



Quality Medicines for Malawi

PHARMACY AND MEDICINES REGULATORY AUTHORITY

GUIDELINES FOR PHARMACY PERSONNEL REGISTRATION IN MALAWI

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LIST OF ACRONYMS

IELTS	International English Language Testing Systems
PMRA	Pharmacy and medicines regulatory authority
TOEFL	Test of English as Foreign Language

INTRODUCTION

Pharmacy and Medicines Regulatory Authority (PMRA) is a statutory body established by an Act of Parliament to regulate the Pharmacy profession and pharmaceutical services in general. The PMRA is empowered by the PMRA Act No. 9 of 2019 to adopt, design and develop strategies within the legal framework to achieve its mandated aims and objectives. In pursuit of its avowed mission of securing the highest possible quality of pharmaceutical services for the nation, the PMRA ensures that persons desiring to practice in the country as pharmacy assistant, pharmacy technician and pharmacist are meeting certain set minimum criteria bordering on knowledge, professional skills, competence and mental fortitude.

As required by the PMRA Act No. 9 of 2019 all persons seeking to practice pharmacy in Malawi should be registered. This document aims to provide guidance to those that require to be registered and practice in Malawi as pharmacy assistant, pharmacy technicians and pharmacist.

APPLICATION FOR REGISTRATION

To be eligible to apply for the registration as a pharmacy assistant, pharmacy technician and a pharmacist, an applicant must have successfully completed a course in Pharmacy from an accredited college or university in Malawi or from a recognized foreign university or college of pharmacy. In addition, the candidate must satisfy all other requirements as may be determined by the Pharmacy and Medicines Regulatory Authority at the time of application. Eligibility is independent of nationality, race, creed or gender.

APPLICATION REQUIREMENTS

MALAWI TRAINED PHARMACY APPLICANTS

1. An application letter for registration
2. A completed copy of PMRA's application form
3. A certified true copy of pharmacy certificate
4. A recent passport photo size with your signature on the backside
5. A non-refundable application/processing fee

NOTE: Application forms can be obtained at PMRA offices or PMRA website (www.pmra.mw)

FOREIGN TRAINED PHARMACY APPLICANTS

1. An application letter for registration
2. A completed copy of PMRA's application form
3. A certified true copy of pharmacy certificate
4. A transcript from training institution posted directly to the Registrar of PMRA

5. Proof of citizenship (ie copy of your passport)
6. A recent passport photo size with signature on the backside
7. To those that were registered, letter of confirmation from the licensing authority they were registered with
8. Prospective employer in Malawi including Temporary Employed Permit issued by the Immigration Department (For Non-Malawian applicants only)
9. English language proficiency test results (TOEFL /IELTS)
10. A non-refundable application/processing fee

NOTE: Application forms can be obtained at PMRA offices or PMRA website (www.pmra.mw)

Every applicant will undergo an assessment before getting registered into their respective registers (Pharmacists are required to do a continuous 12 months internship program after passing the assessment. An interruption of internship program for more than 6 months will lead to cancellation of the whole internship program and the pharmacist may restart the internship when ready after notifying the Board).

ASSESSMENT FOR REGISTRATION

For purposes of assessment, examinations shall be administered to all applicants. The examination shall be administered three times in each calendar year; March, July and November. Generally, announcement regarding the specific details of the examination shall be placed in the local print media and on the PMRA website a month before the dates of examination.

NOTE: Applicants are expected to submit their applications for registration at least two months before the next scheduled examination. Eligible candidates will be informed immediately after review of the applications. Below are the schedules of examinations and their datelines

<i>Scheduled Examination</i>	<i>Dateline</i>
<i>March</i>	<i>End of December</i>
<i>July</i>	<i>End of April</i>
<i>November</i>	<i>End of September</i>

EXAMINATIONFORMAT

The examination shall consist of:

- Written
- Oral

The oral and written examinations shall be assessed independently.

WRITTEN EXAMINATION

The written examination shall consist of four parts as indicated below:

- ✓ Part A: Pharmacy Law
- ✓ Part B: Pharmacology, Clinical Pharmacy, and Pharmacy Practice
- ✓ Part C: Pharmaceutics and Pharmaceutical Calculations
- ✓ Part D: Drug Management

The examination shall mainly be a set of multiple choice questions(MCQ) covering

all aspects of the Pharmacy profession .It tests the candidate’s general knowledge in Pharmaceutical Sciences and their application to clinical situations as well as knowledge of pharmacy and medicines regulation as perceived by the Laws of Malawi. The examination paper and answer booklets shall be collected at the end of the given time.

NOTE: Foreign trained applicants shall only write Parts A, B and C of the written exam as pre-internship examination. All the four parts shall be written at the end of internship during registration examination.

THE ORAL EXAMINATION

The oral examination shall take place a day after the written examination. The examination shall be an interactive session in which the candidate presents him/herself before a panel of examiners. Issues discussed could border on a number of areas including but not restricted to the following:

- Raising practical scenarios to see how the candidate would handle similar situations in the practical setting.
- Test the candidate’s ability to manage unique situations such as request for prescription medicines without prescriptions.
- Test the candidate’s ability to advise clients on the proper use of medicines and medical devices and the correct administration of various dosage forms such as eye, ear and nasal drops, metered dose inhalers etc.
- Test candidate’s knowledge on topical health issues such as HIV/AIDS etc.
- Any peculiarities in candidate’s attitude observed during the internship training under a preceptor etc.

ASSESSMENT RULES AND REGULATIONS

- Candidates are expected to pass the examination i.e. a minimum score of 50% in each section of the written examination and a minimum score of 50% in oral examination in one sitting.
- Candidates who fail one or two sections of the written examinations shall be eligible for a re-sit of the examination on failed sections. In case s/he fails again, the candidate shall be allowed to sit for the whole paper
- Candidates who fail an oral exam shall be eligible for a re-sit of the next scheduled oral examination.
- Failure in more than two sections shall lead to writing the whole paper
- The maximum number of sittings for written examination is three times;
 - ✓ Twice for sitting for the whole paper
 - ✓ Once for a re-sit on specific section(s)
- The maximum number of sittings for an oral examination is three times
- Failure of the examination after sitting for the prescribed times shall render the candidate un-registrable.
- Candidates who cheat during examination shall be disqualified and the issue shall be referred to the Pharmacy Committee for disciplinary action.
- Candidates are expected to arrive at the examination room at least 30 minutes before the examination start time.
- Candidates who arrive 30 minutes late into the examination shall not be

allowed to sit for the examination. Candidates who arrive within the 30 minutes into the examination may be allowed to sit for the examination but shall not be given extra time.

- Candidates who present themselves in an intoxicated state shall not be allowed to sit for the examination.
- Candidates who will re-sit for the examination shall be required to pay the prescribed fee
- Candidates who fail to attend the scheduled examination should notify PMRA in writing and shall be allowed to sit for the next scheduled examination.
- Phones, laptops and any other electronic gadgets are not allowed in the examination room

RELEASE OF ASSESSEMENT RESULTS

- The results shall be made available within 30 days of writing the examination.

TEMPORARY REGISTRATION

Only volunteer pharmacists shall be registered in temporary register. All applicants for the temporary registration shall be assessed through oral examination and shall write Part A of the written examination. The assessment schedule and process shall be as outlined above (assessment for registration).

APPLICATION REQUIREMENTS

- An application letter for registration from the **inviting institution in Malawi**
- A job description for the position to be attained
- A completed copy of PMRA's application form
- A certified true copy of pharmacy certificate
- A transcript from training institution posted directly to the Registrar of PMRA
- Proof of citizenship (ie copy of your passport)
- A recent passport photo size with your signature on the backside
- To those that were registered, letter of confirmation from the licensing authority they were registered with
- English language proficiency test results (TOEFL /IELTS)
- A non-refundable application for registration fee (for Pharmacists)

VALIDITY FOR TEMPORARY REGISTRATION

- Volunteer pharmacist shall be incorporated in the temporary register for a period of 12 months.
- Renewal for registration in the temporary register shall only be done once after submitting justification for an extension (from an inviting institution in Malawi) and payment of the prescribed fee.
- Volunteer pharmacists shall only be allowed to work under the supervision of a full registered pharmacist