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REF: B/279/22/99/2019

19th February, 2019

**TO: Retail Pharmacies Association of Zimbabwe
Private Hospitals Association of Zimbabwe**

PROCEDURE TO BE FOLLOWED FOR HIRING LOCUMS: CIRCULAR No. 3 OF 2019

Please find attached a self-explanatory circular where the Authority is proposing the procedure to be followed by licensees when hiring locum pharmacists.

Premises licence holders are encouraged to take the content of this circular seriously.

Yours faithfully

MEDICINES CONTROL AUTHORITY OF ZIMBABWE

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R. T. Rukwata (Mr)

For: **DIRECTOR-GENERAL**

CIRCULAR 3 of 201914th February, 2019.**To: Premises Licence Holders****RE: PROCEDURE TO BE FOLLOWED FOR HIRING LOCUM PHARMACISTS**

It has come to the Authority's attention that incidences of unregistered and unlicensed persons masquerading as registered/licenced persons are on the increase. It would appear that in most cases, licensees are misled into hiring these persons through misrepresentations.

It is in this light that the Authority would like to propose the following procedure to be followed by anyone hiring locum pharmacists:

- (i) Licensees should, before hiring a locum pharmacist, insist on submission or presentation of the prospective locum's photo ID issued by the Pharmacist Council of Zimbabwe, their national ID and person's licence prior to engagement.
- (ii) The licensee shall retain copies, electronic or otherwise, of the documents for their records. These should be available for scrutiny by the Authority, if so required.
- (iii) The licensee shall also check the register of licensed persons available on the MCAZ website, to verify the name of the prospective locum pharmacist. If the name is not on the website, the licensee shall call or text the **Chief Regulatory Officer – Licensing Unit** on **0718855932**, for confirmation.

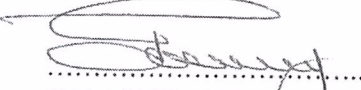
Licensees are encouraged to engage a regular team of relief pharmacists, to avoid being duped into employing unlicensed persons. Licensees are also encouraged to desist from relying on referrals without carrying out their own due diligence.

Please note that in the future, the Authority may not entertain a defence of ignorance on the part of a licensee who engages an unlicensed person where due diligence would not have been exercised.

The Authority would also like to draw the attention of licensees to the new requirements on person's licences starting in 2019. Licensed persons are now required to identify themselves through the Pharmacists Council issued photo IDs whilst supervising premises.

It is the Authority's expectation that these measures should immediately curtail the undesirable practice of unlicensed persons masquerading as pharmacists. All holders of premises licences are encouraged to take these measures seriously for the protection of public health.

Yours faithfully

MEDICINES CONTROL AUTHORITY OF ZIMBABWE
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G.N. MAHLANGU (Ms)
DIRECTOR-GENERAL