

Pharmacists Council of Zimbabwe

THE REGISTRATION GUIDELINES

1 About the Pharmacists Council of Zimbabwe

The Pharmacists Council is a statutory body created under Section 45 of the Health Professions Act (Chapter 27:19) to regulate the practice of pharmacists, pharmacy technicians, optometrists, dispensing opticians, hearing aid specialists and orthoptists in Zimbabwe.

To legally practice their profession in Zimbabwe, the health personnel regulated by Council are required by law to register and have their names entered into appropriate registers. They are also required to be in possession of valid and current practicing certificates.

2 Registration Categories

In accordance with the provisions of the Health Professions Act (Chapter 27:19), Council receives applications for registration for;

- ❖ Students (regulations awaiting gazetting)
- ❖ Vocational trainees
- ❖ Provisional registration (foreign trained)
- ❖ Permanent registration (locally trained)
- ❖ Re-registration/Restoration
- ❖ Temporary registration(on short term voluntary practice)

3 Application Procedures

a. Students registration

- Enroll into a pharmacy training institution in Zimbabwe
- Complete the 'Application for Registration as a Pharmacy/ Optometry/ Pharmacy Technician Student' form and attach;
 - ❖ Two passport size photographs
 - ❖ Certified copy of national identity document
 - ❖ Proof of enrollment into a pharmacy training institution in Zimbabwe
 - ❖ Certified copies of ordinary and advanced level certificates
 - ❖ Appropriate application fees
- On submission of the above documents, the student will be issued with a student registration certificate (renewable on a yearly basis)

b. Vocational Trainee Registration

- There are two categories of vocational trainee registration for pharmacy graduates as follows;

i. Locally Trained Pharmacists

- Proof of successful completion of a Bachelor of Pharmacy degree in Zimbabwe,
- Complete the 'Application for Pre- registration' form and
- Complete the 'Application for Practicing Certificate' form and attach the following documents;
 - ❖ certified copies of ordinary and advanced level certificates
 - ❖ solemn Declaration
 - ❖ two passport sized photographs
 - ❖ copy of national identity document
 - ❖ proof of offer of employment in a registered and approved training premises manned by an approved supervisor
 - ❖ proof of payment of the appropriate application and registration fees
- On submission of the above information, the applicant will be admitted onto the Vocational Trainees Register and issued a practicing certificate valid for twelve (12) months
- The applicant will be restricted to practice in approved premises under an approved supervisor for a continuous period of twelve (12) months.
- The applicant will be required to sit for the Pharmacists Professional Qualifying Examinations Level 1B in the first three months of pre- registration training and Level II after nine (9) months of training.

ii. **Foreign Trained Pharmacists**

- Complete the 'Application for Pre- registration' form and
- Complete the 'Application for Practicing Certificate' form and attach the following;
 - ❖ Certified copies of diploma or degree certificate(s)
 - ❖ Transcript(s) of training
 - ❖ Syllabus of training
 - ❖ Solemn Declaration
 - ❖ Certified copy of national identity document (ID)
 - ❖ Certificate of Good Standing (where applicable)
 - ❖ Two passport size photographs
 - ❖ Proof of passing the Medicines Control Authority of Zimbabwe administered Forensic Pharmacy examination
 - ❖ Proof of offer of employment in approved premises under approved supervisors
 - ❖ Appropriate application fees
- The relevant documents will be considered by the Practice Control Committee of Council
- The Practice Control Committee sits once every month to consider registration issues among other issues.

- The Committee will either approve or decline the registration of an applicant and set conditions of registration.
- The applicant will be required to sit for the Pharmacists Professional Qualifying Examinations, level 1B in the first three (3) months of pre- registration training and Level II after nine (9) months of training

c. Provisional registration

- Provisional registration is for practitioners who trained outside Zimbabwe
- Proof of completed internship training should be submitted
- Applicants should complete the 'Application for Provisional Registration' form and
- Complete the 'Application for a Practising Certificate' form and attach the following;
 - ❖ Certified copies of Ordinary or Advanced level certificate(s) (where applicable)
 - ❖ Certified copies of diploma or degree certificate(s) (where applicable)
 - ❖ Transcript(s) of training
 - ❖ Copy of the syllabus of training
 - ❖ Certified copy of national identity document (ID)
 - ❖ Certification of completion of internship
 - ❖ Testimonial letters from two (2) professional colleagues issued within the last six (6) months (where applicable)
 - ❖ Certificate of Good Standing (where applicable)
 - ❖ Two passport size photographs
 - ❖ Proof of passing the Medicines Control Authority of Zimbabwe administered Forensic Pharmacy examination (pharmacists)
 - ❖ Appropriate application fees prescribed by Council
- The Practice Control Committee of Council considers the submissions.
- Provisional registration is for three years but an open or restricted practicing certificate could be issued.
- Pharmacists and Pharmacy Technicians will be compelled to practice in a designated health institution for twelve (12) months.
- Pharmacists would be required to sit for the Pharmacists Professional Qualifying Examinations Level 1B before being registered onto the provisional register. Level II of the same examinations will be written before completion of the three (3) years
- On completion of the three (3) years of provisional registration, a practitioner is required to apply for transfer to the permanent register

- It is a requirement that during the three years of provisional registration the practitioner should be practicing in Zimbabwe

d. Registration on Permanent Register

- One (1) month before completing pre- registration training, the trainee should apply for transfer from the vocational register to the permanent register.
 - The applicant is required to complete the 'Application for Registration as a Pharmacist' form
- Four (4) months before the end of provisional registration period, the practitioner should apply for transfer from the provisional register to the permanent register
 - The applicant is required to complete the 'Application for Transfer from Provisional to Main Register' form
- Applicants would be required to attach the following to their applications;
 - ❖ Appropriate assessment reports
 - ❖ A letter from the employer confirming successful completion of restriction period
 - ❖ Appropriate application fees

i. Maintenance of Name on the Register

- Practitioners on permanent or provisional register are required maintain their names on the register every year
- The practitioner should duly complete the application for renewal of registration form
- Pay the appropriate fees prescribed by Council each year
- Maintenance of one's name on the register keeps a practitioner eligible to practice in Zimbabwe without having to produce further documentation other than the practice certificate

e. Application for Re- registration

- Failure to renew a practicing certificate on expiry results in automatic deregistration
- Application for re- registration can be made by either locally based or foreign based practitioners de- registered for various reasons

i. Locally Based

- The applicant is required to complete the 'Application for Re- registration /Restoration' form and attach the following;
 - ❖ Testimonial letters from two professional colleagues
 - ❖ Two passport sized photographs

- ❖ Curriculum vitae
- ❖ Swear an oath where applicable
- ❖ Appropriate application fees

ii. Foreign Based

- The applicant is required to complete the 'Application for Re-registration/ Restoration' form and attach the following;
 - ❖ Testimonial letters from two professional colleagues
 - ❖ Two passport sized photographs
 - ❖ Certificate of Good Standing
 - ❖ Proof of passing the Medicines Control Authority administered forensic pharmacy examination (where applicable)
 - ❖ Curriculum vitae
 - ❖ Appropriate application fees
- Applications for re- registrations are considered by the Practice Control Committee which either approves or declines re-registration
- The Practice Control Committee can also impose restrictions and other conditions on the applicant

f. Application for Issuance of Practicing Certificate

- Registered practitioners are required to apply for renewal of practicing certificates thirty (30) days before the expiry of the current certificate.
- Practitioners are required to dully complete an 'Application for Renewal' form and attach the following;
 - ❖ Proof of participating in continuous professional development activities
 - ❖ Proof of payment of appropriate fees

g. Application for Temporary Registration (Volunteers and Short Term Contracts)

- Practitioners in professions registered by Council who come into Zimbabwe as volunteers or on short term contracts are required to register before practicing.
- The practitioners are required to complete the 'Application for Registration' forms and attach the following document;
 - ❖ Supporting documents from the host organization in Zimbabwe providing time when practitioner is expected to be practicing
 - ❖ Certified copy of national identity document
 - ❖ Certificate of Good Standing
 - ❖ Two passport sized photographs
 - ❖ Proof of passing the Medicines Control Authority administered forensic pharmacy examinations (where applicable)
 - ❖ Appropriate application fees.

h. Exemptions for registration

- In line with the provisions of section 129 of the Health Professions Act [Cap; 27:19], the following categories of persons are exempted from registration with Council;
 - ❖ Persons approved by Council to conduct an examination in Zimbabwe
 - ❖ Delegates of the International Committee of the Red Cross invited by the Government of Zimbabwe for the purposes of carrying out an inspection
 - ❖ Persons engaged on teaching and research work for a period of up to four months in an area affecting the professions under Council

NB It is an offence to practice a profession or callings without being appropriately registered with Council

Further information can be obtained from;

The Registrar
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