

# PHARMACY COUNCIL



## **MANDATORY TERMS OF REFERENCE FOR THE SUPERINTENDENT AND PROPRIETOR WHICH SHALL BE INCORPORATED IN THEIR CONTRACT / AGREEMENT TO RUN THE BUSINESS OF PHARMACIST**

### **1.0 Obligation of the Parties:**

The following obligations shall be included while a proprietor is concluding a contract and or agreement with a Superintendent to conduct a business of pharmacist to ensure that "good pharmacy practices" are complied accordingly.

### **2.0 The Proprietor:**

**The proprietor shall have the following duties and responsibilities; -**

- 2.1 The contract and or agreement shall be drawn and strictly fulfill legal requirements to meet the set standards of contract / agreement and other laws of the Land;
- 2.2 Comply with the Laws, Regulations, Guidelines and standards prescribed by the Pharmacy Council and other relevant authorities;
- 2.3 Implement and ensure that standards required for pharmacy and pharmaceutical properties are maintained in high level at all times;
- 2.4 Hire pharmaceutical personnel for providing services or dispensing personnel recognized by the Pharmacy Council;
- 2.5 Apply adequate funds necessary for rehabilitating or modifying the present premises and maintaining the modern pharmacy practice;
- 2.6 Follow up and implement on all matters advised by a Superintendent on professional and any other matters related to provision of good pharmaceutical services;
- 2.7 Shall ensure pharmaceutical services are provided with due care;
- 2.8 Shall ensure all proper records are maintained and managed well;
- 2.9 Shall ensure availability of all necessary reference and other relevant materials necessary for provision of pharmaceutical services and operations;
- 2.10 Shall immediately report to the Pharmacy Council on poor attendance, service provided or malpractices done by the Superintendent;
- 2.11 Shall purchase and ensure availability of all necessary tools for pharmacy operations are in place, i.e Superintendent log book, PC logo, dispensing register, ledgers etc;
- 2.12 Shall not interfere with the performance on professional matters in the premises or cause non-performance of professional services in the pharmacy;
- 2.13 Shall ensure all purchases or procurement and deliverables of pharmacy items are signed by a superintendent; and
- 2.14 Perform any other duty as the Council may determine from time to time.

**The Pharmacy Council shall only accept a contract agreement that has illustrate above obligations 1 and signed by both parties in the presence of an Attorney.**

### 3.0 The Superintendent;

The superintendent shall have the following duties and obligations: -

- 3.1 Shall obtain from the Pharmacy Council and other appropriate authorities, collect the requisite licenses, permits and authorization and keep the pharmacy within the standards and conditions as prescribed in any written law that regulate and control the pharmacy business;
- 3.2 Shall have overall responsibility and accountability for the maintenance and adherence to a sound system of controls in order to manage risk and promote patients safety within the pharmacy;
- 3.3 Shall ensure physical supervision of the said premises;
- 3.4 Shall ensure the pharmacy premises are of appropriate standard to provide for safe storage, dispensing, sale and supply of medicinal products
- 3.5 Shall manage and undertake all technical and professional matters in the pharmacy;
- 3.6 Shall supervise and control all pharmaceutical personnel working in the pharmacy and ensure day-to-day functions of the pharmacy business are complied with the law;
- 3.7 Shall ensure that all staff employed are in possession of the knowledge, skills and competence to perform and are recognized by relevant authority;
- 3.8 Shall provide pharmaceutical care including information and services;
- 3.9 Shall ensure all proper records are maintained and managed in accordance with good pharmaceutical practice standards;
- 3.10 Shall ensure appropriate policy is in place to comply with disposal of medicinal and other products supplied in the pharmacy;
- 3.11 Shall ensure availability of all necessary reference and other relevant materials necessary for provision of pharmaceutical services and operations are in place;
- 3.12 Shall report to the Pharmacy Council on any malpractices or violations done by the Proprietor;
- 3.13 Shall ensure availability of all necessary tools for pharmacy operations are in place, i.e. Superintendent logbook, PC logo, dispensing register, ledgers etc;
- 3.14 Must ensure whoever is on duty shall appear on a white coat and name tag on it;
- 3.15 Shall establish a well-organized management body of the pharmacy of which he supervises;
- 3.16 Shall ensure that all certificates (business permit, premises registration, copy of certificate of a Superintendent and any other certificates from other authorities are conspicuously displayed in the premises;
- 3.17 Shall ensure medicines, medical supplies and other pharmacy items are properly arranged and kept in compliance with good pharmacy practice standards; and
- 3.18 Shall perform any other duty as the Council may determine.

It is my expectation that, these obligations will be fulfilled by both parties so as to improve and ensure good standards of practices while running the business of pharmacist.

  
Elizabeth Shekalaghe  
**REGISTRAR**

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