PHARMACY & DRUGS ACT

The Pharmacy and Drugs (Qualifying Examination) Byelaws (Under Sections 8(a), 22 (1), 22(2)(a) & 22(3)(a) of the Act)

1. Citation

These bye laws may be cited as Pharmacy and Drugs (Qualifying examinations) Byelaws 2025.

2. Interpretation

In this instrument, unless the context otherwise requires-

"Act" means the Pharmacy and Drugs Act, Cap 309 Laws of Uganda Edition 2024;

"active member" means a member under the Act who is fully subscribed, holds valid annual membership certificate and a certificate of practice as pharmacist in Uganda; and is engaged or legible to be engaged in pharmacy practice approved by the Council;

"Candidate" means any person who applies to sit for the qualifying examinations at any of the two stages of Pre-internship and Pre-registration.

"Certificate of practice" means a certificate issued by the Council under these byelaws;

"Committees" means committees of Council established pursuant to section 24 of the Act.

"council" means Council of the Pharmaceutical Society of Uganda established under section 20 of the Act;

"Good standing" means a person or organization has fulfilled all necessary legal and financial obligations, such as paying dues or fees, and is not subject to any sanctions or disciplinary actions, thereby maintaining a valid and respected position within a group or institution.

"Internship" means the practical training of a candidate at the named accredited attachment training centers under the immediate supervision of a qualified member with at least three (3) years of post-registration experience.

"member" means member admitted into the society under sections 8 and 9 of the Act;

"pharmacist" means pharmacist registered under section 14 of the Act; and

"Pharmacy Practice Qualifying Examinations" means both the Pre-internship and post internship/ Pre-registration examinations set as determined by Council from time to time.

"pharmacy practice" means practice of a pharmacist in areas of pharmacy recognized by the International Pharmaceutical Federation and approved by the Council;

"Secretary" means the Secretary of the Pharmaceutical Society of Uganda.

"society" means the Pharmaceutical Society of Uganda (PSU) established under Section 6 of the Act

3. **Objectives of the byelaws**

The objectives of these bye laws shall be to –

(a) establish comprehensive guidance for candidates seeking to undertake examinations administered by the Council;

(b) provide for the manner of conduct of qualifying examinations that serve as critical gatekeeping mechanisms in the pharmacy profession in Uganda;

(c) match pharmacy profession demands, unwavering standards of professionalism, clinical competency and ethical conduct across all pharmacy practice domains,
(d) ensure optimal patient outcomes by intern pharmacists and newly admitted members through the provision of high-quality pharmaceutical services;
(e) enable the Council to maintain rigorous oversight of the pharmacy professional standards and competency requirements;
(f) guide individuals aspiring to practice pharmacy in Uganda to demonstrate proficiency across the core competency pharmacy domains through validated educational pathways and structured professional training programs;
(g) ensure comprehensive Quality Assurance throughout the pharmacy professional development continuum;
(h) establish systematic assessment checkpoints at critical transition phases before admission into the society and registration as a pharmacist in Uganda
(i) verify professional readiness before initial registration and independent practice authorization;
(j) ensure that only candidates demonstrating requisite professional competencies and ethical standards in pharmaceutical practice are permitted to advance to supervised internship and subsequent full professional registration as pharmacists in Uganda; and
(k) inform the council's regulatory oversight responsibilities regarding pharmaceutical education standards and professional training quality across Ugandan institutions.

4. THE EXAMINATION COMMITTEE

(1) There shall be an Examination Committee of the Council;
(2) The Examinations Committee shall be charged with the general responsibility of upholding the standards and credibility of the pharmacy profession by ensuring that the examination process of the Council is rigorous, fair, and reflective of the competencies required of a pharmacist.
(3) The Council shall appoint the chairperson and eight other members of the examination committee;
(4) The Council shall periodically assess or appraise the members of the examinations committee.

5. CRITERIA FOR APPOINTMENT OF THE EXAMINERS

(1) The Council shall in appointment of examiners ensure that the examination committee members possess the necessary expertise, integrity, and commitment to maintain high standards in pharmacy practice qualifying examinations.
(2) **A member of the examinations committee shall -**
    a) ahold minimum qualification of Bachelor of pharmacy degree and post graduate qualification relevant to pharmacy practice from a recognized institution;
    b) be a registered pharmacist in good standing with the Society;
    c) be an active member of the society;
    d) have a minimum of five years of post-registration pharmacy practice experience;

e) be a pharmacist who has demonstrated competence in atleast one of the core pharmacy practice areas assessed;
f) demonstrate commitment to professional ethics and integrity;
g) has no conflict of interest that could compromise examination integrity or where such conflict of interest exists, he /she declares such conflict;
h) commit to confidentiality and impartiality in assessment processes;
i) be recognized as a competent practitioner by peers;
j) Contribution to pharmacy profession advancement through research, practice, or education
k) dedicate sufficient time for examination duties of the society;
l) be available for training sessions and committee meetings;
m) demonstrate reliability in professional commitments; and
n) participate in ongoing quality assurance activities.

6. FUNCTIONS OF THE EXAMINATION COMMITTEE

The examinations committee shall perform the following functions-

(1) Examination Development and Quality Assurance

a) Draw up and review syllabuses for qualifying examinations;
b) Oversee the setting and marking of examination papers;
c) Recommend to council persons that can be appointed to assist in setting question papers and marking answer scripts;
d) Ensure papers are fit for purpose and of appropriate and consistent standard;
e) Present to council papers for approval for the registration assessment;
f) Set and maintain appropriate examination standards;
g) Ensure that examination papers are reliable and valid;
h) Establish quality assurance mechanisms for examinations conducted;

(2) Examination Administration and Conduct

a) Prepare and conduct registration examinations;
b) Prepare examination timetables and invigilation schedules
c) Ensure venues are available and ready for examination
d) Administer the exams
e) Ensure timely availability of examination materials to the candidates.
f) Invigilate the exams
g) Account for used and unused examination materials at each session

(3) Assessment and Evaluation

a) Review the results of the examinations after marking;
b) Validate and report candidates' results;
c) Analyze the performance in the examinations;
d) Make recommendations for assessing applicants' eligibility for exams;

(4) Advisory and Regulatory Functions

a) Advise the council on matters regarding membership into the society and registration of pharmacists in Uganda;
b) Advise on training and examinations requirements;
c) Report to PSU Council through the Secretary PSU on examination performance and candidate outcomes;
d) Advise on changes to pharmacy practice that may affect examinations;
e) Ensure examinations comply with relevant legislation and special needs requirements;
f) Apply examination regulations consistently and fairly;
g) Maintain examination standards that reflect contemporary practice;

(5) Problem Resolution and Appeals

a) Consider complaints and unusual circumstances arising from examinations;
b) Report cases of examination malpractices and erring examination officers;
c) Make recommendations to the council for consideration of complaints;
d) Participate in handling of appeals and requests for remarking where appropriate;
e) Check cases of suspected cheating;
f) Recommend approaches Investigate examination irregularities and breaches of protocol
g) Recommend appropriate sanctions for examination misconduct

(6) Professional Development and Training

a) Research and recommend ways of enhancing examination conduct;
b) Review and recommend to council update on examination procedures regularly;
c) Participate in benchmarking activities with national and international best practices;

(7) Ethical and Professional Obligations

a) Always maintain confidentiality of examination materials;
b) Carry out all duties with integrity and honesty;
c) Declare any potential conflicts of interest;
d) Ensure impartiality in assessment processes;

(8) **Stakeholder Engagement**

a) Work with regulatory bodies, education institutions, and professional organizations;
b) Engage with international pharmacy examination bodies for best practices;
c) Coordinate with PSU committees and working groups;
d) Maintain relationships with examination stakeholders;
e) Ensure examinations serve the primary purpose of protecting public health;
f) Maintain examination standards that ensure competent practitioners; and
g) Support the profession’s commitment to public safety.

7. EXAMINATION FORMAT, STRUCTURE AND CONTENT

(1) There shall be two sets of qualifying examinations that shall consist of the Pre-internship and post internship/Pre-registration examinations.

(2) Pre-internship Examination shall be administered before the commencement of the mandated internship period.

(3) Before proceeding to internship, the candidate shall be assessed by the Council of Pharmaceutical Society of Uganda to ascertain if he/she has the basic knowledge and skills to practice pharmacy during internship.

(4) The pre-internship examination conducted by the Council shall-

(1) assess the following core areas of pharmacy training –

(a) pharmacognosy;
(b) pharmaceutics,
(c) pharmaceutical chemistry,
(d) pharmacology,
(e) clinical pharmacy,
(f) pharmacy management,
(g) pharmaceutical microbiology and biotechnology,
(h) veterinary pharmacy; and
(i) pharmacy regulation, law and ethics.

(2) comprise of one written examination consisting of multiple-choice questions and structured questions covering the areas stated under 4(1) and the topics illustrated under the First sched

(3) ule of these byelaws.

(4) have pass mark of fifty percent.

(5) The Pre-registration Examination conducted by the Council shall_

(1) be administered following the completion of stipulated internship period prescribed by the byelaws of the Council;.

(2) assess the candidate's readiness to practice pharmacy independently after internship

(3) assesses the candidates' possession of competencies to practice in five core areas of pharmacy practice that include-

(a) industrial pharmacy;
(b) community pharmacy;
(c) hospital pharmacy and clinical pharmacy;
(d) drug regulation, pharmacy law and ethics; and
(e) Pharmaceutical supply chain management.

(4) Comprise of two papers each lasting for not more than three (3) hours carrying a weight of 100% and conducted on the same day; and

(5) have pass mark of fifty percent (50%) obtained as an average score of paper one and paper two.

(6) Paper One of post internship/ pre-registration examinations shall consist of one Hundred (100) Multiple-Choice Questions designed to test the candidate's competencies across the entirety of the prescribed five (5) core competence areas.

(7) Paper Two of the post internship/ pre-registration examinations shall be structured query assessment comprising of five (5) structured questions that necessitate detailed, written responses and shall be intended to evaluate the candidate's application, analysis, and synthesis of knowledge within the aforementioned five (5) core competence areas.

8. COMPETENCIES ASSESSED IN THE POST INTERNSHIP/ PRE-REGISTRATION EXAMINATION

(1) The examinations conducted by the Council shall assess the following core competencies-

(1) Pharmaceutical Public Health

a) Emergency response
b) Health promotion and advocacy
c) Medicines information and advice

(2) Pharmaceutical Care

a) Assessment of medicines
b) Compounding medicines
c) Dispensing
d) Medicines (Storage and Selection)
e) Monitor medicines therapy
f) Patient consultation and diagnosis

(3) Pharmacy & General Management

a) Planning, Budget and reimbursement
b) Human Resources Management
c) Improvement of service
d) Procurement
e) Supply chain management
f) Workplace management

(4) Professional/personal

a) Interprofessional collaboration
b) Leadership and self-regulation
c) Legal and regulatory practice
d) Professional and ethical practice
e) Quality assurance and research in the workplace

(5) Manufacturing/Industrial

a) Technical knowledge
b) Quality assurance and quality control
c) Regulatory compliance
d) Operational excellence

e) Safety and environmental management
f) Problem solving and decision making in the industry
g) Communication and collaboration

(2) The details of the competencies, competency domains and expected behaviors assessed in pre-registration examination in set out under second schedule of these byelaws.

9. EXAMINATION LANGUAGE

(1) The language for the examinations shall be English.
(2) Candidates who studied in non-English speaking countries shall be required to provide certificate of English proficiency

10. ELIGIBILITY AND APPLICATION

(1) Eligibility for Pre-Internship Examinations

A person eligible to sit for pharmacy pre-internship examinations shall meet the following conditions-

a) Is a person of sound mind;
b) must hold a minimum of bachelor's degree in pharmacy obtained from a recognized institution by the Council;
c) should show proof of residence in Uganda;
d) Must possess a valid work permit for non-Ugandans only;
e) Must possess certificate of good conduct for non-Ugandans only; and
f) Meets all the requirements set under byelaw 11(2) of these byelaws.

(2) Eligibility for Pre- Registration Examination

A person eligible to sit for post-internship/ pre-registration examinations shall meet the following conditions-

a) aged 21 years and above;
b) of sound mind;
c) has completed at least nine months of practical training at the internship center (s) as prescribed by byelaws of the council;
d) passed the pre-internship exam not more than 36 months from the date of sitting the exam;
e) Must show proof of residence in Uganda;
f) Must possess a valid work permit if they are non-Ugandans
g) Must possess certificate of good conduct if they are non-Ugandans
h) Meets all the requirements set under rule 11(3) of these byelaws.

11. APPLICATION PROCEDURE

(1) A candidate for qualifying examinations shall submit an application that is completely and accurately filled out by the application deadline, as set by the council;

(2) An applicant for pre-internship examinations administered by the Council shall submit their online and handwritten applications together with the following attachments addressed to the secretary of the PSU-

a) A hand written application letter addressed to the secretary of the PSU.
b) Filled pre-internship/Eligibility application form 1 issued by PSU or downloaded from PSU website.
c) Curriculum Vitae (CV)
d) University Admission letter
e) A certified/notarized copy of Bachelor of Pharmacy Academic transcript or testimonial from an accredited Pharmacy training institution in Uganda or its equivalent for foreign trained applicants.
f) Certified copy of Ordinary level certificate or its equivalent.
g) Certified copy of Advanced level certificate for direct university entrants or its equivalent.
h) Certified copies of diploma certificate, Higher Education Certificate or Mature age entry certificate for the non-direct university entrants.
i) Proof of payment of non-refundable application fees.
j) A copy of the National Identity Card or Passport bio-data page.
k) Copy of the Birth Certificate
l) Two colored Passport size Photo
m) Copy of a Valid work permit (for foreigners only)
n) Proof of residence in Uganda.
o) Any other requirements as may be prescribed by the Council from time to time.

(3) An applicant for post-internship/ Pre-registration examinations administered by the Council shall submit their online and handwritten applications together with the following attachments addressed to the secretary of the PSU-

a) A hand-written application letter addressed to the secretary of the Pharmaceutical Society of Uganda;
b) Updated Curriculum vitae (CV).
c) Certificate of completion of internship or proof of successful completion of atleast nine months of internship/ practical training under supervision of named registered pharmacist in Uganda.
d) Proof of having passed the Pre-internship examinations in the last 36 months.
e) A copy of the provisional certificate of practice issued for internship

f) A certified/notarized copy of both Bachelor of Pharmacy degree certificate and Academic transcript from an accredited Pharmacy training institution in Uganda or its equivalent for foreign trained applicants.
g) Fully filled logbook endorsed by the site supervisor(s)
h) End of internship self-reflective report highlighting the summary of key activities under taken, achievements, challenges, lessons learnt and recommendations;
i) Proof of payment of the non-refundable prescribed fees.
j) A copy of the National Identity Card or Passport bio-data page.
k) A copy of the Birth Certificate
l) One coloured Passport size Photo.
m) A copy of a Valid work permit (for foreigners).
n) Proof of residence in Uganda
o) Any other requirements as may be prescribed by the Council from time to time.

(4) An applicant who wishes to res-sit the qualifying examinations administered by the Council shall submit their online and handwritten applications together with the following attachments addressed to the secretary of the PSU-

a) Hand-written application letter addressed to the Secretary of the Pharmaceutical Society of Uganda.
b) Copy of previous Pre-internship or Pre-Registration results whichever is appropriate.
c) Proof of payment of non-refundable prescribed fees.

(5) All fees are subject to change at the discretion of the Council of the PSU. Please contact the PSU Council regarding the fee structure.
(6) All copies of certificates, degrees and transcripts shall be in English.
(7) Applicants with academic documents not in English shall have their documents-
(a) translated into English by a recognized institution; and
(b) notarized by the commissioner of oath and notary public in Uganda.
(8) All fees or monies related to payment for PSU examinations are payable/banked on PSU Account**.**

12. EXAMINATION DATES AND TIME

(1) The Council shall conduct –
a) Pre-internship examinations twice a year in the months of January and June;
b) Pre-registration examinations shall be conducted twice a year in the months of February and August.
(2) Notwithstanding byelaw 12 (1) (a) & (b), Council may revise the months of the examinations.
(3) The exact dates of sitting, venue and time shall be determined and announced by the Council at least four (4) weeks to the examination date.

(4) The opening date for receiving applications for sitting the qualifying examinations shall be communicated by the Secretary, PSU;
(5) The receiving of applications shall be closed two (2) weeks to the scheduled date of the examinations.

13. MODERATION OF EXAMINATION QUESTIONS

(1) The examinations committee shall convene a meeting not earlier than two (2) days to the date of the examination to moderate examination questions.
(2) The venue for the moderation of examination shall be in a secure location as may be determined by council and or the committee from time to time.
(3) All electronic gadgets with recording and photographing functionalities such as mobile phones shall be switched off and or left outside the moderation venue as the council may direct.
(4) The committee shall consider while moderating questions;
    (a) The alignment (validity) of the questions with subject areas and competencies assessed;
    (b) Practice relevance
    (c) Clarity of questions and instructions
    (d) Time allocation for the questions
(5) The committee shall ensure that the examination paper (s) are standardized in format and level of difficult
(6) The committee shall compile all the questions moderated and approved for the examination in a standard format
(7) The compiled examination paper (s) shall be printed using a secure printer and sealed.
(8) The sealed paper (s) shall be kept in a secure lockable cabin in preparation for the examination.

14. FORFEITURE OF EXAMINATION FEES

(1) A candidate who fails to arrive at the examination venue on the date and time they are scheduled for examination, and who have failed to get an approved withdrawal, shall forfeit their examination fees and shall resubmit an application with the full fees if they wish to re-apply to sit for an examination in future.
(2) A candidate who arrives at the examination venue thirty (30) minutes or more after his or her scheduled examination has begun shall be denied admission and shall forfeit all examination fees.
(3) Special circumstances that constitute exceptions to this provision set out under byelaws 15 and 16.

15. EXAMINATION WITHDRAWAL

(1) A Candidate may withdraw the application to sit the qualifying examinations at any time prior to the examination date.

(2) The request for withdraw must be submitted in writing addressed to the PSU Secretary before the examination date.
(3) Withdrawal requests, with appropriate documentation may be considered under the following circumstances-
    (a) Serious illness (either the candidate or an immediate family member), supported by a practicing medical doctor's letter or sick note.
    (b) Death of an immediate family member, supported by a credible proof.
    (c) Disabling accident, supported by police report or hospital admission note.
    (d) Court appearance, supported by court documentation.
    (e) Jury duty, supported by jury letter or notification.
(4) A candidate who receives a rejection of their withdrawal request shall forfeit the examination fee.
(5) If the withdrawal request is approved, fifty percent of the paid examination fees shall be deferred and applied to the next examination cycle.
(6) If an extension of deferral is required, the applicant shall make the request in writing with supporting documents and obtain written response from the Secretary of PSU.

16. SPECIAL CIRCUMSTANCES FOR FAILURE TO SHOW UP AT THE EXAMINATION SITTING

The following special circumstances, accompanied by appropriate documentation, shall be considered for a non-appearance on examination day-

a) Serious illness (either the candidate or an immediate family member), supported by a clinician's letter or sick note.
b) Death of an immediate family member, supported by a death certificate/Hospital discharge form.
c) Disabling accident, supported by police report or hospital admission note.
d) Not appearing for an examination sitting (outside of the special circumstances listed above) will count as the candidate's examination attempt. The candidate will be marked as a no-show candidate and all examination fees will be forfeited. No-show candidates will have the option to apply for a future testing cycle at the full examination fees.

Immediate family member: Spouse, child, mother, father, sister, brother, or guardian.

17. Invigilators

(1) The Secretary of the PSU on recommendation of the Council shall appoint adequate number of invigilators not being the members of the examinations committee for the smooth conduct of the qualifying examinations.
(2) There shall be a lead invigilator working hand in hand with the Chairperson of the examinations committee to ensure smooth conduct of the examinations.
(3) While executing their duties, an invigilator shall-
    (a) arrive one hour before the scheduled time for starting of the examination;

(b) ensure that rooms and seats are free of any material other than examination materials for use by the candidates;
(c) ensure that candidates are checked thoroughly for any unpermitted material or devices that can be used to retrieve content related to the examination;
(d) ensure that candidates' identity is verified on entry;
(e) maintain physical presence during entry of candidates into the examination room and throughout the examination;
(f) keep their conversation to the minimum inside the examination room to avoid distracting the candidates;
(g) bring to the attention of all candidates any identified need for correction or clarification in the question paper.
(h) Sign the invigilation report

(4) The Secretary of the PSU shall prepare in advance cards bearing examination numbers which shall be randomized to the seats for each candidate before they are allowed to enter and ensure that the candidates sit in accordance to the randomized numbers.

(5) Any candidate who reports to the examination site within 30 minutes after commencement of the examination shall be recorded by the invigilators.

(6) Save for reasonable cause approved by the Council, any person acting as an invigilator during the conduct of the examination who violates the provisions of this byelaw commits an offense and is liable to –
(a) in case of an invigilator is a council member or a member of the society not being a council member, suspension from membership of the society for a period of not more than twenty-four months; or
(b) in case of an invigilator not being a member of the society, imprisonment to term not exceeding two years, payment of fine of not more than five hundred currency points or both.

18. Rules for candidate conduct

(1) Arrival time

(a) Candidates shall arrive thirty (30) minutes before the scheduled start of the examination at the specific location and time communicated in the invitation letter or indicated on the Candidate's Identification Card.
(b) During the thirty minutes between the report time and the examination start time, the invigilator shall allocate each candidate a seat, distribute answer sheets and examination question papers and provide examination instructions.
(c) A candidate shall be admitted into the examination room within thirty (30) minutes of the commencement of the examination.
(d) No extra time shall be provided to candidates who arrive late.
(e) Unless otherwise authorized, only candidates for the scheduled examination who present their Candidate Identification Card and government-issued photo ID will be permitted to enter the examination room.

(f) Family members or friends of candidates are NOT permitted to enter the examination room nor be at the examinations site.

(2) Candidate identification

The following rules shall apply in respect to candidate identification-

(a) A candidate shall be invited to pick their examination cards at least one week before the examination date;

(b) The examination card shall bear the Candidate's index Number and the candidate's photo, which shall serve as a unique identifier;

(c) The candidate shall bring to the examinations site an identification Card and the invitation letter for the examination and placed on his/her desk for inspection by the Invigilators.

(d) The candidate must bring another piece of government-issued photo identification (i.e., a passport, driver's license, National Identity card) to the examination.

(e) A candidate shall be admitted to the examination only upon provision of both pieces of identification and both are a likeness of his/her current physical appearance.

(f) the names and photo on the Candidate invitation letter, Identification Card and government-issued photo ID must reasonably correspond.

(3) Examination Aids

(a) All candidates shall come with all the necessary items such as rulers, calculators required for the examinations.

(b) Candidates shall not be allowed to share these items during the examination.

(4) Prohibited items during examinations

Candidates are expressly prohibited from bringing the following items into the examination room-

(a) Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials

(b) Notes, books, dictionaries or language dictionaries, documents, envelopes, pictures or reference materials of any kind

(c) Book bags or luggage Purses or handbags, briefcases

(d) iPods, mp3 players, tablets, headphones, or pagers

(e) Programmable calculators, Computers, Personal digital Assistants (PDAs), or other electronic devices with one or more memories

(f) Audio/video/gaming devices

(g) Smart rulers, pencil cases, and highlighters

(h) Goggle and smart glasses (any glasses with any electronics), Smart watches

(i) Weapons

(j) Food and (or) beverages save for medical reasons

(k) Paper items of any kind, whether blank, printed or written upon, including similar items such as wrappers on food or beverages

(l) Coats and jackets, hats, hoods, or other headwear are not permitted in the examination room unless required for religious purposes.

(m) Any other material that shall be determined from time to time.

(5) Conduct during the examination

(a) Question papers and individual questions are the copyright property of PSU. Removing papers, questions or answer sheets from the examination room constitutes serious misconduct.

(b) Before the end of the examinations, candidates shall not disclose any part of the examination content to a third party.

(c) Collusion, any form of malpractice or unsatisfactory behavior will not be accepted. Council reserves the right to expel any candidate during examination if it can be reasonably concluded that the candidate is guilty of unsatisfactory behavior. In case of clear evidence of malpractice (e.g. Use of concealed notes) the candidate shall be asked to leave the exam room immediately and sitting be nullified.

(d) All personal items including mobile phones, bags, briefcases, papers, wallets or purses shall be left outside the exam room at the candidate's own risk. Council cannot take responsibility for any loss of item.

(6) Use of Index Numbers

(1) A candidate shall use an Index Number issued by the PSU secretary

(2) A candidate shall sign for the Index Number at the time of issuance of invitation letters.

(3) A candidate shall carry an examinations card with the Index number and an Identification Card or Passport to the examination room and display them.

(4) A candidate who sits an examination and-

(a) Uses a non-existent Index number; or

(b) Uses a wrong index number; or

(c) Omits to state the index number; or

(d) Uses another candidate’s index number; or

(e) Writes the index number ineligibly on the answer booklet;

shall have his or her results withheld pending verification.

(5) A verification fee prescribed by the council shall be paid by the candidate whose results need verification.

(7) Special Needs

(1) A candidate with special needs as a result of disability or for any other reason shall, not less than two weeks before the examination, notify the Secretary PSU of his or her special need and request the secretary for special consideration during the examination.

(2) A candidate with special needs shall present to the secretary a certification of special needs by a medical officer employed in Government hospital or institution of facility.

(3) Where the secretary and the chair examination committee is satisfied that the candidate has established special needs warranting special consideration the candidate may be;

(a) Accorded the special consideration required.

(b) Allowed to enter the examination room with a helper appropriate to the special need to assist the candidate do the examination

(c) Allowed to bring into the examination a mechanical aid approved by the examination committee.

(d) Allocated specified extra time within which to complete the examination, or

(e) given such directions as are deemed necessary.

19. Handling of examination scripts and booklets prior to marking

(1) The invigilator shall inform the candidates to stop writing and stand up at the lapse of the time for examination

(2) The invigilator shall collect the question paper and the answer scripts/booklets and confirm the number of the scripts/booklets before the candidates leave the examination room

(3) The candidates shall be checked and required to sign out before leaving the examination room

(4) The chair of the examination committee shall confirm the number of the answer scripts and seal the scripts in a secure double lockable cabin. The keys to each of the lock of the cabin shall be kept by different members of the committee. The cabin can only be opened in presence of the two members.

(5) The chair shall proceed with the scripts to the marking center approved by Council for safe custody.

20. EXAMINATION MALPRACTICES

(1) In this byelaw, unless the context otherwise requires, "examination malpractice" means any person engaging in any one of the conduct or activities set out in the third schedule of these byelaws.

(2) In determining what amounts to an examination malpractice, the Council shall take into account advances in information and communication technology (ICT).

(3) An examination malpractice in any paper may be committed before, during or after the examination.

(4) There shall be an Examination Malpractice Investigations Committee (EMC) appointed by the Council to investigate allegations of examination malpractices.

(5) The EMC shall comprise of five (5) members; the chair ethics committee, the secretary PSU and one member each from the standards and compliance committee, education committee and Internship committee.
(6) The Chairperson of the committee shall be the Secretary PSU while committee secretary shall be appointed among members of the committee.
(7) The Secretary PSU may delegate his role to another person with legal background to chair the Examinations malpractice investigations committee.
(8) The chair examination committee, member of the examination committee or invigilator with relevant knowledge shall make a report on the particulars of an examination malpractice to the Secretary PSU and forward it to the Council who shall communicate to the candidate or candidates suspected of an examination malpractice to write an explanation about the allegation.
(9) The candidate or candidates suspected of examination malpractice shall give a written response to the alleged examination malpractice within 7 working days (excluding weekends and public holidays) of receiving the Secretary's communication requiring a written explanation.
(10) The secretary shall submit the malpractice report and materials related to the examination malpractice to the Examination Malpractice Investigations Committee which shall investigate the examination malpractice.
(11) The Committee shall observe rules of natural justice including:
    (a) Fair and equal treatment of all candidates/candidates.
    (b) Fair hearing
    (c) Right of the candidate/candidate to defend themselves.
    (d) Staff not to sit in judgment in their own cause.
    (e) Consistency in recommended punishments
(12) The Examination Malpractice Investigations Committee shall report in writing to the Council.
(13) The Council shall make appropriate orders.
(14) A candidate expelled from the examination under subsection (17) of these byelaws may, within 30 days of that decision, petition the Council for consideration of his matter and Council may allow or dismiss the petition and make necessary orders.
(15) Where the commission of an examination malpractice is established after the candidate has been registered, the matter shall be referred to the Ethics Committee of the Society.

21. MARKING AND RESULTS PROCESSING

(1) The examiners shall develop marking guides while setting the questions to inform rational allocation of marks to different questions.
(2) The chair examination committee, after the administration of the examination to candidates, shall compile the marking guide for the whole examination, have it discussed and approved by the committee before commencement of marking.
(3) The chair examination committee or his/her designee shall periodically review the marked sheets to ensure consistent adherence of examiners marking guide and summation of marks.
(4) The marking of the scripts shall commence after opening of the lockable cabin for storage of scripts in presence of at least three (3) members of the committee and the Secretary PSU or his / her designee.
(5) After marking, the results shall be recorded against the examination numbers and countersigned by all the examiners.
(6) The results shall be submitted to the Secretary PSU who shall decode the results in presence of atleast one member of the examinations committee.
(7) The Secretary shall present the results to the Council and upon approval by the Council, the results shall shall be communicated to the candidates.
(8) The marked examination scripts shall until the disposal of all the appeals if any lodged be kept in the double lockable cabin accessible at any time only by the secretary PSU and Chairperson of the examination committee or their designees.
(9) Upon disposal of any appeals, the answer scripts shall be kept under custody of the Secretary PSU at the secretariat of the society for a period of not less than five (5) years before destruction.

22. PASSING REQUIREMENTS

(1) The pass mark for pre-internship examinations is 50%.
(2) The pass mark for pre-registration examinations shall be an average of 50% and this will be an average of the two sets of exams.
(3) All results will be presented as follows;
    (a) “Pass” for a candidate who attains the pass mark.
    (b) “Fail” for candidate who does not attain the pass mark.
    (c) “Disqualified” for candidate who contravenes examination regulations and guidelines.

23. APPROVAL AND PUBLICATION OF FINAL RESULTS.

(1) The Council of the PSU shall, within two (2) weeks of consideration of results by the Examinations committee and submission of the report to the Secretary PSU, hold a meeting to consider the recommendations of the Examinations committee and approve the results.

(2) After the meeting of the Council, the Secretary, shall, within seven working days, publish the final results.

(3) The Secretary shall publish the final results by displaying the results on notice boards of the Society, official platforms of the society or public media.

24. POWERS OF THE COUNCIL TO APPROVE AND PUBLISH RESULTS

a) The powers to approve and direct the Secretary PSU to publish final results are exclusively vested in the council of the PSU.

b) The council of the PSU shall exercise its powers judiciously.

c) Nothing in these Byelaws shall be taken to limit or affect the inherent powers of the council of the PSU to make such orders as may be necessary to achieve the ends of justice or to prevent abuse of process.

25. **CERTIFICATION**

(1) After publication of results, the Secretary shall notify candidates to pick their results in person or send the same to individual addresses provided by the candidates at time of application to sit the examination.

(2) The secretary shall issue a letter to each candidate indicating the results in the examinations.

(3) Successful candidates shall apply and be issued;

(a) In case of passing pre-internship examinations, upon payment of the fees prescribed by the council, provisional certificate of practice as associate members before commencement of internship as required practical training under the Act; or

(b) In case of pre-registration examinations, upon payment of the fees prescribed by the council, a letter of admission as members of PSU and certificate of membership then later upon being added on register of pharmacists be issued a certificate of practice.

26. APPEALS

(1) Examination Appeals Committee

a) There shall be an Examination Appeals Committee of the Council appointed by the Council of the PSU.

b) The Examination Appeals Committee shall comprise of not more than five (5) members one of whom shall be the Chairperson of the Committee who shall be President of the PSU.

c) The Secretary of PSU shall be the secretary to the Examination Appeals Committee.

d) The other members of the Committee shall be eminent members of Society with atleast five (5) years of pharmacy practice experience.

(2) Functions and Powers of the Examination Appeals Committee

(1) The Examination Appeals Committee shall hear any appeal made under these byelaws including but not limited to appeals for remark, verification

of scripts and appeals against decisions of the examination malpractice subcommittee.

(2) A discontented candidate may lodge an appeal to the Examination Appeals Committee within 10 working days of publication of Council decisions.

(3) If reasonable cause is shown by an appellant, the committee may extend the period for lodging an appeal.

(4) An appeal shall be addressed to the Secretary of the PSU who shall convene a meeting of the Examination Appeals Committee.

(5) The Examination Appeals Committee shall, within thirty days after the expiry of the period of lodging an appeal, hear and dispose of an appeal.

(6) The Committee may for good cause extend the period for disposing of an appeal.

(7) The Secretary of the PSU shall, within seven (7) working days from the date of disposal of an appeal communicate the decision of the Committee to the appellant.

(8) The decision of the Committee and the result of any remark shall be final.

(9) The Committee shall report its decision to the Council.

3. Appeals following publication of results, investigations, etc ..

(1) A candidate may, upon payment of the prescribed fees, within ten (10) working days from the date of publication of his or her examination results appeal to the Examinations Appeals Committee of the Council against his or her results on the grounds that he or she attained-

(a) a mark of between 45% to 49% in the examination which in his or her opinion is not the mark deserved; or

(b) a mark of between 40% to 45% in the examination which in his or her opinion is not the mark deserved and there are new relevant matters of evidence or the interest of justice so requires.

(2) A candidate who scores less than 40% in the examination has no right of appeal.

(3) Where a candidate's appeal under these is determined, the Examinations Appeals Committee may:

(a) Order for vetting of the script by the candidate under supervision; or

(b) confirm the decision of the Examination committee; or

(c) direct the Examination committee to review its decision; or

(d) revise the decision of the Examination committee; or

(e) direct for a remark of an examination script; or

(f) make any other decision in the interest of justice.

(4) Where the Examinations Appeals Committee has ordered a remark, the Committee of independent examiners constituting of persons other than members of the examination

committee shall be appointed and supervised by the PSU Secretary to remark the scripts following the marking guides provided by the examination committee.

(5) The fees for the appeal shall be determined by Council from time to time.

4. Appeals Against Penalties for Examination Malpractice

(1) A candidate may, upon payment of prescribed fee, appeal within ten (10) working days of notice of the decisions of examination malpractice investigations committee of the Council against his or her penalties on the grounds that;

(a) due process or examination procedures were not followed correctly; or

(b) the penalty imposed is unreasonable or disproportionate to the severity of the offense and all related circumstances.

(c) Any other reason that may be found substantial by the appeals committee

(2) No appeal shall lay before the Examinations appeals committee on the ground of emotional pleas, general character references, or personal difficulties as an excuse for the misconduct.

(3) Where a candidate's appeal under these Byelaws is determined, the Examinations Appeals Committee may:

(a) confirm the decision of the Examination Malpractice investigations committee; or

(b) direct the Examination malpractice investigations committee to review its decision; or

(c) revise the decision of the Examination malpractice committee; or

(d) make any other decision in the interest of justice.

(4) The fees for the appeal shall be determined by Council from time to time

27. RE-SITTING EXAMINATIONS

(1) NUMBER OF ATTEMPTS FOR PASSING EXAMINATIONS

(1) A candidate for qualifying examinations shall have a up to a maximum of five attempts/sittings upon which he / she shall be deemed to have failed to qualify to enroll for internship or admitted as a member of the PSU.

(2) A candidate who fails to pass any of the sets of the qualifying examinations on three attempted sittings may apply to the council for the following-

(a) in case of pre-internship examinations, be assigned a mentor at the university recognized by byelaws of the Council and at his or her cost attend mandatory twelve months training in the fields/areas that they failed before the fourth and fifth attempts; or

(b) in case of post internship/pre-registration examination, the candidate shall at his/her cost be attached to pharmacy practice area (s) under the supervision of qualified and experienced registered and active member (s) of PSU for a period of twelve months before the fourth and fifth attempts.

(3) A candidate who fails to pass the qualifying examinations on the fifth attempt, shall

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(a) in case of post internship/ preregistration exam, be advised to repeat internship training and attempt the sixth time or consider another career other than pharmacy practice; or

(b) in the case of pre-internship examination, be advised to consider another career, re-enroll for bachelor of pharmacy program at another University other than where they acquired the qualification from or pursue aspects associated with pharmacy that do not require licensing.

28.DISCIPLINARY ACTIONS

(1) Candidates found guilty of malpractice shall face penalties, including but not limited to:

i. Warnings
ii. Cancellation of results.
iii. Suspension or expulsion from the Pharmaceutical Society of Uganda.
iv. Prohibition from sitting for future examinations.

(2) The council reserves the right to withhold notification of examination results of a candidate in cases of malpractice by the candidate in the examination, or pertaining to the examination.

(3) Cases of malpractice shall be heard by the examination malpractice investigations committee of the Council.

(4) Cases shall be judged on the balance of probabilities.

(5) If it is concluded that malpractice has taken place, the candidate may be deemed to have failed that sitting of the examination, irrespective of the marks they obtained.

(6) If a candidate is failed as a result of malpractice, their marks will not be released.

(7) Appeal against outcomes of hearing of malpractice shall be made to the Secretary PSU in writing with any evidence within 10 working days.

29. AMENDMENT OF THE REGULATIONS

(1) In order to ensure that these byelaws **remain relevant, effective, fair, and legally compliant** in the changing environment, Council of the PSU may from time to time amend this byelaw or parts of the byelaw.

(2) Amendments to these rules shall follow the processes as outlined hereunto;

(a) The proposed amendment shall clearly **specify the change** to the rules

(b) The Council shall review and approve the rules

(c) A notice of changes to the byelaw shall be made to the members of the society and approved in the annual general meeting

(d) The amendments shall then be published in the gazette.

30. SIGNING BY CANDIDATES

(1) A candidate who applies for qualifying examinations at any level shall be availed a copy of these byelaws in a form convenient to PSU including soft copies on PSU website and be required to sign an acknowledgement of receipt and undertaking to be bound by these byelaws.

(2) A candidate shall submit the signed acknowledgement and undertaking referred to in (1) above to the Secretary PSU as part of the eligibility and confirmation to sit the examinations.

(3) A candidate who fails or refuses to sign and submit to the Secretary the acknowledgement and undertaking referred to in (a) shall not be eligible to sit for qualifying examinations.

SCHEDULES

SCHEDULE 1 **BYELAW 7(2)**

CORE PHARMACY AREAS ASSESSED IN PRE-INTERNSHIP EXAMINATION

The following are the core pharmacy areas;

(1) Pharmaceutical Biotechnology and Microbiology

The paper shall contain questions that assess the skills essential for working in the pharmaceutical industry with a focus on microbial applications which shall cover the following areas;

a) **Microbial Techniques:** Proficiency in aseptic techniques, microbial cultivation, and identification methods.
b) **Pharmaceutical Microbiology:** Knowledge of microbiological aspects relevant to drug manufacturing, including contamination control and sterility assurance.
c) **Bioprocessing:** Understanding of techniques involved in large scale production of pharmaceuticals using microorganisms.
d) **Antimicrobial Agents:** Knowledge of antibiotics, antifungals, and antivirals, including mechanisms of action and resistance
e) **Pharmaceutical Formulation:** Understanding the formulation of microbiological stable pharmaceutical products
f) **Microbial Genetics:** Knowledge of microbial genetics and its applications in biotechnology, such as genetic engineering for drug production
g) **Quality Control in Pharmaceutical:** Familiarity with quality control methods in pharmaceutical products, ensuring safety and efficacy.
h) **Regulatory Affairs:** awareness of regulatory requirements and standards in the pharmaceutical industry

i) **Biostatistics:** basic understanding of statistical methods used in microbiological and pharmaceutical research
j) **Problem-Solving Skills:** ability to address challenges related to microbial contamination, product quality, and process optimization.

(2) Clinical pharmacy

The paper shall contain questions that assess the multifaceted role of clinical pharmacists in patient care, encompassing knowledge, skills and attitudes essential for providing optimal pharmaceutical care in a clinical setting covering the following areas;

a) **Pathophysiology and epidemiology of diseases**: In-depth understanding of pathophysiology and epidemiology of major diseases
b) **Patient assessment:** Ability to conduct thorough patient assessments, considering medical history, laboratory values, and clinical symptoms.
c) Patient care plan: Formulate individualized pharmaceutical care plans for patients.
d) **Medication Management:** Proficiency in drug therapy management, including dosing, monitoring, and adjustment based on patient-specific factors.
e) **Clinical Decision-Making:** Sound decision-making skills in choosing appropriate drug therapies, considering efficacy, safety, and patient factors.
f) **Pharmacotherapy Knowledge:** In-depth understanding of clinical pharmacology, of various drug classes.
g) **Interprofessional Collaboration:** Effective communication and collaboration with healthcare professionals to optimize patient care.
h) **Adverse Drug Event Monitoring:** Ability to recognize and manage adverse drug reactions, including appropriate interventions and reporting.
i) **Therapeutic Guidelines:** Familiarity with clinical practice guidelines and evidence-based medicine to guide therapeutic decisions.
j) **Patient Counseling:** Effective communication with patients, providing clear and understandable information about medications, potential side effects, and adherence.
k) **Drug Information Retrieval and Synthesis:** Proficient use of drug information resources to stay updated on medication-related information.
l) **Healthcare Ethics:** Understanding and application of ethical principles in clinical pharmacy practice.

(3) Pharmacognosy

The paper shall contain questions that assess the competencies that reflect the interdisciplinary nature of pharmacognosy, encompassing botanical, chemical, and pharmacological aspects, and are crucial for professionals working with natural products in pharmaceutical and healthcare settings which shall cover the following areas;

a) **Natural sources of drugs:** Knowledge of various sources of drugs, classification systems, standardization of crude drugs

b) **Botanical Knowledge:** Comprehensive understanding of medicinal plants, including their taxonomy, morphology, and geographical distribution
c) **Phytochemistry:** Proficiency in the extraction and identification of bioactive compounds/ active principles as well as knowledge of various phytochemical analysis techniques.
d) **Biosynthesis of secondary metabolites :** Understanding of building blocks for secondary metabolites, various biosynthetic pathways and demonstration of atleast how one drug is derived via each of these pathways.
e) **Medicinal Plant Identification:** Ability to identify medicinal plants based on morphological features and other characteristics.
f) **Biological Assay:** Understanding and application of bioassays to evaluate the pharmacological activities of plant extracts and compounds.
g) **Extraction Techniques:** knowledge of various extraction methods used to obtain bioactive compounds from natural sources.
h) **Quality Control in Herbal Products:** Familiarity with quality standards, including the evaluation of herbal products for purity, potency, and safety.
i) **Traditional Medicine Knowledge:** Understanding of traditional medicine practices and their relevance to modern pharmacognosy.
j) **Pharmacological Effects:** Knowledge of the pharmacological effects and mechanisms of action of bioactive compounds derived from medicinal plants.
k) **Natural product Formulation and development:** Ability to develop formulations using medicinal plant extracts and other natural extracts for therapeutic purposes.
l) **Regulatory Compliance:** Awareness of regulatory requirements and standards related to herbal products and other natural products.

(4) Pharmaceutical Chemistry and analysis

The paper shall contain questions that assess the candidate's knowledge and proficiency in key areas related to drug development and chemical aspects of pharmaceutical science and the examination paper shall cover the following areas;

a) **Drug Design and Synthesis:** Knowledge of the structure-activity relationship (SAR) to optimize drug candidates, including interactions with biological targets
b) **Chemical Analysis Techniques:** Proficiency in various analytical techniques used in pharmaceutical and medicinal chemistry such as spectroscopy, chromatography, and mass spectrometry.
c) **Pharmacology:** Understanding the pharmacological aspects of drug action, including mechanisms of drug-receptor interactions and signal transduction pathways.
d) **Drug Metabolism and Pharmacokinetics:** Knowledge of how drugs are metabolized in the body and their pharmacokinetic profiles, impacting absorption, distribution, metabolism, and extraction.

e) **Biochemistry:** Understanding biochemical pathways and processes relevant to drug development, including enzyme kinetics and protein-ligand interaction.
f) **Pharmaceutical Formulation:** Knowledge of how chemical properties influence the formulation and stability of pharmaceutical dosage forms.
g) **Structure Elucidation:** Ability to interpret and elucidate the structure of organic compounds using various spectroscopic technics
h) **Pharmaceutical Analysis:** Skills in analytical methods for the determining the purity and quality of pharmaceutical compounds.
i) **Regulatory Affairs:** Awareness of regulatory requirements related to the development and approval of pharmaceuticals.
j) **Research Methodology:** Familiarity with research methodologies in pharmaceutical and medicinal chemistry, including experimental design and data interpretation.

(5) Pharmaceutics

a) **Unit processes and Equipment**: Clarification; Granulation; Drying; Tablet compaction and coating.
b) **Dissolution and solubility:** Solution and solubility: Expressions of concentration, States of matter, change of states, thermodynamics of the solution process; Dissolution of solids in liquids: Mechanisms, Partition coefficient, Factors affecting dissolution rates, measurement of dissolution rates, Intrinsic dissolution rate; Solubility: Methods of expression and Prediction; Solubility of solids in liquids, gases in liquids, liquids in liquids, and solids in solids; Types of pharmaceutical solvents.
c) **Types and Properties of solutions:** Vapour pressures; Ionization of solutes; Practical applications of Colligative properties; Methods of increasing solubility of poorly soluble drugs.
d) **Rheology:** Viscosity coefficients; Newtonian and non-Newtonian fluids; emulsions and suspensions; deflocculated and flocculated vehicles; General viscometer types.
e) **Surface and interfacial phenomena:** Surface tension and surface free energy of interfacial systems; Measurements; Pharmaceutical applications.
f) **Disperse systems:** Definitions and classification; Properties; Preparation and purification; Interactions between dispersion phases; Gels and types; Surfactants; Pharmaceutical applications. Coarse dispersions; Formulation of suspensions; Emulsion types and identification tests; Formation and breakdown of dispersed liquid
g) droplets; Emulsifying agents; selection of emulsifying agents; Stability of emulsions.
h) **Particles and powder technology:** Solid state: Particle size analysis; communition; Particle-size separation; Mixing and demixing.
i) **Kinetics and Stability:** Zero and 1st order kinetics; Degradation; Preservation;
j) Stabilization; Packaging; Containers and closures; Stability testing and Shelf-life determination.

k) **Control and regulation of pharmaceutical products:** Good Manufacturing Practices and principles of Quality Assurance; Evaluation of starting materials and finished products; Regulatory requirements; Bioequivalence and bioavailability testing; Biopharmaceutics Classification System.
l) **Pharmaceutical microbiology:** Aseptic techniques; Clean rooms: design, classification and evaluation; Disinfection and Sterilization principles, evaluation and testing methods. **Dispensing;** Weights and measures: Metric and imperial systems; weights, volumes, temperatures, density and specific gravity; measurements and devices; Prescription processing; Pharmaceutical calculations; Latin terms; Medical abbreviations.
m) **Dosage forms design and manufacture;** Pharmaceutical excipients or necessities; Extemporaneous preparations; Sterile products;
n) **Pharmaceutical grade waters**: Types; preparation methods; properties,
o) evaluation and tests; uses.
p) **Biopharmaceutics**: Concepts of Bioavailability; Factors influencing
q) bioavailability: Gastrointestinal tract physiology and drug absorption; Assessment of biopharmaceutical properties; Dosage regimens; modified release oral dosage forms.

(6) Pharmacology

a) **Basic principles**; Autacoids and Inflammation; Analgesics; Steroids;
b) **Systemic Pharmacology**: Respiratory system, Renal system, Nervous system, cardiovascular system, Gastrointestinal system, Musculo-skeletal system, Endocrine system. Nutritional supplements.
c) **Chemotherapeutic Agents**: Antibacterials, Antiprotozoans, Antivirals, Antifungals, Antihelminthics. Antineoplastic agents.
d) Drug use in special populations: Pregnant and lactating women, children and elderly.
e) Dermatological pharmacology.
f) Ocular and otic pharmacology.
g) Toxicology.
h) Anaesthetics.
i) Hemostatics.
j) Plasma expanders.
k) Vaccines.
l) Diagnostic agents.
m) Veterinary pharmacology.

(7) Pharmacy Management

a) Functions of Management (Planning, Organizing, Controlling and Leading)
b) Medicines supply management (Selection, Procurement, Distribution and Use)
c) Introduction to entrepreneurship (Objectives and definitions, Types of startups, Motivation and drivers)
d) The entrepreneurial aspects (Entrepreneurial process (cycle), Opportunity analysis (SWOT), New business startup frame)

e) Starting the venture and assembling resources (Sources of new ideas, Problem solving, Planning)
f) Entrepreneurial characteristics and business plan (Business plan and its assessment, Information required, Sales and marketing, Creating a new organization)
g) Legal forms and environment (Sole proprietorship, partnership, corporation and franchising, Patents, copyrights, and trademarks)
h) Company growth management (Human resource management, Financial control, Rapid growth and expansion strategies)

(8) Pharmacy Law and Ethics

a) National Drug policies and laws e.g
b) International Laws and Regulations relating to control of drugs
c) Ethics and standards in the practice of pharmacy
d) Liability management
e) Medical device regulatory aspects
f) Medicines regulatory aspects (Registration, Importation and Exportation, Distribution, Promotion)

SCHEDULE 2 **BYELAW 8(2)**

COMPETENCIES ASSESSED IN THE PRE-REGISTRATION EXAMINATION ADAPTED FROM THE INTERNATIONAL PHARMACEUTICAL FEDERATION (FIP) COMPETENCY FRAMEWORK FOR PHARMACISTS

1. Pharmaceutical Public Health	
Competency Domain	**Competencies assessed**
1.1 Emergency response	1.1.1 Ability to participate in the response to public health emergencies and disaster preparedness and management
	1.1.2 Ability to participate in the multidisciplinary healthcare teams in emergency situations. Plan, secure and ensure availability, equitable and fair distribution of medical countermeasures/supplies.
1.2 Health promotion and advocacy	1.2.1 Assess the primary healthcare needs of the community. Advise on health promotion, disease prevention and control, and healthy lifestyle. Participate in planning and execution of medical camps.
	1.2.2 Advocate for health and wellness promotion through public health campaigns
	1.2.3 Advise and provide services directly associated with public health provision; disease prevention and control (e.g. vaccination services provision, screening of diseases like NCDs); and healthy lifestyle.
	1.2.3 Identify and support national and local health priorities and initiatives. Participate in health policy making and implementation.
1.3 Medicines information and advice	1.3.1 Counsel the patient/population on the safe and rational use of medicines and devices (including the selection, use, contraindications, storage, and side effects of non-prescription and prescription medicines)

	1.3.2 Identify relevant and up-to-date sources, retrieve, evaluate, organise, assess and disseminate relevant and appropriate medicines information according to the needs of patients and clients
	1.3.3 Ability to provide accurate, clear, evidence based and unbiased information and advice on medicines and devices to the public and healthcare professionals.
	1.3.4 Ability to participate actively on the Medicine and Therapeutics Committees, palliative care, and Antimicrobial Stewardship activities.
	1.3.5 Support the patient's use of health information technologies and digital communication (including IT driven health solutions, telemedicine, telepharmacy)
2. Pharmaceutical Care	
Competency Domain	**Behavioural Statement**
	2.1.1 Gather, analyse, research, and interpret information about the patient and patient's medicines-related needs (e.g. indication, effectiveness, safety and adherence)
	2.1.2 Retrieve relevant patient information (including drug history, or immunisation status for example) and record of allergies to medicines and Adverse Drug Reactions (ADR) in medication record
	2.1.3 Identify, prioritise, resolve and follow up on medicine-medicine interactions; medicine-disease interactions; medicine-patient interactions; medicines-food interactions
2.1 Assessment of medicines	2.1.4 Appropriately select and recommend medicines (e.g. according to the patient, hospital, government policy, etc)
2.2 Compounding medicines	2.2.1 Prepare pharmaceutical medicines (e.g. extemporaneous, cytotoxic medicines), determine the requirements for preparation (calculations, appropriate formulation, procedures, raw materials, equipment etc.)

	2.2.2 Compound under the good manufacturing practice for pharmaceutical (GMP) medicines
2.3 Dispensing	2.3.1 Appropriately validate prescriptions, ensuring that prescriptions are correctly interpreted and legal
	2.3.2 Accurately dispense medicines for prescribed and/or minor ailments, including an embedded checking process
	2.3.3 Dispense devices (e.g. Inhaler or a blood glucose meter)
	2.3.4 Document and act upon dispensing errors
	2.3.5 Implement and maintain a dispensing error reporting system and a 'near misses' reporting system
	2.3.6 Label the medicines (with the required and appropriate information)
	2.3.7 Learn from and act upon previous 'near misses' and 'dispensing errors'
	2.3.8 Accurately report defective or substandard medicines to the appropriate authorities
2.4 Medicines (Storage & Selection)	2.4.1 Advise patients on proper storage conditions of the medicines and ensure that medicines are stored appropriately (e.g. humidity, temperature, expiry date, etc.)
	2.4.2 Appropriately select medicines formulation and concentration for minor ailments (e.g. diarrhoea, constipation, cough, hay fever, insect bites, etc.)
	2.4.3 Ensure appropriate medicines, route, time, dose, documentation, action, form and response for individual patients

	2.4.4 Package medicines to optimise safety (ensuring appropriate re-packaging and labelling of the medicines)
2.5 Monitor medicines therapy	2.5.1 Apply guidelines, medicines formulary system, protocols, and treatment pathways
	2.5.2 Apply therapeutic medicines monitoring and assess impact, and outcomes (including objective and subjective measures)
	2.5.3 Identify, prioritise, and resolve medicines management problems (including errors)
2.6 Patient consultation and diagnosis	2.6.1 Support urgent care needs (physical and mental) of patients and others and act upon arranging follow-up care
	2.6.2 Appropriately refer the patient or carer
	2.6.3 Assess and diagnose based on objective and subjective measures (where applicable)
	2.6.4 Evaluate, assess, and develop health literacy education and counselling on medicines and healthcare needs
	2.6.5 Discuss and agree with the patient on the appropriate use of medicines, taking into account patients' preferences
	2.6.6 Document any intervention (e.g. document allergies, such as from medicines and nutrition in the patient's medicines history)
	2.6.7 Obtain, reconcile, review, maintain and update relevant patient medication and disease history
3. Pharmacy Management	
Competency Domain	**Behavioural Statement**

3.1 Budget and reimbursement	3.1.1 Acknowledge the workplace organizational structure
	3.1.2 Understand the Uganda healthcare system and levels with their healthcare needs and capacity
	3.1.3 Effectively set and apply budgets
	3.1.4 Assess and prioritise pharmaceutical needs with available resources
	3.1.5 Manage appropriate claims for reimbursements
	3.1.6 Document, keep record and participate in price determination
	3.1.7 Ensure financial transparency
	3.1.8 Participate in reconciliation and drug audits
3.2 Human resources management	3.2.1 Demonstrate organisational and management skills (e.g. plan, organise and lead on medicines management; risk management; self-management; time management; people management; project management; policy management)
	3.2.2 Identify and manage human resources and staffing issues
	3.2.3 Effective communication and professional management
	3.2.4 Identify and communicate human resource gaps and challenges
	3.2.5 Recognise and manage the potential of each staff member and utilise systems for performance management (e.g. conduct staff appraisals)
	3.2.6 Recognise the value of pharmacy team and of a multidisciplinary team

	3.2.7 Support and facilitate staff training and continuing professional development
3.3 Improvement of service	3.3.1 Identify, implement, and monitor new services (according to local needs)
	3.3.2 Resolve, follow up and prevent medicines related problems
	3.3. 3 Give relevant patient counselling and report ADRs
	3.3.4 Provide good customer care
3.4 Procurement	3.4.1 Access reliable information and ensure the cost-effective medicines in the right quantities with the appropriate quality
	3.4.2 Develop and implement contingency plans for shortages
	3.4.3 Efficiently link procurement to formulary, to push/pull system (supply chain management) and payment mechanisms
	3.4.4 Ensure there is no conflict of interest
	3.4.5 Identify and select reliable supplier(s)
	3.4.6 Select reliable supply of high-quality products (including appropriate selection and procurement processes, cost effectiveness, timely delivery)
	3.4.7 Supervise procurement activities
	3.4.8 Understand the tendering methods and evaluation of tender bids
	3.4.9 Appropriately manage procurement contracts

	3.4.10 Ensure effective budget management for medicines and supplies
3.5 Supply chain management	3.5.1 Select medicines to meet patient/client needs
	3.5.2 Take responsibility for quantification and supply chain forecasting
	3.5.3 Ensure logistics of delivery and storage
	3.5.4 Ensure appropriate storage management including cold chain and controlled medicines to minimise errors and maximise accuracy
	3.5.5 Implement a system for documentation and record keeping
	3.5.6 Ensure effective stock planning, management and running of service with the dispensary
	3.5.7 Verify the accuracy of rolling stocks
	3.5.8 Mitigate risk of medicines shortages, stock outs/overstocks and medicine expiries through liaison and appropriate communication with healthcare staff, healthcare stakeholders, clients/customers and patients
	3.5.9 Manage reverse flow of commodities and services
3.6 Workplace management	3.6.1 Address and manage day-to-day management issues
	3.6.2 Demonstrate the ability to take accurate and timely decisions and make appropriate judgements
	3.6.3 Ensure the production schedules are appropriately planned and managed
	3.6.4 Ensure the work time is appropriately planned and managed

	3.6.5 Improve and manage the provision of pharmaceutical services
	3.6.6 Recognise and manage pharmacy resources (e.g. financial, infrastructure)
4. Professional/Personal	
Competency Domain	**Behaviours**
4.1 Inter-professional collaboration	4.1.1 Demonstrate the ability to respect and acknowledge the expertise, roles, and responsibilities of colleagues and other health professionals
	4.1.2 Demonstrate the ability to advise in therapeutic decision-making, and use of appropriate referral in a multi-disciplinary team to optimize patient health outcomes
	4.1.3 Demonstrate the ability to engage in relationship-building with health professionals, allowing conflict resolution, teamwork, communication, and consultation
	4.1.4 Demonstrate mutual respect and adopt shared values of the workplace and toward patient care
4.2. Leadership and self-regulation	4.2.1 Demonstrate leadership and practice management skills, initiative, and efficiency
	4.2.2 Demonstrate the ability to apply risk management skills in critical incidents
	4.2.3 Demonstrate the ability to apply principles of self-awareness, self-regulation, motivation, social skills, and empathy
4.3 Legal and regulatory practice	4.3.1 Apply regulatory affairs and the key aspects of pharmaceutical registration and legislation

	4.3.2 Apply the principles of business economics and intellectual property rights, including the basics of patent interpretation
	4.3.3 Demonstrate the ability to identify medicines that are not authorized to be on the market
	4.3.4 Understand the management and legislation for drugs with the potential for abuse
	4.3.5 Apply the principles of marketing and sales
	4.3.6 Understand and apply knowledge of health and medicines policies
4.4. Professional and ethical practice	4.4.1 Demonstrate the awareness and application of moral theories and ethical principles in resolving ethical dilemmas in public health and pharmaceutical services delivery
	4.4.1 Demonstrate awareness and application of local/national codes of ethics
	4.4.2 Fulfill the duty of care to the patient and the public
	4.7.3 Maintain privacy and confidentiality (with the patient and other healthcare professionals)
	4.4.4 Comply with patient privacy and confidentiality legislation, including documentation of information
	4.4.5 Consider available evidence and support the patient to make informed choices about medicine use
	4.4.6 Obtain patient consent (it can be implicit on occasion)
	4.4.7 Recognize professional limitations of self and others in the team

	4.4.8 Demonstrate professional responsibility for all decisions made and actions taken
	4.4.9 Demonstrate awareness of socially accountable practice (including cultural and social needs; cultural safety, respect, and responsiveness; diversity, equity, and inclusiveness).
4.5. Quality assurance and research in the workplace	4.5.1 Apply research findings and risk-benefit analyses in all fields of pharmacy management
	4.5.2 Demonstrate the ability to develop and implement pharmaceutical quality systems in the workplace A
	4.5.3 Develop and implement standing Operating Procedures (SOP's)
	4.5.4 Apply appropriate quality control tests when managing
	4.5.5 Identify and evaluate evidence-based practices to improve the use of medicines and services
	4.5.6 Identify, investigate, conduct, supervise, and support research at the workplace (enquiry-driven practice)
	4.5.7 Demonstrate the ability to develop, conduct, and maintain a post-market surveillance and pharmacovigilance system for reporting Adverse Drug Reactions and other drug-related challenges.
5. Industrial/Manufacturing	
Competency Domain	**Behaviours**
5.1 Technical knowledge	5.1.1 Demonstrate mastery of pharmaceutical processes and formulation techniques

	5.1.2 Apply technology transfer principles effectively across production sites.
	5.1.3 Operate and maintain manufacturing equipment according to standards.
	5.1.4 Apply and uphold Good Manufacturing Practices (GMP).
5.2 Quality Assurance/ Quality Control	5.2.1 Implement pharmaceutical quality management systems.
	5.2.2 Implement quality control procedures of sampling, analytical testing and release of material
	5.2.3 Operate and maintain QC equipment and demonstrate instrumentation skills
	5.2.4 Demonstrate analytical method validation skills
	5.2.5 Exhibit knowledge of Good laboratory practices
	5.2.6 Apply validation protocols for processes, methods, and equipment.
	5.2.7 Maintain good documentation practices, record-keeping and Data Integrity principles
	5.2.8 Manage deviations, investigations, and corrective actions.
	5.2.9 Handling market complaints and recalls
	5.2.9 Conduct risk assessments to ensure product integrity.
	5.2.10 Conduct Annual Product Quality reviews and product performance

	5.3.1 Demonstrate familiarity with local and international manufacturing regulations (NDA, FDA, EMA, WHO, etc.).
	5.3.2 Prepare and manage regulatory filings for manufacturing operations and licensure
	5.3.3 Apply and maintain compliance with standards across production environments.
5.3 Regulatory Compliance	5.3.4 Apply for various forms of marketing authorisations including for herbal medicines
	5.4.1 Apply manufacturing planning and scheduling techniques.
	5.4.2 Optimize processes for efficiency and productivity.
	5.4.3 Implement continuous improvement initiatives.
5.4 Operational Excellence	5.4.4 Apply lean methodologies to reduce waste and improve value.
	5.5.1 Adhere to occupational safety and health protocols.
	5.5.2 Apply hazard identification and risk prevention measures.
	5.5.3 Promote environmental protection standards in manufacturing (ESG - environmental social governance)
5.5 Safety and Environmental Management	5.5.4 Ensure compliance with workplace safety audits and inspections.
	5.6.1 Analyze data to identify trends and deviations.
	5.6.2 Troubleshoot process and equipment failures.
5.6 Problem-Solving and Decision-Making	5.6.3 Apply root-cause analysis to deviations and non-conformities.

	5.6.4 Make timely and evidence-based decisions for operational continuity.
5.7 Communication and Collaboration	5.7.1 Communicate effectively in written and verbal form with colleagues.
	5.7.2 Collaborate with production, quality, and supply chain teams.
	5.7.3 Present technical findings and recommendations clearly.
	5.7.4 Foster teamwork and knowledge-sharing across functions.

THIRD SCHEDULE

SCHEDULE 3 **BYELAW 20(1)**

PART A
CONDUCT OR ACTIVITIES DEEMED TO BE EXAMINATION MALPRACTICES

1. Cheating including but not limited to;
   a) copying from the script of another candidate; or
   b) exchanging answers with another candidate inside or outside the examination room; or
   c) bringing into the examination room, in person or by agent, a pre-prepared answer script/booklet; or
   d) substituting an answer script/booklet illegally prepared outside the examination room for the one already submitted to the invigilator or examiner; or
   e) falsifying or altering marks awarded on an examination script/booklet.
2. Sitting examination without authorization or valid registration or other required documentation or payment of examination fees.
3. Uttering false documents in relation to eligibility to sit an examination at PSU.
4. Hiring or procuring services of another person to sit examinations on the candidate's behalf.
5. Bribing or doing any act likely to compromise an invigilator or examiner.
6. Fraudulently accessing examination papers/questions or marking guide which have been illegally procured or made available.
7. Fraudulently receiving examination papers/questions before the examination is due.
8. Paying or inducing another person to illegally procure or make available examination questions/papers or marking guide.
9. Use, exchange or receipt of chits, carbons or carbon copies relating to an examination or assignment.
10. Interfering with conduct of investigations into or hearing of an examination malpractice allegation by the Examinations Malpractice Committee including but not limited to:
    a) Intimidating members of the committee or other PSU staff or witnesses; or
    b) Destroying or concealing evidence relating to an alleged examination malpractice; or
    c) Forging or uttering false evidence relating to an alleged malpractice; or
    d) Bribing a member of the committee or PSU official or witness or any other person in relation to an alleged examination malpractice; or
    e) Harassing or procuring others to harass a member of the committee or PSU official or witness or any other person in relation to an alleged examination malpractice; or
    f) Obstructing the work of the committee.
11. Indulging in disruptive or threatening behaviour towards an invigilator or any PSU staff involved in the conduct of examinations or other candidate or any person including but not to, physical assault or threat of physical assault, shouting, using abusive or threatening language, destruction of property or threat to destroy property.
12. Collaborating or using any other means of gaining unfair advantage during an examination.

13. Delivering to the examiner at his or her office or residence or any other place an limited examination script/booklet outside the time for delivery and without due authority.
14. Breaking the rules in an examination or assignment including but not limited to failure to adhere to prescribed time within which to complete the examination or assignment,
15. Attempting to influence an examiner.
16. Writing or drawing anything on the answer booklet (such as a candidate's name) likely to compromise or influence or prejudice the examiner.
17. Being in possession of prohibited items such as a computer, cell-phone or other prohibited items during the examination.
18. Leaving the examination room without the authority of the invigilator.
19. Carrying out any form of communication with another candidate/candidate during an examination.
20. Taking out of the examination room an answer booklet or booklets or any examination materials without express permission from the invigilator.
21. Damaging, altering or destroying a script during verification by candidate or taking a script outside of the verification venue designated by the Secretary.
22. Aiding or abetting any person or another candidate to commit an examination malpractice.
23. Attempting to commit an examination malpractice.
24. Any other conduct or act or omission which in the opinion of the Board of Examiners amounts to an examination malpractice and approved by the Council.

PART B

ACKNOWLEDGEMENT OF RECEIPT AND UNDERTAKING TO BE BOUND BY RULES FOR QUALIFYING MEMBERSHIP EXAMINATIONS.

I _____ being a candidate admitted to sit_____ Examination* as part of qualifying examinations conducted by the council in the year 20…… acknowledge receipt of the Pharmacy and drugs (Qualifying examinations) Byelaws, availed to me by the PSU. I undertake to be bound by the said Rules and to comply with all its provisions and be subject to any sanctions therein for breach.

DATED at _____this _____day of _____20_____

_____

SIGNATURE

Indicate the exam that you are to sit whether pre -internship or post internship/ Pre registration examinations.

DR LUTOTI STEPHEN
SECRETARY, PHARMACEUTICAL SOCIETY OF UGANDA