

## **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**

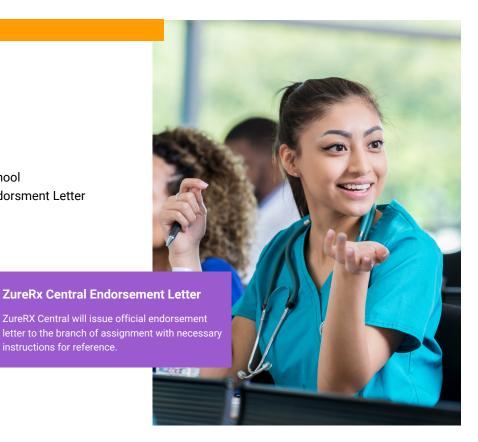
- Internship is an important avenue for incoming Pharmacists to understand how community pharmacies operate, as such the objective of the program is to teach and train interns best-practices that is important in the sustainable operation of a pharmacy.
- · This also provides the store extra hand and 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 **Endorsment Letter**
- Curriculum Vitae or Resume









# Nature of Internship Exposure



As the goal of the program is to provide interns with real-life work situations, interns are treated as employees and therefore must abide by company rules and regulations.

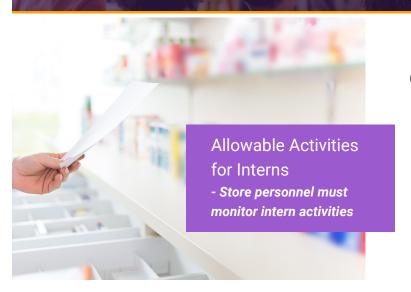
Limitations are set in their activities though, so as to safeguard sensitive activities in the pharmacy operations





Branch Assignment			
Intern Details			
No. of Hours	hours		
Internship Duration	Projected Duration - May be adjusted based on actual rendered hours		
Duty Days / Hours	School recommended schedule		

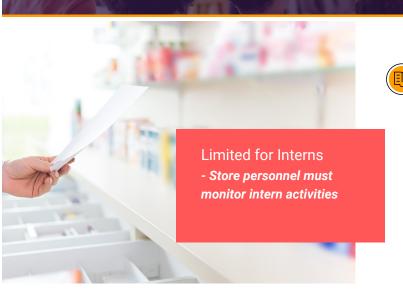
# **Scope of Intern Store Activities**





- 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 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 requirments.

- 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.



