



PHARMACY COUNCIL OF THE GAMBIA  
**Pipeline, off-Kairaba Ave – opposite Mosque  
Serrekunda**  
**Tel: +220 438 3841, +220 738 2655/769 0904**  
**P.O.Box 4527 Bakau**  
**Website: [www.gpc.gm](http://www.gpc.gm)**

---



# **Guideline for Pharmacy Internship Programme**

PCG-GL-102, Version 2.0 – 5 May, 2020

## 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.....	4
3	Requirements for application as Intern .....	4
4	Structure of the Internship Programme .....	5
5	Requirements for the Preceptor .....	5
6	Requirements for the Intern.....	6
7	Requirements for PCG .....	6
8	Final Provisions .....	7
9	Attachments .....	7
10	References.....	7
11	Document History .....	7
	Appendix 1: Contents of Internship Programme .....	8

## 1 LIST OF ABBREVIATIONS AND ACRONYMS

CMS	Central Medical Store
CV	Curriculum vitae
PCG	Pharmacy Council of The Gambia
RMS	Regional Medical Store

## 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.
- 2.1.2. Part III of the Act, *Registration*, requires that a person shall not practice as a pharmacist unless he or she provides evidence of completion of an internship programme.
- 2.1.3. The PCG requires that also Pharmacy Technicians must complete an internship programme.
- 2.1.4. 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 conditions for the internship programme of pharmaceutical personnel in The Gambia before registration with the PCG.
- 2.2.2. The internship programme is aimed to give the intern the opportunity to apply knowledge gained in the classroom to the actual practice of pharmacy.
- 2.2.3. The objectives of the internship programme are:
  - To train pharmaceutical personnel for careers in pharmaceutical services;
  - To equip and improve the professional skills of the intern;
  - To provide an understanding of the role of the pharmaceutical personnel in the health care system;
  - To foster widespread and thorough understanding of the mandate of the pharmaceutical personnel to the public he/she serves;
  - To understand the scope of pharmacy practice in The Gambia through practical exposure;
  - To provide practice-based educational programme for improving quality assurance methods that pharmaceutical personnel apply to their work; and
  - To provide understanding of the ethical, legal and regulatory principles that affects the pharmacy profession.

## 2.3 Scope

- 2.3.1. This guideline applies to pharmacists and pharmacy Technicians pharmacy/dispensing assistants who apply for an internship at the PCG before initial registration as pharmaceutical personnel as well as to the preceptors supervising interns.
- 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 internship programme.

## 3 REQUIREMENTS FOR APPLICATION AS INTERN

- 3.1. All applicants must fulfil the requirements for initial registration as laid down in the PCG *Guideline for Registration of Pharmaceutical Personnel* with the exception of the internship programme.
- 3.2. For eligible applicants who have been trained and have more than three years of work experience as registered pharmaceutical personnel abroad, an internship of at least three (4) months in The Gambia is required, two months in a community pharmacy, one month in a hospital pharmacy and one month in an area decided by PCG. Fresh school graduates and those who practice less than three (3) years shall undergo a twelve (12) months internship.
- 3.3. Applicants must complete the application form (Attachment 01) available from the office of the Pharmacy Council of The Gambia, website: [www.gpc.gm](http://www.gpc.gm).
- 3.4. The applicant shall provide the following documents as applicable:
  - Copy of the National Identity card, Voters card or Passport;
  - A current (not older than one year), signed and dated curriculum vitae (CV);
  - Copy of degree certificate as pharmacist or certificate/diploma as pharmaceutical support staff or if not available yet, an attestation from the university/institute; and
  - For applicants trained abroad provision of contact details of the university/institution for verification by the PCG.
- 3.5. Any other additional documents might be requested by PCG.
- 3.6. If documents are in a language other than English, they must be translated and certified by an official translator or relevant authority.
- 3.7. The applicant shall provide the application documents as hard copies at least two (2) months before the internship should commence in person to the PCG office.
- 3.8. The PCG will provide a letter of acknowledgement at least thirty (30) days before the internship commences stating whether the intern registration has been approved or if not, the reasons.

## **4 STRUCTURE OF THE INTERNSHIP PROGRAMME**

- 4.1. The PCG requires that the internship programme covers full 12 months. Time away from work will result in the period of internship being extended.
- 4.2. Interns are required to cover a 40-hours week as minimum including seminars or other internship related training activities.
- 4.3. The main areas of pharmacy internship are:
  - Orientation by PCG (2 days).
  - Hospital Pharmacy (6 months) with the opportunity to work and learn in a variety of operational settings, which include inpatient operations and continuity of care.
  - Community Pharmacy (3 months) with the opportunity to work and learn in a community pharmacy setting, which include prescription review and patient counselling.
  - Advanced institutional rotation (3 months) with the opportunity to work and learn pharmacy regulation, legislation, quality assurance and management, basic medical stores management and logistics at the Central Medical Store (CMS) and Regional Medical Stores (RMS) as well as working in the private sector.
- 4.4. The intern should attend hospital and community pharmacy practice seminars and should be included in seminar activities such as topic discussions, article reviews, presentations and in-service lectures.
- 4.5. The areas of internship must have proven track record of attendance and performance to be considered for registration.
- 4.6. The hospital internship shall be conducted at the teaching hospital and suitable general hospitals.
- 4.7. Details of the contents of the internship programme are set out in Appendix 1.

## **5 REQUIREMENTS FOR THE PRECEPTOR**

- 5.1. The preceptor must be a registered pharmacist in The Gambia for at least five years, being engaged in active practice and must agree to make reports and evaluations as required under the internship programme.
- 5.2. He/she must be willing to assume the responsibility of overseeing and to supervise the intern's daily activities.
- 5.3. The preceptor must assure that the intern is supervised at all times by him/herself or another registered pharmacist.
- 5.4. While supervising an intern, the preceptor must not leave an intern to work alone to assume the responsibility of a pharmacist and be in direct supervision of all repackaging, labelling and dispensing of medicines for distribution.

- 5.5. The preceptor should establish a systematic procedure for the advancement of the intern through increasing levels of knowledge and familiarity with the roles and responsibilities of the pharmaceutical personnel in his or her particular work setting.
- 5.6. The preceptor should assess the intern's competence through observation and questioning - competence should never be assumed without assessment - and report to the PCG together with the report that the intern has to provide each time after completion of 3 months of full-time internship (see Attachment 02).
- 5.7. The preceptor should notify the PCG of any change of his/her employment within 10 days.

## **6 REQUIREMENTS FOR THE INTERN**

- 6.1. The intern is a student who receives supervised professional training from the preceptor.
- 6.2. Interns must understand what is expected of them, and always ask for clarification from the preceptor and others, if needed.
- 6.3. The intern is responsible for obtaining, maintaining and submitting to the PCG all required written materials and documents pertaining to internship.
- 6.4. The intern must exhibit a professional appearance in both manner and dress and must adhere to the standards of dress and behaviour as specified by the preceptor.
- 6.5. The intern is obligated to respect all confidences revealed during internship including, but not limited to, pharmacy records, medical records, patient information, fee systems, professional policies, and all proprietary information.
- 6.6. When making any professional judgement, e.g. choice of medicine, dosage recommendation, etc., the intern must first discuss it with the preceptor.
- 6.7. The intern should adhere to the work schedule as determined by the preceptor.
- 6.8. The intern shall periodically report his or her internship progress (see Attachment 02) to the PCG within 30 days after completion of every three (3) months of full-time internship.
- 6.9. The intern shall attach appropriate documentation of the internship experience with the reports (e.g. track record of attendance and performance).

## **7 REQUIREMENTS FOR PCG**

- 7.1. The PCG is obliged to review the reports provided by the intern in a timely manner and make recommendations to the intern or preceptor as needed.
- 7.2. Within 30 days upon receipt of a report on the internship progress, the PCG will provide the intern with a letter of acknowledgement and

information on the approval of the report and any conditions to be observed, where applicable.

- 7.3. Within 30 days upon receipt of the final report on completion of the internship programme, the PCG will provide a letter and inform the intern whether he/she is eligible to sit for the pre-registration examination stating the reasons if he/she is not eligible.

## 8 FINAL PROVISIONS

- 8.1. This guideline is the first version. It will become effective on 07 August 2018 and be published on the PCG website.
- 8.2. The document will be reviewed within 2 years of becoming effective.

## 9 ATTACHMENTS

Attachment No	Title (as referenced on the attachment)
01	Internship Registration Application - Form
02	Internship Progress Report - Form

## 10 REFERENCES

- Pharmacy Council Act, 2014
- Pharmacy Council of The Gambia, Pharmacy Regulations 2018
- Fee Schedule
- PCG Guideline for Registration of Pharmaceutical Personnel (PCG-GL-101)
- Pharmacy and Poisons Board, Republic of Kenya, Guidelines for Evaluation and Assessment for Registration of Pharmacists, 2013
- Pharmacists Council of Nigeria, Pre-registration Examination for Pharmacists, Manual, 2016
- Montana Board of Pharmacy, Internship Manual

## 11 DOCUMENT HISTORY

Version:	Issue Date:	Reasons for Change:
1.0	20 July 2018	New document
2.0	05 May 2020	Address and telephones updated

## APPENDIX 1: CONTENTS OF INTERNSHIP PROGRAMME

The intern must demonstrate an awareness and understanding of his or her role as a pharmacist or pharmacy support personnel with the public and in inter-professional relationships which should be acquired in the following:

1. Pharmaceutical care (with focus on the patients):
  - Demonstrate a caring attitude towards patients
  - Interview patients and caregivers to obtain histories: social, medical, medicines, adherence, etc
  - Obtain patient objective data from appropriate sources
  - Identify medicines therapy problems and reporting to preceptors
  - Identify evidence-based pharmaco-therapeutic and lifestyle management options
  - Counsel patients
  - Provide medication reconciliation
  - Develop monitoring parameters
  - Document activities.
2. Supply of medicines (with focus on the products):
  - Determine calculations and prepare extemporaneous medicines using GMP
  - Assess prescriptions for correctness, completeness and costs
  - Accurately dispense medicines with appropriate labelling and advice
  - Provide unit dose dispensing
  - Document and act upon dispensing errors
  - Demonstrate ability to effectively manage logistics and supply chain
  - Demonstrate knowledge of veterinary medicines.
3. Public Health Pharmacy (with focus on the population):
  - Assess the primary health care needs
  - Advise on health promotion, disease prevention and control, and healthy lifestyle
  - Report Adverse Drug Reactions (ADRs).
4. Organisation and Management (with focus on the system):
  - Acknowledge the organisational structure and authority relationships
  - Demonstrate ability to effectively analyse and manage financial data and budgetary information
  - Ensure financial honesty and transparency
  - Demonstrate organisational and management skills (e.g. time management)
  - Recognise the value of pharmacy team and a multidisciplinary team



- Understand procurement methods and inventory management.
5. Professional and Personal Management (with focus on the practice):
- Communicate effectively with patients and care-givers
  - Collaborate with other health care workers
  - Demonstrate awareness of professional code of ethics, professional structures and functions
  - Ensure confidentiality with patients and other health professionals
  - Research in workplace
  - Recognise own limitations
  - Engage in life-long self-directed learning
  - Be a good citizen
6. Medicines Production and Quality Assurance (with focus on the products)
- Perform unit operations in manufacturing of medicines
  - Understand quality assurance
  - Apply standard operating procedures