


	<b>GUIDELINES FOR INTERNSHIP TRAINING OF PHARMACISTS</b>	
<b>Rev No: 02</b>	<b>Doc No: PBSL/GL/006</b>	Version no. 03
<b>Issue date: 15 May 2024</b>	<b>Effective date: 17 May 2024</b>	Approved by: Registrar



<b>Adopted By PBSL</b>	
<b>Start of public Consultation</b>	
<b>End of public Consultation</b>	
<b>Agreed by QMS committee</b>	
<b>Approved by Board</b>	

**Pharmacy Board of Sierra Leone**  
**PMB 322**  
**Central Medical Stores Compound**  
**New England Ville**  
**Freetown**

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## ACKNOWLEDGEMENTS

## EXECUTIVE SUMMARY



### THE INTERNSHIP PROGRAMME

Pursuant to Part III Section 8, pharmacy graduates are statutorily required to undergo compulsory twelve (12) months continuous internship training under registered pharmacy professional in Pharmacy Board of Sierra Leone approved internship centres. Registration as a Pharmacy professional is granted to a person only after successful completion of the internship programme.

### FUNCTIONS OF THE PHARMACY BOARD OF SIERRA LEONE

The Pharmacy Board of Sierra Leone by the Pharmacy and Drugs Act 2001 is charged with the duties amongst others of;

- a) Determining the standards, of knowledge and skills to be attained by persons seeking to become registered members of the Pharmacy profession and viewing these standards from time to time as circumstances may require
- b) Securing in accordance with the provisions of the Pharmacy and Drugs Act, 2001, the establishment and maintenance of registers of persons entitled to practice as members of the profession and the publication from time to time of the list of these persons.

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- c) Reviewing and preparing from time to time a statement as to the code of Conduct which the Board considers desirable for the practice of pharmacy profession
- d) Regulating and controlling the practice of the profession in all its aspects and ramifications.

## 1.0 INTRODUCTION



The Pharmacy Board of Sierra Leone (PBSL) is empowered under the Pharmacy and Drugs Act, 2001 to regulate the profession of Pharmacy to control the supply, manufacture, storage and transportation of drugs, including nutritional agents and cosmetics and to provide for other matters related thereto.

## 2.0 OBJECTIVES OF INTERNSHIP PROGRAMME

The programme aims to impact the appropriate knowledge, skills and attitudes necessary for the optimal performance of a professional.

The internship programme is designed to:

- a) Introduce newly graduated pharmacists to the practice of the profession,
- b) Teach newly graduated pharmacists the use of academic knowledge in the practice of Pharmacy.

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- c) Train newly graduated pharmacists to become good pharmacy professionals by avoiding the formation of bad professional habits.
- d) Provide opportunity for the newly graduated pharmacists to perform all the **skills** and **functions** of his/her profession under **close supervision**, thereby improving these skills and acquiring sufficient confidence and competence to practice safely on his/her own after the internship period,
- e) Develop the ability of the graduate to communicate clearly with members of the public and allied professions.
- f) Give the graduates an appreciation of the need to continually improve competence through experience and continuing education throughout the professional career.



### 3.0 SCOPE OF THE PROGRAMME

**All** new graduates from accredited schools of pharmacy

### 4.0 REQUIREMENTS

Internship training is divided into four (4) parts viz:

- a) Induction
- b) Orientation
- c) Training
- d) Assessment

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#### 4.1 Induction

The process of transforming graduates into professionals actually starts at the point of inducting or oath-taking. At this point, the graduates are given insight into what is expected of them as professionals by both the public and the profession. They are educated on the need to give professionalism and ethics primary consideration in their practice.

- a) It should be noted that **Internship training can only commence after the induction of** the fresh graduate.
- b) Induction ceremony should be conducted for fresh pharmacy graduates of Sierra Leonean university only after **Senate have approved the final examination results.**
- c) Induction for **foreign-trained pharmacy professional** should also be conducted on the recommendation of the Education Committee of the Pharmacy Board of Sierra Leone.

#### 4.2 Orientation

A formal one-day welcome ceremony should be organized by the Board to avail the Internees the opportunity to having an insight into what to expect during the orientation period and prepare him/her for better interaction during the period and thereafter.

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### 4.3 Training

#### 4.3.1 Duration

The training period covers a continuous 12-months internship Programme.



#### 4.3.2 Rotation to All Areas of Practice

The Intern observes and participates in the practical aspects of various areas of practice viz **Hospital, Wholesale/ Industrial, Community, and Social and Administrative Pharmacy etc.**

#### 4.3.3 Objective of Training: General

The Intern is expected to undertake practical training in the following areas during the programme:

- i. Manipulation of Pharmaceutical equipment in common use at the Laboratory.
- ii. Recognition by characters of crude drugs and chemical substances used in drug production.
- iii. Evaluation of application for market authorization/product registration
- iv. Evaluating ADR reports and posting to ADR data base
- v. Conduct causality assessment
- vi. Pharmacovigilance Inspection of hospitals and clinics

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- vii. Acquired basic knowledge for the Development of Policies, Standard Operating Procedures and Guidelines relating to medicines regulation
- viii. Participate in laboratory drug analysis of registered products
- ix. Participate in routine inspection and Enforcement activities
- x. Acquire adequate knowledge of Pharmacy laws and relevant legislation in respect of Pharmacy practice.
- xi. Reading, translation and copying of prescription including the checking of prescription (evaluating of prescription).
- xii. Dispensing (filling of prescription)
- xiii. Proper storage of drugs and medical products
- xiv. Drugstore Management
- xv. The use of common reference books in the practice of Pharmacy
- xvi. Pharmacy management
- xvii. Patient medication profile and Patient counseling.

#### **4.3.4 Scope of Training in Each Area of Practice**

The depth of training in each area of practice includes but not limited to, the following:-

#### **4.3. 4 Social and Administrative Pharmacy**

- i. Principles of Public Administration
- ii. Policy formulation and Development
- iii. Implementation of Pharmacy Laws and Ethics
- iv. Pharmaceutical Inspection



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❖ Guidelines for inspection of Pharmacies and Manufacturing Companies



- v. Pharmaceutical Practice, processing and issuance of:
  - ❖ Provisional registration
  - ❖ Full registration
  - ❖ Annual license to practice
  - ❖ Certificate of registration of premises etc
- vi. Filling system
- vii. Principle of Planning, Research and Statistics
- viii. Use of computer in Pharmacy
- ix. Seminar/Symposia
- x. Public Health Programme
- xi. Basic concept in Medicines Supply chain

#### **4.3.4.2 Hospital/Clinical Pharmacy**

- i. Ethical Dispensing, including use of proper labels.**
- ii. Interpretation of Clinical laboratory results
- iii. Laboratory analysis of **products/materials**
- iv. Exposure to various wards in the hospital**
- v. Compounding of extemporaneous preparation
- vi. Pharmacovigilance (Drug Safety Monitoring),**
  - a) Adverse effects and toxicity of drugs
  - b) Drug-drug interaction
  - c) Drug-food interaction

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- vii. Unit Dose Dispensing System
  - viii. Drug Information Services
  - ix. Patient counseling
  - x. Documentation of patient profile
  - xi. Drug Store Management System
  - xii. Handling of Dangerous Drugs/Substances and Controlled Drugs
  - xiii. Clinical Presentations
  - xiv. Interaction with other members of the health Team
  - xv. Seminars and workshop,
  - xvi. Documentation and Drug Management
  - xvii. Management of prevalent diseases
  - xviii. Rationale for substitution of pharmaceutical products
  - xix. Rational Drug Use
  - xx. Use of computer in management of patient's information.
  - xxi. Management of Drug Revolving Scheme
  - xxii. Supply of drugs to various sections of the hospitals
  - xxiii. General Ward Round with Health Consultants**
  - xxiv. Family Planning Programme
  - xxv. Management of HIV/AIDS and TB patients
  - xxvi. Identification of generic products with the various brand names
  - xxvii. Communication Skill
- a) The Intern shall go round all the sections of the Pharmacy Department namely:

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✚ In-patient section-the Internee should be exposed to **all** the wards in the hospital and should participate actively in **grand round** patient profile documentation and other clinical services etc.



✚ Out-patient section-emergency unit, general out-patient unit, call-duty.

✚ Stores-central stores, active store, transit store etc.

b) All the rotations shall be done under the supervision of eligible registered pharmacy professional.





#### **4.3.4.3 Community Pharmacy**



- i. Outlay of a Pharmacy
- ii. General Management/Organization of Community Pharmacy
- iii. Pharmaceutical Care in Community Pharmacy Practice
- iv. Drug Information Service
- v. Disposal of pharmaceuticals (how the process is initiated and implemented)
- vi. Matching existing brand names with generic names
- vii. Drug procurement and storage procedures/conditions
- viii. Organizing community based health education programmes
- ix. Use of simple medical devices
- x. Patient Counseling
- xi. Importance of confidentiality of patient profile
- xii. Identification and management of prevalent diseases
- xiii. Requirement of starting a pharmacy outlet

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- xiv. Documentation in a Community Pharmacy
  - a) Record of unwholesome/fake/substandard product
  - b) Receipt voucher
  - c) Sales voucher
  - d) Expired products
  - e) Keeping of prescriptions
  - f) Record of therapeutic failure
  - g) Record of idiosyncrasy
- xv. Drug Safety monitoring (Pharmacovigilance),etc
- xvi. Use of computer in the management of patients information.
- xvii. Ethical Dispensing including use of proper labels
- xviii. Ethics of dispensing especially communicating with the prescribers
- xix. Rational drug Dispensing
- xx. Rationale for substitution of pharmaceutical products
- xxi. First-aid in emergency cases, and minor Ailments
- xxii. Communication Skill

#### **4.3.4 4 Industrial/Wholesale Pharmacy**

- i. Development and reformulation process
- ii. Quality Assurance
  -  Good Manufacturing Practice
  -  Quality Control
  -  Manufacturing and packaging process
  -  Marketing and distribution of pharmaceutical
- iii. Manipulation of pharmaceutical equipments in common use.
- iv. Keeping of store and adequate knowledge of store procedures.



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- v. Understanding the principle of packaging and choice of packaging materials
- vi. Use of common reference books in pharmacy
- vii. Documentation and record management.
  
- viii. Production procedures in the various production lines(Standard Operating Procedures SOPs),
  
- ix. Principle of batch coding;
- x. Procedure for release of products;
- xi. Procedure of recalling products;
- xii. Writing and maintaining of Standard Operating Procedures;
- xiii. Principles of marketing;
- xiv. Seminar presentation;
- xv. Communication skill;
- xvi. Administration structure of industry/Wholesale Pharmacy;
- xvii. Sourcing for raw materials
- xviii. Water purification system and equipment;
- xix. Setting up small scale production outfit ;

#### **4.4 The Assessment Process**

##### **4.4.1 Use of the Logbook**



- i. The Board shall design and provide a logbook to every intern at the prescribed cost
- ii. The intern shall keep a weekly record of his/her work and shall be signed by the preceptor

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- iii. The inspectors from the Board shall have the right to inspect the logbook at any reasonable time, during the training period
- iv. The logbook shall be submitted to the Board at the end of each training session or posting
- v. The intern shall not be considered for next posting by the Board until the logbook and evaluation report have been duly received.

#### 4.4.2 Monitoring by Board

- i. The **Intern** Pharmacy professional and the **Supervisor** would be continuously evaluated during the period of training. Board supervision visits would be impromptu.
- ii. The Supervisor would be **assessed** to **ascertain** that he/she is not only knowledgeable enough to supervise the Intern but that he/she is abreast with current developments on health issues.
- iii. Assessment of the Intern consists of two aspects: **Professional** and **Moral (See Appendix I)**.
  - a) The **professional assessment** of the Intern evaluates his/her proficiency at basic tasks vis-à-vis his/her duty post the time of assessment.

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b) In the **Moral aspect**, the Intern is assessed on his/her ability to make good use of the institution's property and prevent loss/damage, maintain confidentiality, carry out orders and on sense of responsibility/leadership qualities. The Board reserves the final decision on moral assessment.

#### **4.4.3 End of posting presentation**

- I. The intern at the end of every posting must do a power point presentation on competence acquired and marks shall be awarded to every presentation.
- II. A grade (1- 5% ) shall be awarded to Interns after every presentation as part of the assessment

#### **4.4.4 Discipline**

- 1** An Intern who absents himself/herself for more than seven (7) days due to ill health or other genuine reasons during the period of internship would have the internship period extended by the same period of absence on excess of one week.
- 2** An Internship can go on maternity leave for a period of one month after which her internship period will be extended by the same number of days spent in excess of the maternity leave.
- 3** Prolonged and persistent absence, an interne should be reported to Education Committee and any measures taken against the Internee.

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#### 4.4.5 Exemption

Foreign trained pharmacists who **have acceptable proof of registration in foreign countries** are exempted from Internship programme, **but must** be successful at the Board's organized post-internship examination.

#### 4.4.6 PRECEPTORS:



**6.1** These must be registered pharmacy professionals who are in **good standing with the Board.**

**6.2** Additionally, they must possess a minimum three (3) years post internship experience.

**6.3** Preceptors / supervisors are expected to provide professional supervision and moral direction for the young professionals under their care.

**6.4** Preceptors must inform the Board of any change in responsibility as preceptors, change of location of premises or any other information on the Internee.

#### 4.4.7 INTERNSHIP CENTRES:

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These are hospitals, pharmacies, pharmaceutical industries, Wholesale Pharmacies, pharmacist training institutions, etc, which have been approved by Board for the purpose of training interns.

#### **4.4.7.1 Accreditation of Centres:**

A centre shall be accredited by Pharmacy Board of Sierra Leone after fulfillment of the criteria laid down by the Board

#### **4.4.7.2 Monitoring**

- ❖ These centers are paid unscheduled visits by the Board to monitor their performance.



#### **Note**

- ❖ The certificate of recognition may be withdrawn at any time if standards in the centre fall to unacceptable levels.
- ❖ Provisional recognition-two years period
- ❖ Full recognition-five years period

#### **4.4.7.3 Facilities at Internship Centres**

The centres are expected to be well equipped for the purpose of training Internees in addition to their normal responsibilities.

##### **4.4.7.3.1 Hospital Pharmacy**



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Conference facilities in addition to facilities in the different sections

#### **4.4.7.3.2 Dispensing Units**

Applicable to all areas where dispensing takes place i.e. out-patient, emergency unit etc.

- ❖ Provision for direct patient-pharmacist interaction.
- ❖ At least one computer with necessary software that is applicable to patients/drugs information.
- ❖ Provision for dangerous drugs
- ❖ Reference books B.P, B.P., U.S.P, B.N.F
- ❖ Martindale journals, local reference books like Mims.
- ❖ Refrigerator (s)
- ❖ Counting trays with spatula
- ❖ Record books for Controlled and Dangerous drugs
- ❖ Labels including auxiliary labels
- ❖ Lockable cupboards
- ❖ Working table with Chairs
- ❖ Towel racks, wash-hand basin with running tap (s)
- ❖ Record books for patient reports on:

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- Drug reaction
- Therapeutic failure
- Idiosyncrasy
- Any other unusual report



#### **4.4.7.3.3 Compounding or Preparation Unit**

- ❖ Working bench with stools and lockable cupboards
- ❖ Burner or electric heater and gas
- ❖ Electric kettle
- ❖ Balances:- electronic or beam
- ❖ Facilities for purified/distilled waters depending on the source of water
- ❖ Autoclaves
- ❖ Mixers for creams, liquids and powders
- ❖ Mortars and pestles
- ❖ Wash hand sinks with running taps
- ❖ Measures (stainless steel, glass and plastic)
- ❖ Storage containers
- ❖ Spatulas
- ❖ Scooping spoons
- ❖ Glass wares pipettes, conical flasks, beakers, etc
- ❖ Steam boilers (where applicable), electric kettle electric or hot plates

#### **4.4.7.3.4 Counseling Unit**

A well conducive environment for private patient pharmacist interaction.

- ❖ At least one computer

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- ❖ Tables and chairs
- ❖ Reference
- ❖ Patient's weight and height measures or balance.

#### **4.4.7.3.5 Quality Control Unit**



A small but well equipped laboratory for carrying out simple analysis.

- ❖ PH Meter
- ❖ Chemical Balance
- ❖ Bursen Burners with gas
- ❖ Sinks with running taps
- ❖ Glassware's, test tubes and beakers
- ❖ Electric kettle
- ❖ Access to a more comprehensive external quality control laboratory

#### **4.4.7.3.6 Drug Store Unit**

A very spacious environment for easy and smooth movement of personnel and goods.

- ❖ Metal shelves
- ❖ Wooden pallets (panels)
- ❖ Refrigerator (s)
- ❖ Computer with QC software
- ❖ Ladder
- ❖ Record of expired drugs and disposal
- ❖ Ledgers and other store record books on receipt and issuance.
- ❖ Record of controlled and Dangerous Drugs

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- ❖ Trolleys and containers



#### **4.4.7.3.7 Drug Information Unit**

- ❖ Reference books
- ❖ Current journals
- ❖ Sitting area
- ❖ Photocopying machine
- ❖ Tables and chairs
- ❖ Book shelves
- ❖ Computer with internet access.

#### **4.4.7.4 Community Pharmacy**

##### **4.4.7.4.1 The Community Pharmacy shall have the following areas:-**

- ❖ Reference books
- ❖ Ethical section with drugs well arranged in shelves in pharmacological order
- ❖ OTC section with drugs well arranged on shelves or pharmacological order
- ❖ At least one computer
- ❖ Counseling section
- ❖ Store (where applicable)
- ❖ Compounding (where applicable)
- ❖ Pharmacy professionals office and other relevant sections

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**4.4.7.4.2** The **facilities** in the premises shall be the same as those listed under Dispensing, Counseling, Stores and compounding Units in a Hospital Pharmacy (as applicable).

**4.4.7.4.3** The **environment** shall be well lit, ventilated and spacious

- ❖ Air-conditioned
- ❖ Neat and well painted
- ❖ Precautionary measures – fire extinguishers
- ❖ Records of expired drugs/disposal

#### **4.4.7.5 Social and Administrative Pharmacy**

Recognized Government Parastatals or agencies that have wide scope for pharmacy practice, Pharmacy Board of Sierra Leone, medical stores, National Aids Secretariat and other health programmes



#### **4.4.7.6 Manufacturing /Wholesale Pharmacy**

- ❖ Adequate and functional facilities for ensuring GMP with good SOPs for the various sections of a good manufacturing outfit.
- ❖ Adequate water and power supply

#### **4.4.7.7 General or Common Facilities**

The following facilities are considered general to all the different areas of practice listed above.

- ❖ Air-conditioned rooms and spaces
- ❖ Well equipped administrative office for preceptors and other staff.
- ❖ Pre-cautionary measures to guarantee safety of all staff.
- ❖ Good water supply or Supportive water supply

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- ❖ Well lit, ventilated and spacious environment
- ❖ Terrazzo floor, neat and well painted walls and ceilings
- ❖ There must be a supportive or alternate power source for the Pharmacy.

#### **4.4.8 SUPERVISION**

Interns should be made to go round all the sections of Pharmacy department. Although one preceptor is responsible for interns assigned to him/her, other pharmacy professionals should be involved in the training and monitoring of the interns. Rotation should be done under the supervision of eligible preceptors.



#### **4.4.9 CONDUCT OF PROFESSIONAL EXAMINATION AFTER INTERNSHIP(PRE-REGISTRATION EXAMINATION)**

The Board shall conduct two professional examination sessions per year and the the examination shall consist of:

- Multiple Choice questions (200) - 70%
  - Pharmacy Law
  - Community Pharmacy
  - Hospital Pharmacy
  - Import and Wholesale Pharmacy /Industrial Pharmacy
- Orals (Scenarios ) - 10%
- Continuous Assessment (End of Posting Presentation) - 20%

The Minimum pass mark for the Pre-registration examination is 65%

#### **4.4.10 COPIES OF THE GUIDELINES:**

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**4.4.10.1** It shall be the responsibility of the Internee to obtain a copy of the guidelines upon application for training.



**4.4.10.2** It shall be the responsibility of the Internee to comply with the content of these guidelines and seek for clarification where necessary.

**5.0 GLOSSARY: NONE**

**6.0 REFERENCES: NONE**

**7.0 ANNEXES**



**PHARMACY BOARD**  
**APPLICATION FOR REGISTRATION**

	<b>GUIDELINES FOR INTERNSHIP TRAINING OF PHARMACISTS</b>	
<b>Rev No: 02</b>	<b>Doc No: PBSL/GL/006</b>	Version no. 03
<b>Issue date: 15 May 2024</b>	<b>Effective date: 17 May 2024</b>	Approved by: Registrar

**PHARMACY AND DRUGSACT PART III SECTION 10**

**Ref No:.....**

- 1. Pro/Dr/Mr./Mrs./Ms:.....**
- 2. Surname:.....**
- 3. Other Names:..... Sex: Male:..... Female:.....**
- 4. Maiden Name:.....**
- 5. Married:..... Single:.....**
- 6. Full Address:.....**  
.....
- 7. Postal Address:.....**  
.....
- 8. Email:.....**  
.....
- 9. Telephone:.....**
- 10. Professional Level: Pharmacist:..... Pharmacy Technician:.....**  
**Other:.....**
- 11. Address of Institution (s) University attended:.....**  
.....  
.....  
.....  
.....
- 12. Degree/Diploma/Certificate awarded:.....**  
.....  
.....

	<b>GUIDELINES FOR INTERNSHIP TRAINING OF PHARMACISTS</b>	
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.....

.....

**13. Any postgraduate Training indicate:.....**

.....

.....

.....

**14. Are you already registered?      Yes:.....No:.....**

**15. If yes state country (ies) where you are licensed to practice:.....**

.....

.....

.....

**16. Any other additional information...**



.....

.....

.....

**17. Attach photocopies of all relevant documents.**



**Signature:.....      Date:.....**

	<b>GUIDELINES FOR INTERNSHIP TRAINING OF PHARMACISTS</b>	
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### PHARMACY BOARD

#### CONFIDENTIAL REPORT – SUPERVISING PHARMACIST

1. **Name of Internee:**..... **ID No:**.....
2. **Professional Level: Pharmacist:**..... **Pharmacy Technician:**.....
3. **Name of Premises:**.....
4. **Address of Premises**.....  
.....
5. **Name of Proprietor:**.....
6. **Pharmacist in-charge:**.....
7. **PSSL and License No:**.....
8. **Level of Internship:**.....
9. **Were all areas covered during the Internship? If not please indicate:**  
.....  
.....
10. **Briefly describe the character of Internee:**.....  
.....  
.....
11. **Attendance of Internee tick ONLY one:**  
40%..... 60%..... 80% .....  
100%.....
12. **List down any pitfalls during Internship:**.....  
.....  
.....
13. **Recommendation:**.....



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.....

.....

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**Signature:.....      Date:.....**

	<p><b>GUIDELINES FOR INTERNSHIP TRAINING OF PHARMACISTS</b></p>	
<p><b>Rev No: 02</b></p>	<p><b>Doc No: PBSL/GL/006</b></p>	<p>Version no. 03</p>
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