



# SINGAPORE PHARMACY COUNCIL

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## **Supervisory Framework for Conditionally Registered Pharmacists**

1. The conditionally registered pharmacists will be working in the institutions approved by Singapore Pharmacy Council as training centres e.g. restructured or private hospitals, polyclinics or community pharmacies.
2. Registration of the conditionally registered pharmacists is based on the requirement that they are to be appropriately supervised.
3. Singapore Pharmacy Council (SPC) has drawn out a supervisory framework (Annex A) for conditionally registered pharmacists covering the following areas:
  - supervision
  - monitoring and feedback
  - assessment reports
4. Institutions applying for registration of conditionally registered pharmacists will be required to provide SPC with an undertaking (Annex B) signed by the individual pharmacist's supervisor, for each application for conditional registration, that he / she agrees to comply with the guidelines in the supervisory framework .
5. If the supervisor of the pharmacist resigns before the conditionally registered pharmacist completes the term of registration, it is the responsibility of the organisation to appoint another suitable supervisor to continue the supervisory role. The newly appointed supervisor has to sign the letter of undertaking (Annex B).

**Supervisory Framework For Conditionally Registered Pharmacists**

**1. Supervision**

- 1.1 The pharmacist must work under the supervision of a fully registered pharmacist with at least 3 years of relevant working experience. The name and designation of the supervisor must be made known to Singapore Pharmacy Council at the point of application.
- 1.2 The pharmacist must be formally introduced to his / her supervisor so that the pharmacist will know who his / her supervisor is and the supervisor will know who he / she is expected to supervise.
- 1.3 The supervisor should not be assigned more than 2 pharmacists to supervise at any one time.
- 1.4 The pharmacist must have direct and timely access to his / her supervisor for discussion, feedback or consultation.

**2. Monitoring and Feedback**

- 2.1 Competency of the pharmacist must be monitored in the following areas:
  - dispensing knowledge and skills
  - pharmaceutical drug information
  - drug intervention
  - counselling skills
  - communication skills (both oral and written)
- 2.2 The supervisor may at regular times observe the pharmacist at work as one means of monitoring the pharmacist's work.
- 2.3 The Pharmacy Manager and the supervisor are to monitor the progress of the pharmacist closely. Recommendation for conversion to full registration or cancellation of the registration is to be made at the appropriate time.

**3. Assessment Reports**

- 3.1 Regular assessment reports by the supervisor on the pharmacist's performance will have to be submitted to SPC at 3 to 6-monthly intervals as determined by the Council. The forms may be downloaded from SPC website.
- 3.2 Regular multi-rater assessment will have to be carried out by the pharmacist's peers and/or colleagues at 6-monthly for the 1<sup>st</sup> year only for pharmacists on 2-years conditional registration as determined by the Council.

By Fax : 6478 5069

**LETTER OF UNDERTAKING**

(to be completed by supervisor)

Date :

To : Singapore Pharmacy Council  
College of Medicine Building  
#01-01  
16 College Road  
Singapore 169854

**Re : Supervisory Framework For Conditionally Registered Pharmacist**

I confirm that I have read the above mentioned guidelines which were issued by Singapore Pharmacy Council and undertake to comply with these guidelines.

I will be the supervisor for the following pharmacist who is applying for conditional registration from \_\_\_\_\_ to \_\_\_\_\_:  
DD/MM/YYYY DD/MM/YYYY

Name of Pharmacist : \_\_\_\_\_

NRIC / PP No / FIN No: \_\_\_\_\_ PRN No: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor      Name & Designation      PRN      Email address

\_\_\_\_\_  
Name of Organisation      Department / Branch

Contact Number (Supervisor): \_\_\_\_\_(O) \_\_\_\_\_(mobile)

Date : \_\_\_\_\_