KENYA PHARMACEUTICAL ASSOCIATION

Pharmaceutical Excellence

CODE OF ETHICS FOR MEMBERS
JULY,2001

5.2 Principle Two

A Pharmaceutical Technologist shall uphold the honour and dignity of the pharmacy profession and shall not engage in any activity which may bring the profession into disrepute..

5.2.1 Obligations

Any breach of the law whether or not directly related to a Pharmaceutical Technologist's professional practice may bring the proffession into disrepute and shall be considered an act of proffesional misconduct.

A Pharmaceutical Technologist shall have due regard to the reasonable accepted standards of behaviour both within and outside his/her professional practice.

A Pharmaceutical Technologist shall not use or permit the use of his/her qualifications or his/her opinion as a Pharmaceutical Technologist to mislead or defraud. A Pharmaceutical Technologist shall not allow other persons to use his/her name or qualifications or photograph for the promotion of any medicinal product or for other unethical purpose .

While the Pharmaceutical Technologist is encouraged to make reference to higher qualifications he/she shall not lead the public to believe that he/ she i a pharmacist or a medical doctor for this shall constitute professional misconduct.

5.3 Principle Three

Pharmaceutical Technologists shall at all times have regard to the laws of the country and regulations made by the Pharmacy and Poisons' Board and maintain a high standard of professional conduct. He/she shall avoid any act or omission which may impair confidence in the pharmaceutical profession and shall ensure that efficient service is provided at all times.

5.3.1 **Obligations**

A Pharmaceutical Technologist shall study widely, and endeavour to be familiar, among other things, with:-

(a) The provisions of the Pharmacy and Poisons Act (Cap 244) and rules made thereunder;

(b) Narcotic Drugs and Psychotopic Substances Control Act (Cap 245)

(c) The food, Drugs and Chemical Substances Act

(d) Public health Act (Cap 242).

(e) The Medicines Act of the United Kingdom.

(f) All Government policies relating to the use of drugs, e.g. The Kenya National Drug Policy and the Kenya Essential Drugs list;

5.4 **Principle Four**

A Pharmaceutical technologist shall respect the confidentiality of information acquired in the course of professional practice relating to patients' and their families, and shall ensure that such information shall not be disclosed to anyone without the consent of the patient or the appropriate guardian except where such disclosure is in the interest of the patient or the general public.

5.4.1 **Obligations**

Information relating to patients and their families shall be restricted to those who, in the professional judgement of the pharmaceutical Technologist, need that information for the benefit of the patient or in the public interest.

The Pharmaceutical Technologist shall ensure that anyone who has access to the information relating to the patient or their family is aware of the need to respect its confidential nature and does not disclose such information without reference to, and only with the consent of the Pharmaceutical Technologist. The information disclosed should be limited to the minimum necessary and for that purpose only. lnformation related to the patient includes information retained through memory or held in records of whatever nature.

Exceptions to this Principle may be made under the following circumstances:

- Disclosure to persons who are involved in the core of the patient;
- Disclosure where required by statute e.g. in connection with a on trolled drug or notifiable disease or under other statutory requirement;
- Disclosure directed by a Judge or other official of a court of law;
- Disclosure for the purpose of a medical research project approved by a recognized ethics committee.
- Disclosure in the public interest e.g. to assist in the prevention, detection or prosecution of a serious crime if the consequences of failure to disclose could lead to a serious damage to public Interest.

All disclosure of the information under this Principle shall be recorded in writing by the Pharmaceutical Technologist making the disclosure.

Involvement of a Pharmaceutical Technologist in the promotion of medicinal products shall reflect professional responsibility and the need to maintain public confidence in the Pharmaceutical Technologist and his/her knowledge, ability, judgement and position as the guardian of public interest in the safety of medicines.

The Pharmaceutical Technologist shall not participate in:-

(a) Promotion to the public by means of free samples, prizes, gifts, competitions, circulars (door-to-door or direct mail), vouchers, temporary prize reductions or other special offers.

(b) Unfair advertisement or display of materials which undermine the professional responsibility of the Pharmaceutical Technologist to advise on the appropriate choice of medicinal product.

Medicines shall be sent by post only if the patient is unable to receive them by any other reasonable means, and this should be an agreement between the Pharmaceutical Technologist and the patient or the patient's guardian. In such cases proof of dispatch of the medicines to the correct address shall be required. The advice and instructions necessary for the use of the medicine should be given in written form and the patient shall be given an opportunity to discuss any questions by telephone or other convenient method. If there is a difficulty in the interpretation of a prescription the Pharmaceutical Technologist shall make every effort to contact the prescriber and where this is not possible the Pharmaceutical Technologist shall use his/her professional judgement and decide what would be best for the patient, including a decision not to dispense the prescription.

In his/her capacity as the superintendent-Pharimceutical Technologist, a Pharmaceutical Technologist shall be responsible for the management of the business in so far as it concerns the keeping, preparing, dispensing and supply of medicinal product is concerned. This shall entail the observance of all legal and professional requirements, compliance with professional standards, choice of supplies and services to the business, recruitment, training and supervision of competent pharmaceutical staff, condition of the premises and other related professional roles. Where functions are permitted to be exercised by directors other than the superintendent Pharmaceutical Technologist, full responsibility shall be borne by the Superintendent.

5.7.0 Principle Seven

A Pharmaceutical Technologist shall in the interest of the general public, provide information about the range of professional activities available at his/her place of professional Practice. Such publicity shall not claim any superiority over the professional services provided by other Pharmaceutical Technologists and shall be dignified and not bring the profession into disrepute.

5.7.1 Obligations

Advertising for professional service shall be dignified and restrained so as to impress upon the public that medicines are not ordinary articles of commerce and that, in addition to supplying medicines, a Pharmaceutical Technologist provides skilled and informed advice on pharmaceutical matters and health care. Advertising involves all forms of announcements directed to the general public and other health care providers concerning the goods and services offered by a Pharmaceutical Technologist.

5.1.2 **Guidelines Under this Principle**

A Pharmaceutical Technologist shall have sufficient knowledge and competence in the English and Kiswahili languages. This shall enable the Pharmaceutical Technologist to communicate effectively with all those to whom services are provided. This is a specific responsibility for each professional.

All Pharmaceutical Technologists shall keep abreast with the current development on safety and use of medicines. Prompt action shall be taken on such matters e.g. product recall. The Pharmaceutical Technologist shall be able to promptly recognize such products as unlicensed medicines, counterfeit medicines, parallel imports and all other products which may compromise public health.

The Pharmaceutical Technologist shall take reasonable care over the supply of drugs with a potential for misuse of drug dependency. (A large number of Prescription Only Medicines (POM) have such a potential even when legally authorized by a prescription or signed orders). The Pharmaceutical Technologist shall be vigilant and alert to the possibility of drug dependency in the healthcare professions. In addition, some Over The Counter (OTC) drugs and non medicinal products are also liable to be misused especially if used for long periods or in excessively large doses. Professional judgement should be exercised when selling such products and a Pharmaceutical Technologist may decline to sell such a product if it is apparent that the purchase is not for genuine medicinal purposes or if the frequency of purchase suggests overuse . It is the responsibility of every Pharmaceutical Technologist to have an adequate knowledge of these substances and to keep abreast with the changing list of substances of abuse and the national trend in dealing with them.

Certain substances marketed as medicines contains purified extracts of tobacco or nicotine. There shall be no objection to the sale of such products when intended to help the purchaser to stop smoking The supply of chemicals or solvents, which may be, used for the manufacture of explosive or fireworks, shall be done with due care to avoid abetting crime. These chemicals include chlorates, ,nitrates, magnesium, potassium permanganate (especially with glycerol or glycerin), powdered aluminium, phosphorus and any oxidizing agent. Solvents of such chemicals should not be sold to under age persons.

A Pharmaceutical Technologist shall be alert on the possibility of misuse of solvents, which can be used as intoxicants and should not sell such products if he/she is certain that they are intended for such purposes. The Pharmaceutical Technologist should be convinced that a person who purchases chemicals for any purpose has sufficient knowledge to handle them safely and will use the chemicals for the intended purpose. A knowledge of all other legislation which controls the use of chemicals such as the Pesticides Control Act, or the Food Drugs and Chemical Substances Act as well as the Public Health Act is essential for the proper understanding of this guideline.

All staff involved in the sale of medicines shall be trained to recommend the most appropriate medicine in each case, whatever the class of medicine involved. Pharmacy only medicines should only be sold under the supervision of the Pharmaceutical Technologist and attendants shall be instructed to refer inquiries to the Pharmaceutical Technologist

5.5.0 **Principle Five**

A Pharmaceutical Technologist shall keep abreast with the progress of pharmaceutical knowledge in order to maintain a high standard of professional Competence relative to his/ her sphere of activity;

5.5.1 **Obligations**

It is mandatory for a Pharmaceutical Technologist to continually review and update his/her level of professinal knowledge and expertise. The professional responsibilities of Pharmaceutical Technologists in this area are out lined in the standards for professional education, training and development

5.6.0 **Principle Six**

A Pharmaceutical Technologist shall neither agree to practise under any conditions which compromise professional independence or judgement nor impose such conditions on other Pharmaceutical Technologists.

5.6.1 **Obligations**

A Pharmaceutical Technologist shall ensure that he/she is free to exercise professional judgement when carrying out his/her duties and shall not accept employment in which his/her judgement is likely to be compromised. Failure to meet this condition shall constitute an act of serious professional misconduct on the part of the Pharmaceutical Technologist and shall lead to disciplinary measures by the Disciplinary Committee.

A Pharmaceutical Technologist in personal control of a pharmacy whether as a manager or on locum shall ensure the observance of prescribed standards in the premises.

Publicity of professional services should not contain information other than the following -

(a) The name, address, telephone number and hours of opening of the pharmacy and its branches.

(b) Emergency services.

(c) The word **chemist** or **Pharmacy** used no more than twice, and these words should not be given more prominence than necessary. **Designatory letters such as Dip. Pharm. HDP or MKPA or others should only be used once and only when relevant to the services provided.**

(d) A Pharmaceutical Technologists' name, age, sex, qualifications and year of qualifying.

(e) An indication of the availability of specific products and professional services.

(f) The location of the pharmacy with a map and the transport details and parking facilities.

A specialized professional service should only be referred to if a comprehensive service in that specialization is provided. Information provided on professional services should be presented so as to allow the recepient thereof to decide freely which services should be made use of.

5.8. Principle Eight

A Pharmaceutical Technologist rendering services to the public shall do so only in premises registered by the Pharmacy and Poisons Board and which reflect the professional character of the profession.

5.8.1 Obligations

A pharmaceutical technologists is obliged to follow the laws governing the proffession of pharmacy as stipulated in the Pharmacy and .Poisons Act (Cap 244).

5.0 DETAILS OF PRINCIPLES AND OBLIGATIONS THEREUNDER

5.1 Principle One

A pharmaceutical Technologists' prime concern shall be the welfare of his patient and other members of the public.

5.1 :1.1 Obligations

A Pharmaceutical Technologist shall at all times act in such manner as promotes and safeguards the interests of the public, justifies public trust in his/her knowledge, ability and judgement and enhances the good name and reputation of the profession.

A Pharmaceutical Technologist shall, as a professional responsibility, exercise control over all medicinal and related products that are purchased or supplied in his/her sphere of practice. He/she shall not purchase, supply, sell, or authorize to be purchased, supplied, or sold any medical product whose safety, quality or efficacy is in doubt.

A Pharmaceutical Technologist shall ensure that both the manufacturer and the supplier of any purchased medicines are persons of good repute. Due regard ball be paid to the storage conditions before purchase and to the labels, leaflets, appearance, origin and subsequent chain of supply of the concerned product.

A Pharmaceutical Technologist shall exercise professional judgement to prevent the supply of unnecessary and excessive quantities of medicines or other products, especially those that are liable to misuse or may have other harmful effects, e.g. those which are claimed to mask the signs of intoxication, suppress appetite, prevent absorption of or reduce body fluid

A Pharmaceutical Technologist shall not sell or supply tobacco products that constitute a hazard to health.

A Pharmaceutical Technologist shall take steps to ensure that chemicals supplied are intended for a proper purpose and in appropriate circumstances and ensure that restricted medicines are not available to the public for self-selection or self-service.

A Pharmaceutical Technologist shall not participate in promotional methods or campaigns which encourage the public to equate medicine with ordinary articles of commerce, or encourage a person to purchase a medicinal product other than that which is needed or which undermines the exercise of his/her professional judgement or that of any other health care professional.

A Pharmaceutical Technologist shall do everything reasonably practicable to assist a person in need of emergency treatment or emergency supply of medicines.

A Pharmaceutical Technologist shall not substitute any other product for a specifically named product without the approval of the prescriber, a Hospital Drug and Therapeutics Committee (HDTC) or an equivalent body except in emergency situations. He/she shall not deviate from the prescriber's instructions when dispensing medicine except where this is in the interest of the patient.

A Pharmaceutical Technologist shall take all reasonable steps to ensure that working conditions are so arranged as to protect the public and employees on the premises and take reasonable care when disposing of medicinal products and chemicals.

Advertising of the services of a Pharmaceutical Technologist shall

(a) Be legal, decent and truthful;
(b) Not abuse the trust or exploit the lack of knowledge of a customer;
(c) Not bring the profession into disrepute;
(d) Be factual, dignified and restrained;
(e) Not claim superiority over other professional colleagues;
(f) Not involve unsolicited approach or visits to clients;
(g) Not publicise inducements by way of discounts, gifts, reward or similar means calculated to give an edge over other pharmaceutical technologists.

Advertising implied in this principle include all forms of communications such as newspapers, leaflets, notices, signs, packaging materials, labels, public address systems, radios and television announcements.

5.7.2 **<u>Definition of Professional services Under this Principle</u>**

(a) Dispensing of prescriptions; .
(b) Collection of prescriptions and delivery of dispensed medicines;
(c) Maintenance of patient medical records;
(d) Response to symptoms described in the pharmacy (over the counter prescribing);
(e) Sale or supply of medicinal products;
(f) Sale or supply of surgical dressings and appliances;
(g) Sale or supply of poisons and chemicals;
(h) Facilities for sale or supply of hearing aids;
(I) Diagnostic testing services e.g. Pregnancy testing;
(j) Provision of pharmaceutical services to residential homes, etc.;
(G) Provision of health education and health care information;
(I) Sale of goods or services or provision of advice where the Pharmaceutical Technologist uses his/her scientific and Pharmaceutical knowledge.

7. Standard for education, training and professional development;

8. Standard for relationships with the patient and the general public;

9. Standards for relationship with other health care professionals

10. Standards for administration and management.

Any other law inforce and which affects the proffessional practice must be complied with. Failure to adhere to this constitutes a serious on proffessional misconduct not withstanding the criminal nature of such an offence.

A Pharmaceutical Technologist shall ensure that the external appearance of community pharmacies and Hospital pharmacies inspire confidence in the nature of health care to be provided.

The appearance of all pharmaceutical outlets should be dignified and reflect the professional nature of pharmacy. Notices, stickers or other material or the exhibition of merchandise should not obscure windows and doors and or bins outside the pharmacy premises.

Directional signs may only be used in car parks, entrance areas to large premises such as markets or shopping centres.

A Pharmaceutical Technologist shall ensure that the different parts of the premises which he/she manages are clearly marked for the benefit of the members of the public, and that the premises meet the standards of good professional practice.

5.9.0 Principle Nine

A Pharmaceutical Technologist shall at all times endeavour to co-operate with professional colleagues and members of other health professions for the benefit of the patient or the general public.

Obligations

A Pharmaceutical Technologist may enter into professional relationship with a medical practitioner or other health care proffessionals for purposes of rendering better services for the benefit of the patient. A Pharmaceutical Technologist should however ensure that such a relationship does not compromise his/her professional independence.

6.0 STANDARDS

6.1 Standards For Premises

6.1.1 Appearance

The external appearance of the premises managed by a Pharmaceutical Technologist should inspire confidence in the nature of health care that is offered therein.

6.1.2 Safety for Premises

Working conditions shall be so arranged as to protect the safety of the employees and members of the public in the premises

6.1.3 Condition of the Premises

The walls, windows, ceiling, woodwork and all other parts of the premises shall be kept clean and in such good state of repair and condition as to enable to be cleaned effectively and to prevent, as far as reasonably practicable any risk of infestation. The construction shall be finished in a smooth impervious material.

The entrance and doorway should be wide enough to allow entry to wheel chairs and pushchairs..

6.1.4 Tidiness of Premises

All parts of the premises shall be maintained in orderly and tidy conditions.

6.1.5 Environment

Products shall be kept protected from the adverse effect of light or extremes of temperature. The levels of heat, noise, ventilation etc. shall be such as not to exert any adverse effect on personnel.

4.0 PROFESSIONAL OBLIGATIONS IN THE CODE OF ETHICS

Every Pharmaceutical Technologist shall be a member of the Association, and shall abide by the duties and obligations set out in the standards of good professional practice set out in this code and with other guidelines appropriate to the relevant field of practice. Failure to meet the standards shall form the basis of a complaint of professional misconduct.

Principles and Standards are applicable to all spheres of pharmacy practice whether in community pharmacy, Hospital Pharmacy or any other private or public sphere of pharmaceutical work.

4.1 Summary of Standards

1. Standard for premises in terms of appearance, safety, condition, tidiness, environment, size and hygiene.
2. Standards for Dispensary design and equipment and its appropriateness in terms of suitability of work surfaces, shelves, flooring, water supply, lighting, ventilation, dispensing equipment and reference sources;
3. Standard for procurement , sources of materials, and supply;
4. Standards for manufacturing and quality assurance, quality control, Good Manufacturing Practices, documentation and equipment;
5. Standard for dispensing procedures in terms of supervision, safety, dispensing containers, re-use of containers, labels, storage and personal hygiene;
6. Standard for professional indemnity: (personal and establishment insurance;)

7. A Pharmaceutical Technologist shall in the interests of the general public, provide information about the range of professional services available at his/her place of professional practice. Such publicity shall not claim any superiority over the professional services provided by other Pharmaceutical Technologists or premises and shall be dignified and not bring the profession into disrepute.

8. A Pharmaceutical Technologist rendering services to the public shall do so only in premises registered by the Pharmacy and Poisons Board.

9. A Pharmaceutical Technologist shall at all times endeavour to co-operate with professional colleagues and members of other health professions for the benefit of the patient and the general public.

The premises shall have suitable and effective means of lighting, heating and ventilation. The windows must be securely locked when the pharmacy is closed. Background music and other broadcasts shall not be played at such a volume as to cause distraction.

6.1.6 Size of the Dispensary

The size of the dispensary shall be such that it can be used effectively and without hindrance for the volume of available prescriptions. It shall be such that it allows a safe and efficient flow of work and effective communication and supervision depending on the forecast workload.

6.1.7 Hygiene

Adequate toilet facilities shall be made available and kept in clean and good order. Toilets shall not open directly into the dispensary.
Hand washing facilities shall be provided in the toilet area together with a conspicuous notice requesting users to wash their hands.
Sanitary means should be provided.
Toilet areas shall not be used as storage or as a source of water for dispensing to patients.

6.1.8 Security

Careful consideration shall be given to overall security of the Pharmacy. A security policy shall be implemented designed to ensure the safety of staff and pharmaceutical products and shall take account of local crime prevention advice.

6.2 Standards for Dispensary Design and Equipment

6.2.1 Suitability of the Dispensary

The dispensary, its fittings and equipment shall be adequate and suitable for the purposes for which it is operated.

6.2.2 Work surfaces and shelves

Working surface, cupboard and shelves shall be in good state of repair and in a clean and tidy condition. They must be smooth, washable and impervious to moisture. The work surface shall have a minimum number of joints, which shall be sealed to prevent ingress of moisture or liquids. .
A clear area of bench space at a comfortable height shall be set aside for dispensing.

6. 2.3 Floor Covering.

The floor covering in the dispensary shall be kept clean at all times.

6.2.4 Water Supply

The dispensary shall be provided with a source of potable water.
A sink of durable material (e.g. stainless steel) shall be provided in the dispensary, with readily available hot and cold water. The sink shall have a plumbed-in-waite pipe. A separate hand-washing facility shall be provided in the pharmacy for the staff

'6.2.5 Waste Disposal

A suitable and adequate means of waste disposal shall be available and in use. Waste material shall be collected in suitable covered receptacles for removal to collection points and shall not be allowed to accumulate. Care must be taken to segregate any harzadous waste material.

3.0 PRINCIPLES OF THE CODE

1. A Pharmaceutical Technologists' principal concern shall be for the welfare of both the patient and other members of the public.

2. A Pharmaceutical Technologist shall uphold the honour and dignity of the pharmacy profession and shall not engage in any activity which may bring the profession into disrepute.

3. A Pharmaceutical Technologist shall at all times have regard for the rules and regulations of the Pharmacy and Poisons' Board and shall maintain high standards of professional conduct. He/She shall avoid any act or omission which may erode public confidence in the pharmaceutical profession and shall ensure that efficient service is provided at all times.

4. A Pharmaceutical Technologist shall respect the confidentiality of information acquired in the course of professional practice relating to patients or their families and shall ensure that such information shall not be disclosed to any person without the consent of the patient or the appropriate guardian, except where it is necessary in the interests of tile patient or the general public.

5. A Pharmaceutical Technologist shall keep abreast with the progress of the pharmacy profession worldwide in order to maintain a high standard of professional competence.

6. A Pharmaceutical Technologist shall not agree to practise under any conditions which compromise professional independence or judgement and shall not impose such conditions on other Pharmaceutical Technologists.

2.4 **Penalties**

Where the Disciplinary Committee, upon completion of its inquiries, finds a practising Pharmaceutical Technologist guilty of professional misconduct, the committee may take all of the following steps:

I. In the case of serious professional misconduct involving a criminal offence for which the committee Pharmaceutical technologist has been convicted in a court of law, the Committee may recommend the suspension or expulsion of the Pharmaceutical Technologist. Such a recommendation shall be given to the Pharmacy and Poisons' Board for further action.

2. The Committee may also admonish the Pharmaceutical Technologist;

3. The Committee may also admonish the pharmaceutical technologist to pay.

a fine and conclude the case.

2.5 Appeals

The Committee's decisions shall be final and there shall be no avenue for lodging appeals. However, an aggrieved member may reapply to the committee for consideration and reversal of its decision within three months for such a decision.

Caution

A member of the public may lodge a complaint with the Association regard the professional conduct of an enrolled pharmaceutical technologist and any such complaint shall be presented to the Disciplinary committee.

6.2.6 **Dispensing Equipment**

There shall be adequate suitable equipment in the dispensary.
Each item shall be clean, in good repair and of suitable material.
The following are the minimum equipment required for the dispensary:

- Counting Devices for tablets and capsules. (Cross contamination should be avoided when using this device);
- An accurate dispensing balance;
- Accurate graduated glass measures;
- A refrigerator with a minimum thermometer; ..
- A suitable range of dispensing containers for medicinal products with child resistant locks:
- A means of mechanically printing dispensing labels.

In addition the following may be required

- An ointment slab;
- Spatulae;
- Stirring rods;
- Motars and pestles;
- Suitable means of sterilizing products if prepared on the premises.

6.2.7 **Reference Sources**

The following reference materials in a relatively recent edition shall be available for reference in all dispensaries-

- Martindale-the Extra Pharmacopoeia;
- British national Formulary;
- The Kenya National Drug Policy;
- The Pharmacy and Poisons Act Cap 244;
- The Narcotic Drugs and Pyschotropic Substances Control Act- [Cap 245].·
- The Public Health Act; (Cap..242)
- The Kenya Essential Drugs List.
- Any other necessary material;

A wide range of reference materials shall be available in hospital pharmacies, and registered premises. The Pharmacy and Poisons Board may be contacted for a recommended list of such reference material. The Association shall also strive to make these available to members for a fee.

6.3 Standard for procurement and sources (or Materials

The materials referred t in this item are raw materials, containers and closures, prescription ingredients, finished products, proprietary preparations and any other medicinal substances - purchased for the purpose of use in dispensing,

6.3.I Responsibility for Procurement

Pharmaceutical aspects of the purchase of all medicinal products and related substances shall be the responsibility of the Pharmaceutical Technologist in charge of the premises.

6.3.2 Sources of Supply

Standards under this heading are as outlined in Principle Six above.

6.3.3 Safe Systems of Work

These should be established and maintained by the Pharmaceutical Technologist to eliminate as far as possible errors in any component of the pharmaceutical service especially in the interpretation of prescription and the dispensing and supply of medicines. Procedures shall be established and followed to ensure secure receipt of medicinal products and their onward passage to the pharmacy where delivery is not direct. Delivery of controlled drugs should be made directly to the pharmacy. Secure storage for medicines should be provided on all premises and adequate stock control systems shall be maintained.

2.3 Types of conduct which constitutes Displinary Cases

A: Abuse of professional privileges and skills:

1. Termination of pregnancy;
2. Prescribing of drugs which are not necessary for the patient; with the motive of gaining a profit.
3. Abuse of professional confidence;
4. Abuse of relationship between the Pharmaceutical technologist and the patients;
5. Abuse of financial responsibilities.
6. Breach of any of the Principles and Standards described hereunder.

The acts and omissions specified above form the basis for a charge of professional misconduct.

B: Disregard of personal 'responsibilities towards patients in their care and treatment:

- *Gross neglect in pharmaceutical care and dispensing pharmaceutical products*
- *Conduct prejudicial to the reputation of the Association*

6.8 Standards for Relationship with patients and the public

Health care advice shall be accurate and appropriate.
When a Pharmaceutical Technologist is consulted by a member of the public for advice on symptoms, he/she shall oblige and follow the following steps:

(a) Obtain sufficient information for proper assessment of the situation, including a brief medical history and other relevant information

(b) Decide whether the symptoms maay be associated with a serious condition and in such circumstances refer the patient for immediate medical advice.

© In the case of milder symptoms give the appropriate advice with or without the sale of medicine if necessary and ill all such cases make appropriate records.

The Pharmaceutical Technologist shall be prepared and at all times give advice on general health matters. He/she shall be aware of the current medical education activity both locally and nationally, and co-operate where possible in any heath education campaigns. The Pharmaceutical Technologist shall have available comprehensive information on local and national health facilities such as drug rehabilitation centres, counselling centres, and self-help groups.

6.9 Standards for Relationship with other Health Care Professionals

The Pharmaceutical Technologist shall endeavour to establish close co operation with professional colleagues and members of other health care professions for the benefit of the public and the patient.

PREFACE

It is with great pleasure and a good sense of achievement that this code of ethics is launched. Professionalism calls for integrity and a desire to contribute universal provision of quality health care for our people. This is in line with the principle of the world health organization and the Ministry of universal achievement of health for all.

Pharmacy is a noble calling that requires a good degree of professionalism. It is a dynamic field which entails constant and continued progression. Hence the need for self discipline and upholding its reputation.

kenya pharmaceutical Association has been vocal on the proper regulation and legislation of the Pharmaceutical industry. This arises from the fact that members of this association form an importat part of the core players in the industry. This effort, in this regard has been well acknowledged by the ministry of Health and deserves commendation.

It is one thing to develop and publish a code of conduct but it is another thing to adhere to it. The success of this project depends largely on the moral responsibility and strict discipline of individual Pharmaceutical Technologists. It is important to note that self regulation of profession is now the trend everywhere. The member of the association stand to achieve more by adhering to the code.

The government regulatory authority, the pharmacy and poisons Board, will also be able to recognize bogus practitioners better, if the association has a strong sense of self regulation.

This code is useful to enforce professional standards in real life practice. It is also hoped to be of use to train institutions who may wish to instill a service of professionalism in professionals and be able to recognize malpractices and seek redress.

Finally, it is hoped that this code will be properly enforced and should not end up collecting dust on shelves.

Godwin M. Kitala
Chief Pharmaceutical Technologist/
KPA Member Pharmacy and Poisons Board
July 2001

ACKNOWLEDGEMENT

The publication of this code of ethics, which marks the realization of a long cherished dream of Kenya Pharmaceutical Association was made possible by the unreserved efforts of many dedicated people

The principle authors of this document are **Messrs. Kassim M. Adan** and **John Sabaya Ledidi.** Their contribution was the single most important factor in ensuring the success of the project.

The following people participated in various ways in the production of the code:

1. **Mr. Godwin M. Kitala**
2. **Mr. Samson Odongo**
3. **Mr. Benjamin Mbugua**
4. **The National executive Committee**
5. **All branch executive committees**
6. **Pharmacy and Poisons' Board**
7. **Ministry of Health.**
8. **Ms. Elizabeth Nganga**

Finally, our sincere appreciation is extended to all members of the association for their moral and financial support. We also thank our friends, partners, and well wishers who cherish the realization of a properly regulated pharmaceutical industry.

6.6 Standards for professional Indemnity

A Pharmaceutical Technologist shall either carry his own indemnity insurance or practise only in establishments which are covered by indemnity insurance or an equivalent arrangement for the protection of the patient of the service provided from that establishment. Pharmaceutical Technologists are strongly advised to take personal indemnity insurance to cover legal representation.

The association shall endeavour to make arrangements for group indemnity cover and it is the responsibility of each member to join the group venture or seek personal cover as above.

6.7 Standards For Education, Training and Development

6.7.1 Competence

Pharmaceutical Technologist shall endeavour to receive sufficient education to enable them to provide competent professional services in their sphere of work.

A professional qualification as a pharmaceutical Technologist shall not be construed to automatically confer competence in an individual to carry out all functions in a Pharmacy. Additional in-service training shall be required for continued membership.

A practising Pharmaceutical Technologist or Pharmacist is the trainer of choice for other Pharmaceutical Technologist in professional matters but the services of other health care professionals may be sought in specific cases.

A pharmaceutical Technologist shall participate actively in the education of clinicians, nurses and other health care professionals in all matters relating to the safe and effective use of pharmaceutical products, and a professional relationship with schools, colleges of Pharmacy or other academic and Pharmaceutical institutions is encouraged.

Apharmaceutical Technologist shall ensure that any service provided complies with the guidelines or training manuals issued by the Pharmacy and Poisons Board.

FORWARD

The publication of this code marks a milestone in the history of this association and sets a noble precedent for other proffessional bodies.
This publication is a testimony of our commitment to render unsurpassed quality pharmaceutical services to the public.
In the past, we have witnessed the invasion of our profession by unscrupulous people claiming to operate as pharmaceutical technologists.
It is expected that with the publication and launch of this code of ethics, coupled with the recent enactment of legislation regulating the practice of pharmaceutical technologist, the associaton shall be able to identify such bogus practitioners and liaise with the pharmacy and poisons board to eradicate unethical practice.
It should be noted that ethics is largely a moral issue and the individual consience plays an important role. Ethics may may not be enforceable as the law is enforced by the state. Ethical rules such as those outlined in the code are only morally binding. The association shall endeavour to enforce this code as far as is humanly possible.
This code was produced through collaborative effort, between the association and its partners. We expressed our gratitude to all those who participated in the realization of this project.

Benjamin Mbugua Muhoro.
Chairman Kenya Pharmaceutical Association
2002

The Pharmaceutical Technologist shall establish and maintain regular contact with colleagues and members of other health care professions with whom he/she is involved in daily practice. He/she shall readily avail information on pharmaceutical products as requested by other proffessional workers. Questions from the general public may be answered provided the patient's professionals in the form of newsletters, local bulletins, journals and similar publications or by other appropriate means should be part of this service.

6.10 standards for management and administration
sound management practices shall be established to ensure efficient service. These shall be defined for pharmacy administration and conform to the regulatory protocols in force.

The management structure of a pharmacy shall reflect the requirements of various patient groups and the range of activity within the establishment. A pharmaceutical Technologist employed in a managerial, administrative or advisory position shall have a clearly defined role and responsibility.

6.10.1 self-assessment
A Pharmaceutical Technologist shall continually review his/her level of professional knowledge and experience by self-assessment and continually up date his/ her knowledge through participation in professional activities such as journal, conference, meetings, seminars and regular participation in continuing medical education programmes.

6.5.9 Labels

Labelling of dispensed products shall be clear and legible and the lettering shall be mechanically printed. All dispensed medicines shall bear the additional cautionary and advisory labelling recommended in the appropriate pharmacopoeia where appropriate, and shall comply with the requirements under the Pharmacy and poisons Act.

6.5.10 Storage

Materials shall be normally stored in the manufacturer's original containers. When it becomes necessary to transfer to another container,care shall be taken to avoid contamination and all relevant information shall be marked clearly on the container. All material shall be stored under suitable conditions appropriate to the nature of the material concerned.

A Pharmaceutical Technologist shall exercise his/her knowledge of stability of materials to segregate for disposal and destroy any substances, which have reached their expiry date

6.5.11 Recalls

A Pharmaceutical Technologist shall comlpy immediately with any warning or recall about defective medicines.

6.5.12 Personal Hygiene

High standards of personal cleanliness shall be observed in the dispensary. Direct contact between the dispensers' hands and the product being dispensed must be avoided as far as practicable. Cuts and abrasions shall be covered with suitable occlusive dressing. No person may smoke or prepare or consume meaals in the precincts or the pharmacy.

A Pharmaceutical Technologist shall ensure that records of all professional activities are properly kept in accordance to the law

INTRODUCTION

The Kenya Pharmaceutical Association(hereinafter referred to as ("the Association") is a registered professional Association that strives to achieve universal provision of quality and accessible pharmaceutical services for the people of kenya. The association's membership consists of professionals with a minimum qualification of a Diploma in Pharmacy from an institution recognized by the Pharmacy and poisons' Board, the statutory body charged with the regulation and control of training and practice in pharmacy.

Although the Association was registered around 1974, a code of ethics for members has not been developed.In addition, the members of the Association have had no legal recognition for a long time since the registration of the Association. After intense lobbying and consultations Parliament passed amendments to the Pharmacy and Poisons Act (Cap 244). For the first time the Diploma holder who was then referred to as a pharmaceutical technician but is herein referred to as a Pharmaceutical Technologist, was recognized in law. In view of the above and in line with the long-standing desire of the members of the Association, a code of Ethics has now been devised.

1.1 Objectives

The main objectives of the Code shall be as outlined below:

- To establish a code of Regulations to regulate the professional conduct of the members of the association;
- To devise and establish professional standards for the general practice of Pharmaceutical Technologists;
- To establish minimum requirements for membership of the association;
- To assist the pharmacy and poisons board to recognize bona fide Pharmaceutical Technologists wishing to engage in phamacy practice;
- To protect the public from unethical practices of dishonest practitioners and provide an avenue for lodging complaints; and
- To establish a Disciplinary committee to deal with unethical practices

Legislative Changes

In addition to keeping abreast with professional matters, it is the responsibility of the Pharmaceutical Technologist to be aware of and implement immediately, legislative changes which affect the practice of pharmacy.

The End

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1.2 Requirements for training

Pharmaceutical Professionals wishing to ecome members of the Association shall be required to fulfil the following requirements:

- Have completed twelve years of basic schooling and attained the
- following qualification:
  KCSE Mean Grade C(+) in English, Chemistry Biology or
- Biological Sciences and C (Plain) in mathematics; or
- KCE Division II with good credits in English, Chemistry, Biology (or physical Sciences) and mathematics; and
  At least three years of professional training in an institution recognized by the Pharmacy and poisons Board.
  (A pass in all professional subjects is mandatory.)

1.3 Application for membership

A candidate wishing to be enrolled as a member of the Association shall apply to the Secretary General in the form prescribed by the Association All testimonials, academic transcripts and a detailed curriculum vitae should accompany the application.

Upon receipt of the application the Secretary-General shall convene a National Executive Committee within 14 days to determine the eligibility of the applicant.

Where an application is approved the applicant shall be required to pay the registration fee and any other payments in force at the time and shall then be issued with a registration certificate.

The National Executive Committee meeting to determine membership issues shall consist of the quorom specified in the constitution of the Association.

The Pharmaceutical Technologist shall be available in the Pharmacy to intervene, advise and to examine every prescription being dispensed Delegation to other staff shall be minimal and only to trained staff Distribution of medicines from supply to the point of delivery shall be reliable and efficient.
The Pharmaceutical Technologist shall ensure the safety of medicines and staff under his/her supervision.
A Pharmaceutical Technologist shall be aware of the probable method of prescription forgery and exercise due diligence to ensure that all dispensed prescriptions are issued by a qualification medical practitioner. Appropriate containers shall be used for each dispensed product to ensure proper protection of the medicine from the effects of moisture and sunlight as well as mechanical stresses of transportation and use. All containers for medical use shall be protected from contamination. All medicines shall be kept out of reach of children.

6.5.9 Reuse of Medicines:

A Pharmaceutical Technologist shall make use of his/her professional knowledge in relation to reuse of medicine as follows:

(a) All medicines bought by the patient are the patient's property and under no circumstances shall they be considered for reuse by another patient

(b) If medicines are returned from a hospital to a Pharmacy, the Pharmaceutical Technologist shall satisfy himself/herself of their suitability in terms of the expiry date, storage and other conditions, which may affect the efficacy of the products. No Pharmaceutical Technologist shall stock or sell an expired Pharmaceutical product to a patient.

15.6.4 Documentation for manufacturing

The Pharmaceutical Technologist involved in the documentation for manufacturing shall ensure that the correct batch numbers of all products are properly recorded.
The document shall also contain a full and accurate description of the entire manufacture in process including weighing of ingredients methods of manufacture, in process testing procedures, sampling for quality control, packaging and labelling and the cleaning and validation of the equipment.

7.4.3 Sources of Supply for Manufacturing

A Pharmaceutical Technologist involved in the procurement of supplies shall ensure and satify himself/herself that all sources of supply conform to the prescribed standards.

7.5 Standards for Dispensing procedures

Dispensing refers to all the activities, which occur after the prescription has been handed in at the pharmacy until the medicine or the prescribed item has been collected

7.5.1 Dispensing Procedure

The dispensing procedure shall ensure that the prescriber's intentions are accurately interpreted, the medicine is correctly dispensed with reasonable promptness and that an appropriate container and correct label are used. If on occasion, the prescription cannot be dispensed the patient should be advised of an alternative dispensing source. Dispensing shall be done under the direct supervision of the Pharmaceutical Technologist in charges and, in a community pharmacy with only one Pharmaceutical Technologist in such Pharmaceutical Technologist shall bear the sole professional responsibility of supervising the dispensing of medicine.

1.4 Amendments of to the Code of Ethics

A member of the association may initiate amendments to any provision of this code provided they can marshall the support of other members. Such a notice may be posted to the association, accompanied by at least 20 signature of bona fide members of the association.

Upon receipt of such a petition the Secretary General shall include the motion in the agenda of the nearest annual general meeting. At least two thirds $^{(2/3)}$ of the Members present during the Annual general meeting shall be required to endorse the motion for it to be adopted.

2.0 THE DISCIPLINARY COMMITTEE

The Association shall have a Disciplinary Committee charged with the responsibility of enforcing this code.
The primary duty or the committee shall be to protect the public against the malpractice of errant and unethical members of the Association and provide an avenue fo lodging compliants may be received from statutory bodies, proffessional or members of the public

2.1 Composition

The Disciplinary committee shall consist of the following members:-

- The National chairman of the Association who shall be the chairman of the committee
- The National secretary General of the association who shall be the secretary to the committee
- The representative(s) of the Association in the Pharmacy and poisons Board;
- The Chief Pharmaceutical Technologist in the Ministry of Health;
- The chairmen of all the branches of the Association,
- One representative of the Faculty of Pharmacy of the Kenya medical Training College, who shall be a member of the Association;

The quorum of the Committee at any sitting shall be half of the members, and the Chairman of the branch of the Association a member of which is to have his/her conduct discussed shall be present.

2.2 Proceedings of the Committee

The Disciplinary Committee shall have the power to determine the procedure for the conduct of its business. The system or procedure adopted shall be brought to the attention of all members of the Association once every year.

7.4 Standards For Manufacturing And Quality Assurance

7.4.1 Good Manufacturing Practices:

The manufacture of products intended for administration to humans and animals shall be in accordance with the principles of goods manufacturing practices prescribed by the Kenya Bureau of standards and the Pharmacy and poisons Board.

7.4.2 Quality Assurance and Quality Control

Quality Assurance procedures for the purchase or preparation of pharmaceutical products shall be such as to satisfy all accepted standards. A pharmaceutical Technologist engaged in the quality assurance of drugs both on a small scale shall not declare a product to be fit for consumption unless he/she is certain beyond reasonable doubt that this is the case. All ingredients and materials used in manufacturing of pharmaceutical products shall be subjected to quality control and quality assurance inspection. The pharmaceutical Technologist involved in this process shall exercise due diligence and ensure that the standards are strictly adhered to.

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APPENDIX

DECLARATION

At the time of applying to be enrolled as a member of the Association, a Pharmaceutical Technologist shall be required to sign a declaration to bind himself/herself to abide by the dictates of this Code of Ethics. The Declaration shall be in the form outlined below.

I ..... being a Pharmaceutical Technologist wishing to be enrolled as a member of the Kenya Pharmaceutical Association do hereby solemnly agree to abide with the Association's Code of Ethics which have read and understood, and to proctect the integrity of the pharmacy proffession and defend the Constitution of the Association as and when called upon to do so.

Signed .....
Date.....

KENYA PHARMACEUTICAL ASSOCIATION

Pharmaceutical Excellence

CODE OF ETHICS FOR MEMBERS
JULY,2001