

PHARMACY COUNCIL



PRE – REGISTRATION AND PROFESSIONAL EXAMINATIONS GUIDELINES

MARCH 2019

FREQUENTLY ASKED QUESTIONS ABOUT PRE-REGISTRATION AND PROFESSIONAL EXAMINATIONS

1. When are pre-registration and professional examinations conducted?

Answer: These examinations are conducted three times a year (February, June and October). However, the Council will announce dates and venue prior to the examinations.

2. When will I obtain my results?

Answer: Candidates will receive examination results either through Council website, local newspapers or individual letter from the Council within 60 days after sitting for the examinations.

3. What are eligibility criteria to sit for pre-registration and professional examinations?

Answer: For an intern pharmacist to be eligible to sit for pre-registration examination, he/she must attend at least 9 months of internship training. In case of professional examination, a candidate must have been qualified for diploma or certificate in pharmaceutical sciences.

NB: All candidates must apply to the Council for the examinations through online application system linked to the website at least one (1) month before the examinations.

4. What is the examination format?

Answer: The format for pre-registration and professional examination shall be at least three (3) sections including Multiple Choice Questions, True and False or Matching Items Questions, Short and Long Answers Questions.

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ACKNOWLEDGEMENTS

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

Special thanks are also extended to Pharmacy Council esteemed stakeholders who discussed the draft guidelines and provided commendable inputs for improving the guidelines.

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


Mr. Ramadhani Legu Mhangwa
CHAIRMAN

FOREWORD

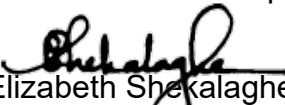
Pharmacy Council is a statutory body under the Ministry of Health, Community Development, Gender, Elderly and Children established under the Pharmacy Act, Cap. 311 mandated to regulate pharmacy training to guarantee necessary knowledge and skills are imparted to students for efficient pharmacy practice.

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

Section 14 of the Act, G.N No. 1 of 2011 and Regulations 17, 31 and 45 of the Pharmacy (Education and Training) Regulations G.N No. 333 of 2005 provide the Council mandate to conduct professional examination for registration, enrolment or enlisting of candidates as pharmacists, pharmaceutical technicians and pharmaceutical assistants respectively.

Furthermore, Section 40 of the Act, Cap 311 recognizes pharmaceutical dispensers, who will also be subjected to professional examinations prior to their recognition by the Council.

These guidelines therefore provide information to candidates and other stakeholders on Council's examinations regulations and procedures. Adherence to these guidelines will ensure smooth implementation of examinations procedures.


Elizabeth Shekalaghe
REGISTRAR

DEFINITION OF TERMS

“Applicant” a person who applies for pre-registration or professional examination;

“Candidate” this term can be used interchangeably with examinee;

“Compiler” a person who assembles final examinations to be conducted or reserved;

“Council” is a body corporate established under Section 3 of the Pharmacy Act, Cap 311;

“Examinee” a person eligible to sit for pre-registration or professional examination;

“Examiner” a person, who creates, grades, administers and Mark examinations to test candidate’s knowledge or proficiency;

“Invigilator” a person who watch examinees taking an exam in order to observe that they adhere to examination regulations;

“Moderator” a person who reviews examination papers and marked answer scripts to ensure consistency or otherwise oversees examinations quality;

“Pre - Registration examination” means an examination offered by the Council to candidates for registration as pharmacists.

“Professional examination” means an examination offered by the Council to candidates for enrolment as pharmaceutical

technicians, enlisting as pharmaceutical assistants and pharmaceutical dispensers.

“Review of examination marking” is a complaint by a candidate against examination results;

“Venue” a place where pre-registration or professional examination is conducted;

“Review course” means a training given to pharmaceutical graduate who is not eligible to sit for pre – registration or professional examinations

1. INTRODUCTION

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 are imparted to students for efficient pharmacy practice.

Section 14(1) of the Act requires the Council to conduct professional examination for registration, enrolment or enlistment to pharmacists, pharmaceutical technicians or pharmaceutical assistants respectively.

The Council's examinations have been grouped into two categories; pre-registration examinations for registration of pharmacists and professional examinations for enrolment of pharmaceutical technicians, enlisting of pharmaceutical assistants and authorization of pharmaceutical dispensers.

The aim of these examinations is to evaluate the knowledge and skills of candidates in ensuring good pharmacy practices and pharmaceutical care in all areas of practice.

The examinations assess competences of candidates in areas of compounding, drug formulations, dosage calculations, and hospital and community pharmacy practices prior to their registration. In addition, application of laws, ethics and conduct governing provision of pharmaceutical services are also assessed.

Ultimately, the Council is obligated to ensure candidates have acquired professional competences prior to their registration in order to serve interests of the public.

2. EXAMINATIONS SCHEDULE

- a) Examination schedule for pre-registration and professional examinations shall be conducted three (3) times a year in February, June and October.
- b) All candidates must adhere to the examination schedule provided and not otherwise.
- c) The Registrar may re-schedule an examination out of this schedule only when necessary for the public interest.

3. APPLICATION FOR EXAMINATION

Applicants who wish to sit for pre-registration or professional examinations must apply through online system linked to the Council website or as will be directed by the Council. An official list of candidates eligible to sit for examination will be published on the Council website after the application deadline.

The application shall be submitted before deadline and should be accompanied with relevant documents and evidence of payment of prescribed examination fee.

The fee of examination shall be as follows;

- a) New applicant Tanzanian shillings 160,000/=
- b) Re-sitter Tanzanian shillings 50,000/= for each examination paper

4. ELIGIBILITY

- 4.1 No applicant shall be permitted to sit for the pre-registration or professional examination unless the following have been submitted to the Council:
 - a) An application and payment for examination fee;

- b) Certified copies of academic credentials and birth certificate; and
- c) Evidence of completion of internship during the time of application
- d) Any other documents required by the Council.

4.2 Applicant who will not sit for pre-registration or professional examination three (3) years after graduating may be required to attend review course for the period prescribed by the Council in a recognized institution before applying for the examinations.

4.3 A foreign pharmacist who may wish to be registered and practice in Tanzania, shall be required to follow all the requirements prescribed in The Pharmacy (Registration of Foreign Pharmacists) Regulations G.N No. 43 of 2009 before sitting for pre-registration examination.

5. EXAMINATION VENUE

The venues will be communicated to the examinees; however, examinations shall be conducted in the following regions:

- a) Arusha;
- b) Mbeya;
- c) Dar es Salaam;
- d) Mwanza;
- e) Dodoma; and
- f) Any other as the Registrar may direct.

6. SCOPE AND FORMAT OF EXAMINATION

Pre-registration and Professional examinations will consist of three (3) papers which shall not exceed 3-hours each. Examinations shall be conducted separately within three days and each paper will carry 100% marks. The papers are as follows;

i) Intern Pharmacists

- a) Applied Pharmaceutical Compounding, Calculations and its formulations;
- b) Applied Hospital and Community Pharmacy Practice; and
- c) Applied Laws, Regulations, Professional Ethics and Conduct.

ii) Pharmaceutical Technicians and Assistants

- a) Principles of Pharmaceutical Compounding and Calculations;
- b) Principles of Hospital and Community Pharmacy Practice; and
- c) Principles of Laws, Regulations, Professional Ethics and Conduct.

iii) Pharmaceutical Dispensers

- a) Basic Pharmaceutical Compounding and Calculations;
- b) Basic Hospital and Community Pharmacy Practice; and
- c) Basic Laws, Regulations, Professional Ethics and Conduct.

7. EXAMINATION RESULTS

- a) Candidates may obtain examination results through either Council website, individual letters or designated portal from the Council.
- b) All results will be presented as follows;
 - i) “Pass” for a candidate who passed all three (3) papers;
 - ii) “Supplementary” for candidate who failed one or two paper (s);
 - iii) “Fail” for candidate who failed all three (3) papers; and

- iv) “Disqualified” for candidate who contravenes examination regulations and guidelines.
- c) The pass mark for professional and pre-registration examinations shall be 60% in each paper;
- d) A candidate shall be required to pass all three (3) papers to be registered/recognized by the Council;
- e) A candidate who fails one or two paper (s) shall be allowed to re-sit and pass the failed paper(s) within a period of two (2) years;
- f) If a candidate fails to clear the failed paper(s) within two (2) years, the results for the past passed paper(s) shall be nullified and shall be required to undergo one (1) year re-training in a selected or approved institution and under supervision before re-applying for another examinations;
- g) If the candidate fails all three (3) papers in the first sitting shall be allowed to re-sit after six (6) months and if fails in the second sitting shall be required to undergo one (1) year re-view course in a selected or approved institution and under supervision before re-applying for another examinations;
- h) A candidate who has undergone review course, supervisor shall provide documentary evidence that the review course was completed successfully before being allowed to apply for examination as a fresh candidate; and
- i) Any dissatisfied candidate may lodge complain to the Registrar.

8. RERMAKING OF EXAMINATION

- a) A failed candidate may request for remarking of examination to the Registrar within 21 days after releasing examination results by filling the prescribed form and shall pay a fee of Tanzanian shillings 75,000/= for each examination to be remarked.

- b) The Registrar shall acknowledge the receipt of the request for remarking;
- c) The remarking shall be conducted after lapsing of 21 days and results shall be released within 14 days;
- d) The remarked results shall be communicated to the candidate by the Registrar in writing.

9. EXAMINERS, MODERATORS, COMPILERS AND INVIGILATORS

9.1 Appointment of Examiners, Moderators and Invigilators

- a) The Council shall appoint all examiners, moderators and invigilators for examinations conducted by the Council.
- b) Examiners and Moderators appointed must have expertise and knowledge in the subject matter of examination with relevant experience in the area practice.
- c) Invigilators appointed must have clear understanding of rules and regulations pertaining examination invigilation.
- d) Examiners, Moderators and Invigilators shall be required to sign declaration and an agreement that they shall comply with examination rules and regulations.
- e) The Registrar shall notify in writing all examiners, moderators and invigilators prior execution of duties within reasonable time.

9.2 Responsibilities of Examiners, Moderators and Invigilators

9.2.1 Examiners

- a) Formulate questions, marking scheme and submit them to the Registrar's office within 14 days after notification from the Registrar.

- b) Mark the completed examination paper(s) and furnish the Council with a written report on the examination upon completion. For marking examinations, different examiners will be appointed apart from those who formulate, grade and administer the examinations.

9.2.2 Moderators

- a) Moderate the examination paper in terms of correctness, fairness, language used and accuracy of the questions set.
- b) Moderate marked answer scripts in terms of correctness of marking scheme, application of the marking scheme, distribution of marks, consistency in marking, fairness, and accuracy, and recommend further action to be taken with regard to the examination results where appropriate.
- c) Moderators shall furnish the Registrar with a written report on the moderation of examination marking upon completion of such moderation.

9.2.3 Compilers

- a) Compile two (2) sets of the final examinations, one to be conducted and another for reserve.
- b) To produce examinations according to number of candidates.

9.2.4 Invigilators

- a) Inspect candidates for any unauthorized materials
- b) Supervise examinations conducted by the Council.
- c) Submit the examination papers, answer scripts and Examination Control Sheet to the Registrar immediately after completion of examinations.
- d) Adhere to all examination operating procedures
- e) Furnish the Registrar with a written report on the supervision of examinations.

10. EXAMINEES

10.1 Responsibilities of examinees

All applicants who have been confirmed by the Council to sit for examination have the following responsibilities:

- a) Confirm the dates and venue of the examination to the Council.
- b) Avail themselves at the venue of examination on the set dates and time.
- c) Appear in the examination room 30 minutes before examination starts with an identification card with candidate's photo (e.g. voter's card, NIDA, traveling passport, driving license)
- d) Candidates who will arrive 30 minutes after examination starts shall not be allowed to sit for examination.
- e) Maintain silence and order throughout the examination session.

10.2 Conduct to be adhered

- a) No candidate shall be allowed to leave the examination room before thirty (30) minutes after the start and within the last thirty (30) minutes to the end of the examination unless submitted the examination paper.
- b) Candidates shall sit as directed by the invigilators.
- c) Communication shall NOT be allowed between candidates, in the examination room.

- d) Mobile phones or electronic gadgets are strictly prohibited within examination room **EXCEPT** for standard calculators.
- e) Any unauthorized written, reading or other materials including bags shall not be allowed in the examination room.
- f) Candidates shall not start writing or opening the question paper until allowed by the invigilator to do so.
- g) Sharing of stationeries, calculators and other items between candidates is strictly prohibited.
- h) Eating, smoking or any other disorder behavior shall not be allowed in the examination room.
- i) All given examination materials shall be left in the examination room.
- j) Candidates shall be required to be decently dressed.
- k) Candidates shall be required to sign attendance sheet before leaving the examination room.
- l) Candidates shall be required to retain their examination numbers for the purpose of obtaining their examinations results.

10.3 Cheating in Examinations

Cheating in examination is a serious examination misconduct and it includes but not limited to;

- a) Copying
- b) Being in possession of unauthorized material/literature
- c) Making reference to unauthorized material
- d) Glancing at other candidates' papers
- e) Communicating with other candidates
- f) Browsing the internet
- g) Writing on body parts or attire

10.4 Consequences of Misconduct

- a) Any candidate who fails to comply with any of the above guidelines shall be liable to suspension/disqualification from the examination.
- b) Any candidate, who was disqualified from the examinations due to cheating, shall be required to re-apply after one (1) year.

11. OTHER GENERAL EXAMINATION EXPLANATIONS

- a) Dates and venues for examinations will be announced one month (30 days) prior examination. However, the Registrar has the right to reschedule any examination at an announced venue or date due to inevitable circumstances.
- b) In case of unavoidable circumstances such as illness, death of member of immediate family, an accident or any similar circumstances, the full amount of paid prescribed fee will be carried over for the next examination sitting, provided the candidate presents documented evidence and the Council has been satisfied of his/her failure to sit for the examination.
- c) In the evidence of any irregularities apart from cheating, committed by the candidate during an examination, his/her examination results will be nullified; and the Council may take any other action to that effect.

12. EXAMINATIONS RECORDS

The Registrar shall maintain records of all examinations for a period not less than five (5) years, including the:

- i) Candidates' list/attendance
- ii) Date(s) and venue(s) of the examinations

- iii) Results of the examinations
- iv) Examination papers and answer scripts
- v) Reports of the examiners, moderators and invigilators.

13. CONTENTS OF PRE – REGISTRATION AND PROFESSIONAL EXAMINATIONS

13.1. PRE-REGISTRATION EXAMINATIONS

PAPER I– Applied Pharmaceutical Compounding, Calculations and Formulations

- a) Pharmaceutics (Compounding, formulations e.tc)
- b) Quality Assurance (Quality Control,)
- c) Pharmaceutical Manufacturing (GMP)
- d) Pharmaceutical Calculations (Dispensing, compounding, manufacturing, pharmacokinetics, quantification etc.)

PAPER II – Applied Hospital and Community Pharmacy Practice

- a) Use of medicines in special group (pregnancy, breast-feeding, pediatrics, the geriatrics etc.)
- b) Clinical pharmacy in special cases (e.g. renal failure, liver failure, cardiac diseases etc.)
- c) Dispensing practice (prescription interpretation, refills, record keeping, handling controlled products etc.)
- d) Management and Leadership (staff and pharmacy management)
- e) Communication skills, Counselling and educating patients on promoting good lifestyles, and preventing incidence of illness; in maintaining good health (e.g. Non-Communicable Diseases (NCDs) and Infectious diseases)
- f) Designing, implementing and participating in pharmaceutical care plans in medicine therapy selection and medicine usage (including Rational Use of Medicines).

- g) Monitoring and evaluating medicine usage and optimizing health outcomes;
- h) Adverse reaction and side-effects of medicines
- i) Drug interactions
- j) Indications and contraindications of medicines
- k) Pharmacovigilance and drug interaction
- l) Current Tanzania Standard Treatment Guidelines (STG) and other treatment guidelines (Malaria, HIV/AIDS, TB, leprosy etc.).
- m) Supply chain and management in health commodities (ICT application etc.)
- n) Any contemporary issues (Epidemic diseases)
- o) Infection Prevention and Control and Antimicrobial Resistance

PAPER III – Applied Laws, Regulations, Professional Ethics and Conducts

- a) The Pharmacy Act, 2011.
- b) The Pharmacy (Education and Training) Regulations, 2005;
- c) The pharmacy (Registration, enrolment and enlisting of persons) Regulation 2005
- d) Pharmacy Practice Regulations, 2012.
- e) ADDO Regulations, 2019
- f) Pharmacy Professional Ethics and Conduct (Code of Ethics and Professional Conduct, 2015 and ethical practice);
- g) Drug control and Enforcement Act, 2015;
- h) TFDA guideline on International Conventions on Narcotic drugs and Psychotropic substances ratified by United Republic of Tanzania;
- i) The Tanzania Food, Drugs, and Cosmetics Act, 2003
- j) The Tanzania Food, Drugs and Cosmetics (Recall, Handling And

Disposal of Unfit Medicines and Cosmetics)
Regulations, 2015

- k) Tanzania Food, Drugs and Cosmetics (Scheduling of Medicines) Regulations, 2015
- l) Any contemporary issues

13.2 PROFESSIONAL EXAMINATIONS FOR PHARMACEUTICAL TECHNICIANS AND ASSISTANTS

PAPER I – Principles of Pharmaceutical Compounding and calculations

- (a) Compounding of pharmaceutical products and Dosage Forms;
- (b) Pharmaceutical Calculations (doses, quantification, dilutions and concentrations etc.)
- (c) Quality Assurance of Pharmaceutical Products

PAPER II – Principles of Hospital and Community Pharmacy Practice

- (a) Rational Use of Medicines
- (b) Dispensing practice (prescription interpretation, refills, record keeping, handling controlled products etc.)
- (c) Communication skills, Counselling and educating patients on promoting good lifestyles, and preventing incidence of illness; in maintaining good health (e.g. NCDs and Infectious diseases)
- (d) Adverse reaction and side-effects of medicines
- (e) Drug interactions
- (f) Indications and contraindications of medicines
- (g) Antimicrobial resistance (causes and how to prevent in clinical practice)
- (h) Use of medicines in special groups (pregnancy, breast-feeding, pediatrics and the geriatrics);
- (i) Current Tanzania Standard Treatment Guidelines (STG) and other treatment guidelines (Malaria, HIV/AIDS, TB, leprosy etc.).
- (j) Supply chain management in health commodities (ICT application etc.)
- (k) Any contemporary issues

PAPER III – Principles of Laws, Regulations, Professional Ethics and Conducts

- a) The Pharmacy Act, 2011.
- b) Pharmacy Practice Regulations, 2012.
- c) Pharmacy Professional Ethics and Conduct (Code of Ethics and Professional Conduct, 2015 and ethical practice);
- d) TFDA guideline on International Conventions on Narcotic drugs and Psychotropic substances ratified by United Republic of Tanzania;
- e) The Tanzania Food, Drugs, and Cosmetics Act, 2003
- f) Any contemporary issues

13.3 PROFESSIONAL EXAMINATIONS FOR PHARMACEUTICAL DISPENSERS

PAPER I – Basic Pharmaceutical Compounding Calculations

- (a) Compounding of liquid and powder pharmaceutical products and Dosage Forms;
- (b) Pharmaceutical Calculations (doses, dilutions and concentrations etc.)

PAPER II – Basic Hospital and Community Pharmacy Practice

- (a) Rational Use of Medicines
- (b) Dispensing practice (prescription interpretation, refills, record keeping, handling controlled products etc.)
- (c) Communication skills, Counselling and educating patients on promoting good lifestyles, and preventing incidence of illness; in maintaining good health (e.g. NCDs and Infectious diseases)

- (d) Adverse reaction and side-effects of medicines
- (e) Drug interactions
- (f) Indications and contraindications of medicines
- (g) Use of medicines in special groups (pregnancy, breast-feeding, pediatrics and the geriatrics);
- (h) Current Tanzania Standard Treatment Guidelines (STG) and other treatment guidelines (Malaria, HIV/AIDS, TB, leprosy etc.)
- (i) Store Management (storage requirements, FIFO, FEFO etc.)
- (j) Any contemporary issues

PAPER III – Basic Laws, Regulations, Professional Ethics and Conducts

- a) The Pharmacy Act, 2011.
- b) Pharmacy Professional Ethics and Conduct (Code of Ethics and Professional Conduct, 2015 and ethical practice);
- c) The Tanzania Food, Drugs, and Cosmetics Act, 2003
- d) Any contemporary issues

14. APPLICATION PROCEDURES FOR PRE-REGISTRATION AND PROFESSIONAL EXAMINATIONS

Section 14 of the Pharmacy Act, G.N No. 1 of 2011 gives the Council mandate to conduct professional examination for registration, enrollment or enlisting of candidates as pharmacists, pharmaceutical technicians and pharmaceutical assistants.

All applications are processed through an Online System which can be accessed through <https://application.pre-registration.professionalexams>. All application requirements and guidelines are provided herein.

- i) Applicants are reminded to register their names as they appear in Ordinary Certificate of Secondary Education (CSE) and Advanced Certificate of Secondary Education (ACSE) including index numbers where prompted;
- ii) Applicant is required to have the following documents for pre-registration and professional exams: -
 - a) Attach copy of letter confirming completion of at least nine months of internship, where applicable;
 - b) Certified copy of Secondary Education
 - c) Certified copy of Advanced Secondary Education (where applicable);
 - d) Certified copy of Certificate of award in pharmaceutical Sciences;
 - e) Certified copy of academic transcripts;
 - f) A certified copy of birth certificate; and
 - g) Payment of examination fee

NOTE:

- *Documents which are not in English Language must be interpreted by a recognized authority and attached to the documents of the original language*
- *Payments are Done through "Control Numbers" provided during application*
- *For any inquiry contact us through customer care toll free number 0800110015*

Annexes:

PROCEDURES FOR PAYMENTS OF EXAMINATION FEE
THROUGH MOBILE MONEY





FOR MORE INQUIRIES CONTACT:

Registrar

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



Pharmacy Council - Tanzania



pharmacy_council_tanzania



@Pharm_Council



info@pc.go.tz



www.pc.go.tz

Toll Free Number: 0800 110 015