



**PHARMACY COUNCIL OF JAMAICA  
91 DUMBARTON AVENUE, KINGSTON 10**

**TERMS OF REFERENCE**

**EDUCATION COMMITTEE**

**INTRODUCTION**

The Education Committee is a sub-committee of the Pharmacy Council established under the provisions of Section II of the First Schedule of the Pharmacy Act 1966.

**ROLE OF THE COMMITTEE**

- ❖ To develop and monitor policies that guide Council's Education programme
- ❖ To liaise with institutions approved for training of pharmacy professionals
- ❖ To provide general oversight of the Foreign Trained Pharmacist Qualifying Examinations (FTPQE)
- ❖ To provide general oversight of the Pharmacy Internship programme

**COMPOSITION**

The committee is constituted as follows:

- Chairman of Council board (ex-officio)
- Committee Chair- Council Member
- Two (2) Members of Council board
- Three (3) Co-opted Members
- Registrar of Council
- All Pharmacy Inspectors

**QUORUM**

The quorum of the Education Committee shall be fifty-percent (50%) of the membership plus one.

## **SCOPE OF WORK**

- ☞ Ensuring smooth operation of the activities related to the FTPQE
- ☞ Reviewing applications for re-instatement on the Register of pharmacists
- ☞ Reviewing requests for accreditation of Continuing Education (CE) seminars
- ☞ Reviewing plans for Pharmacy Council CE programme
- ☞ Developing the Public Awareness Programme
- ☞ Reviewing operations of the Pharmacy Internship Programme
- ☞ Fostering collaboration with Pharmacy Training institutions.

## **CONFIDENTIALITY**

Proceedings of all meetings are confidential.

## **REPORTING**

The Chairman of the Education Committee informs the Pharmacy Council of its discussions and recommendations, through written reports.

## **PROCEDURE AND MEETINGS**

The Education Committee meets on the second Tuesday of every month. Where the need arises, an extraordinary meeting may be held.

## **BUDGET**

As allocated by the Council.

2009

Revised 2011