
INTERNSHIP ASSESSMENT FORM FOR PHARMASIT
(INTERNSHIP LOGBOOK)

PHOTO

YEAR _____

Surname: _____

First Name: _____ Other Name: _____

Date of Birth: _____ Nationality: _____

National ID No./ Passport No: _____ Validity Date: _____

Physical Address: _____

Phone No: _____ Email: _____

Internship Registration No. _____ Internship Centre: _____

Training Institution: _____

Period of Rotation, from: _____ to: _____

SECTION A: HOSPITAL PHARMACY

PART 1: CORE COMPETENCIES & PERFORMANCE ASSESSMENT

Rate the intern on a scale of 1-5 (1=Needs Significant Improvement, 2=Needs Improvement, 3=Meets Expectations, 4=Exceeds Expectations, 5=Outstanding).

NB: *Where the grading shall be for scale 1, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public at large.*

No.	Key Performance Indicators (KPIs)	Rating (1-5)	Remarks
1	Correctly repackage and label unit doses from a bulky supply of medicines taking all appropriate precautions and processes into account		
2	Select and/or prepare the correct packaging, containers and correct label for the prepared product.		
3	Apply the correct procedures for mixing and preparing the products		
4	Demonstrate proper techniques for visual inspection of parenteral solutions and possibilities for contamination		
Inventory management			
1	Identify medicines and describe the correct optimum storage conditions		
2	Quantify medicine consumption in the pharmacy or institution over a given period and re-ordering level		
3	Demonstrate the ability to check correctly the receipt of a medicine order from a supplier.		
4	Demonstrate the use of different medicines arrangement in the store room in accordance of FEFO and FIFO inventory management.		
Rational use of medicines			
1	Read, interpret and evaluate prescriptions		
2	Demonstrate the ability to perform pharmacists' intervention activities		
3	Calculate patient dosage on the basis of body weight, body surface area or age of the patient.		
4	Provide information to the patient on the correct use of the prescribed		

	medicines, side effects, special precautions, storage conditions.		
	Provide pharmaceutical care to patients/clients		
1	Ability to communicate with patients; be able to determine the rationale for intended medications.		
2	Ability to provide recommendation to clinicians on appropriate medications for the patients.		
3	Ability to take history / identify patient signs and symptoms for purpose of establishing proper patients' disease management.		
4	Ability to read and interpret laboratory (biochemical, hematology, cardiac markers, urinalysis, etc.) and other investigation results.		
5	Ability to formulate, implements, monitors and evaluate appropriate care plan for the patients		
6	Ability to counsel patients on lifestyle		
7	Demonstrate the ability to refer the patient to other health care professionals where appropriate		

NO.	Professional Attitude	Rate	Remarks
1.	General appearance		
2.	Team relationship		
3.	Sense of responsibility		
4.	Self confidence		
5.	Confidentiality		

6.	Punctuality		
7.	Ability to contribute in discussion		
8.	Compliance		

PART 2: OVERALL ASSESSMENT BY THE SUPERVISOR

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

PART 3: COMMUNITY PHARMACY MANAGER

I certify that the above-named officer was engaged in full-time training employment in the discipline specified above, and is hereby recommended/ not recommended for registration. (delete if not applicable)

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

Official Stamp: _____

SECTION B: COMMUNITY PHARMACY

PART 1: CORE COMPETENCIES & PERFORMANCE ASSESSMENT

Rate the intern on a scale of 1-5 (1=Needs Significant Improvement, 2=Needs Improvement, 3=Meets Expectations, 4=Exceeds Expectations, 5=Outstanding).

NB: *Where the grading shall be for scale 1, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public at large.*

No.	Key Performance Indicators (KPIs)	Rating (1-5)	Remarks
1	Correctly repackage and label unit doses from a bulky supply of medicines taking all appropriate precautions and processes into account		
2	Select and/or prepare the correct packaging, containers and correct label for the prepared product.		
3	Apply the correct procedures for mixing and preparing the products		
4	Demonstrate proper techniques for visual inspection of parenteral solutions and possibilities for contamination		
	Inventory management		
1	Identify medicines and describe the correct optimum storage conditions		
2	Quantify medicine consumption in the pharmacy or institution over a given period and re-ordering level		
3	Demonstrate the ability to check correctly the receipt of a medicine order from a supplier.		
4	Demonstrate the use of different medicines arrangement in the store room in accordance of FEFO and FIFO inventory management.		

	Rational use of medicines		
1	Read, interpret and evaluate prescriptions		
2	Demonstrate the ability to perform pharmacists' intervention activities		
3	Calculate patient dosage on the basis of body weight, body surface area or age of the patient.		
4	Provide information to the patient on the correct use of the prescribed medicines, side effects, special precautions, storage conditions.		
	Provide pharmaceutical care to patients/clients		
1	Ability to communicate with patients; be able to determine the rationale for intended medications.		
2	Ability to provide recommendation to clinicians on appropriate medications for the patients.		
3	Ability to take history / identify patient signs and symptoms for purpose of establishing proper patients' disease management.		
4	Ability to read and interpret laboratory (biochemical, hematology, cardiac markers, urinalysis, etc.) and other investigation results.		
5	Ability to formulate, implements, monitors and evaluate appropriate care plan for the patients		
6	Ability to counsel patients on lifestyle		
7	Demonstrate the ability to refer the patient to other health care professionals where appropriate		

NO.	Professional Attitude	Rate	Remarks
1.	General appearance		
2.	Team relationship		
3.	Sense of responsibility		
4.	Self confidence		
5.	Confidentiality		
6.	Punctuality		
7.	Ability to contribute in discussion		
8.	Compliance		

PART 2: OVERALL ASSESSMENT BY THE SUPERVISOR

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

PART 3: HOSPITAL M. DIRECTOR/COMMUNITY PHARMACY MANAGER

I certify that the above-named officer was engaged in full-time training employment in the discipline specified above, and is hereby recommended/ not recommended for registration. (delete if not applicable)

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

Official Stamp: _____

SECTION C: SUPPLY CHAIN MANAGEMENT

Part 1: Core Competencies & Performance Assessment

Rate the intern on a scale of 1-5 (1=Needs Significant Improvement, 2=Needs Improvement, 3=Meets Expectations, 4=Exceeds Expectations, 5=Outstanding).

NB: Where the grading shall be for scale **1**, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public at large.

Competency Area	Key Performance Indicators (KPIs)	Rating (1-5)	Remarks
A. Knowledge and understanding	1. Understands the structure & function of CMS/RMS in the SC		
	2. Knows essential medicines, medical supplies, and health commodities handled.		
	3. Understands key storage conditions (e.g., cold chain, controlled room temp).		
	4. Understands relevant SOPs, guidelines, and regulatory frameworks.		
B. Warehousing & Inventory Management	1. Demonstrates correct procedures for receiving goods (documentation, visual inspection, quantity checks).		
	2. Accurately performs bin card management, stock card updates, and batch documentation.		
	3. Correctly applies FIFO/FEFO principles in storage and dispatch.		
	4. Competent in conducting physical stock counts and reconciling with records.		
	5. Safely handles hazardous materials and dangerous goods (if applicable).		
C. Supply Chain Processes	1. Understands the requisition, ordering, and distribution cycle.		
	2. Can assist in processing orders and preparing dispatch plans.		

	3. Demonstrates understanding of lead times, re-order levels, and stock status reporting.		
	4. Shows awareness of quantification and forecasting basics.		
D. Quality Assurance & Cold Chain	1. Correctly monitors and records storage temperatures (refrigerators, freezers, ambient).		
	2. Identifies and reports deviations in storage conditions or product integrity.		
	3. Understands the process for managing recalls, expired, or damaged stock.		
	4. Follows good storage and distribution practices (GSDP).		
E. Data Management & Reporting	1. Accurately enters data into inventory management systems (e.g., LMIS).		
	2. Can generate or interpret basic stock reports (SOH, expiry tracking).		
	3. Maintains clear, accurate, and timely manual records.		
F. Professionalism & Soft Skills	1. Punctuality, reliability, and professional appearance.		
	2. Effective communication with staff, supervisors, and other stakeholders.		
	3. Takes initiative, shows eagerness to learn, and accepts feedback constructively.		
	4. Works effectively as part of a team.		
	5. Demonstrates problem-solving skills and attention to detail.		
	6. Adheres to safety protocols and ethical standards.		

Part 2: Overall Assessment by the Supervisor

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

Part 3: E. Director of CMS/ Director of RMS

I certify that the above-named officer was engaged in full-time training employment in the discipline specified above, and is hereby recommended/ not recommended for registration. (delete if not applicable)

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

Official Stamp: _____

SECTION D: REGULATORY AUTHORITY

Part 1: Core Competencies & Performance Assessment

Rate the intern on a scale of 1-5 (1=Needs Significant Improvement, 2=Needs Improvement, 3=Meets Expectations, 4=Exceeds Expectations, 5=Outstanding).

NB: *Where the grading shall be for scale 1, the Supervisor shall be required to give reasons for the said finding and make recommendations in the best interest of the intern and the public at large.*

Competency Area	Key Performance Indicators (KPIs)	Rating (1-5)	Remarks
A. Regulatory Knowledge & Frameworks	1. Understands the structure, mandate, and legal basis of the regulatory authority.		
	2. Demonstrates knowledge of key legislation, regulations, and guidelines (e.g., Medicines Act, Pharmacy Act, GMP, GDP).		

	3. Understands the drug/product lifecycle from registration to post-market surveillance.		
B. Review & Evaluation Skills	1. Ability to critically review sections of registration dossiers (quality, safety, efficacy).		
	2. Understands assessment criteria for generic vs. innovator products.		
	3. Can identify deficiencies or inconsistencies in submitted documents.		
	4. Demonstrates understanding of labeling and package insert requirements.		
C. Inspection & Compliance	1. Understands principles of GMP, GDP, and pharmacy inspections.		
	2. Can assist in preparing inspection plans or checklists.		
	3. Ability to observe, document, and report inspection findings accurately.		
	4. Understands classification of observations (critical, major, minor).		
D. Pharmacovigilance & Surveillance	1. Understands the national PV system and ADR reporting process.		
	2. Can process and triage Individual Case Safety Reports (ICSRs).		
	3. Understands signal detection and risk management principles.		
E. Quality Assurance & Quality Control	1. Follows lab SOPs and safety protocols.		
	2. Understands basic QC tests and pharmacopeial standards, and QA		
	3. Accurately documents lab results and observations.		
F. Marketing Authorization	1. Understand Products registration and marketing authorization guideline, policies, SOPs and dossier assessment principles.		
	2. Maintains accurate, confidential, and traceable records.		
G. Registration & Licensing	1. Understand the guideline, policies, SOPs for premises Licensing.		



H. Professionalism & Judgment	1. Upholds integrity, ethics, and confidentiality.		
	2. Communicates clearly with colleagues, applicants, and stakeholders.		
	3. Shows analytical thinking and sound regulatory judgment.		
	4. Accepts feedback and demonstrates commitment to learning.		
	5. Works independently and collaboratively as required.		

Part 2: Overall Assessment by the Supervisor

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

Part 3: D/G QA&QC or D/G Admin & Finance

I certify that the above-named officer was engaged in full-time training employment in the discipline specified above, and is hereby recommended/ not recommended for registration. (delete if not applicable)

Name: _____ Qualification: _____

Reg. No. _____ Signature: _____ Date: _____

Official Stamp: _____