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Guideline for Registration of Pharmaceutical Personnel

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Table of Contents

1	List of Abbreviations and Acronyms.....	3
2	Introduction	3
2.1	Legal Basis.....	3
2.2	Purpose	3
2.3	Scope.....	3
3	Requirements for Registration	4
3.1	General Requirements	4
3.2	Eligibility Criteria for Pre-registration Examination.....	4
4	Application Process	4
4.1	Initial Registration	4
4.2	Renewal of Registration	6
4.3	Registration as Superintendent Pharmacist	7
4.4	Temporary Registration	8
5	Registration as Pharmaceutical Personnel	8
6	Suspension, Cancellation and Removal of Registration.....	8
7	Final Provisions	8
8	Attachments	9
9	References.....	9
10	Document History	9
11	Flow Chart: Initial Registration	10

1 LIST OF ABBREVIATIONS AND ACRONYMS

BPharm	Bachelor of Pharmacy
BScPharm	Bachelor of Science in Pharmacy
CPD	Continuing Professional Development
CV	Curriculum vitae
MPharm	Master of Pharmacy
PharmD	Doctor of Pharmacy
PCG	Pharmacy Council of The Gambia

2 INTRODUCTION

2.1 Legal Basis

- 2.1.1. The regulation of the practice of pharmacy in The Gambia is governed by the provisions and requirements of the Pharmacy Council Act, 2014, by which the Pharmacy Council of The Gambia (PCG) was established as the regulatory body for the practice of pharmacy, and the Pharmacy Regulations.
- 2.1.2. Part III of the Act, *Registration*, requires that a person shall not practice as a pharmacist or a pharmacy support staff (personnel) unless he or she is registered in accordance with the Act.
- 2.1.3. The PCG is the regulator for pharmacists and pharmacy support personnel as well as for pharmacy premises in The Gambia.

2.2 Purpose

- 2.2.1. This guideline sets out the requirements and procedures for applications as pharmacists and pharmacy support personnel for
 - Initial registration;
 - Renewal of registration;
 - Temporary registration;
 - Registration as superintendent pharmacist; and
 - Suspension, cancellation and removal of registration.
- 2.2.2. It describes the application and registration process.

2.3 Scope

- 2.3.1. This guideline applies to pharmacists and pharmacy support personnel (pharmacy technicians, pharmacy/dispensing assistants and nurse dispensers) who apply for registration with the PCG.
- 2.3.2. It also applies to the members of the PCG and Examination and Standards Committee of the Pharmacy Council who are involved in the registration process.

3 REQUIREMENTS FOR REGISTRATION

3.1 General Requirements

- 3.1.1. All Pharmaceutical Personnel must provide evidence of an internship programme recognised by the PCG with the exception of nurse dispensers and non-Gambians before initial registration.
- 3.1.2. All Pharmaceutical Personnel must pass a professional qualifying examination (pre-registration examination) before initial registration.
- 3.1.3. Applicants must complete the respective application form (Attachment 01 or 02) available from the office of the Pharmacy Council of The Gambia, website: www.gpc.gm.
- 3.1.4. The PCG charges non-refundable fees for the application form (currently GMD 250). The fee is latest due at the time of submission of the application.
- 3.1.5. The completed, signed and dated application form shall be provided together with the required documentation as hard copies in person to the PCG office.
- 3.1.6. A **pharmacist** must be a holder of a pharmacy degree certificate from a university recognised by the PCG as BPharm as a minimum or as MPharm or PharmD.
- 3.1.7. A **pharmacy technician** must be a holder of a certificate/diploma as pharmacy technician or pharmacy technologist from an institution recognised by the PCG.
- 3.1.8. A **dispensing / pharmacy assistant** must be a holder of certificate as dispensing assistant or pharmacy assistant from a training institution/centre recognised by the PCG.
- 3.1.9. A **nurse dispenser** must be a holder of RN certificate graduated on or before year 2001 and registered with the Nursing & Midwives Council of The Gambia.
- 3.1.10. If documents are in a language other than English, they must be translated and certified by an official translator or relevant authority.

3.2 Eligibility Criteria for Pre-registration Examination

- 3.2.1. To be eligible for the professional qualifying examination, the requirements set out in Sections 3.1 and 4.1 must be met.
- 3.2.2. A candidate enrolled in an internship programme can apply for registration if the internship programme will be completed and evidence provided six weeks before the examination date.

4 APPLICATION PROCESS

4.1 Initial Registration

- 4.1.1. The applicant shall provide as hard copies together with the duly filled, signed and dated application form the following documents as applicable:

All applicants

- Copy of the National Identity card, Voters card or Passport;
- Two current coloured passport size photographs;
- Evidence of completion of internship programme (with the exception of nurse dispensers and non-Gambians); and
- A current (not older than one year), signed and dated curriculum vitae (CV).

Gambians trained abroad

- Evidence of qualification which entitles the applicant trained abroad to practice in the country of training;
- Evidence of registration as a pharmacist or pharmacy support personnel in the country of previous practice (where applicable); and
- Provision of contact details of the awarding training institution for verification by the PCG.

Non-Gambians trained abroad to work in the public sector

- Evidence of work permission in The Gambia;
- Existence of a reciprocal agreement of registration to practice pharmacy between the foreign national's country of origin and The Gambia, where applicable
- For pharmacists, evidence that the applicant has at least ten years practice as a registered pharmacist;
- For pharmacy support personnel fulfilling the latest PCG decision which can be received from the PCG office; and
- Provision of contact details of the awarding training institution and employers for verification by the PCG, as applicable.

Pharmacists

- Copy of Pharmacy Degree Certificate bearing at least
 - Name of university awarding the degree;
 - Country where the university is located;
 - Type of degree; and
 - Year of graduation.

Pharmacy Technicians, Nurse Dispensers and Pharmacy/Dispensing Assistants

- Copy of Certificate/Diploma bearing at least
 - Name of institution awarding the certificate/diploma;
 - Country where the institution is located;
 - Title on the certificate; and
 - Year of graduation.

4.1.2. Any other additional documents might be requested by PCG.

4.1.3. **Note:** Documents that were submitted with the application for an internship programme and that are still valid do not need to be submitted again.

- 4.1.4. The name of the candidate on all the documents submitted must be exactly the same.
- 4.1.5. The applicant shall submit the application at least three (3) months before the pre-registration examination date, which is published on the PCG website: www.gpc.gm.
- 4.1.6. Candidates whose documents have been evaluated and accepted have to pay a non-refundable examination fee as specified in the Fee Schedule at least one (1) month before the examination, upon which an examination number will be issued by the PCG.
- 4.1.7. Candidates who pass the examination will be eligible for registration as pharmacy personnel. For details on the pre-registration examination refer to the *PCG Guideline for Pre-Registration Examination*.
- 4.1.8. The PCG charges non-refundable registration fees as specified in the Fee Schedule in the Regulations. The fee for the registration is due after the examination results are published and before the registration certificate will be provided.
- 4.1.9. Candidates will receive communication on the registration from the Registrar of the PCG within one month after publication of the examination results on the PCG website.
- 4.1.10. The registration is valid until the end of each calendar year and must be renewed annually.

4.2 Continuing Professional Development (CPD) and Renewal of Registration

- 4.2.1. Part II Section 4j of the Act requires the Council to “establish standards and provide guidelines for Continuing Professional Development and Training of registered Pharmacists and Pharmacy Support personnel”.
- 4.2.2. Part IV Section 23 Sub 2 requires that “All Drugstore license holders before the enactment of this Act shall undergo a specified course as determined by the Pharmacy Council for the continued renewal of their licenses”.
- 4.2.3. CPD is mandatory condition of renewal of registration to practice for all practitioners and substitutes the requirement cited in 4.2.2 above.
- 4.2.4. All registered pharmacy personnel are responsible to fulfil CPD requirements and maintain records of CPD activities prior to submission of their renewal applications. Refer to the respective PCG guideline for details about CPD requirements.
- 4.2.5. Registered pharmacy personnel will not receive renewal of registration unless they are fully compliant to the CPD requirements.
- 4.2.6. The applicant shall provide as hard copies together with the duly filled, signed and dated application form the following documents as applicable:
 - Copy of the National Identity card, Voters card or Passport;
 - Evidence of CPD activities in accordance with the requirements of the Examination and Standards Committee;
 - A current (not older than one year), signed and dated CV; and

- An employment letter (where applicable).
- 4.2.7. The PCG may request for a current coloured passport size photograph.
- 4.2.8. Any other additional documents might be requested by PCG.
- 4.2.9. Any changes of name or workplace or other relevant changes shall be submitted with the application for renewal of registration, providing evidence of the change.
- 4.2.10. The applicant shall submit the application at least one (1) month before the end of the calendar year.
- 4.2.11. The PCG charges non-refundable fees for renewal of registration as specified in the Fee Schedule. The fee is due before the registration certificate will be provided.
- 4.2.12. The applicant will receive the renewal of registration certificate from the Registrar within the first two months of the next calendar year.

4.3 Registration as Superintendent Pharmacist

- 4.3.1. The applicant must be a registered pharmacist in The Gambia with practice for a minimum of three years in The Gambia and at least five years experience in a relevant area of pharmaceutical practice.
- 4.3.2. To be eligible for registration the applicant must have additional qualifications such as completed a relevant post graduate programme or any other course that is relevant to the practice of pharmacy in The Gambia.
- 4.3.3. It is on the discretion of the PCG to determine whether one is eligible for registration or not.
- 4.3.4. The applicant shall provide as hard copies together with the duly filled, signed and dated application form the following documents as applicable:
- Copy of the National Identity card, Voters card or Passport;
 - One current coloured passport size photograph;
 - A current (not older than one year), signed and dated CV;
 - Copy of the post graduate degree or course certificate;
 - Catalogue of relevant papers published related to the certificate seeking to register, if applicable;
 - A transcript from the training institution posted directly by the institution to the Registrar of the PCG; and
 - Evidence of work permission in The Gambia for non-Gambians.
- 4.3.5. The PCG charges non-refundable fees for registration as superintendent pharmacist as specified in the Fee Schedule. The fee is due before the registration certificate will be provided.
- 4.3.6. The applicant will be informed about the decision and receive a corresponding registration certificate from the Registrar within two months after the submission.
- 4.3.7. A superintendent pharmacist is entitled to be addressed as 'Consultant Pharmacist' (Expert) in the registered specialty.

4.4 Temporary Registration

- 4.4.1. If it is in the public interest, the PCG can register a pharmacist temporarily if the person holds a valid foreign pharmacy license recognised by the Council.
- 4.4.2. Requirements described in Section 3.1 and 4.1 may apply as determined by PCG.
- 4.4.3. A temporary registration is valid for three (3) months and may be renewed twice only.

5 REGISTRATION AS PHARMACEUTICAL PERSONNEL

- 5.1. The application shall undergo evaluation by the PCG.
- 5.2. Where all requirements for the registration of a pharmacist or pharmacy support staff have been met, the Registrar will issue to the applicant a registration certificate indicating the registration number and the name, subject to such conditions as may be prescribed by the PCG.
- 5.3. Practising as any pharmaceutical personnel while not registered by the PCG is breaking the law and can be prosecuted.
- 5.4. If the application is unsuccessful, the information provided will be kept for up to six months from the date of refusal. The applicant can reapply at any point during this time without paying another fee. However, submission of updated supporting documents may be required if these are no longer valid.
- 5.5. The registration will be delayed if:
 - not all the required information is provided; or
 - the supporting documents are incomplete.
- 5.6. An applicant dissatisfied with a decision of the PCG on registration may appeal to the Minister of Health and Social Welfare.

6 SUSPENSION, CANCELLATION AND REMOVAL OF REGISTRATION

- 6.1. The PCG is entitled to suspend or cancel a registration as pharmacist or pharmacy support personnel under certain circumstances as laid down in the Act. For details refer to the respective PCG guideline.
- 6.2. The Registrar shall remove from the register the name of a person who is dead or whose registration has been cancelled. The name of a person may be restored to the register as directed by the PCG.
- 6.3. A pharmacist or pharmacy support personnel can request the Registrar to remove their name from the register at any time. Reasons for removal may be for example emigration or change of profession.

7 FINAL PROVISIONS

- 7.1. This guideline is the first version. It will become effective on 01 August 2018 and be published on the PCG website.

7.2. The document will be reviewed within 2 years of becoming effective.

8 ATTACHMENTS

Attachment No	Title (as referenced on the attachment)
01	Pharmaceutical Personnel Registration Application - Form
02	Superintendent Pharmacist Registration Application - Form

9 REFERENCES

- Pharmacy Council Act, 2014
- Pharmacy Council of The Gambia, Pharmacy Regulations 2018
- Fee Schedule
- PCG Guideline for Pre-registration Examination (PCG-GL-401)
- PCG Guideline for Pharmacy Internship Programme (PCG-GL-102)
- PCG Guideline for Continuing Professional Development (PCG-GL-402)
- PCG Guideline for Disciplinary Actions (PCG-GL-103)
- The Benefit of Continuing Professional Development for Continuing Pharmacy Education ¹-
www.ncbi.nlm.nih.gov/pmc/articles/PMC5909876/
- Continuing Professional Development: Views and Barriers Toward Participation Among Malaysian ² -
www.researchgate.net/publication/291416772

10 DOCUMENT HISTORY

Version:	Issue Date:	Reasons for Change:
1.0	20 July 2018	New document
2.0	5 May 2020	Address and telephones updated

11 FLOW CHART: INITIAL REGISTRATION

