



The Council Of The Pharmaceutical Society Of Uganda

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Your Ref:

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GUIDELINES FOR SUPERVISION, PUBLICATION OF THE REGISTER OF PHARMACISTS AND ANNUAL MEMBERSHIP CERTIFICATES (AMC)

1st Edition

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Applications for practicing certificates

1. Certificates of Practice will be issued to pharmacists with respect to the pharmacy and or organization where they practice. All Pharmacists will be required to hold a certificate of practice for each of their workplaces (practice settings). An application must be made for each practice setting.
2. Certificates of practice issued are only operational for the calendar year for which they are issued and only for the period indicated thereon. Only application forms with the Pharmacist's authenticated signature will be accepted.
3. All applicants must provide evidence of attendance of CPD during the course of the year and confirm availability of attendance registers at their practice settings. The regional rep may be asked to verify this at any time prior to COP issuance.
4. Applications shall be made through submission of a duly filled application form submitted by the Pharmacist. Each Pharmacist will be required to provide their specimen signature. This is to enable the secretariat authenticate any documentation coming from the said Pharmacist now and in future.
5. Application for Temporary/provisional practicing certificates by foreign registered Pharmacists shall only be for training purposes, voluntary work, skills transfer or as determined by council from time to time and for a limited duration. These provisions however shall not make the applicant eligible to supervise any Pharmaceutical outlet and will further require him/her to work under the supervision of a duly registered Pharmacist. Requirements shall be as stipulated in the COP bye laws. All intern Pharmacists will be required to obtain a temporary practicing certificate. A special provision shall be made for this.
6. All intern Pharmacists shall have to possess a provisional/temporary practicing certificate which shall be a pre-requisite for one to site the pre-registration exams
7. Council may withhold processing of a COP application where pending issues or a complaint has been raised as regards the Pharmacist or the Pharmacy.

Changeover of Pharmacist

8. For change in Pharmacist, changeover forms must be filled and attached alongside the COP applications in order to ensure a professional handover. For change in Pharmacy name during the course of the year, fresh applications **MUST** be made along with payment of the necessary fees. Changeover fees shall be applicable when a Pharmacist changes place of practice during a practice year. Change from one practice year to the next shall not require any changeover fees.

Attendance Times

9. The time of attendance of the pharmacist-in charge (a minimum of twenty hours a week) **MUST** be clearly indicated and spread over three days to ensure effective supervision.

Professional Auxiliary staff and medical representatives

10. The names and qualifications of all professional auxiliary staff (PAS) must be indicated in the application form. Any change of auxiliary staff during the course of the year should be communicated to the Secretary of PSU. PAS should have a DIN (Database Identification number). This can be obtained through the PAS undergoing registration with PSU and providing certified academic and professional documents.

NB: The application form must be accompanied by the signed commitment letter(s) of the Pharmacists, Key personnel (for Industries) or Professional Auxiliary Staff employed by the organization, and countersigned by the Chief Executive or in-charge of the organization. The pharmacy auxiliary staff shall be the following: Dispenser (Pharmacy technician), enrolled nurse, comprehensive nurse. Any other category will have to be justified and approved. However, Psychiatric nurses are not eligible except those that had undertaken the PSU training or possess a DIN number or that had experience working in a Pharmacy prior to issuance of the directive in 2013.

All Pharmacies shall have among their PAS at least one Pharmacy technician who shall deputize the Pharmacist in their absence.

In the case of pharmacies employing medical representatives, their qualifications, certified copies of their academic certificates and transcripts as well as a recent passport size photograph and workplace ID should be attached. The list of products that they seek to promote and evidence of training in those areas needs to be provided. Medical Representatives who need to change jobs within the course of the year have to notify the Council.

NB: Where there is no change in the medical representative or Professional auxiliary staff in the previous year who bear a DIN. number, only commitment letters will be required.

Falsification of information

9. Provision of false or misleading information to the Council regarding any aspect of the practice at the stated premise(s) of operation is contrary to the professional code of conduct, and will lead to the institution of disciplinary measures against the applicant. Council may from time to time request for additional information in the course of evaluating the COP application.

Cancellation/Withdrawal of practicing certificate

10. Cancellation of a Certificate of Practice during the course of the year shall only be considered in the event of professional misconduct, violation of the PSU code of conduct and non-compliance to professional requirements by the organization and under extraordinary circumstances as approved by the council from time to time and as provided in the bye laws.

11. Resignations shall only be considered complete after filling the resignation forms from the Council, return of the original COP to PSU, the original licenses to NDA and notification of the employer with evidence of acknowledgement. Adequate notice period shall be given as guided by the contract with the employer.

Employment Agreements

12. Council encourages Pharmacists and their employers to formalize their terms of engagement by means of a written contract drawn by a qualified legal person clearly stipulating;

- The premises at which the work/services will be done
- The hours of work for the pharmacists
- The remuneration for the work including other non-monetary benefits as agreed
- The roles and responsibilities of the pharmacist and the employer
- The terms of contract termination with notice periods clearly indicated
- Conflict resolution mechanisms and mediation parties to the conflict. Please note that PSU will not arbitrate in any case unless it is expressly provided for in the employment agreement.

Pharmacies are further encouraged to develop clear Pharmacy management guidelines in order to institutionalize their operations.

NB: PSU has developed a model contract for its members to use to guide them in their employment and is freely available on its website and on the PSU app.

Replacement of Certificate of Practice

13. In the event of application for a replacement of a Certificate of Practice e.g during relocation or changeover a fresh application shall have to be made. Where the certificate is lost, the Pharmacist shall, in writing, inform the Council of the loss of the Certificate, stating the serial number and attaching a police letter. This should be done within 5 days of loss of the certificate.

Issuance of Practicing Certificate

14. Following submission of completed applications, Certificates of Practice will be ready for collection after 5 working days. This will give the secretariat ample time to verify information given. Please note that completed application forms refer to those with the correct required information in all sections. Forms submitted with incorrect or missing information will not be received nor evaluated. COPs shall only be picked by the Supervising Pharmacist who may be asked to provide proof of identity whenever required at the front desk.

15. For new Pharmacy applications, site verifications shall be done by the regional representative as applicable. In this case, COP issuance may exceed 5 working days.

Scope of Supervision

16. Pharmacists will be allowed to supervise pharmaceutical outlets/Facilities in the following description:

- ❖ Pharmacists working strictly in supervision of pharmaceutical outlets i.e. retail and wholesale pharmacies as well as Pharmaceutical importers/Distributors and Exporters will be eligible to supervise at most two (2) pharmaceutical outlets.
- ❖ Pharmacists having a full time engagement/employment irrespective of the place of employment will be eligible to supervise only one (1) pharmaceutical outlet.

CONTINUATION SHEET

NB: All affirmative action ceased on December 2018 for persons working in the Public hospitals and academia.

- ❖ Pharmacists in National Drug Authority and those Supervising Pharmaceutical Manufacturing facilities or working as Quality Assurance Pharmacists or authorized persons shall not be eligible to supervise any pharmaceutical outlet.
- ❖ Pharmacists working in small scale industries will be eligible to supervise only 1(one) Pharmaceutical outlet.
- ❖ Council encourages more Pharmacists to open up Pharmacies

NB: For Purposes of proper implementation of this arrangement, council shall from time to time be updating NDA with the list of Pharmacists working in the various organizations.

Distance between Supervisory Outlets

17. To ensure provision of optimal professional services, the distance between any two points of work for the Pharmacist may not exceed 100km or should be within reach to ensure effective supervision. Any proposals to the contrary will have to be justified.

18. Persons who had not normalized their supervisory distances will be required to do so .No further extensions will be made.

Schedule of Charges & administrative payments

19. The following are the schedule of charges for 2019/2020

No.	Charges & administrative payments	Amount (Ugx)
1.	Annual Subscription fees	550,000
2.	*Application fees/Administrative fees	150,000
3.	*Honorary membership for Pharmacies	500,000
4.	Replacement of COP	100,000
5.	Clinical coats	60,000
6.	Provisional COP (Intern Pharmacist)	50,000
7.	Identity card (3 year validity)	35,000
8.	BNF Adult	20,000
9.	BNF Pediatric (Children)	20,000
10.	Uganda Clinical Guidelines UCG 2016	30,000
11.	Standards for Retail Pharmacy practice	20,000
12.	Standards Wholesale Pharmacy practice	20,000
13.	Code of Conduct	20,000
14.	Hygrometer/Thermometer	100,000
15.	Temporary practicing certificate (Foreigners)	\$ 500

NB: Council approved annual subscription fees of 50% for members above 65 years. Subscription arrears carried to the subsequent year shall be paid at twice the subscription fees payable at the time it was due.

***These administrative fees shall cater for COP provision including support supervision, complaint handling, arbitration, training etc and shall be paid by pharmacies. Honorary membership fees apply to Pharmacies which shall be eligible to provisions made by the council from time to time.**

CONTINUATION SHEET

Penalties

16. Any violations of the Supervisory guidelines shall lead to punitive measures being taken including cancellation and withdrawal of the Practicing certificates issued.

17. Council may institute legal proceedings against Pharmacies that fail to comply to the statutory, professional obligations including but not limited to blacklisting them from supervision by a Pharmacist. This includes illegally operating Pharmacies.

21. These guidelines are not exhaustive and where doubt exists clarification should be sought in writing from the Secretary, PSU Council.



By Order of the Council

Secretary, Council of the Pharmaceutical Society of Uganda