

**TOP ONE COLLEGE OF HEALTH AND ALLIED SCIENCES**

**DEPARTMENT OF PHARMACEUTICAL SCIENCES**



**A GUIDE TO FIELD ATTACHMENT REPORT WRITING**

**FOR NTA LEVEL 4 – 5 STUDENTS**

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**The final attachment report will consists of the following key sections:**

## **1. TITLE PAGE**

**On top should bear the title of the attachment report. The title page should be precise, concise and clear. It should also relate to the subject matter of the attachment and be capturing the reader's attention at a glance.**

Specifically, the title page should contain the following information:

- i. Provide the name of the college i.e. **“TOP ONE COLLEGE OF HEALTH AND ALLIED SCIENCES”**
- ii. Provide the Name of department e.g. **“Department of pharmaceutical sciences”**
- iii. Provide the title **“FIELD ATTACHMENT REPORT”**
- iv. Provide Course of study e.g. **“CERTIFICATE IN PHARMACEUTICAL SCIENCES”**
- v. Name and NACTE registration number of the student on attachment. The Name should be above and the registration number should be below e.g.  
  

**MACHENJE MPOKI**  
**NS0108/0006/2016**
- vi. Specify the Host institution for the attachment, together with it specify who was your practicum site Supervisor
- vii. Specify the Period for the attachment
- viii. Date for the report submission

## **2. DECLARATION PAGE**

On your declaration, declare that

- i. State your name
- ii. Declare that this piece of work is yours and is not being copied from someone else
- iii. Put date
- iv. Put your signature

## **3. ACKNOWLEDGEMENT**

Have a word of thanks to all those who have assisted you while on attachment especially, the supervisor and the management of the host institution

#### **4. EXECUTIVE SUMMARY/ABSTRACT**

The purpose of the executive summary is to give an interested reader a compact summary of the report or content. It should be a summary, synopsis or gist of the whole work presented and should be one paragraph, double spaced with no quotations or references and at most 400 words.

#### **5. TABLE OF CONTENTS**

This page serves as the structure pattern of the report and should come immediately after the executive summary. All major sections (chapter level headings) including references and appendices must be included. The headings as listed in the table must be worded exactly as they appear in the body of the report. The wording and presentation (i.e. capitalization, special fonts and characters) use for all entries in the table of contents must match exactly the one used in the text.

#### **6. LIST OF ABBREVIATIONS**

Provide a list of abbreviation used on your whole report. Keep abbreviation at the left side and its long term or definition or interpretation at the right side of the abbreviation page.

#### **7. CHAPTER ONE: INTRODUCTION**

- i. History/Background of the organization
- ii. Main functions or core activities of the host organization departments
- iii. Vision, mission statement and core values of the institution.
- iv. Organizational structure of the host institution, (Draw an organogram if possible)
- v. Duties and responsibilities of the key personnel in the organization.

#### **8. CHAPTER TWO: HOST ATTACHMENT DEPARTMENT**

This is the specific department within the host institution in which the student is attached.

- i. Key functions/ activities of the department.
- ii. Staff establishment of the department in terms of the number of employees and their duties and responsibilities.
- iii. Student's main objectives for the attachment exercise.
- iv. Attaché's assigned routine duties and department's participation forums.

## **9. CHAPTER THREE: PRACTICE EVALUATION**

At this chapter, you have to explain about your findings, outcomes and hardship you have encountered during the time of practice. Cover the followings at this chapter;-

- i. Discuss the positive findings or New skills/techniques that you have learnt so far when you were at each host attachment department
- ii. Success/ failure of the attachment exercise vis- a – vis student's main objectives.
- iii. Challenges encountered by the student during the attachment period.
- iv. How the challenges were overcome /solved.
- v. Explain about team work and spirit, how helped you to achieve your goals

## **10. CHAPTER FOUR: CONCLUSION AND RECOMMENDATIONS**

- i. Recommendations as to how the attachment exercise can be improved by the college
- ii. Recommendations to the practicum site on what to areas to improve for quality services
- iii. Create a short and brief conclusion that explains the overall practice at the field center

## **11. BIBLIOGRAPHY/ REFERENCES PAGE**

- Includes the consulted sources that need to be acknowledged.
- Appendix (if any).