

# **GUIDELINE FOR THE PRACTICE OF PHARMACY PROFESSION IN THE COMMUNITY PHARMACY**

## **A- Pharmacist Job Description**

Pharmacists play a vital role in the healthcare system via medicine and information they provide. They are expected to have good communication skills, willingness to take on a high level of responsibility, the ability to inspire the trust of others, a professional and confident attitude in addition to IT skills. Pharmacist is considered a medication expert ultimately concerned with their patients' health and wellness. It is an offense for a pharmacist or assistant pharmacist to dispense prescription only medicine without prescription.

## **B- Assistant Pharmacist job description**

The Assistant Pharmacist works as part of the pharmacy team under the supervision of a registered pharmacist. The pharmacy should not be running by Assistant pharmacist. The assistant pharmacist can perform pharmacist duties in case pharmacist is on leave (sick or annual leave) after the Directorate General of Pharmaceutical Affairs & Drug Control (DGPA&DC) approval, but he/she cannot dispense any kind of controlled drugs.

### Pharmacist tasks involved:

- Confirm with patient about medication history or if any contraindication medicine use before proceeding dispensing.
- Dispensing prescription medicines and over the counter to the public.
- Advising patients of any side effects of medicines or potential interactions with other medicines /treatments.
- Check patients' prescription legality (Index 1) for accuracy and safety (eg. ensuring no drugs are contraindicated with one another, reviewing labels, doses).
- Sign and stamp the prescription after dispensing and tick with the sign ( ✓ ) for those supplied.
- Counseling and advising the public on the treatment of minor ailments like common cold, headache etc.
- Liaising with doctors about prescriptions in case of any discrepancy in the prescription.
- Ensuring that narcotic and other controlled drugs are kept under strict supervision, with controlled access.
- Maintaining stock and inventory of medicines and other operations in the pharmacy.
- Perform day and night duty.
- Supervising and training pharmacy students.
- Report ADR and/or quality problem via ministry of health website:

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<https://www.moh.gov.om/en/home> then select **eServices**, select **BusinessServices**, select **Report to Pharmacovigilance department**; select **Healthcare professional in Oman**. Then fill in the required fields and submit.

Or directly click at: <https://www.moh.gov.om/en/-32>

- Keeping up to date with current pharmacy practice, rules and regulations, new medicines, therapies and their uses.

### Ensure the following:

- Advertisement for medicines is not allowed.
- Prior approval from DGPA&DC must be obtained in a case of any change in ownership, the location, shifting, and size modification.
- Prior approval from DGPA&DC must be obtained before closing the pharmaceutical establishment.
- DGPA&DC must be informed in written within 24 hours, if the pharmaceutical establishment has been without a pharmacist.
- A method to control and monitor the premise temperature below 24°C.
- Refrigerator temperature should be maintained and monitor between 2°C – 8°C.
- Temperature must be recorded daily in the record chart in the morning and evening time with signature of recorder as it shown in schedule for both the pharmacy and fridge.

Temperature chart					
Pharmacy name: .....				Month of: ...../YEAR	
Date	Morning	Sign	Evening	Sign	Note
1					
2					
3					
4					
31					

### Monitoring of expired medicines

- There should be a system for monitoring of expired medicines (FEFO).
- Nearly expired medicines should be monitored and controlled and be kept in separate place.
- Expired medicines must be removed from the shelves and be kept in sealed box and marked with as an expired medicines not for use.

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- Expired/ spoiled medicines must be sent to [BEAH COMPENY](#)  
[M/S .OMAN ENVIRONMENTAL SERVICES HOLDING CO .SAOC, PO BOX 1188, PC-130, AZAIBA, TEL 1881 EMAIL: JABIR.ALKASBI@BEAH.OM](#)
- Evidence for returned, destructive medicines must be kept available in the pharmacy

### **Pharmaceutical establishments (Premises).**

- Pharmaceutical establishments/ premises should be maintained in good condition.
- All shelves should be clean and dust free and benches are not overloaded.
- The floor should be clean and the area should be free from moisture.
- The outside board should be clean and clear to read

### **Ensure availability of the following:**

- Pharmaceutical establishment license and the entire staff licenses displayed in a visible place
- Pharmaceutical reference books (BNF, [ONF](#), etc.)-  
<https://www.moh.gov.om/documents/16569/0/ONF+2016+-for+E+Health+Portal.pdf/3f224743-563e-4640-85c1-fe46abe3db93>
- Ministerial decision and circulars can be obtained from  
[www.moh.gov/en/web/dgpadc/resource](http://www.moh.gov/en/web/dgpadc/resource).
- Files for temperature record sheet, purchasing bill, inspection report and expired medication destruction evidence
- Pharmacies on duty list in the duty box.
- Updated Pricing list should be available in hard or soft copy (can be directly downloaded from ([www.moh.gov.om/en/web/dgpac/resources](http://www.moh.gov.om/en/web/dgpac/resources))).
- First aid box for pharmacy use only.
- A digital thermometer for premises (not less than 2) and one in the fridge.
- Valid fire extinguisher.
- Covered dustbin.

### **Medicines stock and storage:**

- All Essential Medicines should be available and medicines should be displayed and stored over the shelves in a systematic way; (Alphabetical/ pharmacological classification).
- Unlicensed / non-permissible items and free medical samples should not be available for any reason.

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- The boxes of medicines & medical supplies should not be kept directly on the ground or up to the ceiling.
- All medicines and loose blisters should be priced.
- If the pharmaceutical establishment is maintaining veterinary medicines and cosmetic, these should be kept separately from human medicines in labeled shelves (as Veterinary medicines and cosmetic).

## **Controlled medicines:**

Controlled medicines, classified into psychotropic, narcotics and controlled non – psychotropic drug. They should be kept in a hidden secure place. Pharmacist is the only responsible for managing and dispensing controlled drugs. One controlled medicine should be written per prescription. It is an offense for a Physician to issue a prescription for a controlled drug or for a Pharmacist to dispense it unless it complies with the legal requirements. Three dedicated stamped registers for each class of controlled medicines must be made available.

- ✓ For psychotropic and narcotics guideline. Visit: [Moh.gov.om](http://Moh.gov.om) >DGPA&DC> Guidelines, or click ([https://www.moh.gov.om/en\\_US/web/dgpadc/-9](https://www.moh.gov.om/en_US/web/dgpadc/-9))
- ✓ For non – psychotropic medicines guideline. Visit: [Moh.gov.om](http://Moh.gov.om) >DGPA&DC> Circulars.


## **The following details are available on Ministry of health website:**

[www.moh.gov.om/en/web/dgpadc/resources](http://www.moh.gov.om/en/web/dgpadc/resources).

1. Professional practice guidelines.
2. Pharmacy on duty.
3. Updated price list.
4. Ministerial Decisions and Circulars.
5. Guide to Management of Narcotics & Psychotropic Substances in Health Institutions & Pharmaceutical Establishments.
6. Pharmacist and Assistant Pharmacist examination schedule.
7. Pharmacist and Assistant Pharmacist examination results.
8. ONF.
9. Requirement for opening pharmaceutical establishments
10. Requirement for licensing of pharmacist and assistant pharmacist
11. Guideline for opening manufacturing industries and medical devices.
12. List of licensed medical stores
13. List of Clinics permitted to keep medicines
14. List of medicines and other items prohibited or banned.

❖ **It is the pharmacist incharge responsibility to access E- health portal to get any update posted documents at**

<https://www.moh.gov.om/en/home>

**then select**  DG of pharmaceutical affairs and drug control

Or directly click at <https://www.moh.gov.om/en/web/dgpadc/resources>

- Failure to provide proper pharmaceutical care to patient may render the pharmacist or Ass- Pharmacist license to be cancelled and may impose suitable penalty.
- Inadherence with this guideline will render the pharmaceutical establishment owner and /or pharmacist or ass .pharmacist to violation committee for suitable penalty.

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### **An Original and Legally Valid Prescription for a Named Patient**

The original prescription must be physically present in the pharmacy and must have been reviewed by a pharmacist before the medicine is dispensed and/or supplied. In the case of a repeatable prescription, the pharmacist must be satisfied that the prescription is within date, that it is appropriate in the particular circumstances that the supply be made and that the medicinal product supplied is labelled in accordance with the prescription regulations.

A prescription is a particular form of communication between the practitioner and a pharmacist which directs the supply of medicinal products to a patient named therein to be taken by the patient concerned in the manner specified. Prescriptions are given in writing and under the law are defined as legal documents. A prescription authorizes the pharmacist to supply the medicinal products concerned to the patient for use in accordance with the directions given.

### **Legal general Prescription include:**



- 1- Clear full patient Name.
- 2- Age and Gender.
- 3- Full Medicines, Dose, Frequency, Duration and other need instruction by the doctor.
- 4- Stamp of clinic and Doctor.

### **Pharmacist task:**

- 1- Sign and stamp the prescription after dispensing and tick with the sign ( ✓ ) for those supplied.