



**National  
Pharmacy  
Council**

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## **GUIDELINES FOR POST PRE-REGISTRATION EXAMINATION MEASURES**

**Kigali, March 2023**

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**National  
Pharmacy  
Council**

## **Preamble**

Considering the provisions of Law, no 45/2012 of 14/01/2013 relating to the organization, functioning, and competence of the Council of Pharmacists in its articles 20 and 21;

Considering the Internal Rules and regulations of the National Pharmacy Council 4<sup>th</sup> edition of June 26, 2022;

Considering the National Pharmacy Council administrative and financial procedures manual of June 26<sup>th</sup>, 2022;

Considering guidelines for the pre-registration examination of September 2020;

The National Pharmacy Council releases the second edition of post-pre-registration examination measures.

All NPC organs are therefore urged to embrace these guidelines and support their implementation from March 24, 2023.

**DCG (Rtd) Stanley NSABIMANA**  
**Chairperson and Legal Representative**





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### **Article 1: Purpose of the guidelines**

These guidelines establish modalities for post-pre-registration examination measures for pharmacy graduates who fail the pre-registration examinations in Rwanda.

### **Article 2: Definitions**

**Post-pre-registration examination measures:** Measures taken against a pharmacy graduate who fails the pre-registration examination.

**Council:** National Pharmacy Council that is established by Law No 45/2012 of 14/01/2013 on the organization, functioning, and competence of the Council of Pharmacists. It is also referred to as Rwanda National Pharmacy Council.

**Pharmacy Professional:** Pharmacist or pharmacy technician registered with the Council as such in the Register of pharmacy professionals in Rwanda.

**Conditional licensing:** a post-pre-registration examination measure where a pharmacy graduate is licensed to practice the pharmacy profession under certain conditions including but not limited to practice under the supervision of a licensed pharmacy professional.

**Pharmacy Graduate:** any person holding a degree in pharmacy such as a Bachelor of Pharmacy, Doctor of Pharmacy (PharmD); or Advanced Diploma in pharmaceutical sciences from a recognized university; or any foreign pharmacy professional not registered with the Council.

**A recognized University:** a training/academic institution at the university level recognized by the competent authority in Rwanda.

**Supervisor:** any licensed pharmacy professional designated by the Council to supervise a pharmacy graduate under post-pre-registration examination measures.

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**Training Program:** any program such as an internship or any other professional activity which may be practical training, theoretical training, or both, undertaken by a pharmacy graduate under the direct personal supervision of a licensed pharmacist in a pharmaceutical establishment approved by the Council for the purpose of such training or at an institution registered as a provider of professional training and or qualification in pharmacy.

### **Article 3: Post-pre-registration examination measures**

When a pharmacy graduate fails to obtain the required scores of the pre-registration examination, the National Pharmacy Council shall take one or more of the following measures:

- a. To require him/her to sit for a pre-registration examination again;
- b. To subject him/her to a specific ongoing training program;
- c. To require him/her to work under the supervision of another pharmacy professional or to impose him/her some restrictions;
- d. To remove his/her name from the Register of members of the Council/ Refusal for registration.

### **Article 4: Written pre-registration examination as a post-pre-registration examination measure**

When a pharmacy graduate fails to obtain the required score in the written pre-registration examination, she/he is subject to sitting for the next pre-registration examination session.

However, the pharmacy graduate is eligible to sit for two additional pre-registration examinations; after which other post-pre-registration examination measures apply.

### **Article 5: Ongoing training program as a post-pre-registration examination measure**

When a pharmacy graduate fails to obtain the required score in the written pre-registration examination for three consecutive sessions and his/her average score for all three sessions of the pre-registration examination is less than 50%, the pharmacy graduate is subject to a 6-month training program or a professional internship before applying for the next pre-registration examination.



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The training program timeline is allocated as follows:

- Two months in the Hospital
- Two months in a Community Pharmacy
- One month in the Supply Chain management
- One month Regulatory institution

A pharmacy graduate who was subjected to internship as a post-pre-registration examination measure is allowed to sit up to six (6) sessions of pre-registration examination. After those sessions, the case will be submitted to the National Council Board for assessment and further measures.

A pharmacy graduate who passes the written examination but fails the oral examination is eligible to apply and sit for only one additional oral examination, with consideration given to the marks of the written examination.

A pharmacy graduate who fails to pass the additional oral examination session will be required to sit again for the written examination.

#### **Article 5: Conditional Licensing as post-pre-registration examination measure**

When a pharmacy graduate fails to obtain the required score in the written pre-registration examination for three consecutive sessions and his/her average score is between 50% and 59.9%, she/he is subject to a one-year conditional licensing which grants rights to work under the supervision of another pharmacy professional.

A pharmacy graduate under conditional licensing may apply for the potential pre-registration examination after completing at least six (6) months under conditional licensing.

#### **Article 6: Restrictions for the licensee under conditional licensing**

The licensee under conditional licensing is restricted:

- a. to be a responsible pharmacist or a manager of a pharmaceutical establishment holding a license to operate in Rwanda;
- b. to nominate, vote, or be elected in the National Pharmacy Council organs;
- c. to have signing authority for the purchase of controlled medicines
- d. to be a supervisor of a pharmacy graduate



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**Article 7: Requirements for conditional licensing**

Any person who applies for conditional licensing must submit to the office of the Council the documents that are listed in the appendix of these guidelines.

The conditional licensing is free of charge

**Article 8: Validity of a conditional License**

A conditional license is valid for one year and is renewable only once. However, as provided by article 5 of these guidelines; a pharmacy graduate under conditional licensing may apply to sit for a pre-registration examination after completion of at least six (6) months of practice under conditional licensing.

**Article 9: Refusal for registration as a post-pre-registration examination measure**

When a pharmacy graduate fails to obtain the required score in the written pre-registration examination for nine (9) sessions with an average less than the pass mark, he/she may be refused to participate in future pre-registration examinations upon assessment and approval by the National Council Board.

**Article 10: Appeal for the post-pre-registration examination measure**

Applicants can appeal against any of the post-pre-registration examination measures taken against them. The appeal letter is addressed to the Chairperson of the National Pharmacy Council within a maximum of thirty (30) calendar days from the date of notification of the measure. The measure remains in force until the appeal hearing.

Feedback shall be provided within thirty (30) calendar days stating the date, time and venue of the hearing.

**Article 11: Commencement**

These guidelines come into force on March 24, 2023.

**Article 12: Executive organs**

The Executive organs shall be the Education, Research and CPD Committee and the Bureau whereas the appeal organ is the National Council Board



### **Article 13: Repealing provision**

All prior provisions contrary to these guidelines are hereby repealed.

### **ANNEX**

#### **Requirements for the application for Conditional licensing**

A pharmacy graduate applying for conditional licensing must submit to the office of the council the following documents:

- Application letter addressed to the Chairperson of the Council
- A criminal record issued by a competent authority in Rwanda
- A certified copy of the Diploma/Degree in Pharmacy
- A certified copy of the academic transcripts
- A certified copy of the Advanced level certificate
- Proof of a one-year internship completion in Rwanda
- Proof of valid index number
- One recent passport photo
- A copy of the Identification card/Passport
- Signed Curriculum Vitae
- Proof of registration with their respective councils for those with a background in regulated professions
- Any additional requirement determined by the National Council Board

#### **Additional Requirements for non-Nationals**

- Proof of registration by the pharmacy council in their home country
- A good standing certificate issued by the pharmacy council in their home country
- A work permit issued by the competent Rwandan Authority
- Proof that their home country registers Rwandan professionals if applicable

For other services other than conditional licensing, their requirements shall be found in the NPC service charter.