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### **PURPOSE:**

1. To enable the students to learn the appropriate conduct of a medication history interview and recognize significant finding that should be communicated to physicians, nurses and patients.
2. To enable the students to recognize the important aspect of the clinical pharmacist's role in teaching the patient about the safe and effective use of the medication (patient counseling).
3. To enable the students to identify ways to communicate drug information whether solicited or unsolicited; verbally or through publication of pharmacy drug bulletin.
4. To ensure the success of students by providing relevant experience and learning opportunities, career planning, and mentoring.

### **LEVEL:**


All Pharmacist, Pharmacy Technician, other Healthcare Professional and School Clinical Instructors of Riverside Medical Center, Inc.

### **DEFINITION OF TERM:**

**Pharmacist intern or "intern"**- is a person enrolled in a College of Pharmacy or actively pursuing a pharmacy degree; Pharmacy Internship is recognized as a component of the academic and professional growth of the pharmacy student.


### **POLICY:**

1. It is the policy of the division to adhere to all applicable Laws on Internship issued by the Commission on Higher Education and other joint memoranda related thereto, duly issued by the government or any of its regulating agencies.
2. Student interns shall strictly observe and adhere to the policies and procedures of the hospital.

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3. The internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience.
4. A student who is to undergo internship in the Pharmacy Department shall have proper and valid endorsement in writing from his/her school. Such endorsement should be duly signed by the Clinical Instructor In-Charge of the course/program or signed by an authorized person of the school.
5. Confidentiality Agreement and other pertinent forms/consent, in observance of Data Privacy Act, shall be submitted to the Pharmacy Manager one week prior to their deployment.
6. No student intern shall be allowed to commence his/her training in the Pharmacy Department without attending the orientation and without full completion of the pre-deployment requirements. The Clinical Instructors are likewise required to be present.
7. All student interns shall undergo RT-PCR Test with a negative result, within 72 hours upon swabbing and/or rapid Antigen before going back to duty after 10 days of quarantine at the DPOTMH and prior to deployment.
8. All student interns shall be required to use the surgical mask duly approved by the IPCU of the hospital.
9. Student interns who fail to comply with the number of requirements shall coordinate with their respective Clinical Instructors, who shall in turn coordinate with the Pharmacy Section Head or Pharmacy Manager/Supervisor for proper scheduling of make-up duties.
10. Make-up duties shall be done after the regular rotation schedule of the affiliated school has been finished. The Pharmacy Department shall not be held responsible

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the student interns' inability to meet the requirements by reason of failure to abide by this policy.

11. Student interns are given the list of requirements from each section during the orientation. Such requirements shall be complied with before the end of the training program. Requirements should be signed by the supervising staff. Having other staff sign the requirement is NOT ALLOWED and such shall be considered void.
12. No intern shall perform any pharmacy procedures without the direct supervision of the pharmacy staff.

#### **DOCUMENTATION:**


New Policy

#### **DISSEMINATION:**

1. Hospital Communicator
2. Conducting hospital wide continuing education to all healthcare professionals

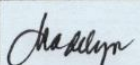

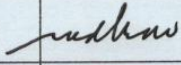



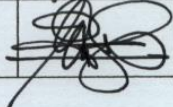
#### **REFERENCES:**


1. Joint Memorandum Circular 2021-001, Annex F.
2. Commission on Higher Education, CHED Memorandum Order (CMO) no. 104 Series of 2017.
3. Parthenon Medical Center. Pharmacy-training-programs.

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### APPROVAL:

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Prepared by:	<b>MA. MADELYN N. LACSON, RPh., RN</b> Inpatient Pharmacy Supervisor		6/24/22
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	<b>MIRIAM HOPE D. BRAVO, RPh.</b> Inpatient Pharmacy Manager		6/27/22
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/29/2022
Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Officer		6/29/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division		6/30/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/7/22

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**PURPOSE:**

To discuss the procedures involved in the implementation of the Pharmacy Internship Program.

**SCOPE:**


Applies to all Pharmacy Division staff of Dr. Pablo O. Torre Memorial Hospital

**PERSON RESPONSIBLE:**

Pharmacy Department Managers and Supervisors, Pharmacists, Pharmacy Technicians, Clinical Instructors and Student Interns


**PROCEDURE:**

1. The School through the assigned Clinical Instructor furnishes the list of student-interns who are qualified to undergo internship Training with the Pharmacy Department one (1) month before the intended start of the Internship Program including the signed Confidentiality Agreement and other forms required by the Hospital or those required by law.
2. Rotation schedules are arranged by the Clinical Instructor who in turn furnishes the same to the Pharmacy Department. The Rotation Schedules shall be duly approved by the Department Manager. No two (2) schools shall have the same rotation schedule. These schedules shall be assigned by the Pharmacy Department such that it will facilitate exclusive internship of one school, one at a time.
3. The date for student interns' orientation is arranged by the Pharmacy Manager/Supervisor. The Pharmacy Manager/Supervisor is responsible in gathering all the student-interns who shall undergo training with Pharmacy Department on the date designated for orientation. The policies and procedures of the division are discussed during the orientation; and, must be strictly complied.
4. Student interns shall accordingly be supervised by both Clinical Instructors and the Pharmacist during their actual internship schedules. The Clinical Instructor

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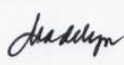



shall also check their requirements and see to it that duty schedules are strictly followed.


5. The list of student-interns shall be forwarded to the Department Manager/ Supervisor for proper scheduling of rotations a month before their actual deployment. Absences during duty hours shall be duly monitored by the Clinical Instructor(s) assigned to the Pharmacy Department. Duty schedules are 7am-3pm or 11am-7pm. Student interns will be assigned in different pharmacy branches in the Inpatient and Outpatient Pharmacy.
6. For school activities where student interns have to be present, and which are in conflict with the student-interns' duty hours in the area, the school shall notify the Department Manager one (1) week prior.
7. In case of pilferages, wastages, or damages to the supplies, instruments, equipment, and machines in the area due to the fault of the student-intern(s), an Incident Report shall be required, furnishing one (1) copy to the school and another copy to the Pharmacy Manager for appropriate actions.

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	<b>MIRIAM HOPE D. BRAVO, RPh.</b> Inpatient Pharmacy Manager		6/27/22
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/28/2022
Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Officer		6/29/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division		6/30/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/7/22

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KEY TASKS	PERSON RESPONSIBLE
1. Arranges the Rotation Schedules exclusive to a particular affiliated school	Pharmacy Manager
2. Arranges the specific date and discusses during orientation the policies, procedures and guidelines of the division together with Clinical Instructor	
3. Approves the rotation schedule	
4. Monitors the conduct and performance of the student interns in the area	
5. Issues clearances	
1. Provides the list of student interns who are qualified to undergo internship program and other required forms	Clinical Instructor
2. Ensures compliance to the required fit-testing and other health examination requirements	
3. Ensures that student interns pass the donning and doffing requirement prior to deployment	
4. Ensures strict compliance to hospital protocols	
5. Arranges the rotation schedules of the student interns	
6. Responsible in overseeing the internship of student interns in the area	
7. Creates incident reports in cases of pilferages, wastages, or damages to the supplies, instruments, equipment, and machines in the area due to the fault of the student interns	

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1. Assists the student interns in their assigned area	Pharmacist
2. Signs the requirements of the student interns	
3. Signs the clearances of the student interns	
1. Prepares the list of finished requirements to be signed by the Manager/ Section Head/ Pharmacy staff	Student Intern
2. Attends the orientation of the policies and guidelines of the Pharmacy Division.	
3. Completes the requirements and passes the examination prior to issuance of the clearance.	

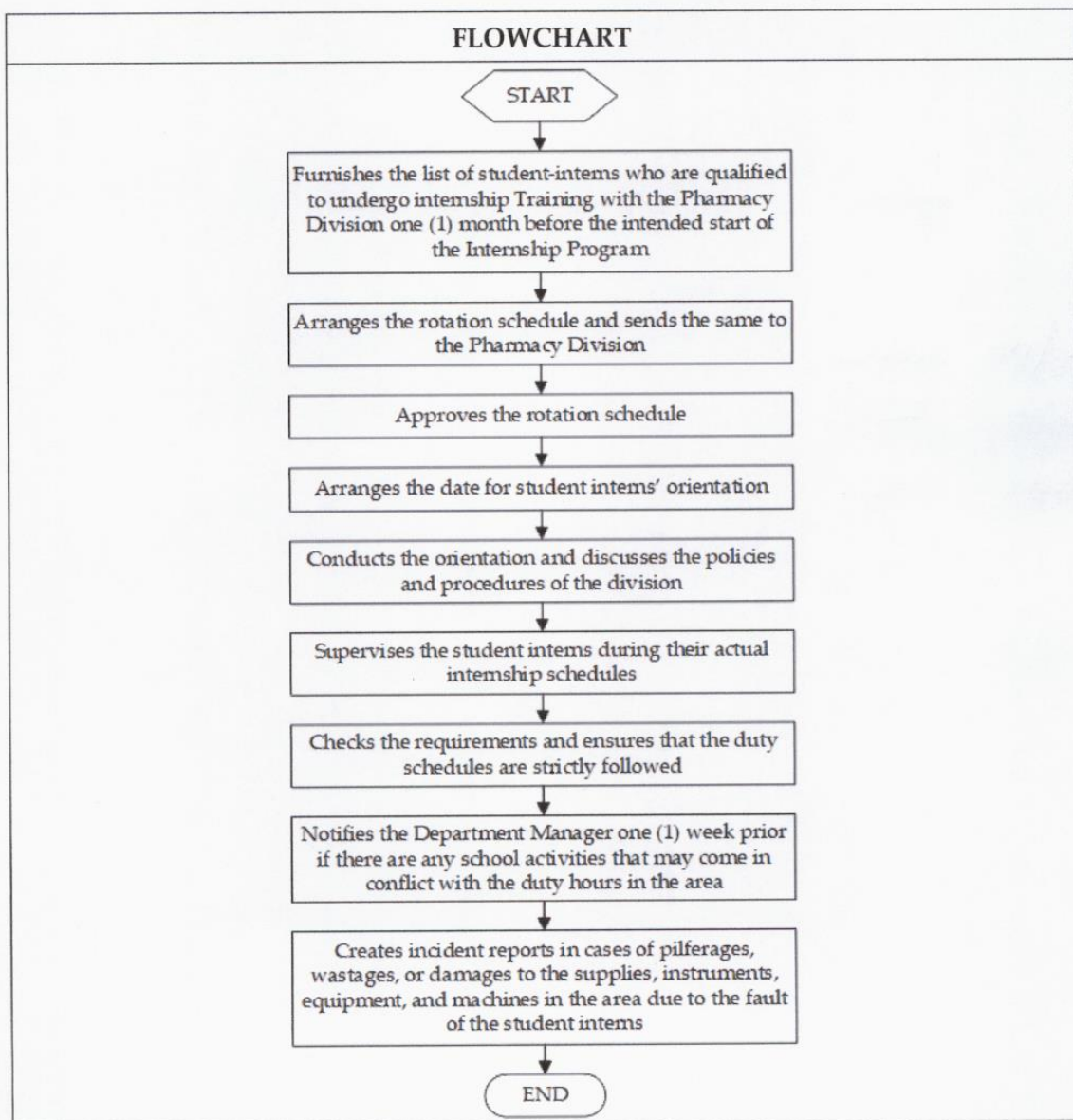
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## FLOWCHART





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	<b>MIRIAM HOPE D. BRAVO, RPh.</b> Inpatient Pharmacy Manager	<i>rudhaw</i>	6/27/22
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Recommending Approval:	<b>PRINCESS M. ABELLON, MBA</b> Pharmacy Division Officer	<i>pmab</i>	6/29/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division	<i>F</i>	7/4/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	7/7/22