

PHARMACY COUNCIL



GUIDELINES FOR PHARMACIST INTERNSHIP TRAINING

SEPTEMBER, 2018

FREQUENTLY ASKED QUESTIONS

1. What are the procedures for internship application for pharmacy graduates studied abroad?

Answer: Pharmacy graduates from abroad must apply to Tanzania Commission for Universities (TCU) for evaluation of their award before applying to the Pharmacy Council for Provisional Registration and allocation of internship center through PCF. 2 available at www.pc.go.tz, pay the prescribed fee and attach all the required documents. You will be notified the results of your application within 21 days.

For Graduates who studied in Tanzania; As soon as the University Senate approves the results and you have passed the final examinations, you will be required to apply through PCF.2, pay prescribed fee and attach all required documents. The Council will the results of your application within 21 days.

Note: Incomplete applications will not be considered.

2. How can I change an internship center?

Answer: If you wish to change an internship training center, you will be required to write to the Registrar to request for change of internship center and state the reason(s) for change.

3. How can I submit my examinations or internship applications?

Answer: You can submit your applications by Courier through Registrar, Pharmacy Council, Mandela Road EPI, Mabibo External, P.O Box 31818, Dar es Salaam or through Email address; info@pc.go.tz or education@pc.go.tz

4. What next after internship?

Answer: After nine (9) months of internship training you will be eligible to sit for pre-registration examination. However, despite passing the examination you will not be registered as a pharmacist until you complete 12 months of your internship training and apply to be registered as such.

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FOREWORD

Pharmacy Council is a statutory body under the Ministry of Health, Community Development, Gender, Elderly and Children established under the Pharmacy Act, Cap. 311 mandated to regulate pharmacy training to guarantee necessary knowledge and skills needed for efficient pharmacy practice.

The Council provides for functions, management and control of the pharmacy profession and related matters. Among the functions of the Council, as stipulated in the Act, are to evaluate academic and practical qualifications of pharmaceutical personnel before being registered, enrolled or enlisted by the Council.

According to Section 17 of the Act Cap.311 of 2011, and Regulations No. 5 -16 of the Pharmacy Education and Training, G.N. No. 333 of 2005 the Council is mandated to regulate internship training for pharmaceutical personnel. Pharmacy graduates who successful completed their academic program from a recognized university are required to undertake a one year internship training before they can be full registered by the Council.

The main objective in subjecting pharmacy graduates to internship is to enable them to have adequate exposure to practical experience, obtain required skills, broaden knowledge and implant professional attitude prior to registration.

The purpose of Pharmacy Council internship guidelines is to provide universal standards in pharmaceutical practice that will be used by intern pharmacists and institutions offering opportunities for pharmacy graduates to do internship.

Expectations prescribed in this document will enable intern pharmacists to gain practical experience under the supervision of competent pharmacists and other mentors whereby they will build capacity to function independently as competent pharmacy practitioners.

Stakeholders are encouraged to familiarize with guidelines and follow them when applying and conduct internship training. Adherence to these guidelines will ensure that internship training is properly conducted and provides interns with required knowledge and skills to practice when they are registered pharmacists.

Mr. Ramadhani Legu Mhangwa
CHAIRMAN



ACKNOWLEDGEMENTS

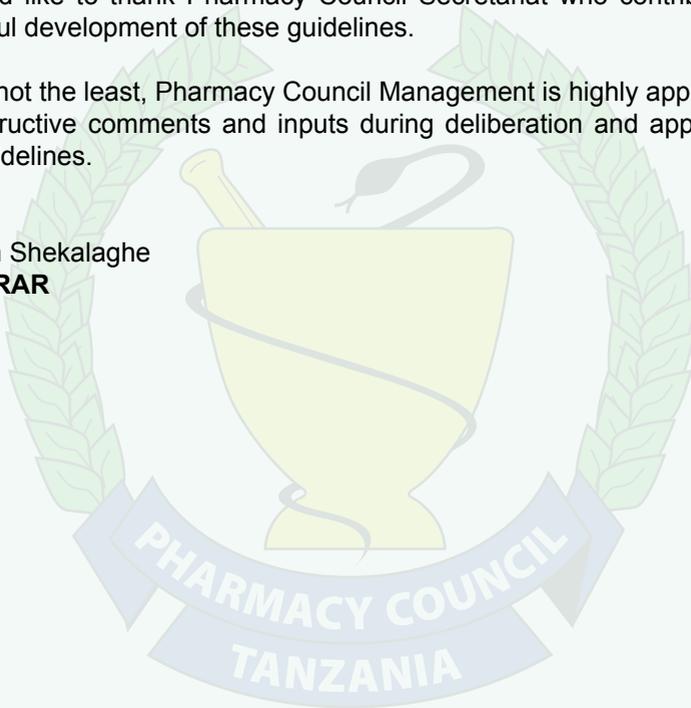
The development of guidelines for intern pharmacist training has been accomplished through involvement of different stakeholders.

Special thanks are extended to Pharmacy Council esteemed stakeholders who discussed the draft guidelines and gave their commendable inputs in improving these guidelines.

We would like to thank Pharmacy Council Secretariat who contributed to successful development of these guidelines.

Last but not the least, Pharmacy Council Management is highly appreciated for constructive comments and inputs during deliberation and approval of these guidelines.

Elizabeth Shekalaghe
REGISTRAR



ABBREVIATION

ADRs	Adverse Drug Reactions
ADMS	Administrative Secretary
AIDS	Acquired Immuno Deficiency Syndrome
FEFO	First Expire First Out
G.N	Government Notes
GMP	Good Manufacturing Practice
HIV	Human Immunodeficiency Virus
MOHCDGEC	Ministry of Health, Community Development, Gender, Elderly and Children
MZRH	Mbeya Zonal Referral Hospital
PC	Pharmacy Council
PCF	Pharmacy Council Form
TCU	Tanzania Commission for Universities
TFDA	Tanzania Food and Drug Authority
V/V	Volume in volume
W/V	Weight in volume
W/W	Weight in weight



DEFINITION OF TERMS

“**Assessor**” means any pharmacist appointed by the Council in accordance with criteria determined by the Council to measure outcomes of Pharmacy Education and Training;

“**Council**” means the Pharmacy Council established by section 3 of the Act;

“**Community Pharmacy**” means a pharmacy where there is provision of pharmaceutical care by taking responsibility for the patient’s medicines related needs and being accountable for meet these needs, which shall include but not limited to dispensing, furnishing information and advice to any person with regard to medicines, determine patient compliance, evaluation of patient’s medicine related needs and provisional pharmacist initiated therapy excluding institutional hospital pharmacy;

“**Institutional pharmacy**” means a pharmacy situated in:-

- (a) A public health facility, where there is provision of pharmaceutical care by taking responsibility for the patient’s medicine related needs and being accountable for meeting these needs, which shall include but not limited to dispensing furnishing information and advice to any person with regard to medicine determining patient compliance, evaluation of patient’s medicine related needs and provision of pharmacist initiated therapy; or
- (b) A private health facility or any hospital, institution or facility at which provision is made for diagnostic intervention, or surgical treatment and nursing or other health care, which is not owned or controlled by the government;

“**Internship**” means the practical training undertaken by an intern pharmacist, pharmaceutical technician and pharmaceutical assistant in terms of the contract under the direct supervision of registered pharmacist approved by the Council for the purposes of such training at an institution registered as a provider of a qualification in pharmacy’

“**Intern center**” means an institution/organization approved by the Pharmacy Council for internship training;

“**Intern pharmacist**” means any person registered as such under the



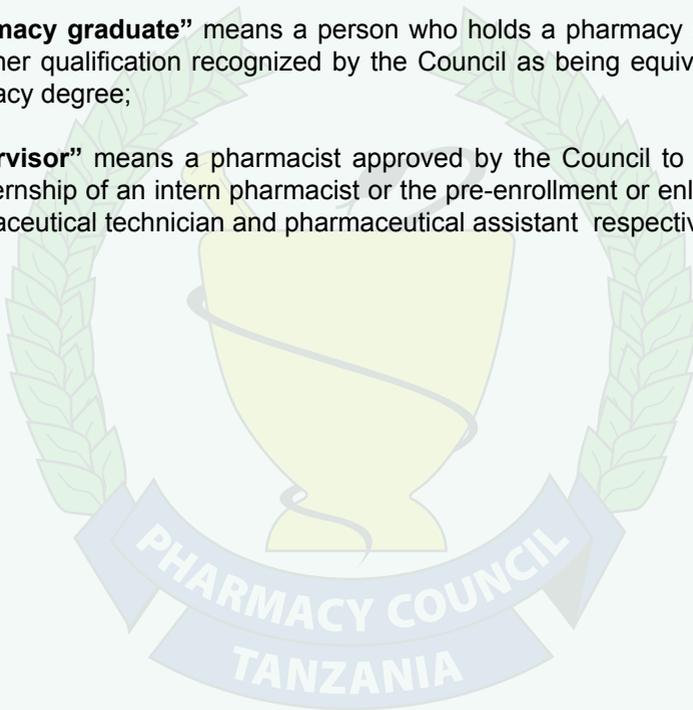
Pharmacy Act, Cap 311'

“Manufacturing Pharmacy” means a pharmacy involved in the production , preparation, processing, compounding , formulating, filling, refining, reprocessing, packaging, repackaging and labeling of product regulated under the Tanzania Food, Drugs and Cosmetics Act, 2003;

“Pharmacist’s assistant” means a person registered in the category of pharmacist’s intern in accordance with this guidelines;

“Pharmacy graduate” means a person who holds a pharmacy degree or any other qualification recognized by the Council as being equivalent to a pharmacy degree;

“Supervisor” means a pharmacist approved by the Council to supervise the internship of an intern pharmacist or the pre-enrollment or enlisting of a pharmaceutical technician and pharmaceutical assistant respectively;



1.0 INTRODUCTION

Pharmacy graduate is required to undergo a complete supervised training of one year period called internship before being registered as a full pharmacist as a requirement to make him/her eligible for registration.

Internship is a twelve (12) months period of applying academic knowledge obtained by pharmacy graduates from recognized universities where they will be subjected to real pharmacy practice. During the internship period an intern must abide to the scope of practice for intern pharmacists.

This training is to be conducted at an approved center under supervision of licensed and experienced pharmacist as per set standards approved by the Council in collaboration with the Ministry of Health.

The whole process of internship training will involve assessment of the intern pharmacists by measuring practical experience obtained that renders him/her competent to be registered and provide holistic pharmaceutical services.

1.1 Users of the Guidelines

These Guidelines are intended to provide directions to interns and supervisors during the internship training. This ensures standardization of internship training in various institutions at different levels of health care in the country.

1.2 Dissemination

These Guidelines shall be disseminated by the Council to users and in particular to the interns before commencement of internship training. Dissemination should also be done at their training centers especially to intern supervisors.

2.0 THE INTERNSHIP TRAINING

2.1 Procedure for provisional registration as intern pharmacist and intern center allocation

2.1.1 For a Pharmacy graduate to be provisionally registered as intern pharmacist must place an application by filling the Form No. (PCF INT. 01) and submit to the Pharmacy



Council accompanied with the following documents:-

- (a) a certified copy of his/her academic qualification in pharmacy (Bachelor Degree of Pharmacy or its equivalence) or other evidence from relevant pharmacy school that the applicant has complied with the requirements for a Bachelor Degree of Pharmacy equivalent or above approved by the Tanzania Commission for Universities (TCU);
- (b) four recent passport size photographs endorsed at the back by public notary; (stamp size)
- (c) a copy of curriculum vitae;
- (d) where applicable a certified copy of permission to reside and take up employment in Tanzania issued by the Ministry of Home Affairs for foreign candidates; and
- (e) Evidence of payment of prescribed fee.

2.1.2 The Council will issue provisional registration certificate and allocate qualified applicants to the recognized internship centers.

2.1.3 The MOHCDGEC will post intern pharmacists to the respective training center.

Note: *The Council will not provisionally register an applicant until when all above documents and the prescribed fees are received.*

2.2 Internship period

Internship shall be conducted for uninterrupted period of twelve (12) months.

In case of unexpected situations, where intern pharmacists is required to be off duty for less than 28 days, an intern should seek permission to the head of intern center in writing, stating reason(s) and where applicable provide evidence to be off duty.

Where intern pharmacist is required to be off duty for more than 28 days, he/she should seek Council approval to the registrar via head of intern center in writing, stating reason(s) and where applicable provide evidence to be off duty

When an intern pharmacist is off duty without permission for total of 28



days during the course of his/her internship period, it will be considered as professional misconduct and disciplinary actions will be taken against him/her.

2.3 Internship Center Transfer

If an intern pharmacist wants to transfer from one internship center to another, he/she shall be required to request in writing to the registrar via head of intern center. However, the transfer will be offered only if the applicant has genuine reasons and there is a vacancy in requested internship center.

2.4 Training outcomes

At the end of internship, the pharmaceutical personnel should be able to:

- (a) apply the knowledge, skills and attitudes gained in the provision of patient-oriented health care delivery services ;
- (b) apply legal and ethical principles in his/her daily professional activities;
- (c) demonstrate a holistic approach and accept responsibility for professional actions;
- (d) participate in research;
- (e) engage with patients and other members of the healthcare team in health promotion and prevention of diseases with particular emphasis on the Tanzanian situation;
- (f) participate in the national strategies on reduction of burden of disease through rational use of medicines;
- (g) apply the principles of pharmaceutical care with the aims of achieving the intended therapeutic outcomes for the health and quality of life of a patient;
- (h) plan and manage his/her own program in terms of workflow and tasks;
- (i) apply knowledge of over-the-counter (OTC) products and maintain the same diligence as required with dispensing of prescribed medicines;
- (j) manage personnel and work as part of a team, both within the institution and with other members of the healthcare team;
- (k) apply principles of inventory management and reporting;



2.5 Internship centers

2.5.1 An intern must spend at least six (6) months in hospital pharmacy and may complete the remaining six (6) months by rotating in any of the following areas of pharmacy practice.

- (a) Community pharmacies;
- (b) Pharmaceutical industries
- (c) Relevant Regulatory authorities (TFDA, Pharmacy Council etc)
- (d) Training institutions;
- (e) Medical Store Department; and
- (f) Any other institutions as the Council may approve.

2.5.2 Criteria for approving internship centers

2.5.2.1 Should be registered by the appropriate authority;

2.5.2.2 Should have a supervisor who is approved by the Council;

2.5.2.3 For hospital (institutional pharmacy) should have the following additional criteria;

- (i) At least three (3) specialized departments (pediatric, surgery, obstetrics /gynecology and internal medicine);
- (ii) Pharmacy department should have the following sections:
 - a) Out-patient
 - b) In-patient
 - c) Stores

2.6 Obligations of intern pharmacists

- a) Report to the institution on the agreed date;
- b) Attend orientation course with other interns, and arrange to meet supervisors at each rotation in order to have a dialogue on how both are going to work;
- c) Adhere to center's schedule including time to report on duty and off duty each day;
- d) Report to the supervisor if unable to attend because of illness or other emergency situations, providing evidence as soon as possible;
- e) Practice under supervision and maintain professional behavior and standards of practice as delineated in the professional code of conduct;
- f) Adhere to policies and procedures of the hosting center



- and should seek clarification from relevant authorities when necessary;
- g) Report to the Council any professional misconduct between pharmaceutical personnel;
 - h) Participate in periodic professional conferences, meetings and other activities to share information and update personal knowledge;
 - i) Establish and maintain team work spirit with supervisors and other co-workers;
 - j) Perform and assist the department in any other duties that may arise from time to time and become creative in quality improvement strategies;
 - k) Participate in internship assessment with the supervisors;
 - l) Adopt evidence based practice and initiate constructive changes; and
 - m) Fill internship logbook and submit it to the Council after internship completion

2.7 Criteria to appoint a supervisor

- (a) have at least two years post-registration;
- (b) have attended training for internship supervisors;
- (c) able to train and assess;
- (d) have strong communication; counseling and mentorship skills;
- (e) have attended continuing profession education courses at least once yearly;
- (f) competent in the practice of pharmacy;
- (g) have good standing with the Council;
- (h) available most of time to provide guidance to interns;
- (i) clear understanding on rules and regulation on professionalism.
- (j) approved by the Council; and
- (k) any other criteria prescribed by the Council.

2.8 Obligation of supervisors

- a) Supervisors are responsible for planning and managing intern pharmacist training program in terms of workflow and tasks;
- b) Supervisors are responsible for elaboration of competences to be acquired by intern pharmacist;
- c) Supervisors are responsible for assessments of internship training and submit the report to the Council;



- d) Supervisors are responsible for reporting any misconduct of intern pharmacist to the Council for further actions;
- e) Supervisors are responsible for arranging on job training to other pharmacists and may delegate the supervision of specific tasks to other health provider;
- f) Supervisors should avail the required time, equipment, material, programmes, access to information system and literature as necessary; and
- g) Supervisors should submit assessment report to the Council on time.

2.9 Assessor

The Council may appoint an assessor to conduct an independent assessment. The assessor so appointed should come from a different organization.

3.0 RESPONSIBILITIES OF THE PHARMACY COUNCIL

- (a) Issue provisional registration for intern pharmacists
- (b) Allocate intern pharmacists to intern training centers
- (c) Approve intern supervisors
- (d) Coordinate intern supervisors' training
- (e) Inspect and approve/disapprove interns' training centers
- (f) Appoint an assessor to conduct independent assessment
- (g) Measure internship training through pre-registration examination
- (h) Provide to interns with guidelines and log book before starting an internship

4.0 DISCIPLINARY ACTIONS/PROFESSIONAL MISCONDUCT

The intern pharmacist Professional Code of Conduct is guided by the Pharmacy Act Cap.311 of 2011 and Code of Ethics. Where disciplinary misfortune happened intern pharmacist will be subjected to the disciplinary procedures and measures provided under the Pharmacy Act, and internal regulations of intern centers and other written Laws.

The following professional and general misconduct may lead to disciplinary action:

- (i) Inappropriate relationship with patients;
- (ii) Abuse of patient confidentiality and trust;



- (iii) Lack of a sense of responsibility;
 - (iv) Inappropriate dressing;
 - (v) Lack of respect for patients, public or colleagues;
 - (vi) Indiscipline or poor performance such as absence from duty and lateness to work without good cause;
 - (vii) Substance abuse;
 - (viii) Theft, forgery, fraud and other unlawful acts
-
- (ix) Take any pharmacy professional paid job in any hospital or community pharmacy or training institution which has not been approved for internship training;
 - (x) Any other offence found guilty by other law of the country.

4.1 The aforementioned circumstances will lead to:

- (i) Extension of internship period;
- (ii) Discontinuation from the internship;
- (iii) Being subjected to the Council disciplinary process; and
- (iv) Being subjected to civil or criminal process as prescribed by related Laws.

5.0 ASSESSMENT OF THE INTERN PHARMACIST

Intern Pharmacists shall be evaluated on a regular basis in a systematic format and should involve positive reinforcement on appropriate performance and constructive criticism on non-performance towards improvement. Intern Pharmacists should receive accurate feedback on their performance as reflected in daily and less regular assessments. Where appropriate, evidence that the intern Pharmacist has achieved the required standard, must be acknowledged by the supervisor.

5.1 The assessments of performance of the intern Pharmacists

Assessment will take place in the systematic manner and during the following occasions:-

- a) on day to day basis by the supervisor as an intern is executing daily duties and activities;
- b) at the 24th and 45th week of the programme the professional development of the intern Pharmacist assessed shall be sent to

- the Registrar;
- c) If intern pharmacist proceeds to take the second part of internship at another internship center, the same log book should be used.

5.2 Criteria for assessment

In the assessment, the supervisor will assess the following:

- (a) competence (is he/she able to perform the tasks and how well)
- (i) knowledge (does he/she know what he/she is doing)
- (ii) efficiency (can he/she be relied upon to perform a task accurately and safely within reasonable time)
- (iii) skills – technical knowledge and values can be used and transferred to different circumstance;
- (b) technical – knowledge of pharmacy, problem solving, the application of theoretical concepts to practical problems;
- (c) organizational – ability to plan, attention to detail, ability to meet deadlines.
- (d) communication- clarity of written communications, effectiveness of oral communications and ability to work within a team and the system;
- (e) management – ability to effectively and efficiently utilize resources to achieve organizational objectives
- (f) Attitudes– initiative, willingness to accept responsibility, ability to follow instructions.
- (g) Integrity and values – ability to appropriately make accurate decisions, illustrate professional image and does not put the profession into disgrace.

5.3 Assessment methods

The evidence of the competence of a person is demonstrated by possession of relevant set of attributes such as knowledge, skills and attitudes.

The following methods will be used by supervisors to assess the competence of the intern:

- a) Observation;
- b) Questioning;
- c) Test practical or technical skills;
- d) Case study;
- e) Evidence from prior achievement,
- f) Log books;



- g) Project or assignment;
- h) Portfolio assessment;
- i) Simulations;
- j) Creativity; and
- k) Any other applicable methods.

5.4 Assessment process

During evaluation of intern pharmacist, supervisor should make sure the process is:-

- (a) flexible in providing for the special needs of both the intern and the environment;
- (b) valid in terms of content, focus, construct, face and concurrence on the required outcomes;
- (c) reliable in that the assessment reflects the interns regardless of how and where the assessment is carried out; and
- (d) transparent in that the process used and outcomes are clear to both supervisor and the intern.

5.5 Feedback

The following points are provided to assist in the feedback process following an assessment:

- (a) provide positive feedback and make suggestions;
- (b) identify areas for improvement;
- (c) feedback should be timely, individualized allow for regular time to discuss the progress/training;
- (d) ask for the opinion of the intern /trainee on his /her performance;
- (e) avoid being too generous, establish an honest, fair and realistic feedback; and
- (f) avoid letting one dominant positive/negative aspect overshadow the other less dominant characteristics.

ANNEX I

PHARMACY COUNCIL



ASSESSMENT FORM FOR INTERN PHARMACIST IN COMMUNITY AND HOSPITAL PHARMACY

Name of Intern Pharmacist:.....
Provisional Registration.....
Number.....
Name of Internship Center.....
Period of Rotation; From..... To.....

I.	Sterile production and compounding of medicines (if applicable)		
	Performance criteria	Scores	Remarks
1.	Correctly repackage and label unit doses from a bulky supply of medicines taking all appropriate precautions and processes into account.		
2.	Balances and measures are correctly calibrated/ validated.		
3.	Correctly select each ingredient in terms of the formula or prescription to be manufactured or compounded.		
4.	Calculate accurately and measure each ingredient.		
5.	Apply good manufacturing practices in the manufacturing, compounding and packaging of pharmaceutical products.		
6.	Select and/or prepare the correct packaging, containers and correct label for the prepared product.		
7.	Apply the correct procedures for mixing and preparing the products.		
8.	Demonstrate proper techniques for visual inspection of parenteral solutions and possibilities for contamination.		
II.	Inventory management		
1.	Identify medicines and describe the correct optimum storage conditions.		



2.	Describe the correct storage conditions and handling procedures for controlled drugs: psychotropic, narcotics and precursors.		
3.	Quantify medicine consumption in the pharmacy or institution over a given period and re-ordering level.		
4.	Demonstrate the ability to check correctly the receipt of a medicine order from a supplier, using the invoice, packaging slip or purchase order, and all these medicines to be taken into stock records of the pharmacy or institution.		
5.	Demonstrate the use of different medicines arrangement in the store room in accordance of FEFO and FIFO inventory management.		
III. Rational use of medicines			
1.	Read, interpret and evaluate prescriptions.		
2.	Demonstrate the ability to perform pharmacists' intervention activities by identifying and solving problems that may appear on a prescription in terms of dosages, drug-drug interactions, drug-disease interactions, incompatibilities, drug administration problems and drug utilization anomalies.		
3.	Calculate patient dosage on the basis of body weight, body surface area or age of the patient.		
4.	Carry out the following functions for randomly selected prescriptions.		
	5.3.1.1 Prepare the label correctly		
	5.3.1.2 Select the correct drug from the stock		
	5.3.1.3 Accurately count or measure the product and place it in the proper container		
	5.3.1.4 Complete the necessary records and documents		
	5.3.1.5 Calculate correctly the charges for the prescription, where applicable		
5.	Provide information to the patient on the correct use of the prescribed medicines, side effects, special precautions, storage conditions and other aspects of the use of the medicine to ensure the optimum use of medicine by the patient.		

IV. Provide pharmaceutical care to patients/clients		
1. Ability to communicate with patients; be able to determine the rationale for intended medications.		
2. Ability to provide recommendation to clinicians on appropriate medications for the patients.		
3. Ability to take history for purpose of establishing proper patients' disease management.		
4. Demonstrate the ability to check correctly the receipt of a medicine order from a supplier, using the invoice, packaging slip or purchase order, and all these medicines to be taken into stock records of the pharmacy or institution.		
5. Demonstrate the use of different medicines arrangement in the store room in accordance of FEFO and FIFO inventory management.		
III. Rational use of medicines		
1. Read, interpret and evaluate prescriptions.		
2. Demonstrate the ability to perform pharmacists' intervention activities by identifying and solving problems that may appear on a prescription in terms of dosages, drug-drug interactions, drug-disease interactions, incompatibilities, drug administration problems and drug utilization anomalies.		
3. Calculate patient dosage on the basis of body weight, body surface area or age of the patient.		
4. Carry out the following functions for randomly selected prescriptions.		
5.3.1.1 Prepare the label correctly		
5.3.1.2 Select the correct drug from the stock		
5.3.1.3 Accurately count or measure the product and place it in the proper container		
5.3.1.4 Complete the necessary records and documents		
5.3.1.5 Calculate correctly the charges for the prescription, where applicable		
5. Provide information to the patient on the correct use of the prescribed medicines, side effects, special precautions, storage conditions and other aspects of the use of the medicine to ensure the optimum use of medicine by the patient.		



IV. Provide pharmaceutical care to patients/clients		
1. Ability to communicate with patients; be able to determine the rationale for intended medications.		
2. Ability to provide recommendation to clinicians on appropriate medications for the patients.		
3. Ability to take history for purpose of establishing proper patients' disease management.		
4. Ability to read and interpret laboratory (biochemical, hematology, cardiac markers, urinalysis, etc) and other investigation results.		
5. Ability to formulate, implements, monitors and evaluate appropriate care plan for the patients.		
6. Ability to counsel patients on lifestyle (example patients with chronic diseases) on use of monitoring medical devices e.g. glucometer, blood pressure machine.		
7. Ability to provide information on rational use of medicines to prescribers, dispensers and patients.		
8. Demonstrate the ability to refer the patient to other health care professionals where appropriate.		
9. Demonstrate the ability to identify patient signs and symptoms for minor or self-limiting conditions.		
10. Demonstrate the ability to devise, implement, monitor and evaluate appropriate care plan for the patient.		
V Provide information and education to promote community health		
1. Demonstrate the ability to provide information regarding disease states, the nature and use of medicines and general health matters to the patient, caregiver and information to the community.		
2. Identify and explain the application of medical devices most commonly encountered in the pharmacy or institution.		
3. Demonstrate the ability to initiate and or participate in the provision of health care education and information to the community.		
4. Demonstrate the ability to interpret scientific information and provide information to the patient and other health care professionals on rational medicine use to ensure the optimal use of medicines.		
5. Demonstrate the ability to provide information on national health matters such as immunization, HIV / AIDS and others.		
VI Professional Attitude		
1. General appearance		
2. Team relationship		
3. Sense of responsibility		

4.	Self confidence		
5.	Confidentiality		
6.	Compliance		
7.	Punctuality		
8.	Initiative		
9.	Ability to contribute in discussion		
TOTAL SCORES..... AVERAGE..... GRADE.....			

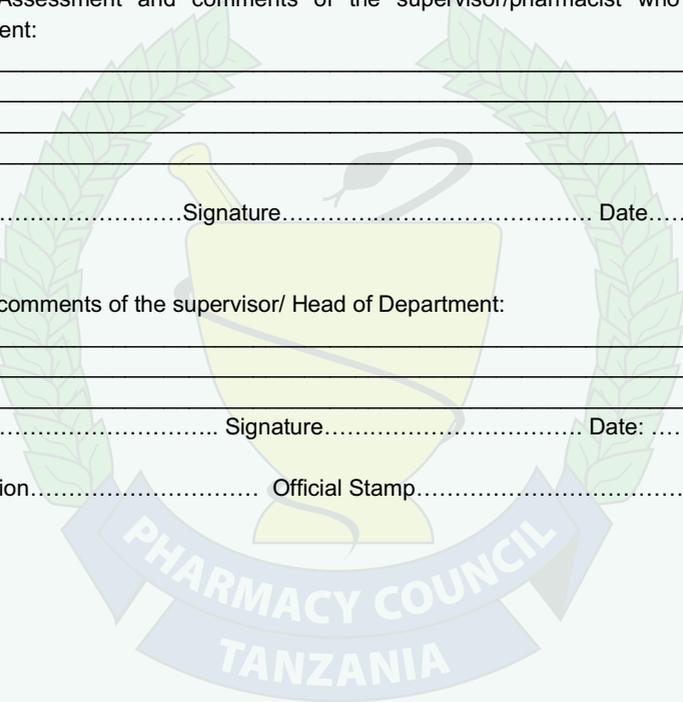
Overall Assessment and comments of the supervisor/pharmacist who performed assessment:

Name Signature..... Date.....

General comments of the supervisor/ Head of Department:

Name Signature..... Date:

Designation..... Official Stamp.....



ANNEX II

PHARMACY COUNCIL



ASSESSMENT FORM FOR INTERN PHARMACISTS IN PHARMACEUTICAL INDUSTRY

Name of Intern Pharmacist:.....
Provisional Registration.....
Number.....
Name of Internship Center.....
Period of Rotation; From..... To.....

I. Manufacturing and compounding of medicines		Scores	Remarks
Performance Criteria			
1.	Demonstrate a working knowledge and skills of the process involved in the production of different dosage forms.		
2.	Organize resources and prepare the production process in accordance with standard operating procedures.		
3.	Demonstrate a working knowledge of calibration/validation, operation and preventative maintenance of production equipment.		
4.	Calculate accurately and measure each ingredient.		
5.	Select and/or prepare the correct packaging containers and closures for the prepared product		
6.	Ensure that in-process control, quality testing and quality awareness is maintained throughout the manufacturing process.		
7.	Demonstrate an understanding and working knowledge of the validation of quality assurance procedures.		
8.	Apply good manufacturing practices in the manufacturing, compounding and packaging of pharmaceutical products.		
9.	Demonstrate a working knowledge of release procedures for raw materials, packaging materials, intermediated and finished products.		
II. Inventory Managements			
1.	Calculate raw materials consumption rates in the manufacturing facility for a given drug over a given period.		



2.	Describe raw materials re-ordering procedures and identify suppliers in the terms of policies of the industry.		
3.	Demonstrate the ability to check correctly the receipt of a raw materials order from a supplier, using the invoice, packaging slip or purchase order, and add them to the stock records of the industry.		
4.	Demonstrate an understanding of the concepts of quarantine, approval, rejection, stock rotation and storage within the pharmaceutical manufacturing processes.		
5.	Describe procedures applied for the handling of product complaints and reports of ADRs.		
6.	Describe procedures to be undertaken with product recalls in the pharmaceutical industry.		
III. Professional Attitude			
1.	General appearance		
2.	Team relationship		
3.	Sense of responsibility		
4.	Self confidence		
5.	Confidentiality		
6.	Compliance		
7.	Punctuality		
8.	Initiative		
9.	Ability to contribute in discussion		
TOTAL SCORES.....		AVERAGE.....	GRADE.....

Overall Assessment and comments of the supervisor/pharmacist who performed assessment:

Name Signature..... Date.....

General comments of the supervisor/ Head of Department:

Name Signature Date:

Designation..... Official Stamp.....



ANNEX III

PHARMACY COUNCIL



ASSESSMENT FORM FOR INTERN PHARMACISTS IN REGULATORY BODIES

I. Tanzania Food And Drug Authority (TFDA)

Name of Intern Pharmacist:.....

Provisional Registration Number.....

Name of Internship Center.....

Period of Rotation: From..... To.....

Performance Criteria		Scores	Remarks
1.	Evaluation of application for registration of products.		
2.	Describe protocol for clinical trial.		
3.	Describe the process of registration of premises (GMP compliance).		
4.	Describe the process of licensing medicines, cosmetics and medical devices.		
5.	Ability to identify falsified and substandard medicines, medical devices and cosmetics.		
6.	Ability to perform procedures and regulations for importation of medicines, medical devices and cosmetics.		
7.	Demonstrate a working knowledge and skills of the process involved in the production of different dosage forms		
1.	General appearance		
2.	Team relationship		



3.	Sense of responsibility		
4.	Self confidence		
5.	Confidentiality		
6.	Compliance		
7.	Punctuality		
8.	Initiative		
9.	Ability to contribute in discussion		
TOTAL SCORES..... AVERAGE..... GRADE.....			

Overall Assessment and comments of the supervisor/pharmacist who performed assessment:

Name Signature..... Date.....

General comments of the supervisor/ Head of Department:

Name..... Signature..... Date:

Designation..... Official Stamp.....

II. Pharmacy Council

Name of Intern Pharmacist:.....

Provisional Registration Number.....

Name of Internship Center.....

Period of Rotation: From..... To.....



Performance Criteria		Scores	Remarks
1.	Ability to inspect new premises		
2.	Ability to inspect operating pharmaceutical premises		
3.	Ability to take appropriate measures for non-compliant pharmaceutical premises		
4.	Ability to inspect pharmaceutical training institutions		
5.	Ability to scrutinize applications for pre-registration and professional examinations according to underlines guidelines		
6.	Ability to use underlined procedures in registration of pharmaceutical personnel		
7.	Ability to use underlined procedures in registration of pharmaceutical procedures		
8.	Ability to use underlined procedures in preparing certificates, permits and license to practice		
9.	Ability to use underlined procedures in issuing certificates, permits and license to practice		
10.	Demonstrate the ability to scrutinize applications for retention in accordance to underlined guidance		
1.	General appearance		
2.	Team relationship		
3.	Sense of responsibility		
4.	Self confidence		
5.	Confidentiality		
6.	Compliance		
7.	Punctuality		
8.	Initiative		
9.	Ability to contribute in discussion		
TOTAL SCORES.....		AVERAGE.....	GRADE.....



Overall Assessment and comments of the supervisor/pharmacist who performed assessment:

NameSignature.....Date.....

General comments of the supervisor/ Head of Department:

NameSignature Date:

Designation..... Official Stamp.....

NOTE

A = 100 -75, B = 74 -61, C = 60- 50, D = 49 - 0

A - “Merit” The intern performs with distinction and consistently achieves standards

B –“Meets the required standards” The intern is responsible and performs duties reliably with minimum supervision, and consistently achieves acceptable levels of competencies.

C – “Meets the required standards with supervision” The intern performs duties to an acceptable level with considerable guidance and supervision, however, much improvement is required to demonstrate competence.

D – “Below the required standard” (if any of the three parameters is the situation) The intern fails to complete duties to a minimal



acceptable level or/and intern's conduct or attitude is unsatisfactory or/and intern fails to act on constructive guidance and counseling.

Scoring Key:

- Intern scored grade D should repeat 4 months of internship at the same or any other approved intern center
- Intern scored grade C should repeat 2 months of internship at the same or any other approved internship center
- Intern scored grades A and B has successfully completed his/her internship



ANNEX IV

PHARMACY COUNCIL



DECLARATION BY SUPERVISOR ON COMPLETION OF INTERNSHIP

SECTION A: PARTICULARS OF SUPERVISOR

Registration No:.....
Surname:.....Firstname:.....Middle name.....
Name of Pharmacy/Institution:.....
Postal address:E-mail address:.....

SECTION B: DECLARATION BY SUPERVISOR

- I, declare that:
- I have acted as a responsible supervisor for (Intern Pharmacist), during his/her period of practical training in terms of the Pharmacy Act, 2011 at the pharmacy specified above;
 - The period of practical training under my supervision by the above Intern commenced on the.....day of..... in the year.....and completed on the.....day of..... in the year.....;
 - The above period of internship took place in accordance with the requirements approved by the Council; and
 - The information furnished herewith is true and correct to the best of my knowledge.

Supervisor's signature:.....Date:.....



Head of Department's Remarks:

.....
.....
.....
.....

Name	Designation	Signature	Date
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Head of Institution

Remarks:.....
.....
.....

Name	Designation	Signature	Date
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SECTION C: FOR OFFICIAL USE ONLY

Report received by: Date

Registrar's Remarks:
.....
.....
.....
.....

Name	Designation	Signature	Date
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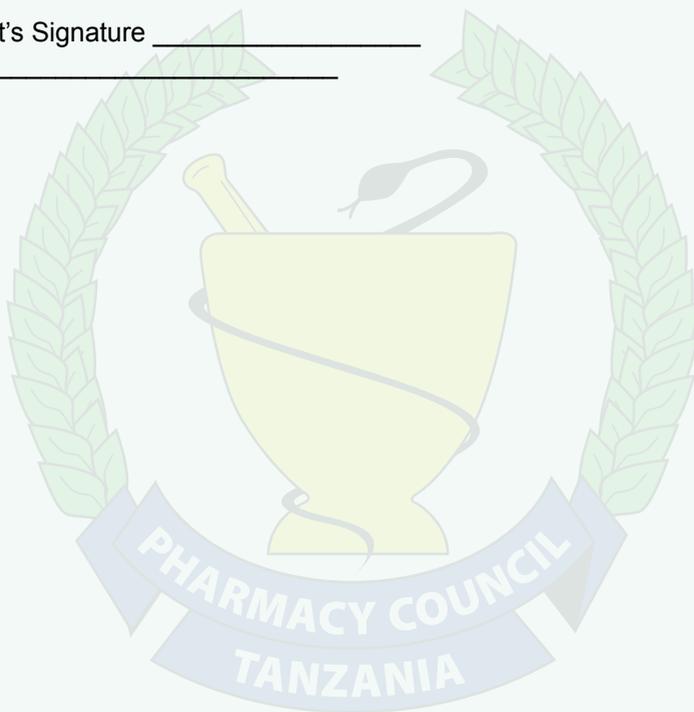


I, hereby declare that:

- a) The above desire/obligated to have my name be removed from the register of intern pharmacist as provided for in the Regulations relating to registration, enrolment and enlistment of persons of the Pharmacy Act, 2011;
- b) The information furnished herewith is true and correct.

Applicant's Signature _____

Date _____



PART II: EDUCATION BACKGROUND

I, -----do solemnly affirm as follows:

- a) That I have attended training and attained the qualification stated hereunder.

Training institution	Course Pursued	Duration of Training	Qualification attained

- b) That I have worked in the following places since qualifying.

No.	Name of Institution	Address
1.		
2.		
3.		

- c) That the attached certified copies of documents relating to my training (degree, certificate, diploma etc.) are true copies of the original

1.	
2.	
3.	
4.	
5.	

- d) And solemnly make this declaration, conscientiously believing the same to be true and I am aware that false statement may lead to legal action taken against me.

.....
Signature

.....
Date



This form is to be submitted with the following documents for Provisional Registration:-

S/ N	Supporting documents Submitted	Original	Copy
1.	Certified copy of Certificate of Evaluation of Award from Tanzania Commission for Universities (<i>graduates from abroad</i>)		
2.	Certified copy of your University Academic transcripts		
3.	Certified copy of your University degree		
4.	Certified copy of your A' level & O'level certificates		
5.	Certified copy of your Birth certificate		
6.	Certified copy of any other relevant certificate		
7.	Current four (4) colored passport sizes (2x2.5cm) or stamp size		
8.	Evidence of payment of 75\$ as prescribed in the Registration Regulations, 2005		

NOTE:

- (i) Documents which are not in English Language must be interpreted by a recognized authority and attached to the documents of the original language**
- (ii) All Council fees and charges are to be paid at Pharmacy Council Bank Account through control number provided by the Council.**

PART IV

(For Official use only)

This application has been approved/rejected for the following reasons:

.....
 Signature of Registrar

.....
 Date



PART III : LIST OF INTERNSHIP CENTRES

No.	Name of the Internship Centre
1.	Aga Khan Hospital - Dar – es Salaam
2.	Amana Hospital - Dar – es Salaam
3.	Bombo Regional Hospital - Tanga
4.	Bugando Medical Centre - Mwanza
5.	Hydom Lutheran Hospital - Manyara
6.	Iringa Regional Hospital - Iringa
7.	Jakaya Kikwete Heart Institute - Dar es Salaam
8.	Kilimanjaro Christian Medical Centre - Moshi
9.	Ligula Regional hospital - Mtwara
10.	Mawenzi Regional Hospital - Moshi
11.	Mbeya Referral Hospital - Mbeya
12.	Mbeya Regional Hospital - Mbeya
13.	Mount Meru Regional Hospital - Arusha
14.	Muhimbili National Hospital - Dar es Salaam
15.	Mwananyamala Hospital - Dar es Salaam
16.	Ocean Road Hospital - Dar es Salaam
17.	Pharmacy Council – Headquarters- Dar es Salaam
18.	Sekou Toure Regional Hospital - Mwanza
19.	Shely's Pharmaceutical Industry Ltd - Dar es Salaam
20.	Shinyanga Regional Hospital - Shinyanga
21.	Sinza Hospital - Dar es Salaam
22.	Songea Regional Hospital - Ruvuma
23.	Tanzania Food and Drugs Authority (TFDA) – Headquarters - Dar es Salaam
24.	Tanzania Food and Drugs Authority (TFDA) – Zonal Office, Mwanza
25.	CCBRT Hospital – Dar es Salaam
26.	Hindu Mandal Hospital – Dar es Salaam
27.	Medical Stores Department (MSD) – Dar es Salaam
28.	Muhimbili University of Health and Allied Sciences (MUHAS) – Dar es Salaam
29.	Temeke Hospital – Dar – es Salaam
30.	Tumbi Hospital – Kibaha
31.	Mara regional Hospital – Mara
32.	Muhimbili Orthopedics Hospital (MOI) – Dar es Salaam
33.	Morogoro Regional Hospital - Morogoro

JINSI KUFANYA MALIPO KWA NJIA YA M-PESA, TIGO-PESA NA AIRTEL-MONEY- BARAZA LA FAMASI





FOR MORE INQUIRIES CONTACT ZONES:

Registrar

Pharmacy Council - HQ Office
UDOM Road
NHIF Building, 1st Floor
P.O. Box 1277
Dodoma

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