Code of Conduct for Trainee Pharmacists within the community pharmacy

Trainee Pharmacists are expected to uphold the highest standards of professionalism, ethics, and competence throughout their training period.

1. Professional Responsibilities

- Report to the assigned pharmacy or designated location on the agreed-upon commencement date.
- Attend orientation programmes and meet with the supervising (Master) Pharmacist to discuss expectations, workflow, and training objectives.
- Adhere strictly to the agreed duty schedule.
- Work **9-hour shifts per day for six (6) days per week (8.30 am to 5.30 pm OR 8.00 am to 5.00 pm or 9.00 am – 6.00 pm)**.
- Saturday and Sunday and weekday evenings are designated for attending online lectures and relevant self-assessment activities.
- Maintain a **minimum attendance of 80%** of the total required training period.
- Inform the supervising pharmacist promptly in case of illness or emergency and provide valid supporting documentation.
- Practice only under supervision and maintain ethical and professional behaviour in accordance with the applicable professional Code of Conduct.
- Adhere to all workplace policies and procedures.
- Maintain confidentiality of patient and institutional information.
- Demonstrate teamwork and maintain respectful professional relationships with supervisors and colleagues.
- Report any professional misconduct through the appropriate channels.
- Assist in routine and additional pharmacy duties as required and actively contribute to quality improvement initiatives.
- Adopt evidence-based practice in all professional activities.

Internship Documentation

- Maintain an up-to-date internship logbook (portfolio) of your daily reflections on oner practice area encountered from which you learned anew.
- Ensure attendance records are accurately maintained and submitted.
- Assessment record by Master pharmacist
- Submit both the completed logbook and attendance sheet and supervisor evaluation document to the Council upon completion of the internship by the **designated date posted in the CMCC website.**

Assessment Criteria

Trainees will be assessed continuously and systematically by master pharmacists based on

- Knowledge
- Practical and technical skills
- Professional attitude and ethical conduct
- Communication skills
- Clinical reasoning and application
- Teamwork and professionalism
- Creativity and initiative
- Record-keeping and documentation
- Compliance with attendance and punctuality requirements

Registrar

CMCC

9the November 2026