**Theoretical questions**

1. Principles of storage of pharmaceutical products. Normative documents
2. Subject-quantitative accounting in pharmaceutical organizations. List of medicines subject to subject-quantitative accounting. Normative document
3. Prescriptions rules for medicines containing narcotic medicines and psychotropic substances of list II. Issuance rate of Morphine hydrochloride, Omnopon and Codeine
4. Aseptic unit. Requirements for aseptic unit.
5. Requirements for quality control of sterile solutions
6. Main functions of pharmacies. Normative document
7. Classification of wholesale intermediaries
8. Federal program «Providing necessary medicines program»
9. Levels of goods distribution channels
10. Licensing requirements and conditions for pharmaceutical activity
11. Types of pharmaceutical organizations. Normative document
12. Rules for prescribing medicines on prescription form 148 -1/u-88
13. Regional program «Additional medicinal provision program»
14. Subject-quantitative accounting in pharmaceutical organizations. Registration of accounting documents
15. Sanitary and hygienic requirements for pharmacy staff
16. Features of hospital and inter-hospital pharmacies. Optimal norms of stock of medicines in pharmacies
17. Conditions for transportation and storage of immunobiological medicines
18. Main departments of pharmacy warehouse and their functions
19. Rules for submission of documents and information on medicinal products for medical use, introduced into civil circulation
20. Licensing of pharmaceutical activity. Normative document
21. Indicators of pharmacy`s economic and financial activity that are subject to economic analysis and planning
22. Planning hospital prescriptions by number of expected bed days
23. Analysis and planning of pharmacy`s stocks of goods
24. Classification of circulation costs of a pharmacy according to degree of dependence on trade turnover
25. Scheme of formation pharmacy`s net profit
26. Retail turnover planning for existing pharmacy
27. Analysis and planning of circulation costs of a pharmacy
28. Structural sections of business plan of a pharmacy
29. Price elasticity of demand
30. Simplified taxation system
31. Principles and stages of economic analysis
32. Planning retail turnover for newly opened pharmacy
33. Classification of resources of goods
34. Elements of stocks of goods. Calculation of an optimal order (an optimal stock) of goods
35. Classification of expenses of a pharmacy
36. Definitions and calculation of operating leverage, profitability threshold and financial safety margin of an organization
37. Advantages and principles of non-cash settlements
38. Areas of use, consumers and business plan developers
39. Consumer properties of a medicine
40. Unified tax on imputed income
41. Types of commodity-material values taken into account in a pharmacy
42. Scheme of accounting of retail turnover
43. Classification of fixed assets. Costs of fixed assets
44. Scheme of formation of wages (including compensation and incentive allowances)
45. Receipt cash operations
46. Reasons for carrying out inventory in a pharmacy
47. Types of balance accounts. Their structure, debit and credit
48. Increase in value of stocks of goods
49. Structure of balance
50. Sections of pharmacy's monthly report
51. Algorithm of acceptance of goods in a pharmacy. Acceptance control
52. Scheme of accounting of wholesale turnover
53. Scheme of accounting of auxiliary materials
54. Payment of labor vacation
55. Expenditure cash operations. Documents on accounting of cash in a pharmacy
56. Stages of inventory in a pharmacy
57. Purpose and main objectives of inventory in a pharmacy
58. Basic principles and elements of balance accounting
59. Objectives of balance accounting. The principle of double entry
60. Scheme of accounting of other articles of expense of goods
61. The main categories of pharmaceutical marketing.
62. Characteristics of the factors that form the need for medicines.
63. Features of determining the need for medicines, the consumption of which is strictly regulated.
64. Features of pharmaceutical information and advertising.
65. Forms of product promotion on the pharmaceutical market.
66. The concept of advertising, its types, the requirements imposed on it.
67. The concept of corporate style and its tasks.
68. Marketing researches
69. Advertising of medicines and pharmaceutical products
70. Merchandising in a pharmacy
71. Principles of management in the pharmacy
72. Interpersonal relations in a pharmacy
73. Labor duties of a pharmacist (pharmacist)
74. Recruitment to a pharmaceutical organization
75. Motivation and development of pharmaceutical personnel
76. Management methods in pharmaceutical management
77. Management styles in the pharmacy
78. Personnel management of the pharmacy
79. Functional - job descriptions
80. Conflicts between buyers and pharmacists

**Practical tasks**

1. Situation. Analyze the situation and describe what adverse consequences the decisions made can cause, how to avoid them. Offer your own solution to a specific situation.

The head of the pharmacy purchased expensive equipment without taking into account the volume of work of the pharmacy. As a result, it is idle most of the working time.

1. Situation. The head of the pharmacy loudly and irritably reprimanded the pharmacist-analyst for making a mistake when filling out the magazine.

The head of the pharmacy did not react to the analyst's request to listen to her and went to the office. At the end of the working day, the pharmacist-analyst went into the manager's office, and silently put the magazine and an explanatory note. It turned out that there was no error. What would you do if you were the head of the pharmacy in this situation?

1. Situation. During the inspection of the shop windows, the pharmacy manager found :

1) Phenibut tablets (Aminophenylbutyric acid, 250 mg) are located on the same shelf with painkillers

2) In the group of medicines for the treatment of varicose veins are shelftokers «Vitamins»

3) Cosmetics are presents without observing the color scheme

4) There was no price tag on some medicines

What merchandising mistakes did the pharmacist make? Tell us about the principles of merchandising in a pharmacy?

1. Situation. When analyzing the sales of medicines from the pharmacy, it turned out that the Arbidol brand was sold less by 27% compared to last year.

What could be the reason for the fall? What options can you use to increase sales of Arbidol at the pharmacy?

5.Perform pharmaceutical expertise of the prescription of the following composition:

          Rp.:   Barbamili – natrii 3,0

            Analgini                1,0

            Theophyllini         2,0

            Spiritus aethilici   20,0

            Aq. Purif.             200,0

            M. D. S. A spoon 3 times a day

Specify form of the prescription, mandatory and additional details, validity of the prescription, shelf life in a pharmacy and determine its cost

1. Perform pharmaceutical expertise of the prescription of the following composition:

Rp: Aс. salicylici

Resorcini ana 0,5

Spiritus aethylici 70 % - 50,0

M.D.S. Treat the skin of the face 2 times a day

Specify form of the prescription, mandatory and additional details, validity of the prescription, shelf life in a pharmacy and determine its cost

1. Perform pharmaceutical expertise of the prescription № 1211 (Specify form of the prescription, mandatory and additional details, validity of the prescription and shelf life in a pharmacy) and dispense morphine solution 1% -1 ml 10 ampoules to an oncological patient.
2. Perform pharmaceutical expertise of the prescription № 1215 (Specify form of the prescription, mandatory and additional details, validity of the prescription and shelf life in a pharmacy) and dispense tablets of phenobarbital 0.1 № 100 to a patient.
3. Retail sales of a pharmacy for last 3 yeas: 60 thousand rubles, 70 thousand rubles, 78 thousand rubles, expected implementation for current year 91,5 thousand rubles and quarterly: 25 thousand rubles., 22.8 thousand rubles, 19.1 thousand rubles, 24.6 thousand rubles. Develop a plan of retail turnover for a year and by quarters.
4. Trade turnover of the current year is 560 thousand rubles, average level of trade overlays is 30%, average stocks of goods are 108.9 thousand rubles. rub. Determine current year's stocks of goods in days (using one-day turnover).
5. Determine pharmacy's profit for reporting period in total sum and by level. Pharmacy turnover is 250 thousand rubles; trade overlays are 69 thousand rubles. Level of circulation costs is 24 %.
6. Reflect the following economic operation on corresponding balance accounts:

Sale of goods for cash in amount of 5000 rubles

1. When receiving goods received from warehouse, shortage was found: 10 packages of tablets "Adebit" No. 40, cost of 1 package is 106 rub. The goods were stored in sealed container until acceptance. The fillings are intact, the outer markings are clear and complete. Your actions. Fill out necessary documents
2. Within framework of forecasting need for limited-use medicines, correct, if necessary, the pharmacy's annual order for Omnopon, if it includes:

\* Omnopone sol. 1% - 1.0 - 50 ampoules.

\* Omnopone sol. 2% - 1.0 - 100 ampoules.

\* The pharmacy serves 10 thousand residents.

The maximum consumption rate is 0.3 g per 1 thousand residents.

15. When checking the pricing procedure in the pharmacy, the following is established:

- Paracetamol tabl., wholesale price is 14 rubles, retail price is 18 rubles;

- Acetylsalicylic acid tabl., wholesale price is 24 rubles, retail price is 29rubles. Calculate the prices of medicines. Comment on the results using regulatory documents.

16. As part of operational and technical accounting in a pharmacy, calculate the wage of a pharmacy manager of III group for the remuneration of managers, whose work experience is 10 years.

**17**. In the current quarter:

• turnover on outpatient prescriptions in the pharmacy was 480 thousand rubles;

• dispensed goods to hospital № 5 in the amount of 400 thousand rubles;

• schools attached to medicinal services, bought goods in the amount of 100 thousand rubles;

• sold goods without prescriptions for 800 thousand rubles;

• revenue of kiosks amounted to 320 thousand rubles;

\* in the next quarter, it is expected to sell goods to outpatients in the amount of 1700 thousand rubles; to organizations in the amount of 600 thousand rubles.

As part of analysis of financial and economic activity, calculate amount of increase in pharmacy turnover by types.

18. Reflect the following economic operation on corresponding balance accounts:

Deduction of income tax from wages in amount of 15000 rubles

19. Trade turnover of the current year is 560 thousand rubles, the average level of trade overlays is 30%, the average stocks of goods are 108.9 thousand rubles.

Determine the current year's stocks of goods in days (using one-day turnover).

20. Calculate wholesale and retail prices of  Nootropil in caps. № 100. (The medicine is included in the"List of vital and essential medicines"). The manufacturer's price is 585 rubles.