



PHARMACIST INTERN EVALUATION FORM (HOSPITAL/COMMUNITY PHARMACY)

This form should be completed by the Tutor/Supervising pharmacist who has had the greatest opportunity to observe the intern pharmacist's skills during the internship period.

Against each item in turn tick the box which best fits the pharmacist intern's usual performance. If necessary please qualify by short comment, e.g. if more experience is required or if any requirement cannot be fulfilled in your pharmacy/hospital.

Please note that the assessment is against a standard of what would be expected at the intern's current level of experience.

Pharmacist intern name and Signature	
Tutor name and signature	
Name of internship site	
Address of workplace:	
Period of internship (from - to) Month/Day/Year	



Area	5	4	3	2	1	NA
1. Professional and ethical practice						
Exhibit awareness on the requirements to practice pharmacy						
Follows procedures at work place as instructed						
Displays personal and professional integrity						
Applies accepted standards of practice and professional competence						
Maintains confidentiality						
Establishes and maintains good professional relationships						
Interprets and complies with relevant codes of ethics						
Shows awareness of consumer needs						
Produces accurate written records and reports						
Identifies own learning needs						
Reflects and responds to feedback						
Contributes to the continuous quality improvement of pharmacy services						
2. Communication, collaboration and self-management						
Knows and applies key principles of communication						
Communicate with patients in a professional and respectful manner						
Demonstrates basic negotiation skills						
Negotiates tasks and shares ideas, communicating respectfully						
Identifies and addresses problems						
Observes and discusses situations of conflict						
Effectively plans and manages work time						
Works effectively within the structure of the organization						
Observes supervision approaches used by Tutor						
Contributes to the promotion of a safe working environment						
On time attendance at workplace and respect of procedures regulating other staff						



Area	5	4	3	2	1	NA
3. Review and supply prescribed medicines						
Accurately reads and interprets prescriptions						
Establishes the validity of the prescription						
Assesses appropriateness of prescribed medicines						
Elicits, reviews and assesses consumer's history against prescription when necessary						
Contributes to optimizing the efficacy and safety of dispensed medicines (provides useful information)						
Demonstrates a systematic dispensing procedure						
Effectively and efficiently maintains records						
Appropriately labels dispensed medicines						
4. Deliver primary and preventative health						
Refers consumers to other health professionals when appropriate						
Selects and advises on the use of pharmacological and non-pharmacological treatment strategies and options, including no treatment						
Selects and advises on the use and care of therapeutic goods and appliances						
Advises on the use of pharmacological and non-pharmacological treatment strategies and options selected by the consumer						
Provides advice to support the use of selected or recommended medicines						
Counsels and educates for the promotion of good health and reduction of incidence of illness						
Provides health care/disease prevention information to consumers						
Evaluates the outcomes of provision of primary health care						
5. Promote and contribute to optimal use of medicines						
Identifies and accesses relevant consumer and clinical information						
Uses accepted protocols to facilitate consumer interaction						
Assists self-management by consumer						



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Area	5	4	3	2	1	NA
Participates in adverse drug reaction management and reporting programs						
Participates in drug usage evaluation programs						
Recognizes own limitations and seeks advice from Tutor and/or refers to appropriate health professional						
5. Critical analysis, research and education						
Retrieves relevant and accurate information using current reference sources						
Accurately interprets and evaluates information						
Relates information to the specific situation, consumer or request						
Formulates accurate responses to medicines information questions						
Total						

Tutor's comment

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PHARMACIST INTERN EVALUATION FORM (SUPPLY CHAIN)

This form should be completed by the Tutor/Supervising pharmacist who has had the greatest opportunity to observe the intern pharmacist's skills during the internship period.

Against each item in turn tick the box which best fits the pharmacist intern's usual performance. If necessary please qualify by short comment, e.g. if more experience is required or if any requirement cannot be fulfilled in your pharmacy.

Please note that the assessment is against a standard of what would be expected at the intern's current level of experience.

Pharmacist intern name and Signature	
Tutor name and Signature	
Name of internship site	
Address of workplace:	
Period of internship (from - to) Month/Day/Year	



Area	5	4	3	2	1	NA
1. Professional and ethical practice						
Exhibit awareness on the requirements to practice pharmacy						
Follows procedures at work place as instructed						
Displays personal and professional integrity						
Applies accepted standards of practice and professional competence						
Maintains confidentiality						
Establishes and maintains good professional relationships						
Interprets and complies with relevant codes of ethics						
Shows awareness of consumer needs						
Produces accurate written records and reports						
Identifies own learning needs						
Reflects and responds to feedback						
Contributes to the continuous quality improvement of pharmacy services						
2. Communication, collaboration and self-management						
Knows and applies key principles of communication						
Communicate with patients in a professional and respectful manner						
Demonstrates basic negotiation skills						
Negotiates tasks and shares ideas, communicating respectfully						
Identifies and addresses problems						
Observes and discusses situations of conflict						
Effectively plans and manages work time						
Works effectively within the structure of the organization						
Observes supervision approaches used by Tutor						
Contributes to the promotion of a safe working environment						
On time attendance at workplace and respect of procedures regulating other staff						



Area	5	4	3	2	1	NA
3. Manage supply chain system						
Use records to collect needed logistics data						
Apply and respect good storage guidelines						
Assess stock status						
Take part in the quantification, monitoring and supply planning of medicines and other health supplies						
Assess logistics systems for continuous improvement						
5. Critical analysis, research and education						
Retrieves relevant and accurate information using current reference sources						
Accurately interprets and evaluates information						
Relates information to the specific situation, consumer or request						
Formulates accurate responses to medicines information questions						
Total						

Tutor's comment



EVALUATION OF INTERNSHIP SITE

NOTE: This form must be completed by the pharmacist intern and submitted to the National Pharmacy Council within 30 days upon completion of each internship experience.

Pharmacist intern	
Phone Number	
Current Address	
Internship Site	
Approved Tutor	
Dates covered by report (from - to) Month/Day/Year	
Email Address	

Please rate the amount of exposure to the following areas of pharmacy practice:

1 = Minimal

2 = Moderate

3 = Extensive

4 = None

No.	Area	1	2	3	4
1	Drug distribution systems including dispensing activities				
2	The use of drug products and dosage forms in practice settings				
3	Sterile and/or non-sterile compounding				
4	Daily operations and routines of the pharmacy				
5	Management of inventory, purchasing, recalls				
6	Accounting, budgeting and data management				
7	Providing direct pharmaceutical care for patients				
8	Counseling and monitoring for prescription and OTC products				
9	Counseling and assessment for naturopathic, herbal, and other alternative products				



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No.	Area	1	2	3	4
10	Teaching about medical/surgical, supplies, devices and equipment				
11	Interacting with other members of the health care team				
12	Responding to drug information requests				
13	Applying laws and regulations to the practice of pharmacy				

Using the scale described below, please rate the following items:

1 = Needs Improvement 2 = is satisfactory 3 = is excellent NA - Not Applicable

No.	Area	1	2	3	NA
1	The Tutor 's teaching ability				
2	The Tutor 's responsiveness to the intern's learning needs				
3	The Tutor 's supervision of the intern				
4	The Tutor 's ability to communicate with the intern				
5	The orientation to the pharmacy operation on the first day				
6	The responsiveness of other pharmacists to the intern's learning needs				
7	The friendliness and helpfulness of other pharmacy employees				
8	The availability of references at the site				
9	The diversity of the learning experience at the site				

Comments on your experience:

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Would you recommend this as an internship site to other interns? Yes No

I have complied with all National Pharmacy Council regulations and the instructions for internship furnished to me at the time of my internship registration. I consider the above progress report of internship training to be a correct statement of fact.

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Names, date and Signature



**PHARMACY GRADUATE- INTERNSHIP EVALUATION FORM
(REGULATORY-RWANDA FDA)**

This form should be completed by the Tutor/Supervising pharmacist who has had the greatest opportunity to observe the intern pharmacy graduate's skills during the internship period.

Against each item in turn tick the box which best fits the pharmacist intern's usual performance. If necessary, please qualify by short comment, e.g. if more experience is required or if any requirement cannot be fulfilled in your department.

Please note that the assessment is against a standard of what would be expected at the intern's current level of experience.

Pharmacy graduate 's name and Signature	
Tutor name and Signature	
Name of internship site	
Address of workplace:	
Period of internship (from - to) Month/Day/Year	



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Please rate the following area on a scale of 1 to 5,

5=Excellent 4=Good 3= Average 2=Fair 1 =Poor NA=None

Area	5	4	3	2	1	NA
1. Professional and ethical practice						
Follows procedures at work place as instructed						
Displays personal and professional integrity						
Applies accepted standards of practice and professional competence						
Maintains confidentiality						
Interprets and complies with relevant codes of ethics						
Reflects and responds to feedback						
2. Communication, collaboration and self-management						
Knows and applies key principles of communication						
Establishes and maintains good professional relationships						
Collaboration with cross-functional teams						
Effectively plans and manages work time						
Works effectively within the structure of the organization						
Observes supervision approaches used by Tutor						
Contributes to the promotion of a safe working environment						
On time attendance at internship site						



Area	5	4	3	2	1	NA
3. Application at internship site						
Demonstrate self-initiative at the internship site						
Organized and confident at internship site						
Demonstrate lifelong learning and critical thinking ability						
Reliable and available						
Effective use of available resources						
4. Critical analysis, research and education						
Retrieves relevant and accurate information using current reference sources						
Produces accurate written records and reports						
Accurately interprets and evaluates information						
Relates information to the specific situation, consumer or request						
Willingness to learn and seek opportunities for professional growth						
5. Training Outcomes						
Gains insight into the regulatory processes governing pharmaceuticals, including but not limited to:						
1. Evaluation of application for registration of products						
2. The process of registration of premises (GMP compliance)						
3. Protocol for clinical trial						
Demonstrates an understanding of the role of regulatory bodies in ensuring compliance with pharmaceutical laws and standards						
4. Ability to perform procedures and regulations for importation of medicines, medical devices and cosmetics						
5. Ability to identify falsified and substandard medicines, medical devices and cosmetics						
6. Acquires knowledge on pharmacovigilance and adverse drug reaction reporting						
7. Develops skills in conducting inspections and audits to assess compliance with regulatory requirements						



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8. Learns about the processes involved in licensing pharmaceutical establishments						
9. Gains experience in conducting risk assessments and implementing risk management strategies						
Total						

Tutor's comment

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Names, Date, Signature and Stamp



EVALUATION OF THE INTERNSHIP SITE BY THE INTERN

NOTE: This form must be completed by the pharmacy graduate who undertook the internship and submit it to the National Pharmacy Council within 30 days upon completion of each internship experience.

Pharmacy Graduate's names	
Phone Number	
Current Address	
Internship Site	
Approved Tutor	
Dates covered by report (from - to) Month/Day/Year	
Email Address	



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Using the scale described below, please rate the following items:

1 = Needs Improvement 2 = is satisfactory 3 = is excellent NA - Not Applicable

No.	Area	1	2	3	NA
	The orientation on the institution operation at the beginning of the internship				
1	The Tutor 's teaching ability				
2	The Tutor 's responsiveness to the intern's learning needs				
3	The Tutor 's supervision of the intern				
4	The Tutor 's ability to communicate with the intern				
7	The friendliness and helpfulness of the Tutor				
8	The availability of references at the site				
9	The diversity of the learning experience at the site				

Comments on your experience:

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Would you recommend this as an internship site to other interns? Yes No

I have complied with all National Pharmacy Council regulations and the instructions for internship furnished to me at the time of my internship registration. I consider the above progress report of internship training to be a correct statement of fact.

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Names, date and Signature



PHARMACIST INTERN EVALUATION FORM (NPC)

This form should be completed by the Tutor/Supervising pharmacist who has had the greatest opportunity to observe the intern pharmacist's skills during the internship period.

Against each item in turn tick the box which best fits the pharmacist intern's usual performance. If necessary, please qualify by short comment, e.g. if more experience is required or if any requirement cannot be fulfilled in your pharmacy/hospital.

Please note that the assessment is against a standard of what would be expected at the intern's current level of experience.

Pharmacist intern name and Signature	
Tutor name and signature	
Name of internship site	
Address of workplace:	
Period of internship (from - to) Month/Day/Year	



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Please rate the following area on a scale of 1 to 5,

5=Excellent 4=Good 3= Average 2=Fair 1 =Poor NA=None

Area	5	4	3	2	1	NA
1. Professional and ethical practice						
Exhibit awareness on the requirements to practice pharmacy						
Follows procedures at work place as instructed						
Displays personal and professional integrity						
Applies accepted standards of practice and professional competence						
Maintains confidentiality						
Establishes and maintains good professional relationships						
Interprets and complies with relevant codes of ethics						
Shows awareness of consumer needs						
Produces accurate written records and reports						
Identifies own learning needs						
Reflects and responds to feedback						
Contributes to the continuous quality improvement of pharmacy services						
2. Communication, collaboration and self-management						
Knows and applies key principles of communication						
Collaboration with cross-functional teams						
Demonstrates basic negotiation skills						
Negotiates tasks and shares ideas, communicating respectfully						
Identifies and addresses problems						
Observes and discusses situations of conflict						
Effectively plans and manages work time						
Works effectively within the structure of the organization						
Observes supervision approaches used by Tutor						
Contributes to the promotion of a safe working environment						
On time attendance at workplace and respect of procedures regulating other staff						



Area	5	4	3	2	1	NA
3. Application at work						
Demonstrate self-initiative at the workplace						
Organized and confident at work						
Demonstrate lifelong learning and critical thinking ability						
Readiness and punctuality						
Reliable and available						
Effective use of available resources						
4. Critical analysis, research and education						
Retrieves relevant and accurate information using current reference sources						
Accurately interprets and evaluates information						
Relates information to the specific situation, consumer or request						
Willingness to learn and seek opportunities for professional growth						
5. Training Outcomes						
Gains insight into the regulatory processes governing pharmaceuticals, including drug registration, licensing, and quality control						
Demonstrates an understanding of the role of regulatory bodies in ensuring compliance with pharmaceutical laws and standards						
Acquires knowledge of pharmacovigilance systems and adverse drug reaction reporting.						
Develops skills in conducting inspections and audits to assess compliance with regulatory requirements						
Learns about the processes involved in licensing pharmacies and healthcare facilities						
Gains experience in conducting risk assessments and implementing risk management strategies						
Total						



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Tutor's comment

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Names, Date, Signature and Stamp

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