demonstrator  
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1. Please list down all students who are expected to attend for each tutorial as indicated on the attached time-table. Students who do not attend for the tutorial should be marked as absent. Do not accept students for tutorial who are not scheduled to attend.

2. Use one sheet for each tutorial session.

3. Students are expected to participate throughout the one hour tutorial and they should not leave once their log book has been corrected.

4. Each entry has to be signed by pharmacist and student should present Form B (confirmation of attendance) signed for each entry.

<table>
<thead>
<tr>
<th>Date of tutorial</th>
<th>Name of student</th>
<th>Log Book dates</th>
<th>Mark out of 10</th>
<th>Comments</th>
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Signature of Demonstrator

Name of Demonstrator

Sample
Pharmacy Practice Module  
Community Pharmacy Practice  
PHR 4112

1. Please list down all students who are expected to attend for each tutorial as indicated on the attached time-table. Students who do not attend for the tutorial should be marked as absent. Do not accept students for tutorial who are not scheduled to attend.

2. Use two sheets for each tutorial session.

3. Students are expected to participate throughout the two hour tutorial and they should not leave once their log book has been corrected.

4. Each entry has to be signed by pharmacist and student should present Form B (confirmation of attendance) signed for each entry.

<table>
<thead>
<tr>
<th>Date of tutorial</th>
<th>Name of student</th>
<th>Log Book dates</th>
<th>Mark out of 10</th>
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Signature of Demonstrator  

Name of Demonstrator