

MISSION STATEMENT

"To serve the profession of pharmacy and the public, the sick and needy with patience, good business practice and to be constantly aware of the goodwill of our colleagues and others in the health care team."

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DEFINITIONS

- ‘Council’ means the Council of the Pharmacy Board of Trinidad & Tobago
- ‘Act’ means the Pharmacy Board Act of 1960 as amended by the Act No. 42 of 1981
- ‘Premises’ means the place of business approved for a license to operate a Pharmacy or the grant of a rural shopkeeper’s license.
- Pharmacy means a shop or place of business operated for the purpose of:-
(a) selling by retail poisons, drugs or devices; or
(b) compounding and dispensing prescriptions given by registered medical practitioners, dentists and veterinary surgeons.
- ‘License’ means a pharmacy license or a rural shopkeeper’s license issued by the Council of the Pharmacy Board

- “Pharmacist” means a person who is registered with the Pharmacy Board and on the register and who has satisfied the requirements under the Act and the Council of the Pharmacy Board.
- “Responsible Pharmacist” means a pharmacist registered as such in accordance with the Pharmacy Board Act AND who has either practised or been employed as such for a continuous period of three years after registration as such under this Act or after having obtained a diploma, degree or certificate accepted by the Council for the purpose of section 18A of the Act as amended.
- “Member” means a pharmacist whose name is on the register of the Pharmacy Board of Trinidad and Tobago.
- “Prescription” means a direction in writing from a medical practitioner, dentist or veterinary surgeon directing the dispensing or any drug or mixture of drugs to a named person.
- “Pre-registration Pharmacist” means a person who is registered as such under Section 17 A of the Pharmacy Board Act as amended.
- "In good standing" means a member who has paid all dues and levies payable and outstanding to the Board.
- “Approved” means approved by the Council
- “The Profession” means the pharmaceutical profession
- “Prescribed” means prescribed by or under the Pharmacy Board Act as amended.
- “Proprietor” in relation to any pharmacy means the person carrying on business in the pharmacy; and includes a part owner.

001 CITATION

Sub rules/Bye Laws of the
PHARMACY BOARD OF TRINIDAD AND TOBAGO
 as adopted by the Council
 of the Pharmacy Board of Trinidad & Tobago.
 Ratified by the members of the Board on June 12, 1992.

The Code of Ethics designating the principles and obligations of pharmacists shall be the guidelines which will govern the conduct of pharmacists and the day to day regulation of the Pharmacy profession in Trinidad and Tobago.

Breach of the Code of Ethics and the accompanying Rules of Procedure on the obligations of a pharmacist could form the basis of a complaint of misconduct and the Council shall take all the circumstances in the individual case prior to any follow-up action and in so doing shall not be limited to the Code of Ethics.

The disciplinary committee established under these rules shall determine what constitutes a breach of misconduct and appeal shall lie to the High Court of Justice as provided for in the Pharmacy Board Act 1960 as amended, by Act No. 42 of 1981, Section 19, Principal Act. Section 21.

002 CODE OF ETHICS

PREAMBLE

The primary obligation of pharmacy is the service it can render to the public in safeguarding the manufacture, control, preparation, compounding and dispensing of drugs and the storage or handling and distribution of drugs and medical supplies.

The practice of pharmacy requires knowledge, skill and integrity; therefore, the National Laws restrict the practice of pharmacy to persons with special training and qualifications and licence to them privileges which are denied to others. Accordingly, the pharmacist recognises his/her responsibility to the state and to the community for their well being, and fulfills his/her professional obligations honourably.

1. OBLIGATIONS TO PHARMACY

1. A high standard of professional conduct in pharmacy and the efficient pharmaceutical service for the general public is necessary in the public interest. Every Pharmacist should play his part in providing such a service and should avoid any act or omission which would prejudice providing such a service or impair confidence in the pharmaceutical profession as a whole.
2. Any obstruction of the pharmacist in the personal control of a pharmacy by the owner of the pharmacy which results in failure to maintain a proper standard of conduct within that pharmacy will be regarded as failure on the part of the owner to observe a proper standard.
3. A pharmacist engaged in any aspect of pharmaceutical practice, including the pharmaceutical industry, should give priority to professional standards over commercial or other considerations.
4. Employment as the sole pharmacist should not be offered to or accepted by a pharmacist who is not able or required by his/her employer to perform the full duties of a pharmacist in charge of that pharmacy.
5. The appearance of the premises should reflect the professional character of

pharmacy. Signs, notices, descriptions, wording on business stationery and related indications, should be restrained in size, design and terms.

Descriptions which are either inaccurate or draw an invidious distinction between pharmacists or pharmacies should not be used.

6. The dispensing of medicinal products or the professional services of a pharmacist should not be advertised directly or indirectly, except that:
 - (a) The term "dispensing chemist", "chemist and druggist", or "pharmaceutical chemist", "pharmacist or druggist", may be used simply as a description on the fascia or other appropriate position on a pharmacy, on labels, or on business stationery and in telephone or other directories.
 - (b) A discreet announcement in the local press may be made of the opening of a new pharmacy or the transfer of an existing pharmacy to a new address.
7. Methods of sales promotion designed to encourage the general public to purchase or obtain more of a medicinal product than they may reasonable require should not be used.
8. Display material for the sale to the public of medicinal products or medicinal appliances which is undignified in style should not be used.
9. A pharmacist should not allow others to use his/her name, qualifications, address or photograph in connection with the distribution to the public of any medicinal product.
10. Advertising or canvassing to promote dispensing or any other professional service, or the sale by retail of medicinal products, other than veterinary drugs, should not be undertaken whether by personal call, the distribution of printed matter, or postal communication.

2. RELATIONSHIP WITH THE GENERAL PUBLIC

11. When premises are registered or licensed under the drug legislation in force in the country and opened as a pharmacy, a reasonably comprehensive pharmaceutical service should be provided. A pharmacist should not refuse supplies in an emergency.
12. The conditions in a pharmacy should be such as to minimize risk of error or contamination of the preparation, dispensing and supply of medicinal products.
13. If a medicinal product or medical appliance or preparation is advertised or presented to the general public by means of display material of a kind mentioned in paragraph 8, then such articles or preparations should not be promoted in a pharmacy.

14. Notices given by the Government or the appropriate statutory authority that articles or preparations should be supplied only to or on the prescription of a medical practitioner, dentist, or veterinary surgeon or practitioner, or should not be supplied at all, should be observed.
15. A pharmacist should not supply to any member of the public any substance, medicinal product or medical appliance which the pharmacist knows or has reason to believe is intended to be used in a manner which would be detrimental to health.

3. THE PHARMACIST AND HIS/HER RELATION TO FELLOW PHARMACISTS

16. A pharmacist should at all times be ready to help other pharmacists in providing an efficient service.
17. A pharmacist should continually improve his/her professional knowledge by attending post-graduate courses at regular intervals and by studying pharmaceutical, medical and other appropriate scientific journals and literature. He/she should contribute to the scientific development of the profession whenever possible.
18. A pharmacist should seek to attract to his/her profession, youths of good character and intellectual capacity and should aid in their instruction.
19. A pharmacist should associate himself/herself with organizations having for their objectives the betterment of the pharmaceutical professional and promotion of good health and should contribute his/her share of time, energy and funds to carry on the work of these organizations.
20. A pharmacist should keep his/her reputation in public esteem by continuously giving the kind of professional service that earn its own reward. He/she should not engage in any activity or transaction that would bring discredit or criticism to themselves or to the profession.
21. A pharmacist should expose any corrupt or dishonest conduct of any member of his/her profession which comes to his/her certain knowledge through those accredited processes provided by the civil laws or the rules and regulations of pharmaceutical organizations, and he/she should aid in driving the unworthy out of this calling.
22. A pharmacist should not imitate the label of his/her competitors or attempt to take any unfair advantage of their professional or commercial success. He/she should not fill orders that he knows are intended for a competitor. He should adhere to fair practices, meet his/her obligations promptly, and fulfill his/her agreements and contracts.

4. RELATIONSHIP WITH OTHER PROFESSIONS

23. The therapeutic efficiency of prescriptions should not be discussed with patients or others in such a manner as to impair confidence in the prescriber.
24. A pharmacist who has accepted a prescription for dispensing should dispense the prescription exactly in accordance with the prescriber's wishes and, in particular will not (except with the approval of the prescriber or in an emergency) substitute any other product for a specifically named product even if the pharmacist believes that the therapeutic effect and quality of the other product is identical.
25. A pharmacist should not recommend a medical practitioner or medical practice unless so requested by a member of the public seeking medical advice.
26. While the closest professional co-operation between pharmacist and doctor is desirable, there should be no collusion between the two in matters of professional practice. A pharmacist should neither:-
 - (a) have a business association with a doctor in the sense of either of them having a financial interest in the professional work of the other, nor
 - (b) so to conduct him/her self as to lead patients or members of the public reasonably to believe that there is such an association

004 GENERAL PRINCIPLES

- 004-1 The Pharmacist shall at all times act in the best interest and welfare of the patient and the public in accordance with the provisions of the Pharmacy Board Act. The pharmacist shall promote the best interests of the profession by generating public trust and confidence through reliable service, professional competence and good judgment.
- 004-2 (a) The pharmacist shall at all times retain professional control and responsibility over all purchases, sale, storage and distribution of medicines.
- (b) A Pharmacist must ensure that the supplier, distributor, wholesaler or agent is authorised to conduct the sale of medicinal products in accordance with the Pharmacy Board Act 1960 as amended and/or the Food and Drug Act or any other legislation which affects the sale of medicinal products.
- (c) A Pharmacist must not purchase, sell, supply, dispense or distribute medicinal products for the care and maintenance of health if there is reasonable doubt as to its safety or quality and must not promote such products as being of good quality and as efficacious medicine.
- 004-3 A Pharmacist may not sell tobacco or tobacco related products or alcoholic

beverages which are known to be hazardous to good health.

004-4 (a) A Pharmacist must not sell (a) without due authority any products which require a prescription and which are controlled by any statutory body or legislation.

(a) Any over the counter preparations which must only be sold by a pharmacist or under the supervision of a pharmacist.

004-5 A Pharmacist must not sell to minors such medicines which can pose a danger to the health of the child except when satisfied that the medicine is for an adult and will be delivered safely or in the case of the use of the child that the medicine will be used with sufficient care.

004-6 (a) A Pharmacist will be expected to do all the things necessary to provide emergency treatment and supplies of medicine, where in the judgment of the pharmacist he/she knows the patient's need and can obtain direction from a physician in due course.

(b) A Pharmacist must not substitute except in an emergency any other product except for one specifically stated unless consent is first had and obtained from the prescribing physician and shall not deviate from the instructions except where necessary to safeguard the health and safety of the patient.

004-7 A Pharmacist shall at no time convey by word or deed or hold out to the public that he is a medical practitioner.

005. LICENCE TO PRACTISE PHARMACY

005- 1 A Pharmacist must pay the retention dues in accordance with the prescribed fee annually to maintain his/her name on the Register of Pharmacists.

005-2 A practising certificate will only be issued where in the opinion of the Council the applicant is fit and competent to practise and to hold such certificate.

A practising certificate may be refused if in the opinion of the Council the applicant:-

a) Is engaged in other full time employment and the Council is satisfied that the hours of work of his intended employment will be in conflict with his principal occupation or profession provided that the Council shall prescribe such conditions as it thinks fit for the granting of such certificate.

(b) Has not been on the register for a consecutive period of three years and not paid retention dues and not in good standing.

(c) In the opinion of the Council the applicant is of ill health and not competent to practise and in such a case required to be certified fit to

practise as a pharmacist by a specialist medical practitioner.

- (d) Did not complete his/her continuing education credits as required by Council from time to time.

005-3 A Pharmacist must state on the application for licence to operate a pharmacy. his/her hours of work and the hours of opening and closing of any pharmacy for which he/she is an applicant, and those shall be the hours in which business of the compounding, dispensing of prescription and the sale of medicines will be conducted.

- (a) A Pharmacist to whom a licence is granted and contravenes the above shall on the written notice of the Registrar return the licence of such premises and shall cease operation and close the premises whilst the licence is withdrawn.

- (b) An application for reinstatement shall be made to the Council in writing stating the reasons for such applications and the pharmacist may be required to appear, in person on the hearing of such application in accordance with rule 006.

005-4 Conflict of Interest

A Pharmacist shall not carry out the practice of pharmacy where there is conflict of interest and specifically in the following cases:-

- (a) License any premises in partnership with any person or corporation who is involved in the manufacture of medicines.
- (b) Where in partnership with a medical practitioner he/she establishes a pharmacy.

005-5 Obligations

A Pharmacist must not:-

- (a) Enter in partnership or arrangement with a prescriber and dispense coded prescriptions.
- (b) Give a rebate, gift or other contribution to a medical practitioner who promotes business at his/her pharmacy or hand out blank pads with the name of the pharmacy imprinted on such prescriptions.
- (c) Share fees with any person who refers patients to a pharmacist or pharmacy.

- (d) Charge a fee for service as a pharmacist which is unreasonable or excessive, but an acceptable professional fee, and shall be guided by the Council from time to time on such changes.
- (e) Dispense expired medicines or drugs or such medicines which are known by the pharmacist to be ineffective due to age or physical conditions of storage.
- (f) Carry on the duties of a pharmacist while under the influence of alcohol or other drugs which may impair his/her judgment or ability to practise pharmacy.
- (g) Knowingly permit the premises where he/she is the licensed holder to be used for any unlawful purposes and
 - (i) must maintain such records as are required to be kept under any statutory authority and be available for inspection and facilitate same at all reasonable periods and on request
 - (ii) Must allow any inspector of the Council of the Pharmacy Board duly authorised to enter at a reasonable time and to make available any records which are demanded. For this purpose any member of Council duly authorised is also deemed to be an inspector of pharmacies. Refusal to allow such Inspection shall be a breach of the regulations and of the code approved by the Council of the Pharmacy Board and which can be termed as professional misconduct.
- (h) A Pharmacist shall so conduct him /her self at all times in such a manner as to be a credit to the profession and members (colleagues) of the Pharmacy Board.
- (i) A Pharmacist while on duty and in practise shall at all times be properly attired in such a manner as to be indentified from other members of staff and in this regard shall also wear a name pin marked "Pharmacist" as approved by the Council.

006 PROFESSIONAL MISCONDUCT

This shall be interpreted to be:-

- a.) Failure to comply with the conditions of the licence granted to practise as a pharmacist and the licence to conduct and operate a pharmacy.
- b.) Entering into agreement to offer rebate to any person or persons to facilitate the referral of prescriptions at his pharmacy.
- c.) Failing to keep and maintain proper records in the conduct of his pharmacy.

- d.) Sells or dispenses medicines and charges a fee for the cost of medicines over and above the normal prices or advertises or promotes discounts which are not in the best interest of the public or the pharmaceutical profession.
- e) Failure to exercise supervision of the pharmacy to which a licence has been granted to him and where in the opinion of the Council after due investigation it is satisfied that a breach has been committed.
- f) Failure to notify the Registrar of changes in employment and not returning the current licence granted when relinquishing control of the pharmacy to which such licence was granted.
- g) Engages in employment other than the supervision of a pharmacy where there is a conflict of interest.
- h) Operates a Pharmacy without a licence granted by the Council.
- i) Practises Pharmacy without a Practising Certificate
- j) Without good cause fails to appear before Council if summoned.

007 PROCEDURAL RULES ON DISCIPLINE

007-1 Where the Council deems a pharmacist to be in breach of the rules and acted in a manner which can be termed a professional misconduct the Council shall be empowered to act as follows:-

- (a) Issue a warning to the erring pharmacist
- (b) Serve a notice in writing on the pharmacist outlining the breach and requiring an explanation.
- (c) Serve a notice in writing to summon the pharmacist to appear before the disciplinary committee to answer the complaint or breach as the case may be.
- (d) Where the member is served such as in (c) above the specific charge shall be detailed and the member will have the right to be heard in person and represented by legal counsel if he so desires.

007-2 The disciplinary committee on hearing the matter shall make report to Council

which shall be empowered to act in the following manner.

- (a) Issue a stern warning
- (b) May suspend the pharmacist for such period as it thinks fit and/ or may impose a levy not exceeding \$1500.00 which shall be payable to the Registrar in the time allotted.
- (c) Expunge the name of the pharmacist from the register for such period as the Council shall decide.
- (d) The Pharmacist shall have the right of appeal to a High Court Judge in accordance with the provisions of the Pharmacy Board Act 7 of 1960 as amended by Act 42 of 1981.
- (e) The Pharmacist shall have the right to apply for reinstatement of his/her name on the register after a period of six months and the Council shall have the right to hear any application from the pharmacist in person or with representation and may require such information as it thinks fit and expedient in the determination for such reinstatement.
- (f) For the purposes of this section the full Council shall be at liberty to sit as the disciplinary committee and shall in such circumstances act in the manner as outlined above after due inquiry and hearing of any matter.

008 PREMISES

008-1 A Pharmacist shall at no time engage in such conduct as to bring the profession into disrepute in the licensing of premises to be operated as a pharmacy where such is owned by a non-pharmacist or where such is operated in partnership with a non pharmacist.

008-2 A Pharmacist must at all times maintain control over the premises where a licence is granted to him/her and must not encourage, condone or permit the opening of such pharmacy outside of his/her normal working hours of business nor compromise independence and obligations as a pharmacist unless there is a relief pharmacist in scheduled attendance and registered as such with the Pharmacy Board.

008-3 A Pharmacist shall notify the Registrar immediately of the following:-

- (a) Change of name of business
- (b) Change of ownership
- (c) Change of location

(d) Where a pharmacist changes employment and assumes licensing control of other premises and return the licence of the pharmacy immediately on relinquishing control and obtain a new licence for the new premises if applicable.

008-4 A Pharmacist must ensure that the premises licensed under his/her name maintains the required standard during the life of the licence and in particular the following:-

- (a) The physical conditions are clean and generally conducive of a health institution where medicines are stored, prepared, sold and distributed to the public
- (b) Shall at all time have total regard to the laws and regulations governing the conduct of the business of a pharmacy and maintain a high standard of professional conduct and not bring the profession into disrepute by any act of omission or commission which would lead to mistrust and affect the confidence and trust of the public.
- (c) The Council shall on the inspection of a pharmacy have the right to draw to the attention of the pharmacist the general appearance of the pharmacy in relation to the dispensing area and the standard required to project the right image of the pharmacy.

008-5 A Pharmacist who is engaged in any other full time occupation or employment shall at no time be allowed a license to operate a pharmacy except in such circumstances which are approved by and on the sole discretion of the Council in special situations and for such period as authorised by the Council

009 RURAL SHOPKEEPERS

009-1 Applications for Rural Shopkeepers Licences shall be made to the Council on the prescribed form duly executed with the applicable fees

009-2 The Council may grant such licenses where it is satisfied

- (a) the applicant and the premises after due inquiry are suitable for the storage and sale of items listed in the new Second Schedule to the Pharmacy Board Act section 29 and 31.
- (b) that the locality for which the application is made is not properly served and the sale of such medicines is necessary for the citizens in the area.

009-3 The Council may refuse the grant of such licence if after inquiry it is of the opinion that rule 2 (a) and (b) above are not satisfactorily complied with and/or not in the best interest of the public and the pharmaceutical profession.

010 RULES OF COUNCIL, ON APPLICATIONS FOR LICENSING OF PHARMACIES

In this section the word "Pharmacist" for the purpose of licensing premises shall

mean a responsible pharmacist.

010-1 In addition to the Pharmacy Board Act, Regulations and Amendments Section 24, 25, 26, 27, 28 and Regulations 19-23 specifically section 278 (3) and in consideration of such applications the Council shall have regard to the public interest and the interests of the pharmaceutical profession; and for such purposes, shall ensure so far as consistent with the provision to the public of a full, efficient and economic service in respect of the supply of drugs and pharmacists; and without prejudice to the generality of the foregoing the Council shall have regard to:-

- (a) The size, provisions for sanitation and safety of the premises in which the pharmacy business is to be conducted in pursuance of the licence;
- (b) Such other matters as, having regard to its function under subsection (3) of Section 27c the Council thinks proper.

010-2 Application for licences must be made by the responsible pharmacist on the prescribed form except in the case of a corporation where such applications will be made by an officer together with the proposed pharmacist.

010-3 In the case of a sole owner or proprietorship, the application must be made by the pharmacist/owner.

010-4 In an application from a partnership or corporation application must be made by the pharmacist and will state the name and other information of the partner or parties and shareholders who will hold not more than 49% of the equity or interest in the business enterprise and the name of the relief pharmacist where applicable and on the request of the Council

010-5 No pharmacist who has a current licence in his/her name may make application for a new licence except as sole owner or proprietorship.

010-6 A pharmacist who makes an application for a new license on behalf of a partnership or corporation whilst holding a current license will be required to satisfy the Council on the custody of and security of stocks which fall under statutory control and obtain a certificate from the relevant authority before any new license is granted.

Application for licence to operate a pharmacy may be refused a Student Pharmacist as owner or major shareholder if in the opinion the Council such a licence would not serve the best interests of the profession or the public.

010-7 Any applicant for a license to operate a pharmacy must submit an application for a license to the Secretary of the Board at least sixty days prior to any planned opening date.

- 010-8 The name of any proposed pharmacy must be approved by the Council of the Pharmacy Board.
- 010-9 Where an application is made for a license resulting from the change of pharmacist such application must supply the information required for a new licence.
- 010-10 Application for renewal of an existing license of a pharmacy where no change as pharmacist has occurred may not require any further information but the payment of the prescribed annual fee.
- 010-11 All applications for licenses must be accompanied by the appropriate fees for inspections and such other fees as prescribed by the Council and in force from time to time.
- 010-12 The Council may refuse a license to any applicant and will state its reasons for doing so within twenty-one days of the decision of the Council.
- 010-13 1 The Council may refuse the grant of a new licence or the transfer of a license requiring a new application, if in its opinion:
- (a) The Council is not satisfied that such application whether a corporation or otherwise will be under the virtual management and control of the pharmacist - applicant as stipulated under Secs. 27A, 27B and 27C of the Act.
 - (b) The Council is satisfied that the locality for which the application is made is well and truly served by pharmaceutical services and further licensing of such outlets by retail will affect the type and efficiency of service to be offered due to the economic viability of pharmacy outlets due to the existing concentration. Such refusal to be guided by the internationally accepted ratio of pharmacies to population.
- 010-14 If on inspection the premises are found to be unsatisfactory the Council may require a further fee at its sole discretion for any further inspections.
- 010-15 Premises can be re-inspected from time to time on the instructions of the Council and the Council shall have power to revoke the license and order the closure of the premises for non compliance, or instruct that such adjustment be made to ensure compliance.

0011 TRAINING AND EDUCATION

- 011-1 The Council in accordance with the Pharmacy Board Act bears the responsibility for the training of pharmacy students and for continuing education programmes for pharmacists.

- 011-2 A student shall on the prescribed form submit an application for the approval of Council for registration as an Intermediate student. The following requirements apply which are subject to change by order of the Council.
- (a) Advanced Level Chemistry at A, B, or C either at CXC or Cambridge or Oxford or its equivalent on the approval of the academic committee of the Council.
 - (b) O Level in Biology, Chemistry and Physics at Cambridge, A, B, C and/or CXC, I & 2.
 - c) English and Math passes at the Ordinary Level at Cambridge, CXC, Oxford or equivalent as provided for above.
- 011-3 Every student shall pursue a course of studies prescribed by and at an institution approved by Council.
- 011-4 Every student shall during the course of training be a full time student employed and articulated to a pharmacist at a pharmacy on institution approved by the Council and shall inform the Council of any change of employment or status herein within seven days of such change.
- 011-5 No student during the course of training as a pharmacist shall be employed on a full or part time capacity in any other form of employment other than that as a pharmacy apprentice or trainee and must maintain forty hours (40) a week record of attendance at such approved place of employment including study time during the normal daily workers established in Trinidad and Tobago
- 011-6 Any student who does not conform or comply with article four(4) above shall be in breach of these rules and subject to such disciplinary action by or on behalf of Council after due investigations by the delegated authority of the Academic Committee of the Council of the Pharmacy Board.
- () I 1-7 The decision of the Council shall be final and binding on the student with the right of appeal on any penalties.
- 011-8 The Council on hearing such an appeal may vary or confirm such penalty at its' sole discretion.

012 PHARMACY GRADUATES

In addition to Pharmacy Board Act Section 18 and Pharmacy Board Regulations 1987 Number 8 to II

- 012-1 Every pharmacy student who has successfully completed the course of study prescribed by the Council shall enroll for the preregistration programme prescribed by the Council for a period of six (6) months and shall pay the fee for such course from time to time fixed at the commencement of the programme and

must record a 100% attendance, except as provided in Section 18 of The Act Fourth Schedule (4).

- 012-2 On the successful completion of this programme the graduate shall obtain a certificate of completion and be/entitled to receive the diploma and registration certificate of the Council Of the Pharmacy Board under its seal of authority.
- 012-3 A Practising Certificate as a registered pharmacist except that such pharmacist shall not be a responsible pharmacist for a period of three (3) years from the date of issue, or any other period that may be approved from time to time but not less than one (1) year.

013 MEETINGS

In addition to Pharmacy Board Act Section 14 and Regulation 25-31.

- 013-1 Meetings of Council shall be held at least once a month or at such place and time fixed by the President and/or the Secretary/Registrar.
- 013-2 Meetings of the Board shall take place at least twice a year and at such other times as the Council may decide and the quorum shall be twenty (20) members.
- 013-3 General Meetings may also be petitioned in writing to the Secretary and signed by at least (20) twenty members and such petition shall state the reasons for the meeting requisitioned.
- 013-4 On receipt of such a petition the Secretary/Registrar shall cause a special general meeting to be called by giving the required notice.
- 013-5 Members in attendance at all meetings shall conduct themselves in an exemplary manner and in accordance with proper parliamentary behavior at all times. Any breach of misconduct may result in the chairman suspending the standing orders and ordering the removal of such member or members from the meeting.
- 013-6 All meetings shall be guided by the rules and procedures in .the latest edition of Robert's rules or order provided there is no conflict with the precedents and practise of the Pharmacy Board of Trinidad and Tobago.
- 013-7 Resolutions are to be submitted in writing to the Council and shall conform as follows:
- (a) be consistent with the general practiises of the Board
 - (b) deal with one issue and be factual and clea in its objectives
 - (c) do not contain any reference to any individual or member by name and not altogether critical but with positive aspects of the issue to be dealt with and

with recommendation for possible solutions or responses therewith.

013-8 If a meeting of the Board is called and a quorum is not present the President shall adjourn the meeting and fix a date and time for the reconvening of the meeting and on such date to which the members will be invited, and number of members present shall form a quorum and the business of the meeting dealt with. However this shall not apply to a meeting summoned on a petition as provided for above.

013-9 The President shall chair all meetings of the Council and the Board and in the absence of the President, the Vice President, and in their absence the members shall appoint a Chairman.

013-10 A quorum at Council meetings shall be five members

013-11 The Chairman shall have a casting vote in the event of a tie

014 COMMITTEES

- (a) In accordance with the Pharmacy Board Act Section 7, 11, 16 and 27 the Council may appoint committees with designations as listed hereunder, prescribe terms of reference and may add or dissolve any from time to time as may be considered necessary
 - (1) Academic Committee
 - (2) Community Pharmacy Committee

 - (3) Hospitals and Institutions Committee
 - (4) Legal Disciplinary Committee
 - (5) Special Events, Social and Welfare Committee
 - (6) Public relations and programmes. (CPA and CAP affairs) Committee.

- (b) All Committees shall be responsible and report to Council on regular basis as stipulated by Council from time to time.