



Translation from Romanian into English

APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no 7/16 of 18.10.2017

REGULATION
regarding the organization and deployment of the bachelor internship for the
integrated in the study program 0916.1 Pharmacy higher education in the
Nicolae Testemitanu State University of Medicine and Pharmacy
of the Republic of Moldova

I. GENERAL DISPOSITIONS

1. The present regulation is elaborated on the basis of:
 - ◆ The Education Code no.152 from the 17th of July, 2014
 - ◆ The Directive 2005/36/EC from the 7th of September 2005, of the European Parliament and Council regarding the recognition of professional qualifications
 - ◆ The University Charter;
 - ◆ The Development Strategy of the Public Institution *Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova* for the 2011 - 2020 Period
 - ◆ The Internal Regulations of the Public Institution *Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova*
 - ◆ The Regulation on practice internships within *Nicolae Testemitanu SUMPh* in RM, approved at the Senate meeting no. 5/4 from 29.08.2014.
 - ◆ The Study plan at the Pharmacy Faculty
2. The present Regulation sets out the general framework for the organization and conduct of the practical bachelor internship of students and aims to establish the norms, rules and instructions to ensure its proper deployment.

**II. THE ORGANIZATION AND DEVELOPMENT OF THE SPECIALTY
INTERNSHIP**

3. Definitions
 - (1) *Bachelor internship* is a compulsory discipline whose period is regulated by the curriculum, in compliance with the rules in force
 - (2) *The internship organizer* is the P. I. *Nicolae Testemitanu State University of Medicine and Pharmacy*, through the Pharmacy Faculty.
 - (3) *The internship partner* is a carrying out pharmaceutical activity institution or legal entity.
 - (4) *The internship responsible (coordinator)* - the person appointed by the internship



organizer who will ensure the internship deployment planning and organization.

(5) *Supervising teaching staff* - the person appointed by the internship organizer within the specialized departments, who will supervise the internship.

(6) *Tutor* – the designated by the internship partner person, who will ensure the observance of the conditions of trainee's training and professional skills, planned for the internship period, acquisition.

4. Student bachelor internship is deployed in accordance with:
 - ✓ the provisions of MHRM Order no. 424 from May 24, 2011;
 - ✓ collaboration agreement between the internship organizer and the internship partner;
 - ✓ The Internship Guide - a document that includes the educational objectives, competencies to be achieved through the internship, as well as the modalities for its deployment.
5. The Bachelor internship is practiced for 6 months (24 weeks) during the Vth year, according to the 4-cycle curriculum within:
 - ✓ *Vasile Procopișin* University Pharmacy,
 - ✓ community pharmacies in Chisinau,
 - ✓ hospital pharmacies in Chisinau,
 - ✓ drug factories.
6. There are two ways to establish community pharmacies, where students can do their internship:
 - ✓ the student can identify the Community pharmacy for the specialty internship in the concerned cycle, based on the requirements imposed by the present Regulation, being determined by the conditions stipulated in the Internship Guide and their acceptance by the management of the concerned unit;
 - ✓ the internship organizer establishes the practice units based on the collaboration contracts and the Ministry's Order approving the internship bases.
7. The internship place proposed by the student will be confirmed by request-confirmation in accordance with the *Annex 1* to the Faculty's Dean, who, through the internship coordinator, analyzes and validates the places of internship. The deadline for submission of applications is the 1st of November.
8. The coordinator designated for organizing the practice will centralize the data based on the confirmed place of internship applications, complete the database with the information, and approve the assignment of the students through the internship order.
9. The student's presentation at the place of the internship activity is based on a decree issued by the faculty deans to the pharmaceutical unit, according to Annex 2, accompanied by the Internship Guide and the Student Activity Assessment Sheet in accordance with Annex 3.
10. The Internship Guide sets out the objectives of the internship to be achieved.
11. The schedule of student assignments for cycles will be developed by the designated internship Coordinator.
12. The departmental chairs will have an equal number of students, which they will monitor



during their internship through the teaching staff supervisors.

13. The period of the internship cycles: University Pharmacy - 2 weeks; hospital pharmacies - 2 weeks; community pharmacies - 19 weeks, drug factories - 1 week; 5 days a week, 6 hours a day (720 hours).

III. OBLIGATIONS AND RESPONSIBILITIES

14. ***The internship organizer***, represented by the internship responsible (coordinator), has the following obligations:
- ✓ facilitates the acquisition of student placements;
 - ✓ brings to the knowledge of the students the Regulation for organizing and carrying out the internship (including the annexes which take an integral part of this regulation) and the analytical program;
 - ✓ analyzes and validates the internship places proposed by students on the basis of their submitted applications;
 - ✓ organizes and carries out the procedure for awarding the available internship places through collaboration agreements concluded by the university with the internship partners;
 - ✓ prepares the order of internships;
 - ✓ develops the schedule of students' internship distribution on cycles;
 - ✓ communicates the centralized information on the place, period and schedule of student's internship to the faculty dean;
 - ✓ ensures permanent communication with the faculty administration (dean, vice-dean);
 - ✓ provides, at the faculty level, the appropriate framework for releasing to the students of the internship requests, the analytical program and the certificate model (Evaluation sheet) to be completed by the internship partner, regarding the way of deployment of this activity;
 - ✓ ensures contact with institutions with which collaboration agreements are concluded;
 - ✓ informs students about the date, place and way of the internship exam;
 - ✓ takes parts at the exams, accords grades and enters the final grade in the register, attaching the number of credits.
 - ✓ if the practical training internship is not in line with the commitments made by the internship partner in the collaboration agreement, he/she will inform the management of the organizing institution, which may decide to discontinue the internship activity according to the agreement, after prior notification of the manager of the internship partner institution and after receiving of the confirmation of receipt of this information. Another internship partner will be selected for further collaboration;
 - ✓ as a result of successful state internship, the internship organizer will give the practitioner the number of related credits;
 - ✓ the organizer does not assume responsibility for any damage caused by practitioners at the internship partner.
15. The supervising teaching staff has the following obligations:
- ✓ ensures constant contact with students for informing, supporting and coordinating them, in order to carry out in good conditions the internship activity;
 - ✓ makes monitoring visits to the internship partner, in order to assess the way, the internship activity takes place;



- ✓ ensures the appropriate conditions for organizing and conducting the internship exam;
 - ✓ identifies and solves current problems by contacting the responsible persons of internship organizing or partnering entities;
16. The internship partner represented by the tutor has the following obligations:
- ✓ appoints a responsible person for students' internship activity, called a tutor, with higher education and professional qualification in the field, to assist them throughout the internship period;
 - ✓ ensures the necessary conditions for carrying out the internship activity in accordance with the requirements of the curriculum and the internship guide;
 - ✓ guides the trainee's activity in order to strengthen the theoretical knowledge and to develop practical skills by putting the necessary means at the encounter of his/her needs;
 - ✓ informs the student about the Unit's Internal Regulation (IR) and performs training on work safety and health rules, in accordance with the legislation in force;
 - ✓ follows and records student attendance;
 - ✓ refers to the student's practice book;
 - ✓ contacts the supervising teaching staff in the case of non-compliance of the obligations by the student;
 - ✓ evaluates the student's activity according to the Assessment Sheet.

The assessment of the logistics, technical, technological and organizational capacity of the internship partner is realized by the internship organizing educational institution.

17. The obligations of the trainee-student:
- ✓ to work according to the Internship Guide;
 - ✓ to comply with required by the organizer the period and time. The presence at the internship is mandatory. In case of illness or other objective causes, the internship practice is recovered with the agreement of the organizer and the internship partner, respecting the duration without disturbing the theoretical training process. Students with unmotivated absences will not be accepted to support the internship exam;
 - ✓ to comply with the Internal Regulation of the internship partner and the norms of work protection and fire protection, specific to the carried-out activity;
 - ✓ to observe the internal discipline of the unit where he/she practices the internship;
 - ✓ to respect the confidentiality of the data and information to which he / she has access during the internship practice about the internship partner or his / her clients / patients;
 - ✓ to record in the internship, book the daily activity, the exercised competencies in accordance with the Internship Guide, personal observations on the done work;
 - ✓ the students are actively involved in the activities deployed by the internship partner, only if those are in the interest of specialization, knowledge development, but only after having accomplished the work safety training specific to those activities.

IV. EVALUATION OF BACHELOR INTERNSHIP

18. The promotion of the specialty internship is achieved by granting transferable credit points according to the curriculum.
19. The evaluation is carried out at the end of the internship period. The way of evaluating the student's activity is brought to their attention at the beginning of the practical



internship.

20. The student assessment will be conducted by the relevant departments in the concerned chapters of the Internship Guide, from the point of view of the practical skills accumulated with notes and the appreciations of the internship tutors from the four cycles in the Evaluation Forms (*Annex 4*).
21. The final grade of the internship assessment is the average of the assessments per department.
22. The student who has been unfoundedly absent from the internship, which is confirmed by the tutor in the evaluation sheet (unsatisfactory frequency, with the number of hours / days absent), or by the supervisor teaching staff, is not admitted to the exam. He is obliged to repeat his debt work, complete his notebook, and has the opportunity to attend the examination in an additional session.
23. The registration and maintenance of the Assessment Sheets will be done by the Organizer of the State Internship.

V. FINAL DISPOZITIONS

24. The present Regulation is approved and modified by the Pharmacy Faculty Council and enters into force on the date of approval.
25. The regulation on the organization and carrying out of the practical bachelor internship for higher integrated education in the study program 0916.1 - Pharmacy of the *Nicolae Testemitanu* State University of Medicine and Pharmacy of the Republic of Moldova is placed on the web page of the Pharmacy Faculty.

Coordinated:

Vice-Rector for quality insurance
and integration in education _____ Olga Cernetchii

Head of the Didactic and Academic
Management Department _____ Silvia Stratulat

Head of the Academic Quality
Management Department _____ Stela Adauji

Dean of the Pharmacy Faculty _____ Nicolae Ciobanu

Head of the Legal Department _____ Tatiana Novac



Annex 1

To the Dean of the Pharmacy Faculty

APPLICATION

for carrying out the practical internship in the community pharmacy

I, the undersigned _____
(*student's name, surname*)

Vth Year, _____ group, Adress _____

Contact phone _____ email _____

request the permission to perform the bachelor internship practice during the period _____

in the pharmacy _____
(*the name of the pharmacy*)

adress _____

phone _____ email _____

(*student's signature*)

(*date*)

CONFIRMATION

for carrying out the practical internship in the community pharmacy

This part will be completed by the pharmacist class-master

I, _____,
(*pharmacist class-master's name, surname*)

I confirm that the pharmacy I run, has the technical-material and staff base, necessary for the students from the Pharmacy Faculty of P.I. *Nicolae Testemitanu* State University of Medicine and Pharmacy practical internship. I assume the responsibility for the student being under the pharmacist's supervision during the internship

Contact phone _____

(*pharmacist class-master's signature*)

date

L.S.



Annex 2



Ministry of Health, Labor and Social Protection of the Republic of Moldova
PI State Nicolae Testemitanu University of Medicine and Pharmacy
Faculty of Pharmacy

REFERAL TO THE INTERNSHIP

The Vth Year Pharmacy Faculty student _____

Is referred to the pharmacy _____

to carry out the bachelor internship during the period _____

_____ Based on: *Rector's order PI Nicolae Testemițanu SUMPh No.* _____

from _____

The objectives to be achieved during the bachelor internship are contained in the attached Practice Guide.

After completing the internship, the tutor will fill in the student assessment sheet, which will be presented together with the internship certificate for the examination.

Dean/Vice-Dean

L.S.



INTERNSHIP PARTNER _____

No. _____ from _____

ASSESSMENT SHEET by the tutor

The student _____, Vth year, _____ group,
at the Faculty of Pharmacy, has conducted the Bachelor Internship at _____

(pharmacy name)

during the period _____, _____ hours/day, total _____ hours.

The internship was coordinated by the pharmacist-tutor _____
(name, surname)

within the pharmacy. The student has mastered his/her competencies during the internship practice

and was rated with the following qualifiers

- **frequency:** very good / good / satisfying / unsatisfying
- **discipline:** very good / good / satisfying / unsatisfying
- **punctuality:** very good / good / satisfying / unsatisfying
- **task solving responsibility:**
very good / good / satisfying / unsatisfying
- **compliance with the internal regulation:**
very good / good / satisfying / unsatisfying
- **observance of internal rules of organization and performance of work:**
very good / good / satisfying / unsatisfying
- **attitude towards the unit staff:**
very good / good / satisfying / unsatisfying

Other comments _____

L.S. (pharmacist-tutor signature)

(date)



Annex 4



Ministry of Health, Labor and Social Protection of the Republic of Moldova
PI State Nicolae Testemitanu University of Medicine and Pharmacy
Faculty of Pharmacy

PROFILE CHAIRS ATTESTATION GRADE

_____, student at the Pharmacy Faculty, Vth year,
_____ group, was evaluated at the profile chairs, based on the practical activities provided in
the Internship Guide, analyzing the tutors' evaluation sheets from the internship bases and has
obtained the following qualifications:

Date of evaluation: _____

No.	Chair	Grade (digits)	Grade (letters)	Signature of examiners
1.	Pharmacological and toxicological chemistry			
2.	<i>Vasile Procopișin</i> Social pharmacy			
3.	Pharmacognosy and pharmaceutical botany			
4.	Pharmacology and Clinical Pharmacy			
5.	Drugs technology			
General grade*				

*The general grade is the average grade, calculated by the practice coordinator, rounded according to the Scoring Regulation, which is passed to the note book

Dean/Vice-Decan

L.S.