



THE HANDBOOK OF FIELDWORK PRACTICE FOR PHARMACIST PROFESSION (PKPA) IN PHARMACEUTICAL DISTRIBUTION

PHARMACIST PROFESSION PROGRAM

**FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA
SURABAYA**

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CHAPTER 1

INTRODUCTION

Praktik Kerja Profesi Farmasi, hereinafter referred to as *PKPA* or for Pharmacist Profession Program in Pharmaceutical Distribution, is one of learning activities during the education on the level of Pharmacist Profession Study Program aimed to ensure that students of the program have comprehensive understanding related to pharmacist practice in the distribution facilities. To ensure orderly and smooth activity practices during the fieldwork learning, The Handbook of PKPA in Pharmaceutical Distribution is created. This book is aimed as a guideline for academic advisors, preceptors, and students at the education level of Pharmacist Profession Program, Faculty of Pharmacy, Universitas Airlangga. In designing this Handbook, Pharmacist Graduate Competency Standards ratified by the Faculty of Pharmacy Universitas Airlangga contained in the 2022 Curriculum is referred to, namely:

1. To be able to perform pharmaceutical practices professionally, legally, and ethically.
2. To be able to perform pharmaceutical care to patients by considering legal, ethical, professional, socio-cultural, and economical aspects to ensure quality, safety, and efficacy of therapy.
3. To be able to complete demands of pharmaceutical preparations and medical devices, both prescribed and non-prescribed medications accurately and safely
4. To be able to do formulation, manufacturing, and quality assurance of pharmaceutical preparations based on pharmaceutical science and technology
5. To be able to communicate and collaborate with patients and other coworkers of health professionals related to rational drug therapy to achieve improvement of health and life quality
6. To be able to actively participate in preventive and promotive effort to improve public health quality
7. To be able to manage pharmaceutical preparations and medical devices in

accordance with the applied standards

8. To be able to be introspective and implement self-improvement strategy in accordance with the development of pharmaceutical science and technology.

With learning experience obtained in PKPA, students will possess competencies and skills in solving practical problems found at fieldwork places under preceptor's guidance. Based on the experience, students are expected to be trained in cognitive, psychomotor, and attitudes as well as affective skills. PKPA in Pharmaceutical Distribution is done in Semester II divided into 4 periods, after participants receive provision materials.

1.1. General Objectives:

To produce graduates who are able to make decisions in pharmaceutical work, do appropriate professional actions based on pharmaceutical, ethics, and legal sciences to solve practical pharmaceutical problems in the field of pharmaceutical distribution.

1.2. Specific Objectives:

The Objectives of PKPA in Pharmaceutical Distribution:

1. To improve pharmacist candidates' understanding of roles, functions, positions, and responsibilities of pharmacists in pharmaceutical distribution.
2. To provide pharmacist candidates so that they possess insight, knowledge, skills, and practical experience for doing pharmaceutical jobs in the field of pharmaceutical distribution.
3. To give a chance to pharmacist candidates to apply principles of *Cara Distribusi Obat yang Baik* (CDOB) or Good Pharmaceutical Distribution Practice in real practices of pharmaceutical distribution.
4. To prepare pharmacist candidates in getting ready before entering workplace as professional pharmacists in pharmaceutical distribution.
5. To give real-life depiction of problems faced in pharmaceutical distribution ensuring that pharmacist candidates will not hesitate to work.

1.3. Advantages:

1. To know, understand, and be able to do pharmaceutical jobs in pharmaceutical

distribution.

2. To gain practical experience concerning pharmaceutical jobs in pharmaceutical distribution.
3. To boost self-confidence to become professional pharmacist in the field of pharmacy

CHAPTER 2

GENERAL PROVISIONS

2.1. Participants' Code of Conduct

While conducting PKPA, students must:

1. Be present on time at the fieldwork site, with a duration of work in accordance with the preceptor's guidance in which the total time equals to 42 hours per week or 7 (seven) hours per day.
2. Clock in and clock out on a daily basis with a valid preceptor's signature proof.
3. Show a valid permission letter when absent and find alternate time to make up for the missed PKPA time by doing fieldwork at the same PKPA site.
4. Uphold, obey, and do pharmaceutical codes of ethics seriously and properly
5. Behave politely and use the Indonesian language correctly and properly
6. Wear clean, tidy, appropriate outfits, and shoes as well as put on PKPA student ID and wear a laboratory coat
Males : Wearing shirt and non-denim trousers
Females : Wearing a blouse and a non-denim, below-knee-length skirt
7. Put on proper and not-too-much makeup
8. Obey all applied regulations at the fieldwork site
9. Maintain a harmonious work relationship with co-interns, co-pharmacists, and all personnel at the fieldwork site.
10. Along with the faculty academic advisor, sign in on the meeting logbook at twice during the whole duration of PKPA (without the signature of the lecturer) and submit it to the administration staff at campus.

These following rules concerning COVID-19 health protocol need to be adhered by students:

1. Students must submit a consent letter of participating in PKPA, acknowledged and signed by parents
2. Students must own a clean white lab coat (unless required differently by the worksite of *Pedagang Besar Farmasi* (PBF or pharmaceutical wholesalers), and the coat must be worn and washed on daily basis.

3. Students must prepare *Alat Pelindung Diri* (APD or Personnel Protective Equipment/PPE) such as hand sanitizer, liquid soap, masks (unless required differently by the worksite of pharmaceutical wholesalers).
4. Students must do antigen swab test required by the institutions becoming the fieldwork site.

2.2. PKPA Activities of Pharmaceutical Distribution

1. Fieldwork activities of students becoming interns in pharmaceutical wholesalers within the area of Surabaya and its neighboring cities must be done through offline mode for 2 weeks with a total duration of 42 hours/week and overall time of 84 hours.
2. Students must prepare Power Point Presentations for discussion during *learning share* session.
3. *Learning share* is a part of the fieldwork learning process stages to facilitate learning outcomes and experience among students. It is designed based on the facts that there are differences in time/schedule, opportunities/outcomes, and facilities/infrastructures during PKPA. *Learning share* activity is guided by an academic advisor. The *learning share* schedule is held through offline mode at campus, in which:
 - Each meeting lasts for 120 minutes.
 - Students prepare PPT slides of the learning activities.
4. Material provision is given prior to scheduled PKPA at sites in accordance with academic handbook of Faculty of Pharmacy Universitas Airlangga.

2.3. Assignments

Each student must do every assignment signed by the preceptors at the pharmaceutical wholesalers. The assignments consist of both structured and non-structured types.

a. Structured assignments

Structured assignments must be done by students individually comprising of (Refer to Chapter 4):

1. Writing learning process and outcomes in Portfolio formats
2. Compiling topics of presentation materials (individual work) for Pharmaceutical Distribution and *Learning Share* activity of PKPA in Pharmaceutical Distribution

(group work)

b. Non-structured assignments

Non-structured assignments are given by preceptors, and they can be either an individual work or group work

2.4. Fieldwork Score Proportion of Pharmaceutical Distribution is as follows:

1. 30% of score obtained from PKPA in Pharmaceutical Distribution (Preceptors at the pharmaceutical wholesalers)
2. 30% of score obtained from the portfolio of PKPA in Pharmaceutical Distribution (Academic advisor)
3. 40 % of score obtained from Defense Exam

CHAPTER 3

LEARNING OUTCOMES

3.1. Study Program Learning Outcomes

1. To be able to manage pharmaceutical preparations and medical devices in accordance with applied regulations (KK-P 10)
2. To be able to work in the area of main duties for jobs which are specific and have work competences which are at least equivalent to the standard Pharmacist work competences (KU-P 10)
3. To be able to solve problems in developing and managing preparations as well as pharmaceutical cares by applying pharmaceutical sciences approach (P-P 10)
4. To show attitudes of being responsible to duties with respect to their work expertise independently (S9)
5. To uphold professionalism, moral, ethics, and legal aspects in pharmaceutical practices (KK-P 7)

3.2. Course Learning Outcomes

1. To be able to manage pharmaceutical distribution-related infrastructures in accordance with Good Pharmaceutical Distribution Practice and Good Distribution Practices for Medical Devices (CPMK-1)
2. To be able to work in the field of pharmaceutical distribution which includes planning, procurement, admission, storing, distribution, and returning pharmaceutical preparations and medical devices, extermination of pharmaceutical preparations and medical devices, reporting of distribution chain (CPMK-2)
3. To be able to solve problems in managing pharmaceutical preparations and medical devices as well as pharmaceutical services in the field of pharmaceutical distribution applying pharmaceutical sciences approach (CPMK-3)
4. To be able to uphold professionalism, moral, ethics, and legal aspects to ensure quality assurance of pharmaceutical preparations and medical devices, starting from planning, procurement, admission, storing, to distribution (CPMK-4).

3.3 Indonesian Pharmacist Competencies

1. Professional and ethical pharmaceutical practices
2. Optimized use of pharmaceutical preparations
3. Dispensing of pharmaceutical preparations and medical devices
4. Information dissemination of pharmaceutical preparations and medical devices
5. Formulating and manufacturing of pharmaceutical preparations
6. Preventive and promotive effort of public health
7. Management of pharmaceutical preparations and medical devices
8. Effective communication
9. Organizational and interpersonal relationship skills
10. Self-competence improvement

CHAPTER 4

LEARNING OUTCOMES OF PKPA IN PHARMACEUTICAL DISTRIBUTION

Portfolio of PKPA in Pharmaceutical Distribution

The ability to compose “experiential learning portfolio” which is a daily record of “learning process, learning outcomes, and learning impressions” during the implementation of PKPA in Pharmaceutical Distribution where students learn to gain professional practical experience at pharmacies to achieve learning outcomes.

Writing Format:

1. Cover color: Light blue

Cover title:

Learning Portfolio
PKPA in Pharmaceutical Distribution
at PBF (Name of PBF) (City)
Date of PKPA

Identity on the cover includes Student Name, Student ID, logo of Universitas Airlangga, Faculty of Pharmacy Universitas Airlangga

2. Authorization: Title, Name, Student ID, signatures of preceptor and academic advisor
3. Writing guideline:
 - a. Portfolio is formatted on an A4-sized paper
 - b. A total number of pages which is at least the equivalent to the total number of days of PKPA in Pharmaceutical Distribution at Pharmaceutical Wholesalers
 - c. A directly hand-written portfolio, which is later at the end of each day during the PKPA in Pharmaceutical Distribution at Pharmaceutical Wholesalers must be signed by preceptors and academic advisor as a proof of learning.
4. Special Assignment:
 - a. Composing a letter of order form or other administrative documents
 - b. Writing samples of drugs/drug materials which need special storage system, such as cold chain product (CCP), cytostatic drugs, narcotics, psychotropic drugs, etc.
 - c. Writing on a topic of handling mechanism against complaints, returning drugs

and/or drug materials, counterfeit drugs, and recalling the counterfeit drugs as well as creating CAPA (Corrective Action and Preventive Action)

5. Learning checklist

No	Learning outcome rank	Learning checklist meaning	Learning Checklist				
			0	1	2	3	4
0	<i>Zero position</i>	Has previously understood theoretically	√				
1	<i>Understanding</i>	Has understood the correction/explanation/guidance by APA (Pharmacy-Managing Pharmacist)	√	√			
2	<i>Looking/Seeing</i>	Has viewed/observed processes, but has not yet done the real processes	√	√	√		
3	<i>Doing</i>	Has independently done the processes under the guidance/supervision by APA	√	√	√	√	
4	<i>Experience</i>	Has been trusted by APA to do the processes independently, correctly, and properly	√	√	√	√	√

6. Codes of *Learning Outcome* (L.O)*

- a. To be able to manage pharmaceutical distribution-related infrastructures in accordance with Good Pharmaceutical Distribution Practice and Good Distribution Practices for Medical Devices (CPMK-1)
- b. To be able to work in the field of pharmaceutical distribution which includes planning, procurement, admission, storing, distribution, and returning pharmaceutical preparations and medical devices, extermination of pharmaceutical preparations and medical devices, reporting of distribution chain (CPMK-2)
- c. To be able to solve problems in managing pharmaceutical preparations and medical devices as well as pharmaceutical services in the field of pharmaceutical distribution applying pharmaceutical sciences approach (CPMK-3)
- d. To be able to uphold professionalism, moral, ethics, and legal aspects to ensure quality assurance of pharmaceutical preparations and medical devices, starting from planning, procurement, admission, storing, to

distribution (CPMK-4).

7. The learning outcomes of PKPA in Pharmaceutical Distribution are submitted in the form of hardcopy (original manuscript) with a soft-cover binding. A copy of the manuscript with a soft-cover binding is used as student's archive. The learning outcomes of PKPA in Pharmaceutical Distribution are utilized as the materials during the defense exam which will be held with an-offline mode at campus.
8. A Model Form of Pharmaceutical Wholesalers Portfolio Sheet

No	Day, Date	Time	Learning Processes, Learning Outcomes, and Learning Impressions	Learning Checklist					L.O Code
				0	1	2	3	4	

Academic Advisor Signature

Preceptor Signature

(Name & NIP)

(Name & SIPA)

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APPENDIX 1 ASSESSMENT GUIDELINE OF DEFENSE EXAM



Universitas Airlangga – Faculty of Pharmacy
Pharmacist Profession Study Program

ASSESSMENT GUIDELINE OF DEFENSE EXAM PHARMACIST PROFESSION STUDY PROGRAM

Range Numerical Value	Letter Grade	
86 - 100	A	
78 - < 86	AB	
70 - < 78	B	Pass ↑
62 - < 70	BC	
54 - < 62	C	

Information:

1. A minimum score of **B** must be achieved in order to pass the exam
2. Students who score **<B** are allowed to retake make-up exam in the same semester providing that the maximum score obtained after retaking the make-up exam is **B**

APPENDIX 2

ON-SITE ACTIVITY FORM OF PKPA IN PHARMACEUTICAL DISTRIBUTION

Student Name :

Student ID (NIM) :

Name of PBF :
(Pharmaceutical Wholesalers)

ACTIVITY	SUB-ACTIVITY	PRACTICE	Assignment/ Case Study/ Discussion	Preceptor Signature
Human Resources and Organizational Management	<ol style="list-style-type: none"> 1. Organizational structure at PBF 2. Job descriptions of all personnel at PBF 3. Regulations concerning CDOB and other regulations 4. Training programs aimed for personnel including general trainings (general orientation, CDOB and K3L or Occupational Health and Safety) and special trainings (special orientation and on-site training) 			
Quality Management and Self-Introspection	<ol style="list-style-type: none"> 1. Quality management system 2. Risk management 			

ACTIVITY	SUB-ACTIVITY	PRACTICE	Assignment/ Case Study/ Discussion	Preceptor Signature
	3. Management reviews such as audit, corrective action and preventive action 4. Contract-based activity management 5. Self-inspection			
Buildings and Tools	1. Temperature and environment control in the area of admission, storage, and distribution. 2. Placement and calibration of tools 3. Computer system			
Operational	1. Provider quality 2. Customer qualifications 3. Admission 4. Storage 5. Separation of Drugs and/or Drug Materials 6. Extermination of Drugs and/or Drug Materials 7. Pickup 8. Packing 9. Delivery 10. Export and Import			

ACTIVITY	SUB-ACTIVITY	PRACTICE	Assignment/ Case Study/ Discussion	Preceptor Signature
Complaints, Returning drugs and/or drug materials, Counterfeit drugs, and Recalling the counterfeit drugs	Handling mechanism against complaints, returning drugs and/or drug materials, counterfeit drugs, and recalling the counterfeit drugs.			
Transportation	<ol style="list-style-type: none"> 1. Transportation and Products in Transit 2. Drugs and/or Drug Materials in Shipping 3. Containers, Packaging, and Labelling 4. Transportation of Drug and/or Drug Materials which Need Special Conditions 5. Vehicles and Tools 6. Temperature Control during Transportation 			

Remarks:

In "Practice" column, put a check mark (√) when the activities are already done by the students or (N/A) – Not Applicable when irrelevant.

APPENDIX 3
ASSESSMENT FORM OF PKPA IN PHARMACEUTICAL DISTRIBUTION

Student Name :

Student ID (NIM) :

Name of PBF :
(*Pharmaceutical Wholesalers*)

1. AFFECTIVE ASPECTS

Assessed Affective Aspects	Score (50-100)
1. Discipline and orderliness	
2. Work performance and ethics	
3. Cooperation and adaptability skill	
4. Creativity, critical thinking	
5. Activity, productivity, and initiative	
6. Respondence and analysis skill	
Total score =	
Mean score =	

Scoring Criteria of AFFECTIVE ASPECTS

Criteria	Unsatisfactory (50-60)	Satisfactory (70-80)	Very Satisfactory (90-100)
AFFECTIVE ASPECTS			
Discipline and orderliness	Seldom come to workplace and finish the work on time and finish it with a good quality	Almost always come to workplace and finish the work on time and finish it with a good quality	Always come to workplace and finish the work on time and finish it with a good quality
Work performance and ethics	Does not comply with the professional work standard at the site of PKPA in Pharmaceutical Distribution	Partially complies with the professional work standard at the site of PKPA in Pharmaceutical Distribution	Fully complies with the professional work standard at the site of PKPA in Pharmaceutical Distribution

Criteria	Unsatisfactory (50-60)	Satisfactory (70-80)	Very Satisfactory (90-100)
Cooperation and adaptability skill	Is not fully able to adapt and cooperate with the environment becoming the site of PKPA in Pharmaceutical Distribution	Is quite able to adapt and cooperate with the environment becoming the site of PKPA in Pharmaceutical Distribution	Is fully able to adapt and cooperate with the environment becoming the site of PKPA in Pharmaceutical Distribution
Creativity, critical thinking	Does not fully demonstrate the ability of thinking critically and creatively	Quite demonstrates the ability of thinking critically and creatively	Fully demonstrates the ability of thinking critically and creatively
Activity, productivity, and initiative	Never state any idea/notion in implementing PKPA in Pharmaceutical Distribution	Several times states any idea/notion in implementing PKPA in Pharmaceutical Distribution	Often states any idea/notion in implementing PKPA in Pharmaceutical Distribution
Discussion and analysis skill	Does not fully master basic, technical skills and problem analysis as well as its solutions	Quite masters basic, technical skills and problem analysis as well as its solutions	Fully masters basic, technical skills and problem analysis as well as its solutions
Intrapersonal Skill	Lack of communication skills (oral/written)	Has some communication skills (oral/written)	Has great communication skills (oral/written)

2. COGNITIVE ASSESSMENT ASPECTS

No.	Subject learning outcomes	Discussion	Assignment/ Case Study	Remarks
1.	To be able to explain pharmaceutical distribution-related infrastructures in accordance with Good Pharmaceutical Distribution Practice and Good Distribution Practices for Medical Devices			
2.	To be able to explain pharmaceutical distribution which includes planning, procurement, admission, storing, distribution, and returning pharmaceutical preparations and medical devices, extermination of pharmaceutical preparations and medical devices, reporting of distribution chain			
3.	To be able to solve problems in managing pharmaceutical preparations and medical devices as well as pharmaceutical services in the field of pharmaceutical distribution by applying pharmaceutical sciences approach			
4.	To be able to explain professionalism, moral, ethics, and legal aspects to ensure quality assurance of pharmaceutical preparations and medical devices, starting from planning, procurement, admission, storing, to distribution			
Total Score =				
Mean Score =				

Remarks: Score range for each learning outcome is 0-100

3. PSYCHOMOTOR ASPECTS

No.	Subject Learning Outcomes	Practice	Remarks
1.	To be able to do drug planning which is done at PBF including factors such as purchasing, mean consumption, lead time, safety stock/buffer stock		
2.	To be able to do ordering		
3.	To be able to do admission		
4.	To be able to do storing		
5.	To be able to do distribution		
6.	To be able to do <i>stock opname (stocktaking)</i>		
4.	To be able to do temperature and environment control		
Total Score =			
Mean Score =			

Remarks: Score range for each learning outcome is 0-100

Final Score of Fieldwork in Pharmaceutical Distribution (PKP) = 30% affective + 30% cognitive +40% psychomotor scores =

APPENDIX 4
PORTFOLIO ASSESSMENT FORM OF PHARMACEUTICAL
DISTRIBUTION BY FACULTY ADVISOR

Student Name :

Student ID (NIM) :

Name of PBF :
(Pharmaceutical Wholesalers)

Name of Academic Advisor:

No	Assessed Aspects	Score	Remarks
1	Fieldwork Outcome		
2	References		
3	Writing format		
4	Grammar		
	Total Score =		
	Mean Score =		

Portfolio Assessment Rubric		
No	Components	Score
1	Fieldwork Outcome	Score 25 if all concepts of fieldwork outcome have been compared to literatures and theories correctly Score 15 if some concepts of fieldwork outcome have been compared to literatures and theories correctly Score 5 if all concepts of fieldwork outcome have been compared to literatures and theories incorrectly
2	References	Score 25 if all references of regulations and literature are relevant and up-to-date Score 15 if some references of regulations and literature are relevant and up-to-date Score 5 if all references of regulations and literature are irrelevant and outdated
3	Writing Format	Score 25 if the report writing format is in accordance with agreed rules Score 15 if the report writing format is slightly in accordance with agreed rules Score 5 if the report writing format is not in accordance with agreed rules
4	Grammar	Score 25 if the grammar of the report is in accordance with the good and correct Indonesian language writing (The Perfected Spelling System) Score 15 if the grammar of the report is slightly in accordance with the good and correct Indonesian language writing (The Perfected Spelling System) Score 5 if the grammar of the report is not in accordance with the good and correct Indonesian language writing (The Perfected Spelling System)