I. INTRODUCTION AND WORKING PRINCIPLES

1.1. Rules to be followed in practical work

1. Students who do not arrive on time in the laboratory are not taken to the laboratory.

2. Students are not allowed to leave the laboratory without permission.

3. Students should enter the laboratory with a clean white coat.

4. Students must follow all announcements posted in the department's announcement cabinet. The preparations to be made regarding the work will be reported here.

5. Every student should pay careful attention to the cleanliness of materials and work areas (counters, washbasins and other places) to be used before starting work, during and after work. The student who finishes his / her work must deliver the materials he uses in a clean and complete manner and leave his workplace clean.

6. The student should come to the laboratory by making preliminary research about the preparations to be prepared and obtaining information. The students' knowledge about the subject will be evaluated by conducting an examination in every study. In addition, the student's laboratory work schedule, prepared report, and oral notes taken during the study will also be effective in evaluating the success.

7. The student should do his own work on his own. Whenever there is a problem, it should be solved by consulting the help books and instructors in the laboratory and not waiting for help from other friends.

8. Drug forms prepared in the laboratory should be labeled in appropriate manner by placing them in containers suitable for their specifications. On the label following information should take place:

• Name or composition of the preparation

• The amount of the preparation

• Warning about the use and storage of the preparation

• Date of production of the preparation

• Name and surname of the learner

9. White labels are used for medicines used internally, and red labels are used for externally used medicines.

2. WEIGHING AND MEASUREMENT

2.1. General Rules

1. The scale is adjusted to the full horizontal position by adjusting the plumb line or water level. The support and scissors are checked whether they are sitting in their places and the "zero point" setting is made.

2. Weighing paper, watch glass, or any weighing container is used in accordance with the nature of the material in order to avoid placing the material to be weighed directly. The weighing paper is a glossy paper on one side or both sides; It is used as a square covering the glaze, cut with scissors and bent along opposite diagonals.

3. Suitable glass containers such as watch glass and beaker are used in the weighing of liquid, abrasive, volatile, infectious and staining substances (iodine, chlorinating substances, oxidants etc.). Porcelain or stainless steel spatula should be used for the weighing of abrasive and stain materials.

4. The scales should never be left open during weighing, nothing should be placed on the scales when the scales are open, no additions should be made and scraps should not be taken.

5. Weights such as grams and milligrams should be taken from the canisters and put into the canisters immediately after the procedure is over. It should never be touched.

6. If it is necessary to take a tare during the weighing, the materials used in the tare should not be put together with the grams.

7. During weighing, the labels should be read carefully and the label should be transferred into the bottle by holding the label in the palm of the hand and lightly impacting with the index finger. Repeated reading of the label while in place is also important in order to recognize that the wrong substance is taken in advance.

8. Never use used pipette, spatula and dropper in main container.

9. The items must be weighed individually and separately.

10. After the weighing process is over, the scale should be closed and cleaned.