



Pharmacist Internship Program

Pre-Orientation Guide

ZureRX Pharmacist Internship Program

As part of our advocacy to help in the development of the pharmacy industry, ZureRX is opening its doors to graduating Pharmacy students from partner institutions to get real-life, practical exposure across our stores.





Objectives

- Internship is an important avenue for incoming Pharmacists to understand how community pharmacies operate, as such the objective of the program is to teach and train interns best-practices that is important in the sustainable operation of a pharmacy.
- This also provides the store extra hand and assistance in the form of manpower support to operate the store and future manpower pooling.

◆ Teach & Train

- Real life community pharmacy setup
- Best practices and procedures

◆ Manpower Support

- Manpower support & assistance in store operations
- Future Manpower pooling

Requirements for Interns

- ✓ Memorandum of Agreement with the School
- ✓ School Endorsement Letter
- ✓ Curriculum Vitae or Resume

ZureRx Central Endorsement Letter

ZureRX Central will issue official endorsement letter to the branch of assignment with necessary instructions for reference.



Scope of Intern Store Activities

Allowable Activities for Interns

- *Store personnel must
monitor intern activities*



- Picking Activity
- Inventory Count & Reporting
- Expiry monitoring
- Logging, Recording & Filing (Discounts, etc.)
- Cleanliness & Sanitation
- Admin Tasks (as may be assigned)

Scope of Intern Store Activities

Limited for Interns

- *Store personnel must
monitor intern activities*



- Limited customer dispensing
- Limited handling customer complaints returns
- Handling any store fund, cash or sales
- Personal errands by the store personnel
- Personal affairs inside the store premises
- Taking out confidential information from the store

Responsibilities of Store Personnel

Supervision of Interns



Being students, store personnel must supervise and oversee intern activities.

- Maintain integrity of store operations
- Uphold customer service
- Safeguard store fund, cash, sales, inventory and confidential information
- Safe & respectful working environment.

Confirmation of Activities



Store Personnel will confirm completion and compliance of interns with internship requirements.

- Daily time record and attendance (school format)
- Daily Activities report (school format)
- Intern Evaluation Form (school format)

Things to Note



Duty Period and Time

- Interns are only allowed maximum of 8 hours duty per day.
- In case of school activities (e.g. classes, holidays), intern are excused from duty schedule. Interns must advise their store supervisor



Internship Duration

- Number of internship requirements may vary from school to school or across students, thus duration of internship may vary.
- Completion must be based on actual duty hours served



Internship Coordinators

- Schools have designated internship coordinators that may check and visit the students during internship. Please secure necessary identification during visitations and assist designated coordinators.

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CoViD Safety

- Only fully-vaccinated interns will be allowed for internship across stores so as to minimize spread of CoViD-19.
- Interns must also comply will all safety requirements in place in the store and in the LGU



Internship Completion

- ZureRX Central will issue Certificate of Completion once an intern has successfully completed their requirements based on:
 - Daily Time Record (school format)
 - Daily Accomplishment Report (school format)
 - Intern Evaluation (school format)



Thank You

For questions, please reach out to ZureRx Central Corporate Services Department
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