

QUALITY ASSURANCE DEPARTMENT

Name: Michael Lahai

Phone Number: +23276395050

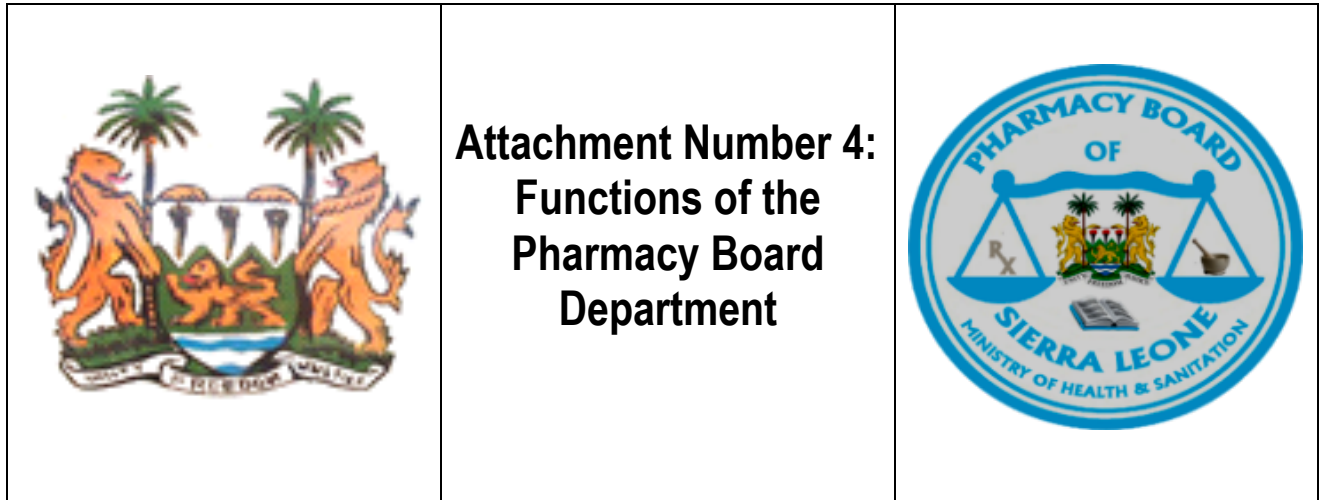
Designation: Head Quality Assurance (Principal Regulatory Officer)

Units of the Department

1. Monitoring and Evaluation & Internal Audit
2. Control of quality documents and archiving

FUNCTIONS OF THE DEPARTMENT

Provision of oversight and direction of systems and processes and the harmonization of quality documents of Pharmacy Board of Sierra Leone for implementation and accreditation as per the international organization for standardization (This includes but not limited to ISO9001 for all departments and ISO17025 for the laboratory) and ensuring continual improvement of all processes to meet national and international best practices and customer satisfaction through the use of robust measures of review and assessment.



PHARMACOVIGILANCE AND CLINICAL TRIALS DEPARTMENT

Name of Head of Department: Pharm. Onome Abiri Thomas

Phone Number: +23278534757



Designation: Principal Regulatory Officer (PRO)

Unit of the Department:

1. Pharmacovigilance
 - a. Public Health
 - b. Clinical Practice
2. Clinical Trials

FUNCTIONS OF THE DEPARTMENT

To co-ordinate and supervise the activities of the Pharmacovigilance and Clinical Trials department and to ensure that the Board's legal obligations in relation to Drug Safety are fulfilled in accordance with the Pharmacy and Drugs Act and Pharmacy Medicines Regulation.

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DRUG EVALUATION AND REGISTRATION DEPARTMENT

Name: Joy B. Johnson

Phone Number: +23276621395



Designation: Principal Regulatory Officer

Unit of the department

1. Pre-marketing Authorization
2. Marketing Authorization
3. Post-marketing Authorization

FUNCTIONS OF THE DEPARTMENT

- ❖ Assisting the Registrar in the registration process of all pharmaceutical products in the Sierra Leone Market
- ❖ Ensuring that products of doubtful origin and quality are sent to the Quality Control Laboratory for analysis
- ❖ Control the promotion and advertisement of pharmaceutical products to the public and health providers.
- ❖ Make recommendations to the Drug and Quality Assurance Committee through the Registrar on ways of improving the activities and efficiency of the registration department.

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- ❖ Submission of quarterly and annual reports to Registrar
- ❖ Provision of appraisal of staff to address issues pertaining to the department
- ❖ Compilation of annual gazette for professionals and premises
- ❖ Assist in inspection of pharmaceutical outlets to identify products that are registered or unregistered
- ❖ Dossier Evaluation
- ❖ Sample/ Advert Evaluation
- ❖ Supervision of the activities of various units within the department

POLICY STANDARDS AND PRACTICE DEPARTMENT

Name: Pharm. Sitta Kamara



Phone Number: +23278564041

Units of the Department

1. Application for Licensing of New Premises
2. Regulation and Research
3. Internship Training

FUNCTIONS OF THE DEPARTMENT

- ✓ Review, update policies, guidelines, Laws and regulation and ensures its implementation
- ✓ Supervise the Continuing Professional Development program

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- ✓ Ensure that critical or priority Pharmacy Board of Sierra Leone issues are identified for research in collaboration with other departments
- ✓ Supervise the internship program and conduct pre-registration exams
- ✓ Conduct application committee to screen applicants that applied for Pharmacy Board licenses

INFORMATION AND COMMUNICATION

Name: Alison French

Designation: Head of Information and Communication

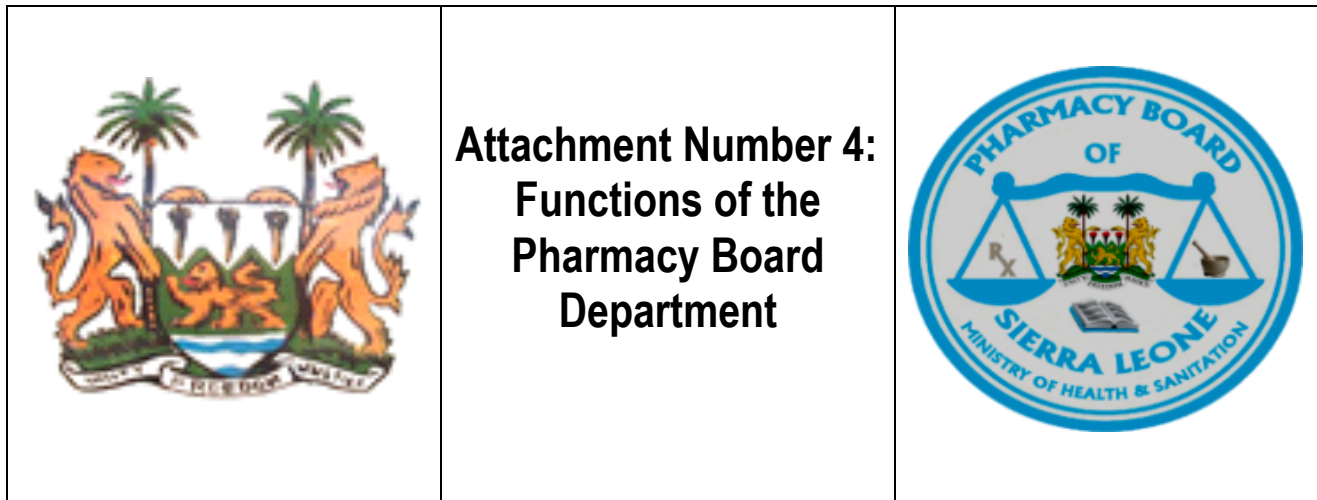
Units of the Department

1. Communication and Outreach
2. Information and Technology

BACKGROUND

The Information and Communication Department is works actively in harmony with the other departments to ensure that safety information to health practitioners and the general public is communicated quickly and effectively through the electronic, print media, outreach and sensitization and other related media

FUNCTIONS OF THE DEPARTMENT



The Information and Communication Department is charged with the following functions:

- ✓ Communicate safety information to health practitioners and the general public through the electronic and print media other related media
- ✓ Serve as Public Relations Interface between the Board and the General Public
- ✓ Produce Quarterly Newsletter aiming at disseminating information on the activities of the Pharmacy Board
- ✓ Address all information technology (ICT) to suit staff satisfaction
- ✓ Organize and implement all outreach activities of the Board
- ✓ Contact the department through this email: info@pharmacyboard.gov.sl

FACTORY INSPECTORATE AND IMPORT CONTROL

Name: Shuwary H. A. Barlatt

Phone Number: +23276363298



Designation: Head of Department Principal Regulatory Officer

Units of the Department

1. Import Control
 - a. Queen Elizabeth the II
 - b. Lungi Entry Port
2. Pharmaceutical Outlet
 - a. Factory
 - b. Wholesale

FUNCTIONS OF THE DEPARTMENT

- ✚ Good Manufacturing Practice Inspection of Pharmaceutical Manufacturing Plant

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- ✚ To ensure Import/Wholesale outlet comply with good storage and distribution practice
- ✚ Preparation of Import Permits
- ✚ Preparation of Clearance Permits
- ✚ Preparation of export permits
- ✚ Post Market Surveillance Activity (Truscan Inspection)
- ✚ Inspection of Imported Containers, Packages, and Cartoons at Ports of Entry
- ✚ Quarantine Exercises
- ✚ Collection of Samples to Head Office after organoleptic Inspection
- ✚ Investigative Inspection
- ✚ Sending Products to the NPQC Lab for Quality Analysis
- ✚ Destruction of expired, deteriorated, counterfeit pharmaceuticals retrieved from the market
- ✚ Sample Return to Pertinent Importers

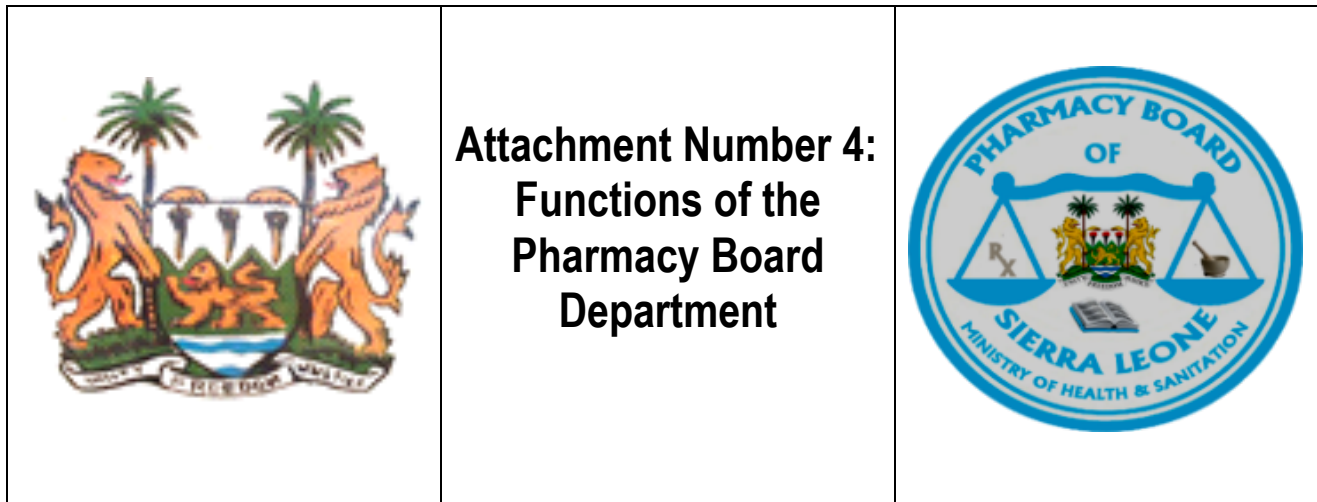
ENFORCEMENT AND NARCOTIC CONTROL

Name: Pharm. Abdulai Kanu

Phone Number: +2327834895 - 088720095

Designation: Head, Enforcement and Narcotic Control (Principal Regulatory Officer)

Units of the Department





1. Controlled Drugs
2. Enforcement

BACKGROUND

The Enforcement and Narcotic Control Department was established in March, 2013. It was created from two departments – the Inspectorate Department and the Drug Information and Pharmacovigilance Department. The department plays an oversight role and is therefore considered as one of the key departments within the Pharmacy Board of Sierra Leone.

FUNCTIONS OF THE DEPARTMENT

1. The investigation and compilation of case files for the Board
2. Preventing and prohibiting the importation, manufacture, distribution, dispensing and selling of all counterfeit, adulterated, banned medicines. Substandard or expired medicines and other regulated products
3. Combating the hawking of medicines and other regulated products that are not duly registered with the Board.
4. Prevention and combating the establishment or opening of illegal pharmaceutical outlets that are not duly licensed by the board.
5. Enforcing the control of the importation, distribution and use of narcotics and psychotropic substances in Sierra Leone
6. Ensuring that Sierra Leone's obligation under the international drugs treaties with respect to narcotic drugs and psychotropic substances are fulfilled.
7. Promoting activities gearing toward the rational use of drugs and reducing demand for the psychotropic drugs.

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ADMINISTRATIVE DEPARTMENT

Name: Abubakarr Jalloh

Phone Number: +23276702007

Designation: Head, Administrative Department

Units of the Department

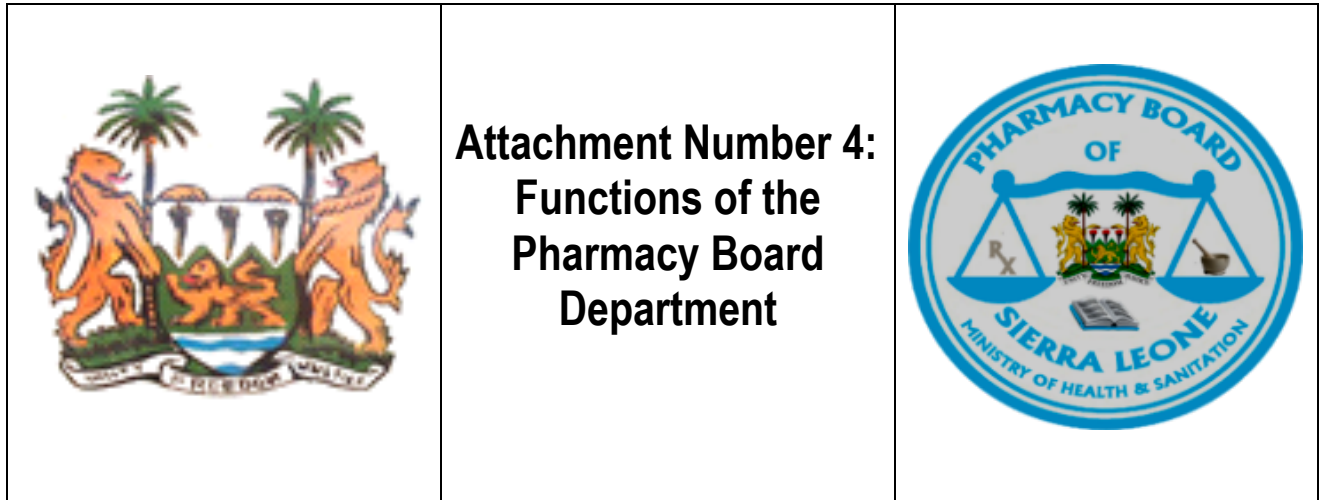
1. Human Resource
2. Stores Management

FUNCTIONS OF THE DEPARTMENT

The Administrative Department coordinates the day to day activities and operations of the Board and ensures the smooth flow of management information and decision from one department to the other; its serve a pivotal functions of the Board.

The department acts as a connecting link between the senior management and the employees of the Board. It provides motivation to the work force and makes them realize the goals of the organization.

It deals with all operational and staff matters including personnel administration of the Board. The department ensures that there is adequate logistics provided for other departments of the Board in other to enhance the smooth operation of the office.



The department ensures that maintenance and repairs of office equipment, vehicles, bikes, Generators, Computers and other information technology accessories are in good functional conditions and proper in housekeeping is always maintained. It also ensure that utilities service such as electricity, water, Auto top up for staff and Board members, including close user group, telephone and internet service is available at all times. The department coordinates all Board meetings, committee and subcommittee meetings of the Board and ensures that management meetings are held as scheduled.

COMPLEMENTARY AND ALTERNATIVE MEDICINE

Name: Pharm. Sahr Emmanuel Gbomor

Phone Number: +23276702007

Designation: Head, Administrative Department



Units of the Department

1. Herbal Products
2. Cosmetic Products

FUNCTIONS OF THE DEPARTMENT

HERBAL MEDICINE UNIT

- ✚ Recommends herbal medicine products to the drug evaluation and registration department for registration
- ✚ Conduct GMP and other routine inspections at herbal premises

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- ✚ Conduct Pharmacovigilance activities together with PVG department with respect to herbal medicine products (Phytovigilance)
- ✚ Conduct post market surveillance on herbal medicine products
- ✚ Conduct operational research with respect to herbal medicine products in order to inform policy and service delivery

COSMETICS UNIT



- ✚ Conduct GMP for manufacturing facilities and routine inspection at cosmetic premises
- ✚ Conduct Pharmacovigilance activities for cosmetic products
- ✚ Conduct post market surveillance on cosmetics product in the market
- ✚ Conduct operational research with respect to cosmetics products in order to inform policy and service delivery.
- ✚ Conduct Pharmacovigilance activities with respect to veterinary medicine
- ✚ Conduct post market surveillance on veterinary medicine products on the market
- ✚ Conduct operational research with respect to veterinary medicine products in order to inform policy and service delivery.

Distribution Chain Inspection

Name: Henry E.C Carter

Phone Number: +23279953569

Designation: OIC Distribution Chain Inspection(DCI)

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Units of the Department:

1. Pharmaceutical Outlets (Private and Public)
2. Regional Offices (Bo, Kenema, Makeni and Kono)

Functions of DCI

- ✚ Co-ordinate Inspections of the Pharmaceutical Service delivery points at Private Pharmaceutical outlets
- ✚ Co-ordinate Inspections of the Pharmaceutical Service delivery points at Central, Districts, Hospital Medical stores, Peripheral Health Units and Non-Governmental Organizations)
- ✚ Supervise all four regional offices (South, East, North and Kono) for implementation of activities of the Pharmacy Board of Sierra Leone
- ✚ Co-ordinate suitability inspection exercises for new Pharmaceutical outlets
- ✚ Process applications for new and old premises as a requirement for registration.
- ✚ Conduct quarterly ad-hoc task force meetings for regional offices.



FINANCE DEPARTMENT

Name: Isatu Haja Kpanah

Phone Number: +23276466097

Designation: Head, Finance Department



Units of the Department

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1. Expenditure
2. Income

Function of Finance Department

- ❖ The finance department is responsible for the establishment and maintenance of sound financial management system in accordance with appropriate financial regulations
- ❖ It ensures that appropriate financial regulations and controls are in place and in use at all times
- ❖ Its advice the Registrar on proper allocation of resources and compliance with all relevant financial regulations.
- ❖ Ensure that all financial reporting obligations are met in relation to submissions for funding and any other initiatives.
- ❖ It makes regular reports to the Registrar on income, expenditure with Board's financial regulation
- ❖ Maintains complete and accurate accounts and records of the Board's financial regulation
- ❖ Maintains complete and accurate accounts and records of the Board's f assets, liabilities, revenues, expenditures and other commitments
- ❖ Support the Registrar in the provision of information for decision making by the Board.

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- ❖ Ensure that all finances are properly administered and monitored
- ❖ Prepare reports and financial statements for the Board as determined by the relevant financial regulations.
- ❖ Reconcile monthly all the Board's bank accounts
- ❖ Provide assistance and information during the annual audit of the financial statements.

NATIONAL PHARMACEUTICAL QUALITY CONTROL LABORATORY

Name: Pharm. Alphan Tejan – Kella

Phone Number: +23279623984



Designation: Head, National Pharmaceutical Quality Control Laboratory

Units of the Department

1. Physicochemical
2. Medical Devices
3. Microbiology

FUNCTIONS OF THE DEPARTMENT

The National Pharmaceutical Quality Control Laboratory (NPQCL) as a department within the Pharmacy Board of Sierra Leone is charged with the responsibility of ensuring that pharmaceutical products passing through the market are efficacious, potent and of good

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quality through the conduct of Quality Control tests and the issuance of Quality Assurance reports. At the moment the basic procedures employed to check the quality of drugs with respect to specified standards include the following: study of packaging material, organoleptic features, physical and chemical analysis.

As the issue of medicine regulation and especially that of quality control testing is becoming increasingly pivotal at global level towards ensuring quality health care delivery the NPQCL continues to work in line with internal and international best practice. Activities of the NPQCL are performed in line with performance targets set for each year.