CHED MEMORANDUM ORDER
No. 05
series of 2021

SUBJECT: GUIDELINES ON THE CONDUCT OF EXPERIENTIAL PHARMACY PRACTICE OF PHARMACY STUDENTS DURING PANDEMIC PERIOD

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and; Republic Act No. 11469, otherwise known as the "Bayanihan to Heal as One Act", in accordance with relevant IATF Resolutions, and CMO No. 04 s. 2020 "Guidelines on the Implementation of Flexible Learning" and Joint Memorandum Circular CHED-DOH "Guidelines on the Gradual Reopening of Higher Education Institutions (HEIs) for Limited Face-to-Face Classes During COVID-19 Pandemic" and, by virtue of the Commission en banc Resolution No. 003, series of 2021 dated January 12, 2021, the Commission on Higher Education (CHED) hereby adopts and promulgates the following guidelines on the Conduct of Experiential Pharmacy Practice of Pharmacy Students during Pandemic Period, to be implemented by public and private higher education institutions (HEIs) offering Bachelor of Science in Pharmacy program.

I. Rationale

The Experiential Pharmacy Practice (EPP) of the Bachelor of Science in Pharmacy program includes internship in five (5) areas of pharmacy practice in the last year covering a minimum of 1,200 hours equivalent to 24 credit units (1 unit = 50 hours) based on the PSG. The student is expected to be able to practice pharmacy in CHED-accredited pharmacy establishments supervised by preceptors in the hospital, industry, community, institutional, public health units and health regulatory agencies. This supervised pharmacy practice experience will enable the students to be exposed to a variety of opportunities in practice areas that will prepare them for the different roles expected of them upon graduation.

However, students covered by the existing CMO No. 03 s. 2006, Section 10, shall comply with the internship requirement of 600 hours (200 hours each in the community, hospital and manufacturing pharmacy practicum) as part of graduation while the 360 hours for major internship in any area must be completed prior to taking the pharmacist licensure examination.

Further, the pandemic has greatly posed challenges in the implementation of internship programs with the restriction of face-to-face learning. In response, the CHED COVID-19 Advisories encouraged flexibility for HEIs to adjust, modify and reduce requirements while exercising maximum consideration and leniency to the students. Considering that the BS Pharmacy program requires experiential pharmacy practice in various practice areas, these guidelines on the conduct of EPP are hereby presented.
II. Definition of Terms

Experiential Pharmacy Practice
This refers to the practice of pharmacy in CHED-accredited pharmacy establishments as supervised by preceptors in the hospital, industry, community, institutional, public health units and health regulatory agencies, as part of the last year of the BSP curriculum.

Internship
Experiential Pharmacy Practice in five (5) practice areas: hospital, community, industrial, institutional, regulatory & public health pharmacies.

Internship program
Refers to a supervised practical experience that is required to be completed for licensure as a registered pharmacist (RA 10918).

Internship site
Pertains to the establishment where the internship will be conducted.

Level I hospital
Hospital that has consulting specialists in: Medicine, Pediatrics, OB-Gyne and Surgery, has emergency and out-patient services; isolation facilities; surgical/obstetrical facilities; dental clinic; secondary clinical laboratory; a blood station; 1st level x-ray; and a pharmacy (Administrative Order No. 2012-0012 "New Classification of Hospitals")

Level II hospital
Hospital that has all Level I requirements plus: departmentalized clinical services, respiratory unit, general ICU, high-risk pregnancy unit, NICU, tertiary clinical laboratory, and a 2nd level x-ray with mobile unit (Administrative Order No. 2012-0012 "New Classification of Hospitals")

Level III hospital
Hospital that has all Level II requirements plus: teaching/training with accredited residency training program in the 4 major clinical services, physical medicine and rehabilitation unit, ambulatory surgical clinic, dialysis clinic, tertiary lab with histopathology, blood bank, 3rd level x-ray (Administrative Order No. 2012-0012 "New Classification of Hospitals")

Preceptor
An expert in an institution/internship site who gives practical experience and training to a student.

Faculty Internship Coordinator
Faculty member in the school of pharmacy assigned to coordinate with the preceptor and the internship site as well as to monitor the academic needs and progress of the student in the internship program.

Institutional pharmacy
Refers to the pharmacy of institutions, organizations and/or corporations, that provide a range of pharmaceutical services
Regulatory and Public Health Pharmacy

A field of pharmacy practice that broadly covers social and administrative pharmacy, including the provision of pharmaceutical care in cooperation with patients, prescribers and other members of an interprofessional health care team based upon sound therapeutic principles and evidence-based data, taking into account relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving sciences that may impact therapeutic outcomes. This field also covers systems management or the management and use of resources in the healthcare system, including management of the formulary system, as well as the promotion of public health, wellness and disease prevention and pharmacoconomics in public health policy and interventions evaluation. *(Source: American Association of Colleges of Pharmacy Supplemental Education Outcomes)*

Community Pharmacy

Also known as Drugstore, Botica or Farmacia is a drug outlet or entity licensed by appropriate government agencies and which are involved in compounding and/or dispensing and selling of pharmaceutical products directly to patients or end-users.

Manufacturing/Industrial Pharmacy

This pertains to FDA-licensed facility in pharmacy-relevant industries, such as, pharmaceutical, cosmetics, food and veterinary, that renders activities and services, such as, but not limited to, pharmaceutical manufacturing, quality assurance, regulatory affairs, manufacturing-trading, trading, distribution /wholesaling /importing/ exporting, contract research, clinical research, contract laboratory testing, contract warehousing/ pharmaceutical logistics.

COVID-19

Refers to the Coronavirus Disease 2019 which is caused by the virus known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)

Non-COVID Areas

- Refers to the area/ward/building in the hospital, or clinic setting designated to non-COVID patients

Community Quarantine

- Refers to the restriction of movement within, into, or out of the quarantine area of individuals, large groups of people, or communities, designed to reduce the likelihood of person-to-person transmission of a communicable disease.

Low Risk Quarantine

- refers to the IATF quarantine classification of a given province/region/municipality

III. General Guidelines

The following are the general guidelines recommended in the conduct of the EPP or internship program during the period of Coronavirus pandemic, which are aligned with the CMO no. 4 series of 2020 *(Guidelines on the Implementation of Flexible Learning)*:
1. Higher education institutions (HEIs) offering the BS Pharmacy program shall continue to implement flexibility to introduce curricular modifications in planning, implementing and evaluating all professional courses to meet the program outcomes specified in the PSG.

The Commission shall be informed on the curricular modifications, specifically, on alternative learning activities and assessment to be made by the HEIs offering the pharmacy programs. The HEIs are encouraged to include the use of virtual simulations, case-based simulations, virtual tour of practice sites, webinars and other online applications as part of the curricular modification. Likewise, it is reiterated that HEIs shall be guided by the principles of maximum flexibility, leniency, and are encouraged to promote self-directed learning as provided for by the CHED COVID-19 Advisory No. 16, s.2020.

2. The HEIs shall be encouraged to conduct faculty development webinars and other capacity building activities pertaining to best practices in flexible learning to ensure that faculty members are adequately prepared and equipped in the implementation of flexible teaching-learning strategies towards the attainment of the required minimum learning outcomes by the students in the pharmacy program.

3. Preceptors shall likewise be encouraged to undergo training on student assessment methods as well as on alternative teaching-learning strategies to ensure that standards in quality pharmacy education specifically on experiential practice learning are maintained during the implementation of the internship programs.

4. The HEI shall submit its learning continuity plan to CHED Regional Offices which includes the requirements for flexible learning strategies and deliverables as well as the limited face-to-face learning activities and assessments.

5. The pharmacy schools shall respect the decision of families not to send their children to school due to concerns about their safety. The pharmacy student may file an official leave of absence (LOA). As stated in CHED COVID-19 Advisories, the pharmacy schools may revise their academic policies, such as the policy on maximum residence, to ensure that the students’ academic standing or status in the program is not compromised.

6. For repatriated foreign pharmacy students, the dean, in close coordination with the internship site, shall prepare a deed of undertaking/learning contracts between the students and preceptors and/or faculty internship coordinator. These learning contracts shall contain the intended learning outcomes, alternative learning activities and assessments to be completed in each EPP course. The dean shall ensure that there is a learning contract between the students, preceptors, and/or faculty internship coordinator and authorized officials of the health facility where the internship will be conducted. Furthermore, the pharmacy school shall ensure that the CHED-accreditation of the internship sites are updated.
7. Experiential Pharmacy Practice or Internship Program

7.1. The internship in CHED-accredited internship sites shall commence in the first semester of AY 2021-2022.

7.2. During the period of the pandemic, the accreditation of internship sites by CHED shall be waived under the new PSGs. However, the schools shall be responsible for determining the readiness of the internship site in accepting student interns and there shall be a memorandum of agreement (MOA) between the HEI and the internship site.

7.3. Flexible or alternative learning activities, such as virtual simulations, case-based simulations, virtual tour of internship sites, webinars and other online applications may be employed to comply with the intended learning outcomes, provided there is direct supervision of qualified preceptors who shall ensure that the interns or students fulfilled the requirements. It shall be emphasized that HEIs must guarantee that the same expected competencies, and satisfaction of the program outcomes shall be attained by the alternative means that will be implemented as indicated in CMO No. ____ s.20 ____. A total of 1,200 hours of EPP shall be completed by the student in five areas of pharmacy practice, distributed as follows: 120 hours in Institutional Pharmacy, 180 hours in Public Health and Regulatory Pharmacy, 300 hours in Community Pharmacy, 300 hours in Hospital Pharmacy and 300 hours in Industrial Pharmacy.

7.4. The HEI shall be required to strictly enforce the following institutional policies on health and safety standards:

- Daily triaging and screening of health declaration forms
- Require a medical certificate for each intern
- Require the use of face masks, face shields, personal hygiene kits, and other appropriate protective gears for preceptors, faculty, internship coordinators, and students
- Cleaning, sanitation and disinfection protocols in the designated rooms, equipment, and other facilities after each use
- Restructure the set-up of the different sections in the internship facility such that only a limited number of interns/preceptors are assigned per room at a given time with strict observance of the 1.5 meters physical distance
- Designate the faculty internship coordinator or its equivalent to monitor the compliance of breach to safety protocols as well as the health status of interns and preceptors, including, the enforcement of appropriate actions

7.5. The start of actual face-to-face physical internship shall be governed by IATF general guidelines for face to face education and readiness of the internship sites to accept interns. There shall be monthly monitoring and health declaration reporting by the CHED Regional Offices.
7.6 The HEIs shall secure the consent of the parents/guardian, including the student, prior to the conduct of the face-to-face internship program.

7.7 For students belonging to the old BS Pharmacy program, their internship program shall be in compliance with the CMO No. 03, series of 2006, to wit:

(a) student interns shall undergo training for 200 hours in each of the three (3) areas (community, hospital and industry) and an additional 360 hours for the chosen area as their major field.

(b) the internship training program shall be conducted in drug outlets and establishments accredited by the Food and Drug Administration

(c) student interns shall submit a proof of completion for each practicum area with evaluation as a prerequisite for graduation.

7.8 For the implementation of guideline 7.7 provisions, alternative learning strategies mentioned in guideline 7.3 may similarly be conducted during the pandemic period. Further, the HEIs, through the Dean or Program Head, shall issue the certificate of completion of internship in each practice area for submission as a requirement for the licensure examination. The Dean or Program Head shall use as basis of such, the certificate of training issued by the internship sites, signed by the preceptors.

7.9 The HEIs must have a Health and Safety Policy that will supplement the minimum health standards recommended by the Department of Health and the IATF directives. This policy is intended to guide and protect all constituents of the HEI as well as to prevent the transmission of COVID-19 infection. Health and safety protocols specific for pharmacy internship must be in place. These may include proper orientation of the interns and the faculty internship coordinator on these protocols, the use of personal protective equipment (PPEs) and other safety measures, such as, accomplishment of Health Declaration and/or the self-assessment of the health status of individuals entering the school premises and in the internship sites, mechanism in handling symptomatic individuals or those exposed and tested to be positive with COVID-19 or other infection and algorithms for risk assessment and other contingency measures. The policy must include provision for strict compliance and monitoring by focal persons as well as safety nets for those individuals including students who will violate the protocols.

7.10 The internship program may only be conducted in internship sites located in areas with low-risk quarantine status, as determined by the national or local government unit or in sites where safety and security protocols are strictly adhered to (PPEs, physical distancing, etc). The internship site, the HEI and the pharmacy student with a parent or legal guardian shall sign a Deed of Undertaking / Informed Consent prior to the start of internship.
7.11 It is the HEIs' responsibility to assess the readiness of the students and the internship site regarding the safe conduct of limited face-to-face internship training based on IATF recommendations and guidelines.

7.12 If the EPP will be conducted in an international internship site, there should be an existing MOU/MOA between the Philippine HEI, where the student is enrolled, and the foreign HEI, where the Philippine HEI has established a partnership. The monitoring and assessment from the foreign facility must be submitted to the faculty internship coordinator in the Philippine HEI.

7.13 The following table illustrates the matrix of sample course learning outcomes to be achieved in the internship programs in three (3) areas and sample flexible learning activities of the intern comparing the two strategies: face-to-face and virtual internship.

### A. COMMUNITY PHARMACY

<table>
<thead>
<tr>
<th>SAMPLE LEARNING OUTCOMES (not the entire list)</th>
<th>FACE TO FACE</th>
<th>VIRTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample Activities</strong> (supervised by preceptors)</td>
<td><strong>No. of hrs</strong></td>
<td><strong>Sample Activities</strong> (supervised by preceptors)</td>
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<tr>
<td>(a) Identify the different aspects of managing a Community Pharmacy for more efficient and sustainable operation</td>
<td>Orientation on community pharmacy operations and key responsibilities of the pharmacist in the operations of the pharmacy.</td>
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<td>Virtual tour of the community pharmacy &amp; daily activities of the pharmacist</td>
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<td>Asynchronous reflection material of community pharmacy practice &amp; discussion forum</td>
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<td>Discussion with demonstration workshops on the pharmacy front-to-end processes, eg, basic housekeeping process (counters, gondolas) product familiarization through exposure (generic &amp; branded medicines; OTC &amp; Rx drugs), dispensing process (checking prescriptions, expiry dates, patient counseling for OTC medicines) among others</td>
<td>24</td>
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</tbody>
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<tr>
<td>(a) describe the distributive (basic hospital pharmacy operations) and clinical pharmacy functions of the hospital pharmacist</td>
<td>Orientation discussion on the distributive functions in hospital areas, examples: in-patient &amp; general out-patient drug distribution (floor stock, unit dose), record-keeping (patient medication profile), etc.</td>
<td>Webinar or Synchronous lecture discussion with teaching videos on basic hospital pharmacy operations: drug distribution systems, record-keeping (patient medication profile), etc.</td>
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<td>Orientation discussion on clinical functions: drug information provision, medication history taking, medication counseling, drug utilization reviews, among others.</td>
<td>Synchronous discussion with videos on actual pharmacist's activities on drug information provision, medication history taking, medication counseling, drug utilization reviews, among others.</td>
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<tr>
<td></td>
<td>Actual hospital tour in various areas including the hospital pharmacy</td>
<td>Virtual tour of the hospital and the hospital pharmacy with reflection paper on hospital pharmacy practice</td>
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<tr>
<td>(b) Apply the knowledge and skills gained from formal courses to actual dynamic patient care</td>
<td>Attend actual clinical pharmacy rounds in clinical areas and specialty units of the hospital;</td>
<td>Perform case analysis on drug therapy issues (clinical case provided by preceptor) with synchronous</td>
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</table>

B. HOSPITAL PHARMACY

- Synchronous lectures & videos on OTC & prescription medicines for the management of common illnesses (skin infections, cough & cold, hyperacidity, hypertension, diabetes, asthma, diarrhea, etc).
- Development of patient information leaflets on common food supplements and prescription drugs encountered in the pharmacy (provided by the preceptor) (2 leaflets/student)
situations, such as, but not limited to, medication history taking, drug information provision, and documentation of adverse drug reactions.

Perform medication history interview with supervision of the preceptor.

Provide drug information to queries from patients, with validation by the preceptor.

Identify and document adverse drug reactions from actual cases provided by the preceptor.

presentation and feedback from the preceptor/s.
Video of role-play to demonstrate the process and skills in medication history taking. Preceptors assess and give feedback at the end.

Written & online e-pharmacy service on answering actual patient queries on medications and proper use of these with validation of responses from preceptor before sending back to patients. Attend webinar on hospital pharmacovigilance. Accomplish adverse drug reaction report form from actual case provided by the preceptor.

C. MANUFACTURING / INDUSTRIAL PHARMACY:

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<tr>
<td>(not the entire list)</td>
<td>Sample Activities (supervised by preceptors)</td>
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</tr>
<tr>
<td>(a) Demonstrate skills in specific industry processes &amp; transactions, such as, but not limited to: manufacturing, packaging, corporate regulatory affairs, clinical research, and other relevant areas.</td>
<td>Manufacturing: Observation tour and orientation of the manufacturing facility with video of manufacturing processes; intern prepares a layout of chosen production area with process flow and required area pressures</td>
<td>Manufacturing: Synchronous discussion and virtual tour of a manufacturing facility; design of a chosen production area for a particular dosage form with required area pressures and process flow.</td>
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<td>Clinical Research: Examine several types of clinical trial protocol design and research methodologies for different disease indications. Packaging: Assist in packaging materials development / review for</td>
<td>Action/Preventive Action (CAPA) Plan. Clinical Research: Asynchronous assessment of the elements and design of a clinical trial protocol as provided by the preceptor. Packaging:</td>
</tr>
<tr>
<td>(b) Demonstrate effective interpersonal skills, confidence and responsible decision-making in the workplace.</td>
<td>Assist the Project Manager / Medical Director and/or Company Pharmacist in the conduct of the company’s studies, such as, but not limited to: clinical studies, market research, quality-related testing studies, bioequivalence or biowaiver studies.</td>
<td>48</td>
</tr>
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IV. **Separability Clause**

If any part or provision of these Guidelines shall be held unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

V. **Effectivity**

These Guidelines shall take effect immediately.

Quezon City, Philippines, **April 30, 2021**.

For the Commission:

J. PROSPERO E. DE VERA III, DPA
Chairman