



PHARMACISTS COUNCIL OF ZIMBABWE

Remote Preregistration Training Supervision

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Preamble

All government health institutions are accredited as premises for training of pre-registration pharmacists, but most of them do not have approved supervisors to mentor the students. The Council found it prudent to allow the students to be attached at the government health institutions for training under two tier supervision systems.

The Council allowed the students to be placed at the governments health institutions where there are resident pharmacists not approved as supervisors to be co- supervised but senior pharmacists (approved supervisors) who are in proximity to these institutions [Remote supervisors] to supervise the pre-registration training practitioners with the help of the unaccredited practitioners at these institutions [Local supervisors].

Council has found it prudent to strengthen the process on the two tier system to ensure that there is coordination between the Local supervisor at the health institution and the Remote supervisor with the view of providing effective mentoring to the preregistration practitioner. The following are the proposed roles and responsibilities of the supervisors involved in the mentoring programme.

Terms Of Reference Of The Pre- Registration Training Supervisor

The pre- registration training supervisor shall be a role model and mentor for the trainee in all aspects of practice with emphasis on imparting the values and attributes of a professional to the newly qualified practitioner. The supervisor must therefore;

- be competent to perform his/her functions and tasks with a professional attitude and value
- observe the requirements of the Council, including the applicable rules and regulations, the Code of Ethics of the profession, as well as other applicable legislation at all times.
- Be prepared to educate and train the new graduate in an appropriate and responsible manner,
- supply the required equipment, materials, programmes, access to information systems and literature as necessary to ensure that the newly qualified practitioner is appropriately mentored.
- attend continuing education courses on a regular basis or as set out by Council.
- be available to the trainee to assist in the performance of day-to-day tasks and to provide guidance in the development of an independent, responsible professional on all drug issues and matters affecting the health of the public.
- Ensure that pre-registration training is carried out in accordance with the Pharmacists Council requirements
- coordinates training at the premises on a full time basis
- acts as the liaison person at the premises in dealing with the Pharmacists Council
- undertakes evaluation of training provision at the premises to ensure that it is improved and updated whenever necessary
- makes the final recommendation as to whether the trainee is a fit and proper person to be registered.
- acts as a good role model for the trainee(s) and endeavour always to lead by example and undertaking self-evaluation to improve where necessary

- provides smooth continuity for the trainee(s) where there is movement from one sector of pharmacy to another
- be prepared to plan how the training will be provided as well as how the competence assessment will be carried out at his/her practice.

Roles And Responsibilities Of The Remote Supervisors

- The Remote supervisor shall be overall in charge of the pre-registration practitioner's training programme
- The Remote supervisor shall communicate to the pre-registration training practitioner through the Local supervisor at the health institution
- The Remote supervisor shall sign off reports that the Local supervisor would have signed confirming that they have been correctly completed
- The remote supervisor shall meet the local supervisor and the pre- registration practitioner at least once a month to discuss the training progress, reviewing the past month and planning for the following month with a summary of such a meeting forming part of the pre-registration training reports
- The remote supervisor, the local supervisor and the pre- registration practitioner shall agree on the periods for rotations and places for rotations
- In the event that a pre-registration training practitioner is required to be away from the health institution for any reason, national duty included, the remote supervisor shall be notified via email and such email will form part of the pre-registration training reports
- Except for rotations, the supervisor shall ensure that the pre-registration practitioner only works at the health institution where he/she was approved to do preregistration training at

Roles And Responsibilities Of The Local Supervisors

- The local supervisor shall be responsible for ensuring that the pre- registration trainee is at work at all the stipulated times
- The Local supervisor shall be responsible for keeping the pre- registration practitioner's attendance record
- The Local supervisor shall be responsible for ensuring that all reports are correctly completed and signed them before forwarding them to the Remote supervisor who then signs the reports off
- The local supervisor shall have a meeting with the remote supervisor and the pre- registration practitioner once a month to discuss the training progress, reviewing the past month and plan for the following month with a summary of such a meeting forming part of the pre-registration training reports
- The local supervisor shall agree with the remote supervisor and the pre- registration trainee on periods for rotations and places for such rotations
- The local supervisor shall advise the remote supervisor via email each time the pre- registration training practitioner is required to be away from the health institution for any reason, national duty included, and such communication shall be part of the pre- registration training reports

- Except for rotations, the supervisors shall ensure that the preregistration pharmacists only works at the health institution where he/she was approved to do preregistration training at

The Pre-Registration Practitioner

- shall communicate to the remote supervisor through the local supervisor
- shall be accountable to the remote supervisor through the local supervisor
- shall take instructions from the local supervisor who will in turn communicate with the remote supervisor
- shall raise any issues needing the supervisors’ attention at the monthly meetings
- shall ensure that all reports are signed by the local supervisor before they are forwarded to the remote supervisor

Conclusion

The above arrangement is meant to ensure that the mentoring programme runs efficiently and effectively. In the event that there is conflict amongst the parties involved in the supervision process, such conflict must be documented and signed by the three parties before being submitted to Council for attention

We the undersigned undertake to abide by the provisions of this framework:

Remote Supervisor

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Full Name	Signature	Date

Local Supervisor

.....
Full name	Signature	Date

Pre- registration Pharmacist

.....
Full Name	Signature	Date