

**Call for FIP Internship/Volunteer Work 2020  
A Unique Opportunity for Pharmacy Students and  
Recent Graduates**

## About FIP

Founded in 1912, the International Pharmaceutical Federation (FIP) is the global federation of national associations of pharmacists and pharmaceutical scientists and is in official relations with the World Health Organization (WHO). Through its global network of member organizations, FIP represents and serves more than four million practitioners, educators and scientists around the world.

The International Pharmaceutical Federation (FIP) provides a unique opportunity for pharmacy students to perform an internship, which usually is compulsory and an integral part of the curriculum at the university to become a pharmacist. If the applicant doesn't have a mandatory internship or the applicant is a recent graduate, she/he can apply to this call to work as a volunteer.

**FIP is recruiting interns and/or remote volunteers for a minimum period of 3 months 2020.**

The interns/volunteers will be working on cross-functional FIP Global Projects and will gain wide-experience in different areas of pharmacy.

## Scope of The Internship/Volunteer work

FIP is looking for interns/volunteers for (but not restricted to) the following activities:

Opportunity	Project area and activities	Specific requirements	Period
One intern based in FIP Office  (If need be, part of the internship can also be performed on distance basis via online means.)	Project on development of curricula for pharmacy students on FIP-World Health Organization Substandard and Falsified Medicines run by FIP in collaboration with the World Health Organization Curriculum Development Project (please see details on this role in Annex 1)	Mandatory internship is required  The intern must be a pharmacy or a pharmaceutical sciences student at the time of the internship. This internship will be subject to an agreement between IPSF, the student, the university and FIP.  The intern should have an excellent	Starts as soon as possible - April/May 2020  For a minimum period of 2 months (flexible, longer periods are preferred)

		<p>command of English. French language is an advantage. He/she should have advanced level in MS Excel, MS Word and PowerPoint.</p> <p>The applying intern should check visa requirements prior to application and accommodation will be self-funded.</p>	
One Remote volunteer	FIP-WiSE (Women in Science and Education) initiative: Supporting development of video stories, coordination and planning of FIP-WiSE congress sessions, research/analysis support with FIP Women in Pharmacy Workforce survey	Research experience preferred	March-December 2020
One Remote volunteer	Supporting the development and publication of the FIP Pharmacy Education in Sub-Saharan Africa Report	Experience in the African context is preferred	March-June 2020
One intern based in FIP Office or remote volunteer	Support with developing global pharmacy survey, including meta data for indicators and in processing the survey data.	For the office based role mandatory internship is required	March-May 2020

	Support to regional member recruitment strategy		
One intern based in FIP Office or remote volunteer	Support to publication of overview of pharmacy's role in vaccination (update of 2016 report)  Support to publication of tools and training materials (incl webinars) to support pharmacists' roles in vaccination	For the office based role mandatory internship is required	March-June 2020
One remote volunteer	Support to the research and writing of a toolkit on Medicines Reconciliation (part I)  Support to the research and writing of a toolkit on the role of pharmacists in vector-borne diseases (part II)	n.a	June-August 2020
One remote volunteer	Support to the research and writing of a toolkit to address major NCD risk factors and related professional services: Nutrition and weight management (part I)	n.a	July-September 2020

1. Each intern/volunteer will be supervised by FIP Programme Team Lead(s).

2. The interns/volunteers might be asked to support their supervisors in their assignments on an ad hoc basis.

### Learning Objectives

At the end of the programme, the Intern/volunteer will be able to:

1. Interpret current trends that are driving Pharmacy & Pharmaceutical Sciences Practice, Science and Education,
2. Design and implement new projects or services for pharmacists, pharmaceutical scientists and educators,
3. Strengthen teamwork and planning & organizational skills

### Candidate Profile and Eligibility

The intern/remote volunteer should have the following skills/attributes:

- Applicant must be a member of IPSF
- Internship: To be a **pharmacy or a pharmaceutical sciences student** and have a mandatory requirement for an internship through her/his studies.
- Volunteer work: To be a **pharmacy or a pharmaceutical sciences recent graduate or students**.
- A hand-on approach and confidence to take on different projects at the same time
- To have creativity and problem-solving skills
- Attention to details and analytical thinking
- To have knowledge and an interest in pharmaceutical education/science/practice
- To have strategic communication skills with the possession of insight and understanding towards the target groups
- To be able to confidently use MS Office Software (e.g. Word, Excel, Outlook and Power Point)
- To have an excellent command of English on written and verbal communication skills and preferably in other official UN languages (e.g. French, German, Spanish)
- Not to be related with to a staff member of FIP (e.g. son/daughter, brother/sister or mother/father);

### Terms and Condition of Internship/volunteer work

When accepting an internship/volunteer work, the interns/volunteers agrees to:

- Conduct themselves at all times in accordance with the standards of conduct expected of a person working in an international environment in the context of FIP;
- Refrain from any conduct that would adversely reflect on IPSF or FIP and not engage in any activity that is incompatible with the aims and objectives of either organization;
- Provide a copy of all materials prepared during the programme. Interns may not disclose or make use of any unpublished or confidential information that comes to their knowledge in the course of their internship/volunteer work. The provisions relating to texts prepared for any type of publication apply also to interns/volunteers.

- Submit a written report at the end of the internship/volunteer work to be reviewed by the supervisor, IPSF, and other interested parties;
- Devote themselves full-time to the assignments of the receiving unit for the period of the programme.

When offering an internship/volunteer work, FIP agrees to:

- Ensure that an interns/volunteers' assignment is related to her/his field of study, relevant for both the programme and the intern/volunteer, and at the appropriate level of complexity and variety.
- Review progress regularly and provide adequate feedback and coaching/mentoring during the programme.
- At the end of the internship/volunteer work, prepare a written evaluation of performance and provide feedback to intern/volunteer/
- According to the Dutch law, FIP is unable to provide a salary to the intern. The compensation will be evaluated case by case for remote roles. For FIP HQ based roles a compensation will be provided to partly compensate travel, food and housing costs.

### Internship/Volunteer work Location and Expected Time Frame

-Interns or remote volunteers will be offered remote working opportunities, for a minimum period of 3 months (flexible, longer periods are preferred). The minimum working hours per week should be between 8-15 hours. Longer hours are preferable.

Due to Dutch labour laws, internship or remote volunteers opportunities based in the FIP Office in The Hague, Netherlands will be assessed on case by case.

Preferred start day: **1-March-2020** (flexible, depends of the agreement between the host and intern) .**Please indicate all your possible availability in 2020.**

### How to Apply

All **IPSF members** are eligible to apply. FIP will be responsible for the final selection of applicant(s). Successful applicant(s) undertaking an internship/volunteer work will not be financially remunerated by IPSF. The applicant(s) will be responsible for their own expenses.

Please complete the application form [here](#) no later than **21 February 2020 23:59 GMT +0** to apply for the internship.

IPSF will complete the 1st round selection process and FIP will make the final selection.

All interns will have to fill an evaluation form to IPSF by the end of the internship. If you have any questions about the programme, please do not hesitate to contact IPSF Internship Coordinator, Ms. Karima Bennara at [internship@ipsf.org](mailto:internship@ipsf.org) or IPSF Chairperson of Pharmacy Education, Ms. Alison Ekwere Williams on [education@ipsf.org](mailto:education@ipsf.org).

## Annex 1 - Detailed role description for FIP-World Health Organization Substandard and Falsified Medicines Curriculum Development Project Internship

### **Learning objectives:**

At the end of the internship, the Intern will be able to:

1. Design, lead and participate in the creation and development of educational programmes for pharmacists on substandard and falsified medical products and how to prevent and avoid them
2. Describe different public health services developed by pharmacists to improve the health of the community in different countries;
3. Evaluate tools national associations of pharmacists are using to support pharmacists in improving the health of the community in different countries;
4. Assess the impact of the pharmacists' activities on the public health.

### **Main duties of the intern will include:**

- The Intern will collect and summarise data on different activities run by pharmacists or pharmacists' associations on various topics, including substandard and falsified medical products;
- The Intern will evaluate innovative practices used in each of the activities and their impact on the public health and relevance for FIP;
- The Intern will collect the information and build a resource toolkit for pharmacists;
- The Intern will be asked to support the supervisor in his/her assignments at ad hoc basis.