



Pharmacy Council

GUIDELINES

FOR

**REGISTRATION OF OVER-
THE-COUNTER MEDICINE
PRACTITIONER**

1.0 INTRODUCTION

The Pharmacy Council under Section 94 of the Health Professions Regulatory Bodies Act, 2013 (Act 857), issues an Over-the-Counter Medicine Practitioner's licence

The Over-the-Counter Medicine Seller's Licence (OTCMSL) authorises a person to engage in the retail supply of **ONLY** over-the-counter medicines (i.e. class C or OTC medicines) at a premises/location specified in the licence.

The OTCMSL is **limited in nature** because it confers the following restrictions on the licence: -

- i) Use by the holder of the licence only.
- ii) Specified location/premises from which the business is to be carried out.
- iii) Only class C/OTC medicines are permitted to be sold or supplied by the Licensed Chemical Seller.
- iv) The sale of class C/OTC drugs by retail only.

The licence is therefore meant for holders to provide some level of pharmaceutical services in deprived areas.

2.0 APPLICATION:

An application shall be made by duly completing the online application form through **www.pharmacycouncilghana.org** or **applypharmacy.pcghana.org**. The application forms comprise three (3) different sections

CSA I:	Application and Personal Data Form
CSA II:	Location Clearance Form
CSA III:	Referee's Declaration Form

2.0 The following documents shall accompany the application.

- i) **A STATUTORY DECLARATION** indicating nationality, age, place of birth, names of parents, residential address, qualification, work experience and evidence that the applicant has no criminal record relating to drugs.
- ii) **CERTIFIED TRUE COPIES OF CERTIFICATES** of educational qualification.

3.0 THE APPLICANT:

- i) Shall be a citizen of Ghana
- ii) Shall be of good character
- iii) Shall be medically and mentally fit
- iv) Shall have at least GCE O' Level, SSS certificate or its equivalent
- v) Shall not be a recognised prescriber as defined by the Health Professions Regulatory Bodies Act, 2013 (Act 857)

The Council **reserves the right to reject the application** if, in its opinion, the applicant is not fit to carry on the business of supplying class C/OTC drugs by retail.

4.0 THE SITE

Upon receipt of an application, the proposed location SHALL BE INSPECTED and its suitability or otherwise for granting of a licence shall depend, but not be limited to, the following:

- a. OTCMS approval shall not be granted in regional capitals, district capitals, Towns, cities and areas with existing pharmacies.
- b. OTCMS approval shall not be granted in areas which are sufficiently served by existing pharmaceutical facilities

- c. Where pharmaceutical facilities are inadequate, i.e. in villages and rural areas, the proposed location should not be less than 1 km (by radius) from the nearest Over-the-Counter Medicines Practitioner's facility.
- d. In areas where facilities are inadequate/deprived, other factors may be considered in determining the suitability of the proposed location.
- e. The proposed location must be accessible to the public.
- f. If the proposed location is within a storey building, it should preferably be on the ground floor.
- g. Applicant shall not be required to develop the facility until the application is approved by the Pharmacy Council.

The Pharmacy Council shall not be under any obligation to approve an application because of financial commitments made by the applicant before approval.

5.0 INTERVIEW/EXAMINATION

After the site inspection, the applicant may be invited for an interview/examination.

6.0 DECISION ON APPLICATION

Decision on the application shall be made by the Pharmacy Council and the applicant duly notified in writing. If the application is approved, the applicant shall be allowed a specified period to get the premises ready for **final inspection**. This shall be conducted by authorized officers of the Pharmacy Council.

7.0 FINAL INSPECTION

An Over-the-Counter Medicine Practitioner's shop must have the following minimum requirements before the final inspection is conducted:

- i) The structure must be geographically and structurally permanent.
- ii) The premises shall have a minimum floor space of **12 sq metres** and a ceiling height of 3.0m.

- iii) Shelves, counters and walls must be well painted with a light colour or polished.
- iv) Floor shall be covered with a washable material
- v) Adequate ventilation and lighting shall be provided.
- vi) There shall be no doors from the shop leading into any adjoining room(s) unless the room (s) is part of the business premises.
- vii) The premises shall have a well-written signboard.

The signboard should follow the following format:

Name i.e.	Full Name of Licence Holder
Designation i.e.	(Licensed Over-the-Counter Medicine Practitioner)
Address i.e.	Postal & Location Addresses

Section 110 (1a), of the Health Professions Regulatory Bodies Act 2013, Act 857 does not permit any person who is not a pharmacist including licensed chemical sellers to wilfully and falsely use a name, title or addition implying a qualification to practice as a pharmacist.

Furthermore, Section 110 (1c), of the Health Professions Regulatory Bodies Act 2013, Act 857 states that "A person who operates or permits any other person to open premises to the public under the description of pharmacy, dispensary, chemist, drug store, or any similar description without a registered pharmacist on the premises to supervise the dispensing of medicines or medication unless otherwise authorised by the Board" commits an offence

8.0 LICENCE FOR PREMISES WITH LIMITED CERTIFICATE (Over-the-Counter Medicine Practitioner's Licence)

Upon a satisfactory report from the final inspection of the premises, the applicant shall **submit three (3) passport size photographs and pay the prescribed fee** for the licence to be issued.

ORIENTATION

The Pharmacy Council shall organise an orientation programme for newly Licensed Over-the-Counter Medicine Practitioners before their licences are issued to them.

9.0 RENEWAL OF LICENCE

The Over-the-Counter Medicine Seller's licence is renewable every year. The licence expires on 31st December every year and it should be renewed by 31st January of the ensuing year. To renew a licence, holders shall submit to the Pharmacy Council the following.

- i) Completed online renewal form
- ii) Pay the prescribed fees.

Renewal, however, shall be done only after the Pharmacy Council is satisfied that the conditions under which the licence was issued still pertain.

12.0 TRANSFERS

Neither the transfer of the licence from one location to another nor from the owner to another person shall be permitted by the Pharmacy Council. Any such requests shall be treated as fresh applications and should conform to the criteria stated in this brochure.

13.0 OFFENCES

Among others, it is an offence to:

- i) operate with an expired or invalid licence
- ii) Use another person's licence
- iii) change the location of the premises without authorisation from the Pharmacy Council.

APPLICANT TO NOTE

- Any false declaration renders the application invalid and will be rejected on that basis.
- Information provided will be treated as confidential, but in the case of wrong information or impersonation, it may be tendered in court as evidence against you.
- Submission of an application with the necessary documents does not constitute approval of your application.
- Incomplete applications shall be rejected.

The Pharmacy Council reserves the right to amend these guidelines without any prior notice

ROLES AND RESPONSIBILITIES OF THE OVER-THE-COUNTER MEDICINE PRACTITIONER

Among the responsibilities of the Licensed Over-the-Counter Medicine Practitioner shall be:

- 1) To keep his/her premises properly advertised as specified in Section 8.0 (vii) of this document.
- 2) To ensure that his/her premises is duly covered by a valid chemical seller's licence and which he/she shall conspicuously display on the premises at all times.
- 3) To operate under very sanitary conditions
- 4) To sell or dispense only class C or over the counter (OTC) medicines as specified by section 94 1(a) of the Health Professions Regulatory Bodies Act 2013, Act 857.

Also, medicines dispensed must be appropriately labelled and instructions clearly given.

- 5) To ensure the shelves and stocks are rid of deteriorated, expired, banned, fake and/or substandard drugs.

The Over-the-Counter Medicine Seller's is also expected:

- (i) to educate himself/herself on current trends concerning the practice by reading relevant materials, attending training programmes for Over-the-Counter Medicine Practitioners, etc.
- (ii) to share ideas with other Licensed Over-the-Counter Medicine Practitioners and not hesitate to seek clarification or advice from the Pharmacy Council on issues concerning the practice.
- (iii) to offer good advice on health-related issues and readily refer cases beyond his/her capabilities to the appropriate quarters (i.e. Pharmacy, Hospital, etc.) for attention.
- (iv) to conduct himself/herself in a manner that will reflect his status as a Licensed Over-the-Counter Medicine Practitioner and avoid indulging in activities that may impair the confidence the public has in him/her.

NB: The arrangement within an Over-the-Counter Medicine Practitioner's premises should be such as will allow fluency in operations and accessibility to all parts within the premises.

NOTE

NOT FOR
You may attach any other relevant documents.

SALE