



Procedure of Registration for Pharmacists and Pharmaceutical Premises

Registration as a Pharmacist in Nigeria

Provisional Registration of Pharmacists

(Pharmacist Trained in Nigeria)

- i) A fresh pharmacy graduate from institution approved by the Pharmacy Council of Nigeria, after being inducted, shall apply to the Registrar for provisional registration.
- ii) At such induction ceremony, which is organized by the Dean of Faculty or School of Pharmacy, the Registrar of the Council shall be invited to administer the Pharmacist's oath on the graduating pharmacists;
- iii) To be considered for Provisional Registration, the following documents shall be submitted to the Registrar:
 - (a) A completed **Form F** duly endorsed
By the Dean of School/Faculty of Pharmacy attended by the applicant;
 - (b) Pharmacist's Oath (Photocopy) signed by the applicant; and the Dean,
 - (c) Statement of Result;
 - (d) Two passport photographs of the applicant authenticated by the Dean;
 - (e) The prescribed fee in Bank Draft payable to the Pharmacy Council of Nigeria; and
 - (f) Birth Certificate or sworn affidavit of age declaration

2.2 **Registration of Foreign Trained Pharmacist Graduate**

2.2.1 Definition

A "Foreign Trained Graduate" is a pharmacist whose undergraduate pharmacy degree was conferred by a recognized school of



Procedure of Registration for Pharmacists and Pharmaceutical Premises

pharmacy outside Nigeria. Foreign nationals who graduated from schools in Nigeria are not inclusive in this programme.

2.2.2 General Information

- (i) To be registered in Nigeria, a Foreign Pharmacy Graduate is expected to forward first, a written application for participation in the Foreign Pharmacy Graduate Orientation Programme (FPGOP) and thereafter, a completed application form with relevant documents.

Note:

Applicants are advised to obtain a copy of the Foreign Pharmacy Graduate Orientation Programme (FPGOP) manual for further details.

- (ii) It is the applicant responsibility to make sure that all the Required supporting documents are submitted and received in a timely manner.

2.2.3 Application for Foreign Pharmacy Graduate Orientation Programme (FPGOP)

- (i) An applicant must complete and submit a current form each time he or she applies for the FPGOP, regardless of whether applications have been submitted in the past.
- (ii) The Registry will notify each candidate directly in writing, regarding the status of his or her application including any deficiency (ies).
- (iii) Applicant's name, as it appears on the application form must be used in all communications with PCN.
- (iv) If all requirements are satisfactorily met, the



Procedure of Registration for Pharmacists and Pharmaceutical Premises

candidate will receive letter of acceptance for the FPGOP.

2.2.4

Time, Duration, Cost and Venue:

- (i) The Programme shall normally hold between August and September of every year.
- (ii) The **duration** of the FPGOP will be five weeks comprising of **four (4) weeks** of lectures, practicals, hospital and field visitations and one week of examinations.
- (iii) The **cost** of the programme is \$600.00 or its Naira equivalent. The fees are subject to review without notice.
- (iv) The **venue** is usually rotated among the **accredited faculty of Pharmacy in Nigerian Universities.**

2.25

Candidate should Note

- (i) Success of FPGOP examination is not a license to practice pharmacy.
- (ii) Those who pass the examination will proceed for the twelve months continuous internship programme after which they will be eligible for registration. However, those who have evidence of registration in their country of training will be granted registration in line with laid down procedures.

2.3 Registration for Non-Nigerian Pharmacist

A person who is not a citizen of Nigeria may be registered as a pharmacist under this decree if the country which he is a citizen or national, as the case may be, grants reciprocal registration facilities to Nigeria.



Procedure of Registration for Pharmacists and Pharmaceutical Premises

- (a) he holds a qualification approved by the Council;
- (b) he has passed the Council's examination in Law and Ethics governing the practice of pharmacy in Nigeria and such other examinations as the Council may prescribe and before being registered acquired the required experience in accordance with Section II (i) (a) of this Act;
- (c) he has been resident in Nigeria for not less than twelve (12) calendar months immediately proceeding the date of his application for registration.

2.4 Pharmacists Internship Training Programme

After provisional registration, a pharmacist wishing to be fully registered, must undergo a compulsory twelve calendar month Internship Programme in an institution approved by the Pharmacy Council of Nigeria for that purpose. This is in compliance with the provisions of Section II (i) (b) (iii) of the Pharmacy Council Nigeria Establishment Act

The following conditions shall be met for Internship Training Programme:

- i) The internee shall at point of induction (oath taking) obtain a copy of the internship training manual logbook for detailed guidelines;
- ii) Application shall be made in Form F/2 **in triplicate**.
One copy shall be forwarded to the Registrar of the Council **within six (6) weeks of the commencement of internship through the Director of Pharmaceutical Services (DPS); one copy shall be kept by the DPS and one copy shall be kept with the internship centre.**
- iii) The applicant must ensure that the institution where he wishes to undergo the Internship Training is approved by the council for that



Procedure of Registration for Pharmacists and Pharmaceutical Premises

purpose;

- iv) Every institution approved for Internship Training shall:
 - a. be inspected by the Pharmacy Council of Nigeria from time to time ensure compliance with laid down standards;
 - b. furnish such information as may be required by the Council with the personnel, facilities and adequacy of the approved premises for purpose of the pre-registration of internship training.
- v) The scope of practical training (general) which intern pharmacists are expected to undertake shall include:

2.4.1 Scope of Training: General

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

- a. Manipulation of pharmaceutical equipment in common use;
- b. Recognition by characters of crude drugs and chemical substances used in medicines;
- c. Manufacture of galenicals and preparation/manufacture of medical products;
- d. Reading, translation and copying of prescriptions including the checking of prescribed doses (evaluation of
- e. Dispensing (Filling of prescription);
- f. Proper storage of drugs and medical products;
- g. Drug store management;
- h. The use of common reference books in the practice of



Procedure of Registration for Pharmacists and Pharmaceutical Premises

pharmacy;

- i. Pharmacy management;
- j. Any other duties that may be assigned by the supervising pharmacist including rural **posting** of not more than three months were necessary;
- k. A knowledge of keeping of records required by the Poison and Pharmacy Act, dangerous Drugs Act and the Food and Drugs Act 1974 and any other relevant legislation in respect of pharmacy practice;
- l. Patient medication profile and patient counseling.

2.4.2 Record of Training

- a. The internee shall use the log book for keeping record of his work and such record shall be regularly inspected and signed by the Supervising Registered Pharmacist and the Director of Pharmaceutical Services of the State is to complete the DPS comment form.
- b. A representative of the Council shall have the right to inspect the record at any reasonable time, and at the end of the training, the **detachable DPS comment form** shall be submitted to the Council as evidence of successful completion of programme.

2.4.3 Certificate of Experience

On completion of the practical training, a **Certificate of Experience** (Form D) shall be signed by the Council recognized Intern Preceptor who shall be in good standing with Council and possess a minimum of 5-years post NYSC working experience.

2.5 Full Registration as a Pharmacist

After the completion of the Internship Training, the pharmacist seeking the full registration shall forward the following documents to the Registrar of Pharmacy Council of Nigeria:



Procedure of Registration for Pharmacists and Pharmaceutical Premises

- i) Duly filled Form D (Certificate of Experience);
- ii) Form C (application for registration as a pharmacist);
- iii) Form J-application for retention of name in the Register;
- iv) Prescribed fees in bank draft payable to the Council.

After the processing, the applicant shall be considered for full registration if found fit and proper and shall be sent the following:

- a) Certificate of Registration as a Pharmacist - Form E;
- b) First Annual Licence to practice as a Registered Pharmacist - Form H

3.0 Registration of Pharmaceutical Premises

3.1 Registration of Retail, Distribution and Importation Premises

A fully registered pharmacist is eligible to apply for the registration of a retail or distribution or importation pharmacy provided he has completed his National Youth Service Corps (NYSC) primary assignment and presents an NYSC Discharge or Exemption Certificate. The Pharmacist is expected to be up to date with Mandatory Continuing Professional Development (MCPD) programme of Pharmacy Council of Nigeria (PCN) (if eligible).

For the registration of a new retail, distribution and importation, the following documents shall be submitted to the Registrar, Pharmacy Council of Nigeria through the Director of Pharmaceutical Services of the State where the Pharmacy is to be operated:

- i) Application letter to register the premises;



Procedure of Registration for Pharmacists and Pharmaceutical Premises

- ii) Duly filled Form B (PCN Application form for registration of premises)
- iii) Photocopy of annual licence to practice /application for retention of name on the Pharmaceutical Register (Form J)
- iv) Prescribed inspection and registration fees in Bank Draft payable to the Pharmacy Council of Nigeria;
- v) Photocopy of letter of resignation from previous employment (if applicable);
- vi) Letter of acceptance of resignation (if applicable);
- vii) Letter of appointment in the new premises where applicable;
- Viii) Legal agreement between the Superintendent Pharmacist and his employer where applicable;
- ix) Company's Certificate of Incorporation (Evidence of registration of business name is acceptable from Pharmacist-owned retail premises);
- x) Article and Memorandum of Association (certified copy);
- xi) Particulars of Directors as issued by Corporate Affairs Commission (CAC) (certified copy);
- xii) Photocopy of NYSC Discharge or Exemption Certificate where applicable;
- xiii) Letter of undertaking by the Superintendent Pharmacist to the effect that he has only one pharmaceutical job;
- xiv) Letter of undertaking by the Managing Director of the Company to the effect that all pharmaceutical business will be left under the direct, personal control and management of the superintendent Pharmacist;
- xv) Pharmacists inter-state movement Form (where applicable);
- xvi) There must be a Pharmacist on the Board of Directors;
- xvii) Such application shall be accompanied with the Current Annual Licence of the Pharmacist Director.

3.2 Registration of Pharmaceutical Manufacturing Premises

Same as registration requirement for retail, distribution and



Procedure of Registration for Pharmacists and Pharmaceutical Premises

importation outfit and shall also include:

- i) List of products to be manufactured;
- ii) Organogram;
- iii) List of staff qualifications and duties;
- iv) Factory layout;
- v) Production flow chart;
- vi) List of equipment in production and quality control department;
- vii) Source and water treatment facilities
- viii) Water analysis report of raw and treated water;
- ix) List and source of suppliers of raw materials and packaging materials;
- x) Standard Operating Procedures (SOP);
- xi) Standard Cleaning Procedures; (repeated)
- xii) Inspection fees-Draft of N30,000.00 payable to the Pharmacy Council of Nigeria

Note: All Correspondences with the Council must be on the Company's letter head paper.

On receipt of the above named documents, inspection of the above pharmaceutical premises shall be carried out to ensure compliance with the regulation requirements for the registration of such premises. Also note that the National Agency for Food and Drugs Administration and Control (NAFDAC) has a complementary role to play in this registration.

3.3 REGISTRATION FOR HOSPITAL PHARMACIES

1. Submission of application letter to register the Pharmacy
2. Submission of application form
3. Photocopy of annual licence to practice/Application for retention of name of the Pharmacist in charge.
4. Prescribed inspection and registration fee in bank draft payable to PCN
5. Photocopy of resignation/acceptance letter from previous employment (if applicable)
6. Letter of appointment of Superintendent Pharmacist in the new premises (where applicable)



Procedure of Registration for Pharmacists and Pharmaceutical Premises

7. Legal agreement between the Pharmacist in charge and the employer (where applicable)
8. Company's certificate of incorporation (where applicable)
9. Article and memorandum of association (where applicable)
10. Particulars of Directors as issued by C.A.C. (Where applicable)
11. Photocopy of NYSC discharge certificate
12. Letter of undertaking by Pharmacists Staff to the effect that they only have one Pharmaceutical job.
13. Letter of undertaking by Managing Director of the company to the effect that all pharmaceutical businesses will be left under the direct, personal control and management of the superintendent pharmacist.
14. Pharmacists inter-state movement form (where applicable)
15. List of staff in the hospital Pharmacy showing qualification and duties.
16. Design layout of pharmacy
17. Standard operating procedure
18. List of equipments in production and quality control unit.
19. List of products being produced by the pharmacy
20. Organogram