

**МИНОБРНАУКИ РОССИИ**

**Федеральное государственное бюджетное образовательное  
учреждение высшего образования "Пермский  
государственный национальный исследовательский  
университет"**

**Кафедра фармакологии и фармации**

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Программа производственной практики

**PRACTICE ON MANAGEMENT AND ECONOMY OF PHARMACY INSTITUTIONS**

Код УМК 93097

Утверждено  
Протокол №6  
от «23» марта 2020 г.

Пермь, 2020

## **1. Вид практики, способ и форма проведения практики**

Вид практики **производственная**

Тип практики **профессиональная – практика, направленная на приобретение профессиональных умений и опыта профессиональной деятельности**

Способ проведения практики **стационарная, выездная**

Форма (формы) проведения практики **дискретная**

## **2. Место практики в структуре образовательной программы**

Производственная практика « Practice on management and economy of pharmacy institutions » входит в Блок « С.2 » образовательной программы по направлениям подготовки (специальностям):

Специальность: **33.05.01** Фармация

направленность Программа широкого профиля (для иностранных граждан)

### **Цель практики :**

The objectives of the industrial practice are to obtain by students professional skills and experience of professional activity on the basis of the obtained theoretical knowledge and skills and formed professional competencies, capable and ready to perform the labor functions of a pharmacist, mastering the current procedures for regulating the sphere of drug circulation, fostering labor discipline, consolidating the skills of ethics and deontology. in the conditions of real industrial pharmaceutical activity.

### **Задачи практики :**

- 1) to Teach the student the acceptance of inventory, to draw up an act of discrepancy in the quantity and quality of products.
- 2) to Teach the student the rules of dispensing drugs from the pharmacy, work with cash registers.
- 3) to Teach students to conduct inventory of inventory items.
- 4) to Teach students to analyze the main activities and financial condition of the pharmacy.

### **3. Перечень планируемых результатов обучения**

В результате прохождения практики **Practice on management and economy of pharmacy institutions** у обучающегося должны быть сформированы следующие компетенции:

**33.05.01** Фармация (направленность : Программа широкого профиля (для иностранных граждан))

**ОК.4** критически анализировать и оценивать свой профессиональный и социальный опыт, при необходимости готовность изменить профиль своей профессиональной деятельности, демонстрировать готовность к саморазвитию и самосовершенствованию, повышению профессионального уровня и мастерства

**ПК.15** способность к применению основных принципов управления в фармацевтической отрасли, в фармацевтических организациях и их структурных подразделениях

**ПК.4** готовность к осуществлению реализации лекарственных средств в соответствии с правилами оптовой торговли, порядком розничной продажи и установленным законодательством порядком передачи лекарственных средств

#### 4. Содержание и объем практики, формы отчетности

The practice is aimed at obtaining knowledge for direct acquaintance with their future professional activities and further career guidance.

Practice "management and economy of pharmacy institutions" introduces the student to the device and equipment of the pharmacy, the composition of production facilities, their purpose and relationship, with occupational health and safety in the pharmacy, with the organization of the prescription and production Department for the manufacture of dosage forms, with the principles of storage in the pharmacy of medicines, taking into account Toxicological and pharmacological groups, physical and chemical properties, medicinal plant raw materials, rubber products, dressings

<b>Направления подготовки</b>	33.05.01 Фармация (направленность: Программа широкого профиля (для иностранных граждан))
<b>форма обучения</b>	очная
<b>№№ триместров, выделенных для прохождения практики</b>	14
<b>Объем практики (з.е.)</b>	6
<b>Объем практики (ак.час.)</b>	216
<b>Форма отчетности</b>	Экзамен (14 триместр)

#### Примерный график прохождения практики

Количество часов	Содержание работ	Место проведения
General familiarity with the organization of the pharmacy enterprise		
27	<p>In the process of General acquaintance the following questions are studied:</p> <ul style="list-style-type: none"> <li>• The address of a pharmacy</li> <li>* Organizational type of pharmacy • Name</li> <li>* Organizational and legal form and form of ownership</li> <li>* Contingent served</li> <li>* Does the pharmacy participate in the provision of medicines (list)?</li> <li>* Availability of production function</li> <li>• Mode of operation of the pharmacy</li> <li>* Availability of a license for pharmaceutical activities.</li> <li>• Statutory document</li> <li>* Additional activities of the pharmacy organization (including medical)</li> <li>• Does the pharmacy provide additional medicines to the population?</li> <li>• Form display of goods (drugstore countertop type; the form open display)</li> <li>* Degree of cooperation (network pharmacy or single)</li> <li>* Pharmacy specialization</li> </ul>	Pharmacies of Perm

Количество часов	Содержание работ	Место проведения
	Work in the recipe and production Department and inventory Department.	
Work in the recipe and production Department and inventory Department		
27	<p>Work in the workplace pharmacist-technologist for receiving prescriptions and dispensing drugs.</p> <p>Work in the workplace pharmacist-technologist in the assistant.</p> <p>Work on a workplace of the pharmacist-technologist of Department of stocks</p> <p>Work at the workplace of the head</p> <p>Work on a workplace of the head of Department of stocks and his deputies</p>	Pharmacies of Perm
Accounting of receipt of inventory values		
27	<p>The student studies the organization of delivery of goods and its documentation: the order of registration of powers of attorney for obtaining inventory and accompanying documents for the goods (bill of lading, invoice, Protocol price negotiation).</p> <p>Draws attention to the availability and correctness of documents on quality.</p> <p>The student checks the correctness of the statement of invoices by suppliers and registers them in accounting documents together with the Director of the pharmaceutical organization or his Deputy . In case of detection at acceptance of goods of shortage, surplus or their damage the student participates in work of the selection Committee and registration of the act on the established discrepancy in quantity and quality at acceptance of goods.</p>	Pharmacies of Perm
Accounting for consumption of inventory		
27	<p>The student studies the organization of accounting of retail and wholesale trade (sale of goods to the population, medical institutions and other organizations). He masters the account of preferential and free issue of medicines and other goods to separate categories of patients. He studies and analyzes used forms of non-cash payments with medical institutions and other organizations.</p> <p>Particular attention should be paid to modern methods of accounting for the movement of goods with the help of computer programs, bar code system, etc..</p> <p>The student analyzes documentation of the cost of inventory for household needs, for the provision of emergency medical aid; in case of battle, marriage, the evil eye; after the expiry dates of medicines; medicines taken for analysis in the lab. He learns the organization of accounting of goods in the small retail network.</p> <p>The student studies accounting of movement of fixed assets, container, fuel, construction materials, auxiliary materials, and transfer of various groups of values in goods.</p>	Pharmacies of Perm
Cash flow accounting		

Количество часов	Содержание работ	Место проведения
27	The student studies the documentary reflection of incoming and outgoing cash transactions. He mastering the procedure of registration of incoming and outgoing cash orders, cash book and magazine cashier-operator. He learns the order of delivery of revenue to the Bank, takes part in the audit of the cash register. The student participates in the preparation of timesheets, charging employees pharmacy wages. He calculates travel expenses, vacation and temporary disability benefits.	Pharmacies of Perm
Inventory of inventory values		
27	The student learns the order and timing for, documentation of inventory (order, inventory, consolidated inventories, comparative statements, the act inventory results), participates in the work of the Commission on carrying out of inventory of commodity-material values. He calculates the amount of natural loss for the inter-inventory period. He analyzes the causes of shortages or surpluses of inventory.	Pharmacies of Perm
Reporting pharmacy organization		
27	The student studies the tasks, types, structure and timing of reporting pharmacy. He examines the main parts of the report on the financial and economic activities of the pharmacy, the composition of accounting and statistical reporting.	Pharmacies of Perm
Fundamentals of accounting		
27	<p>The student gets acquainted with the organization of accounting in the pharmacy, studying the content and structure of the balance sheet, accounts, their classification and structure. He examines the forms and ledgers, making the working capital statements, analytic and synthetic accounts</p> <p>Working on drawing up the report, the trainee needs to study and bring in the diary the completed forms of the following documents:</p> <ul style="list-style-type: none"> <li>• the order on accounting policies of a pharmacy;</li> <li>* wholesale supplier's invoices,</li> <li>* price negotiation Protocol;</li> <li>* power of attorney for the right to receive goods;</li> <li>* consignment notes;</li> <li>* requirements-invoices of pharmacy departments and wholesale buyers;</li> <li>* purchase and sales books;</li> <li>• cash book,</li> <li>• journal of the cashier-operator;</li> <li>• cashier report;</li> <li>* incoming and outgoing cash orders;</li> <li>* forwarding statement for delivery of proceeds to the Bank;</li> <li>* book of accounting of small wholesale vacation and settlements with buyers;</li> </ul>	Pharmacies of Perm

Количество часов	Содержание работ	Место проведения
	<ul style="list-style-type: none"> <li>* statement of delivery of goods for economic needs,</li> <li>* act on write-off of goods for economic needs;</li> <li>• a log book of laboratory and packing works and a certificate of revaluation surplus and write-down;</li> <li>* information on the consumption of auxiliary materials;</li> <li>* journal of accounting of medicines subject to subject-quantitative accounting and ethyl alcohol;</li> <li>* fixed assets inventory book;</li> <li>* statement of property, plant and equipment;</li> <li>* information on the transfer of packaging, auxiliary materials in the goods;</li> <li>• expense report;</li> <li>• account for the supplied goods to medical institutions;</li> <li>* consolidated register for free and preferential leave;</li> <li>• payment order;</li> <li>• the sheet of accounting of working time;</li> <li>* work schedule;</li> <li>* pay-sheet at the top of the salary;</li> <li>* acts on fight, damage of goods and other values;</li> <li>* report on the financial and economic activities of the pharmacy for the month;</li> <li>• balance sheet,</li> <li>* completed statistical reporting forms.</li> <li>* Director's order to conduct inventory;</li> <li>• inventory;</li> <li>* comparison sheet;</li> <li>• consolidated act of the results of the inventory;</li> <li>* the form of calculation of natural loss of goods for the inventory period.</li> </ul>	

## **5. Перечень учебной литературы, необходимой для проведения практики**

### **Основная**

1. Zaheer-Ud-Din Babar. Pharmacy Practice Research Methods / Zaheer-Ud-Din Babar // Publisher Name: Springer, Singapore. — 2020. — 265 p. — ISBN 978-981-15-2993-1. — [Электронный ресурс]. <https://link.springer.com/book/10.1007/978-981-15-2993-1>

### **Дополнительная**

1. Lars Schweizer. Advances in Pharma Business Management and Research / Lars Schweizer, Theodor Dingermann, Otto Quintus Russe, Christian Jansen // Publisher Name: Springer, Cham. — 2020. — 85 p. — ISBN 978-3-030-35918-8. — [Электронный ресурс]. <https://link.springer.com/book/10.1007/978-3-030-35918-8>



## **6. Перечень ресурсов сети «Интернет», требуемых для проведения практики**

Для проведения практики использование ресурсов сети «Интернет» не предусмотрено.

## **7. Перечень информационных технологий, используемых при проведении практики**

Образовательный процесс по практике **Practice on management and economy of pharmacy institutions** предполагает использование следующего программного обеспечения и информационных справочных систем:

On-line access to the Electronic library system (EBS)

access to the electronic information and educational environment of the University;

Internet services and electronic resources (search engines, e-mail, professional thematic chats and forums, audio and video conferencing systems, online encyclopedias, etc.).

The list of necessary licensed and (or) freely distributed software :

1.The application allows you to view and play media content PDF-files "Adobe Acrobat Reader DC".

2.Programs, video demonstrations (player) "Windows Media Player".

3.The program of browsing Internet content (a browser) "Google Chrome".

4.Office Suite of applications "LibreOffice".

При освоении материала и выполнения заданий по дисциплине рекомендуется использование материалов, размещенных в Личных кабинетах обучающихся ЕТИС ПГНИУ (**student.psu.ru**).

При организации дистанционной работы и проведении занятий в режиме онлайн могут использоваться:

система видеоконференцсвязи на основе платформы BigBlueButton (<https://bigbluebutton.org/>).

система LMS Moodle (<http://e-learn.psu.ru/>), которая поддерживает возможность использования текстовых материалов и презентаций, аудио- и видеоконтент, а так же тесты, проверяемые задания, задания для совместной работы.

система тестирования Indigo (<https://indigotech.ru/>).

## **8. Описание материально-технической базы, необходимой для проведения практики**

Independent work - pharmacy "planet health" and "Permfarmacy" Perm drugstores "Pharmacies Udmurt Republic" Udmurt Republic

Помещения научной библиотеки ПГНИУ для обеспечения самостоятельной работы обучающихся:

1. Научно-библиографический отдел, корп.1, ауд. 142. Оборудован 3 персональными компьютера с доступом к локальной и глобальной компьютерным сетям.

2. Читальный зал гуманитарной литературы, корп. 2, ауд. 418. Оборудован 7 персональными компьютерами с доступом к локальной и глобальной компьютерным сетям.

3. Читальный зал естественной литературы, корп.6, ауд. 107а. Оборудован 5 персональными компьютерами с доступом к локальной и глобальной компьютерным сетям.

4. Отдел иностранной литературы, корп.2 ауд. 207. Оборудован 1 персональным компьютером с доступом к локальной и глобальной компьютерным сетям.

5. Библиотека юридического факультета, корп.9, ауд. 4. Оборудована 11 персональными компьютерами с доступом к локальной и глобальной компьютерным сетям.

6. Читальный зал географического факультета, корп.8, ауд. 419. Оборудован 6 персональными компьютерами с доступом к локальной и глобальной компьютерным сетям.

Все компьютеры, установленные в помещениях научной библиотеки, оснащены следующим программным обеспечением:

Операционная система ALT Linux;

Офисный пакет Libreoffice.

Справочно-правовая система «КонсультантПлюс»

## **9. Методические указания для обучающихся по освоению дисциплины**

Students are required to complete the internship:

- 1) observe the established work schedule and follow the instructions of the practice leaders;
- 2) daily record the results of work in the diary, certifying them with the signature of the responsible person;
- 3) in the last entry in the diary to make a summary in which to highlight the main results of the practice;

The student can perform an individual task on the topic proposed by the Department, or by order from the territorial authorities of the pharmaceutical service or pharmacy organization - practice base.

For students with disabilities and persons with disabilities on the basis of their written application the organization of practice is realized taking into account features of psychophysical development, individual opportunities and health status of students. This ensures compliance with the following General requirements: use of special technical means of training collective and individual use, provision of services of the assistant rendering such learner needs technical assistance, convenient access to buildings and premises where practices are held, other conditions without which it is impossible or difficult passing practice.

Choice of places of practice for disabled people and persons with disabilities it is made taking into account the requirements of accessibility for students and recommendations medical and social expertise reflected in the individual rehabilitation program invalid's. At the direction of the disabled person or the person with HIA in the organization, on the enterprise for the head agrees with the enterprise on passing of industrial practice conditions of its passing and types of activity taking into account recommendations medico-social examination and individual rehabilitation program of the disabled person.

For the development of the theoretical part of the practice of the disabled and persons with disabilities health opportunities are provided the opportunity to use electronic technologies, remote mastering of material by providing tasks and their control through the Internet, as well as individual consultations with the application of both e-mail, and visual communication using "Skype".

When performing the experimental part of the practice as needed additional means of protection are provided, individual assistance is provided training and support personnel, as well as other activities taking into account nosologies diseases of students.

Format of protection of practice reports for persons with disabilities and persons with disabilities it is established taking into account their individual psychophysical features (orally, in writing, using electronic or other technical means). In the process of protection the student with HIA has the right to use the necessary technical means.

For the visually impaired, a portable video magnifier may be provided, possibly using your own devices. For deaf and hard of hearing students can be the sound amplifying equipment is presented, it is possible to use the equipment individual use. At the request of a student with HIA in the process of protecting the report on in practice, the presence of an assistant can be provided to assist the student the necessary technical assistance, taking into account its individual characteristics. By if necessary, persons with disabilities and persons with disabilities may be granted additional time preparation of replies in the reports of the practice.

## Фонды оценочных средств для проведения промежуточной аттестации

### Планируемые результаты обучения по дисциплине для формирования компетенции и критерии их оценивания

Компетенция	Планируемые результаты обучения	Критерии оценивания результатов обучения
<p><b>ПК.4</b> готовность к осуществлению реализации лекарственных средств в соответствии с правилами оптовой торговли, порядком розничной продажи и установленным законодательством порядком передачи лекарственных средств</p>	<p>To know: current legislation in the field of wholesale and retail trade of drugs. To be able: to keep records of the cashier-operator, to cash book, to defect log and other documentation directly related to the wholesale and retail trade of the pharmaceutical institution. To possess: skills of wholesale and retail trade in drugs, skills of record keeping</p>	<p style="text-align: center;"><b>Неудовлетворительно</b></p> <p>Knowledge unsystematic, fragmentary. The answers are made gross, fundamental mistakes. Difficulties in understanding the basics of the General formulation of drugs. Difficulties and mistakes are not eliminated after leading questions of the teacher.</p> <p style="text-align: center;"><b>Удовлетворительно</b></p> <p>Knowledge of the main provisions of the program. The answer is not complete, without justification and explanation. Weak knowledge of the General formulation of drugs, significant difficulties in the theoretical issues relating to the subject periods. Mistakes are eliminated on additional questions of the teacher.</p> <p style="text-align: center;"><b>Хорошо</b></p> <p>Full knowledge of the training material provided by the program, the successful completion of all tasks provided by the forms of current control. The answer is justified, reasoned. Minor mistakes and inaccuracies were made, which were corrected after the teacher's comments.</p> <p style="text-align: center;"><b>Отлично</b></p> <p>Comprehensive in-depth knowledge of the General formulation of drugs. The answer is justified, reasoned.</p>
<p><b>ОК.4</b> критически анализировать и оценивать свой профессиональный и социальный опыт, при необходимости готовность изменить профиль своей профессиональной деятельности, демонстрировать</p>	<p>To know: criteria of professional competence in the field of cash accounting. To be able to: critically evaluate and analyze their professional and social experience, based on empirical observations and current regulatory documentation. To carry out accounting of funds. To possess: the skills to maintain all the necessary documentation for the accounting of funds.</p>	<p style="text-align: center;"><b>Неудовлетворительно</b></p> <p>Knowledge unsystematic, fragmentary. The answers are made gross, fundamental mistakes. Difficulties in understanding the basics of the General formulation of drugs. Difficulties and mistakes are not eliminated after leading questions of the teacher.</p> <p style="text-align: center;"><b>Удовлетворительно</b></p> <p>Knowledge of the main provisions of the program. The answer is not complete, without justification and explanation. Weak knowledge of the General formulation of drugs, significant</p>

<p>ГОТОВНОСТЬ К саморазвитию и самосовершенствованию, повышению профессионального уровня и мастерства</p>		<p><b>Удовлетворительно</b> difficulties in the theoretical issues relating to the subject periods. Mistakes are eliminated on additional questions of the teacher.</p> <p><b>Хорошо</b> Full knowledge of the training material provided by the program, the successful completion of all tasks provided by the forms of current control. The answer is justified, reasoned. Minor mistakes and inaccuracies were made, which were corrected after the teacher's comments.</p> <p><b>Отлично</b> Comprehensive in-depth knowledge of the General formulation of drugs. The answer is justified, reasoned.</p>
<p><b>ПК.15</b> способность к применению основных принципов управления в фармацевтической отрасли, в фармацевтических организациях и их структурных подразделениях</p>	<p>To know: the basic principles of management in the pharmaceutical industry, in pharmaceutical organizations and their structural units.</p> <p>To be able to: apply the basic principles of management in the pharmaceutical industry, in pharmaceutical organizations and their structural units.</p> <p>To possess: basic management methods in the pharmaceutical industry, in pharmaceutical organizations and their structural units.</p>	<p><b>Неудовлетворительно</b> The student does not know and does not know how to apply the basic principles of management in the pharmaceutical industry.</p> <p><b>Удовлетворительно</b> The student knows the basic principles of management in the pharmaceutical industry, but there are difficulties in applying these principles in the pharmaceutical industry, in pharmaceutical organizations and their structural units.</p> <p><b>Хорошо</b> The student knows the basic principles of management in the pharmaceutical industry, apply these principles in the pharmaceutical industry, in pharmaceutical organizations and their structural units. There are difficulties in understanding the management methods of management in the pharmaceutical industry, in pharmaceutical organizations and their structural units.</p> <p><b>Отлично</b> The student knows and is able to apply the basic principles of management in the pharmaceutical industry. , owns methods of management in the pharmaceutical industry, in pharmaceutical organizations and their structural divisions.</p>

### Оценочные средства

**Вид мероприятия промежуточной аттестации :** Экзамен

**Способ проведения мероприятия промежуточной аттестации :** Защищаемое контрольное мероприятие

**Продолжительность проведения мероприятия промежуточной аттестации :  
время отводимое на доклад .5**

**Показатели оценивания**

The student did not attend the practice or not issued internship journal and wrote the report.	<b>Неудовлетворительно</b>
The internship journal and the report on it is issued not according to criteria, at protection of work the student does not answer the asked questions or refuses oral protection.	<b>Удовлетворительно</b>
The internship journal and report on it is issued in accordance with the criteria, but the protection of the student does not answer all questions.	<b>Хорошо</b>
Practice diary and report on it is made in accordance with the criteria. On protection of work the student answers all questions.	<b>Отлично</b>