



PHARMACEUTICAL SOCIETY OF UGANDA TO: ALL PHARMACISTS

GUIDELINES FOR THE ISSUANCE OF CERTIFICATES OF PRACTICE FOR THE YEAR 2012

(Published October 2012)

The licensing cycle for the year 2012 has begun and all certificates of practice must be renewed.

As a means of improving the standards of practice of pharmacists, the following guidelines are to be followed with regard to the issuance of Certificates of Practice for 2012.

1. Certificates of Practice will be issued to pharmacists with respect to the pharmacy and or organization where they practice.
The name, physical address of the pharmacy and or organization, and the nature of business (retail/wholesale/large-scale manufacture/small scale manufacturer) for which the Certificate is applicable will be indicated.
2. Certificates of practice issued are only operational for the calendar year in which they are issued and only for the period indicated thereon.
3. The time of attendance of the pharmacist-in charge (a minimum of **twenty hours** a week) **MUST** clearly be indicated.
4. The names and qualifications of all **professional auxiliary staff** (Please attach **certified copies of their professional registration certificates - Nurses and midwives council and the Allied health professionals council** as case may be **OR a certificate issued by PSU** after auxiliary staff training and a recent passport size photograph) must be indicated.
5. The names, qualification and roles of any other non technical staff employed in the pharmacy should also be indicated. (NB: Additional information should be included on a separate sheet of paper as required)

The application form must be accompanied by the signed commitment letter(s) of the Pharmacy Auxiliary Staff employed by the organization, and countersigned by the Chief Executive of the company. The Auxiliary staff must indicate in their commitment letters the time of the day that they will normally be working in the pharmacies.

Details of all professional auxiliary staff including their hours of work must be indicated on the application form. This is to ensure that the pharmacy is under professional management at all times when it is open.

The pharmacy auxiliary staff shall be either a Dispenser, or a Nurse/Midwife who has undergone training by The Pharmaceutical Society of Uganda.

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 should be attached. Medical Representatives who need to change jobs within the course of the year have to notify the Council before the move is effected.

6. Provision of false or misleading information to the Council secretariat 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.
7. Cancellation of a Certificate of Practice during the course of the year shall only be considered under extraordinary circumstances.
8. The council encourages pharmacists and their employers to formalize their terms of engagement by means of a **written contract** 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**
 - ✚ **The terms of contract termination with notice periods clearly indicated (please note that the secretariat will not issue certificates of practice during the course of the year to members changing employment without due regard to their terms of employment)**
9. In the event of loss of a Certificate of Practice, the pharmacist shall, in writing, inform the Council of the loss of the Certificate, stating the serial number, if replacement is to be made. This should be done as soon as the loss is realized. A fee of UGS **100,000/=** will be charged as a Certificate of Practice replacement Fee.
10. Following submission of **completed applications**, Certificates of Practice will be ready for collection **after 3 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 processed.**
11. Pharmacists will be allowed to supervise pharmaceutical outlets in the following description:
 - ❖ **Pharmacists working strictly in supervision of community pharmaceutical outlets i.e. retail and wholesale pharmacies as well as Pharmaceutical importers/Distributors and Exporters shall be allowed to supervise at most two(2) pharmaceutical outlets.**
 - ❖ **Pharmacists working in Education institutions that teach Pharmacy shall be allowed to supervise two (2) pharmaceutical outlets.**
 - ❖ **Pharmacists that work in private hospitals shall be allowed to supervise only one (1) pharmacy.**
 - ❖ **Pharmacists working in hospitals that are current internship training centers or potential internship centres shall supervise two (2) pharmacies.**
 - ❖ **Pharmacists working on any other full time engagement will be allowed to supervise only one (1) pharmacy that is within a 40km radius from the place of full time employment.**
 - ❖ **Pharmacists in National Drug Authority will NOT be allowed to supervise any pharmacy.**
 - ❖ **Pharmacists working in the industry will be allowed to supervise only One 1 Pharmacy that they own.**

- ❖ Any other category that is not highlighted above will be handled as the council may deem necessary.
- ❖ To ensure provision of optimal professional services, the distance between any two points of work for the pharmacist may not exceed 20km. Any proposals to the contrary will have to be justified to the council before permission can be granted.
- ❖ Any other categories or issues not captured above will be handled on a cases by case basis.

You are required to fill the prescribed application form, pay the applicable fees and submit both the completed form and receipt of fees payment to the secretariat:

Annual Subscription	200,000=
Development fees	300,000=
PHARMACY FEES	
Wholesale pharmacy	300,000=
Retail pharmacy	150,000=
Wholesale & Retail Pharmacy	400,000=
Large-scale manufacturers	500,000=
Small scale manufacturers	350,000=
Replacement of lost Certificate or change of details	100,000=
Medical representative accreditation card	50,000=
OTHER FEES	
Change over fees	100,000=
Clinical coats	40,000=
Identity card fees - payable once in 3years	25,000=

You are also to ensure the following in the pharmacy;

- i) Every person in the pharmacy wears a badge or tag indicating name and title.
- ii) All technical staff in retail pharmacies to wear white clinical coats.
- iii) Standard Operating Procedures (SOPs) are drawn for all professional services and clearly displayed.
- iv) All records as prescribed by law are kept, as Inspectorate teams from the National Drug Authority and the Council will enforce this.

In addition to the above, The Council

- ✓ Advises that the pharmacist carries out all technical tasks regarding NDA and PSU.
- ✓ Cautions pharmacists against professional misconduct

Please be further informed that the Council will be vigilant in ensuring that the highest practicable standards in the practice of pharmacy are upheld, through routine field inspections.

For further information, don't hesitate to contact the undersigned.

Thank you

Sincerely,

THE PHARMACEUTICAL SOCIETY OF UGANDA

Opio Samuel
SECRETARY