	Title: GUIDELINES FOR THE REGISTRATION OF PHARAMACISTS IN SIERRA LEONE	
Rev No: 00	**Doc No: PBSL/GL/059A**	Version no. 01
Issue date:	**Effective date:**	Approved by: Registrar

Adopted By PBSL	
Start of public Consultation	
End of public Consultation	
Agreed by QMS committee	
Approved by Board	

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

GUIDELINES FOR REGISTRATION OF PHARMACISTS IN SIERRA LEONE

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1.0 INTRODUCTION

The Board is charged with general responsibilities for securing the highest practicable standards in the practice of Pharmacy in Sierra Leone by promoting proper training and examination of Pharmacy students, by controlling the registration of Pharmacists and premises where such business is carried on and by any means within the powers conferred by this Act.

2.0 OBJECTIVE

- To ensure that the names of Pharmacists are registered in the Register of Pharmacists and the applicant is issued a certificate of such registration in the prescribed form where the Pharmacy Board is satisfied that the applicant meets the minimum standard for registration.

3.0 SCOPE

This guideline covers all applications to practice as a Pharmacist in Sierra Leone.

This is a guide to Pharmacists on the procedures and requirements for registration of Pharmacists. These guidelines are primarily intended to provide information on the following:

1. New graduates seeking Provisional Registration.
2. Provisionally registered pharmacists wishing to go for Internship Training.
3. Pharmacists seeking full registration.

4.0 Specific Requirements

To enable the registration of Pharmacists the following should be determined by the Policy Standards and Practice Department PSPD, Quality Management Systems Committee (All Professional Heads of department and HR), and the Education Committee of the Pharmacy Board of Sierra Leone.

4.1 Documents required for submission by the Applicant

1. Two passport pictures of the applicant signed at the back.
2. Closed transcript from graduating institution confirmed by Dean of the graduating institution.
3. A copy of academic certificates/ statement of results awaiting certificate.
4. Updated curriculum vitae CV
5. Copy of final Thesis signed by supervisor.
6. Submission of training curriculum

4.2 PSPD should determine the Following:

1. The authenticity of the training institution to offer a degree in Pharmacy.
2. Confirmation that the person has a Bachelor of Pharmacy degree or a Doctor of Pharmacy or its equivalent as a first degree from an authentic Pharmacy School with minimum of five years training.
3. Closed Transcript of the individual confirmed and received from the authentic training institution.
4. Correspondence shared with a Dean of Pharmacy confirming that the said individual studied Bachelor of Pharmacy or Doctor of Pharmacy or its equivalents.
5. Confirmation that the certificates are true copies from the University

4.3 The Quality Management Committee will determine:

1. Confirmation that the person has a Bachelor of Pharmacy degree or a Doctor of Pharmacy or its equivalent as a first degree from an authentic institution.
2. A confirmation of an authentic correspondence has been received from the training institution with evidence of communication in hand.
3. Confirmation that PSPD has performed the required checks to ascertain all transcripts and certificates provided with all relevant correspondences and evidence available and in hand.
4. Compare the course done with a standard curriculum for Pharmacists to ascertain the standard of knowledge and skill that has been attained by persons seeking to become pharmacists in Sierra Leone.
5. Pre-Interview of candidate by committee.

6. To review and confirm report with attached documents to address all the items listed under the responsibility of PSPD and Quality Management Systems Committee.
7. Correlate recommendation of Quality Management Systems Committee with documented evidence provided.
8. Interview of candidate by committee

4.4 Governing Board

1. Review and take decision on the way forward based on reports from the Quality Management systems committee and Education Committee reports.

5.0 Glossary

PSPD Policy standard and Practice Department
QMS: Quality Management System
PBSL: Pharmacy Board of Sierra Leone
HR: Human Resource

6.0 Reference and Information sources:

None

7.0 Annex list

Annex 1: Curriculum for Training of Pharmacists in Sierra Leone

Prepared by	***Reviewed by***	***Approved by***
Head of PSPD	Head, Quality Assurance	Registrar