UNIVERSITY FOR DEVELOPMENT STUDIES



A REPORT ON INDUSTRIAL ATTACHMENT AT PHARMACY COUNCIL



(PHARMACY COUNCIL, REGISTRAR)

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TO

THE FACULTY OF MATHEMATICAL SCIENCE OF THE UNIVERSITY FOR DEVELOPMENT STUDIES, IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF BACHELOR OF MATHEMATICS WITH ECONOMICS DEGREE

MAY/AUGUST 2018

**ACKNOWLEDGEMENT**First and foremost, I will give thanks to Almighty ALLAH for making my stay with the Pharmacy Council a successful and educative one.

I will also like to extend my sincere gratitude to the Registrar, Mr. Rauf Audu, the Deputy Registrars, Mr. Albert Wiredu Arkoh and Dr. Daniel Amaning Danquah and the entire staff of Pharmacy Council especially, Mr. Henry Saja (my immediate supervisor). . I give them the credit for making themselves available to me and helping me to learn their operations. I appreciate your efforts.

Finally, I thank all other students who came from other institutions to do their attachment and services there too. Thank you for your co-operation and understanding throughout the exercise. Thank you all once again.

ALLAH richly bless you all.

**DEDICATION**

This report is dedicated to the almighty ALLAH for his care, protection and guidance throughout the period of my attachment. It is also dedicated to my entire family and staff of Pharmacy Council.

**I**

|  |  |
| --- | --- |
| **TABLE OF CONTENT** | **PAGE** |
| Acknowledgement | I |
| Dedication | I |
| Table of content | II-III |
| Executive summary | IV |
| Preface | V |
| Introduction | V |
| Objectives | VI |
| Task | VI |
| Methodologies | VII |

|  |  |  |
| --- | --- | --- |
| **CHAPTER ONE 1-5** | | **PAGE** |
| 1.0 | Background of Study Area | 1 |
| 1.1. | Corporate Profile (Profile of PC) | 1 |
| 1.2. | Vision & Mission | 1-2 |
| 1.3. | Functions | 2 |
| 1.4. | Governance Structure | 2-3 |
| 1.5. | Organizational Structure | 3 |
| 1.6. | Governing Board | 4 |
| 1.7. | The Committees | 4 |
| 1.7.1. | Disciplinary Committee | 4 |
| 1.7.2. | General Purpose Committee | 4 |
| 1.7.3. | Registration Committee | 4 |
| 1.7.4. | Education Committee | 4 |
| 1.7.5. | Finance Committee | 5 |
| 1.7.6. | Management/Executive Committee | 5 |
| 1.8. | General Operations | 5 |
|  |  |  |

**I I**

|  |  |  |
| --- | --- | --- |
| **CHAPTER TWO 6-9** | | **PAGE** |
| 2.0 | Departments Under Pharmacy Council | 6 |
| 2.1.0 | Regional Offices Co-ordination | 6 |
| 2.1.1 | Management Information Systems/Practitioner Identification | 7 |
| 2.1.2 | Registration & Licensing | 7 |
| 2.1.3 | Education Training & Research | 8 |
| 2.1.4 | Enforcement & Intelligence Gathering | 8 |
| 2.1.5 | Legal & Quality Assurance | 8-9 |

|  |  |  |
| --- | --- | --- |
| **CHAPTER** | **THREE 10-15** | PAGE |
| 3.0 | Personal Input and Experience | 10 |
| 3.1 | Activities | 10 |
| 3.2 | Department Attached To | 10 |
| 3.3 | Job Description | 10-11 |
| 3.3.1 | Monthly Reports from Regional Office | 11-13 |
| 3.4 | Personal Evaluation Of The Internship | 13 |
| 3.5 | Learning Experience | 13-14 |
| 3.6 | Conclusion | 14 |
| 3.7 | Recommendation | 14 |
| 3.9 | Reference | 14 |

3.8Acronyms 15

**III**

**EXECUTIVE SUMMARY**

This comprehensive report contains the history/profile of Pharmacy Council, the experienced I gained during my twelve (12) weeks of training and is presented to the University for Development Studies (UDS) as a compulsory supervised industrial attachment. This is an integral part for the award of a B.Sc. Degree in Mathematics with Economics.

The report contains activities carried out with Pharmacy Council. It comprises It also contains knowledge acquired, personal experience gained, conclusion and recommendation.

**IV**

**PREFACE**

The need for an industrial attachment creates the need for any discerning student to create a clear picture of what he/she has done in the form of writing.

This report presents an account of a practical industrial attachment program held at Pharmacy Council. The report contains information which was gathered during my twelve weeks of industrial attachment with PC.

This report also includes the activities carried out by PC, the activities I undertook, experience and personal inputs.

**INTRODUCTION**

Practical training in a company is an essential part of the course structure in the University for Development Studies (UDS), Faculty of Mathematical Science (FMS).

During this period, students blend academic work with industrial work to acquire additional practical experience to complete their course in the university. They are also exposed to training and practices which equip them for their future career.

This is usually for a minimum of twelve (12) weeks during our third trimester period of every year in May/August. This is an integral part of the Department’s Program for the award of a B. Sc. Degree in Mathematics with Economics.

The institution is expected to utilize the student within the period and the student is also expected to submit a report to the institution after the period and then to the department.

**V**

**OBJECTIVES**

An objective of the compulsory supervised industrial attachment includes:

* To provide the student with the opportunity to apply his or her knowledge in real work situations or learn office procedures.
* To enhance industries satisfaction with graduates from the university.
* To make transition from school to the field of work career and to enhance students contacts for job placement.
* To enlist and strengthen employer’s involvement in institutional activities and in the entire educational process of preparing for employment in industry.
* To assess the interest of students in the occupation they intend to choose in the future.

**TASKS**

* Students are to make daily records of all they study at their various industries.
* Students are also to compile a comprehensive report during the period of attachment, which cover all they studied during the period.
* Students will present a typed report at school for assessment.

**VI**

**METHODOLOGY**

During the period of my industrial attachment at PC, I employed the following research methodologies to help me gather enough information about the institution and to help enhance my stay there. They are;

* **INTERVIEWS**

Interaction is very effective method for gathering information, hence some information and clarification of certain information was done using this method. Specifically, information on the activities undertaken by PC was gathered using the interview method.

* **PARTICIPATION/OBSERVATION**

My personal input especially involving the numerous activities I carried out during my stay there coupled with my own observations made, were very relevant when it came to gathering more information for this report.

* **INTERNET**

I also gathered information from the internet such as the history of Pharmacy Council, Registrar and others which also helped me greatly in writing this report.

**VII**

**CHAPTER ONE**

**1.0.BACKGROUND OF STUDY AREA**

**1.1. CORPORATE PROFILE (PROFILE OF PHARMACY COUNCIL)** The Ghana Pharmacy Council is statutory regulatory body established by an Act of Parliament , The Pharmacy Act, 1994 (Act 489).

The Ghana Pharmacy Council has been established to:

* To be responsible for securing in the public interest the highest standard in the practice of pharmacy.
* Without prejudice to subsection

1. Ensure that courses of study and training in pharmacy at any institution in Ghana guarantee the necessary knowledge and skills needed for efficient practice of pharmacy;
2. Determine in consultation with the appropriate educational institutions courses of instruction and practical training for pharmacy students;
3. Prescribe standard professional conduct;
4. Exercise disciplinary power over pharmacist;
5. To uphold and enforce professional standards through the disciplinary powers conferred on it;
6. Keep a register of duly qualified and practicing pharmacist;
7. Regulate the distribution of pharmacies in the country.

**1.2. VISION & MISSION**

The vision of the Council is to “Guarantee highest level of pharmaceutical care”.

The Council’s mission is to “To secure the highest level of pharmaceutical care by ensuring competent pharmaceutical care providers who practice within the agreed standards and are accessible to the whole population. In addition, we shall collaborate with the related local agencies and international pharmaceutical organizations to enhance our contribution to rational drug use in the nation. This mission shall be carried out with dedication, integrity and professionalism.”

**1.3. FUNCTIONS**  
In order to achieve the above objectives, the Council has been charged to perform the following functions:

* Ensure that the education and training of pharmacists and any other pharmaceutical support staff are carried out at approved educational institutions for efficient pharmacy practice.
* Set standards for continuous professional development for practitioners and pharmaceutical support staff.
* Register practitioners.
* Ensure equitable and accessible distribution of pharmaceutical premises.
* Monitor and inspect pharmacy practices where pharmaceutical care is provided.
* Set and ensure standards for pharmacy practice and professional conduct.
* Provide guidelines for the education, training, registration, licensing and the practice of all pharmaceutical support staff.
* Exercise disciplinary power over pharmacist and any other pharmaceutical support staff.
* Ensure accreditation of pharmacy programs in collaboration with appropriate State agencies.
* Develop a management and administrative structure and system to provide an efficient mechanism to regulate pharmacy practice.
* Advise the Minister on pharmacy practice and related matters.
* Perform any other function that is ancillary to the object of the Council.

**1.4. GOVERNINANCE STRUCTURE**

The Registrar is the CEO of the Pharmacy Council. He is a member of a Governing Board and run the day to day affairs of the Council. He is assisted by two Deputy Registrars. The operations of the Council are coordinated at the Head Office by seven departments manned by departmental heads.

Section 150 of the Health Professions Regulatory Bodies Act. 2013 (Act 857) requires the Council to establish offices in every region in the country. The Council has offices in all the ten regions in Ghana and these offices are headed by Regional Managers

**1.5. ORGANIZATIONAL STRUCTURE**

**1.6. GOVERNNG BOARD**

The Council’s board consists of nine members (including a Chairman and a Registrar) all of whom are appointed by the President in consultation with the Council of State, Membership is statutorily defined. The term of office, subject to re-appointments, is 3 years for five of the members. The others do not have time limitations. They however represent specific entities in the Council. The nine presidential appointees constitute the highest policy and decision-making body.

**1.7. THE COMMITTEES**

To facilitate effective operations of the Council, the Pharmacy Act, 1994 (Act 489) grants the Council the power to appoint committees as it may deemed necessary. The Council has the authority to delegate to these committees any of its functions and other specific responsibilities. These committees may include members or non-members of the Council with every committee having a member being a chair.

**1.7.1. DISCIPLINARY COMMITTEE**

Statutorily set up (Section 23), responsible for enquiries into such matters “relating to professional conduct and standards pharmacists as may be referred to it by Council”. Its procedures and penalties are prescribed by L.I.1645 (1998)

**1.7.2. GENERAL PURPOSE COMMITTEE**

This committee is responsible for dealing with complaint that come against corporate bodies and licensed chemical sellers. Also responsible for making proposal foe legislation and law reform.

**1.7.3. REGISTRATION COMMITTEE**

This committee consider applications for registration of premises and makes recommendation to the Council.

**1.7.4. EDUCATION COMMITTEE**

This committee is responsible for professional training of Pharmacists and auxiliary pharmaceutical service providers.

**1.7.5. FINANCE COMMITTEE**

This committee advises the Council on financial matters.

**1.7.6. MANAGEMENT/EXECUTIVE COMMITTEE**

This committee comprises the Registrar, Deputy Registrar and the heads of departments. Its function includes assisting the Registrar in the day-to-day administration of the Council. The committee also strategizes on the implementation of the Council’s decision. It also advises the Council on matters affecting as a whole.

**1.8. GENERAL OPERATIONS**

Activities:

* Education, training, registration and licensing of practitioners.
* Annual license renewal of practitioners.
* Monitoring and inspection of pharmacy practitioners and pharmaceutical care.
* Annual CPD (Continual Professional Development) for practitioners and pharmaceutical support staff.
* Ensuring accreditation for pharmacy programs in collaboration with appropriate State agencies.

**CHAPTER TWO**

**2.0. DEPARTMENTS UNDER PHARMACY COUNCIL**

Below are departments under Pharmacy Council;

* Regional Offices Co-ordination
* Management Information Systems/Practitioner Identification
* Registration & Licensing
* Education, Training & Research
* Enforcement & Intelligence Gathering
* Legal & Quality Assurance

**2.1.0. REGIONAL OFFICES CO-ORDINATION**

This department is to ensure the regulation of pharmaceutical care provision through regular policy reviews, planning, investigation of complaints, enforcements of standards, monitoring and evaluation of all regulatory and enforcement activities in the country.

**RESPONSIBILITIES**

* Ensure harmonization of the operational plans and budgets of the department and regional office of Pharmacy Council.
* Ensure the adequate logistics for the department.
* Ensure efficient co-ordination and linkages between Head Office and regional office operations.
* Collate, screen and manage the inventories of all documents for disciplinary action, sanctions and penalties.
* Compile, analyze and submit periodic reports on the state of pharmaceutical services and inspections in the regions on time to the Registrar.

**2.1. MANAGEMENT INFORMATION SYSTEMS/PRACTITIONER IDENTIFICATION**

The department is headed by a pharmacist who reports to the Registrar. There are three Schedule Officers, Public Affairs Officer and Pharmacy interns. There are two units within the system namely: Information System and Publications.

**RESPONSIBILITIES**

* Develop and establish operating policies and approaches for computing and IT.
* Evaluate overall operations of computing and IT functions and recommended enhancement.
* Prepare organizational objectives and budget to facilitate the orderly and efficient capture, storage, processing and dissemination of information.
* Ensure security of information systems, communication lines and equipment.
* Be responsible for the development, review and implementation of all backup and disaster procedures and plans.

**2.1.2. REGISTRATION & LICENSING**

This department ensures that premises and individuals are licensed in accordance with laid down regulations and also enforce decisions of Pharmacy Council through proper screening of applications/applicants.

**RESPONSIBILITIES**

* Provide timely up-to-date and relevant technical advice on registration and licensing issues to the Registrar.
* Monitor and ensures timely processing if registration and renewal applications.
* Collate, screen and manage the inventories of all documents for registration and renewal of license.

**2.1.3. EDUCATION, TRAINING & RESEARCH**

This department ensures continuous development of knowledge and skills of pharmaceutical care providers in line with existing international standard.

**RESPONSIBILITIES**

* Design, maintain and supervise a good quality internship training nationwide.
* Evaluate applications from pharmacy graduates and foreign practicing for internship training and/or registration in Ghana.
* Coordinate the organization of the Ghana Pharmacy Council’s Professional Qualifying Examination.
* Ensure Continuous Professional Development of practitioners.

**2.1.4. EFORCEMENT AND INTELLIGENCE GATHERING**

This department was established to assist the Registrar in securing in the public interest the highest standards in the practice of the pharmacy in Ghana by advising the Registrar on issues related to the regulation of pharmaceutical care.

**RESPONSIBILITIES**

* To coordinate with the various department for the policy formulation and review for the Pharmacy Council.
* To enforce the standard set by the Council.
* To gather intelligence and information from pharmacies and practitioners.

**2.6. LEGAL & QUALITY ASSURANCE**

This department mainly focuses on the legal aspect of anything related to the Council. The department maintain and prevent any legal issues that could arise. The department plays a critical role in reviewing and drafting contracts, employee policies and handling court cases.

**RESPONSIBILITIES**

* Negotiating employee contracts and crating employee handbook.
* Preparing legal documents for the Council and ensuring quality assurance to Pharmacy practitioners.
* Representing the Council in court.

**CHAPTER THREE**

**3.0. PERSONAL INPUT AND EXPERIENCE**

This chapter is about the activities, experiences and the knowledge I acquired during my twelve (12) weeks of practical attachment at Pharmacy Council, Registrar.

**3.1 ACTIVITIES**

* Compilation, analysis and submission of periodic report on the state of pharmaceutical services and inspections of every region.
* Investigation of complaints from practitioners.
* Endorsement of Pharmacy and OTCMS applications
* Monitoring and evaluation of Pharmacy Council’s operations, viz; inspections, education & training, licensing & registration and enforcement.
* Ensuring the provision of adequate logistics for the Logistics Unit.
* Administrating the performance and operations of regional offices.

**3.2.DEPARTMENT ATTACHED TO**

Owing to my academic background, the Deputy Registrar, Mr. Albert Arkoh assigned me to the Regional Offices Co-ordination Department.

**3.3. JOB DESCRIPTION**

I was assigned to Mr. Henry Saja, the head of Regional Offices Co-ordination Department of the Pharmacy Council, Registrar. The office is located on the first floor and labeled with a tag showing the department’s name (Regional Offices Co-ordination) and room number (10).

My week started on a Thursday (24th May) where I was introduced to the staff of the Council, I was more of observer.

From the second week to the twelfth week, my job description was very clear to me. I was expected to carry out simple and complicated tasks at the office.

My job description was to:

* Input of periodic routine Pharmacy and OTCMS report into the Council’s system.
* Search for applications of Pharmacy ad OTCMS applicants that come with complaints.
* Direct Pharmacy and OTCMS applicants to the Accounts Office after endorsement.
* Assist applicants in paying application fee at the bank (ADB).
* Assist in preparation of financial budget for various PC events and programs.
* Search for files of practitioners that come with complaint.
* Going to the field to assist in inspection of Pharmacy and OTCMS sites.

**3.3.1. MONTHLY REPORTS FROM REGIONAL OFFICE**

Below is the monthly report of May, 2018.

**Licensing and Registration**

**Renewals of Pharmacy facilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REGION** | **Total in the region**  **(a)** | **No of Pharmacy licences renewed for the month** | **Cumulative No renewed** | **Cumulative No renewed as % of total C/AX100** |
| ASH | 0 | 0 | 0 | 0 |
| B/A | 116 | 2 | 104 | 88.8 |
| CR | 0 | 0 | 0 | 0 |
| ER | 0 | 0 | 0 | 0 |
| GAR | 0 | 0 | 0 | 0 |
| NR | 0 | 0 | 0 | 0 |
| UWR | 0 | 0 | 0 | 0 |
| UE | 18 | 2 | 16 | 88.89 |
| VR | 41 | 0 | 39 | 95 |
| WR | 1773 | 19 | 19 | 1.07 |
| **TOTAL** | **1948** | **23** | **178** | **273.76** |

**Renewals of OTCMS facilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REGION** | **Total**  **(a)** | **No of OTCMS licences renewed for the month**  **(c)** | **Cumulative No renewed** | **Cumulative No renewed as % of total C/AX100** |
| AR | 0 | 0 | 0 | 0 |
| B/A | 1342 | 62 | 1141 | 85.0 |
| CR | 0 | 0 | 0 | 0 |
| ER | 0 | 0 | 0 | 0 |
| GAR | 0 | 0 | 0 | 0 |
| NR | 0 | 0 | 0 | 0 |
| UWR | 0 | 0 | 0 | 0 |
| VR | 953 | 34 | 767 | 80 |
| WR | 132 | 2 | 2 | 1.52 |
| UER | 205 | 3 | 197 | 96.10 |
| **TOTAL** | **2632** | **101** | **2107** | **262.62** |

**Number of applications received: Pharmacy & OTCMS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REGION** | **PHARMACY** | | | | **OTCMS** | | | |
| NO of applications received | No Approved | No not approved | No pending | NO of applications received | No Approved | No not approved | No pending |
| AR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| B/A | 1 | - | - | 1 | 10 | - | - | 66 |
| CR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GAR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UWR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VR | - | - | - | - | 21 | - | - | 21 |
| UER | 0 | 0 | 0 | 2 | 10 | 152 | 42 | 109 |
| WR | 1 | - | - | 1 | 36 | - | - | 36 |
| **TOTAL** | **2** | **0** | **0** | **4** | **77** | **152** | **42** | **232** |

**3.4 PERSONAL EVALUATION OF THE INTERNSHIP**

* As a students studying Economics, I’ve learnt a lot in terms of demand and supply in the field. The supply and demand of Pharmacy and OTCMS applications has made understand the concept more.
* This internship program has been of great benefit to me as an intern. In view of the experience gained, it has been educative and has given me knowledge about what goes on in the corporate world. Comparing the academic concepts and theories learnt in the university and its applications to the work setting, I can say that learning is more of building the insight, to prepare the mind in other to understand any field concepts, but the application is where the emphasis centers on because performing any task at work is essential. Knowledge acquisition in the academic setting is prime to achieving results when applied at the work place though some are new.
* The internship program has benefited me immensely and has really helped me to gain more experience. In view of the experience I have gained it has been educative and informative

**3.5. LEARNING EXPERIENCE**

Practice makes man perfect as it is said is always true and will continue to be true. The weeks of industrial internship has endowed me with the following:

* Improvement in my communal spirit, punctuality and also finishing of work on time.
* Comportment at the working field.
* How to express myself to superiors, subordinates and colleagues without difficulty.
* Ability to finish assigned work within a stipulated time.
* Familiarization with actual field work.
* How to work with others harmoniously to achieve a common goal.

Moreover, the duties assigned to me at the working place helped me to achieve my internship objective of preparing me for the outside world.

**3.6. CONCLUSION**

The program is very important to students and we the students must at all cost do our possible best to benefit from it. But it will be very more beneficial if the organizers have a second look at the program and consider restructuring it, so that students will derive maximum benefits from the undisputed important curricula program. Getting students, institutions relating to their area of study should also be looked at carefully, since students in a desperate effort to get institutions for attachments, end up been sent to area not relevant to their area of study, this in a long term will end up under mining the very essence and reason for the institution of this program.

**3.7. RECOMMENDATION**

* Places of attachment should be obtained for students by the organizers of the program.
* The Third Trimester Industrial Attachment should be supported and encouraged as it help exposed students to the real working environment.

**3.8. REFERENCE**

* Guidelines on Industrial Attachment (FMS), September, 2018.
* Monthly Report, Pharmacy Council, May, 2018.
* Pharmacy Council Official Website; [www.pcghana.org](http://www.pcghana.org)
* Ministry of Health Official Website: [www.moh.gov.gh](http://www.moh.gov.gh)

**3.9. ACRONYMS**

|  |  |
| --- | --- |
| UDS | UNIVERSITY FOR DEVELOPMENT STUDIES |
| PC | PHARMACY COUNCIL |
| FMS | FACULTY OF MATHEMATICAL SCIENCE |
| TTFPP | THIRD TRIMESTER FIELD PRACTICAL PROGRAMME |
| OTCMS | OVER THE COUNTER MEDICINE SELLERS |
| CEO | CHIEF EXECUTIVE OFFICER |
| CPD | CONTINUOUS PROFESSIONAL DEVELOPMENT |
| ADB | AGRICULTURAL DEVELOPMENT BANK |
| L.I | LEGISLATIVE INSTRUMENT |