MINIMUM REQUIREMENTS/CRITERIA FOR AN INSTITUTION CONDUCTING DEGREE PROGRAM IN PHARMACY

(Approximately for 50 students)

These criteria will be applicable to all new institutes conducting Pharmacy Program in both the Public and Private Sectors. This shall also be applicable to all those institutions, which are still awaiting recognition.

No Objection Certificate/Accreditation. Every Individual/institution intending to establish a pharmacy educational institution must apply to PCP for NOC for starting the desired program, prior to advertisement for admission in the First Year Class. The Advertisement shall only be issued after "NO OBJECTION CERTIFICATE" or go ahead by the PCP. The NOC will be issued after going through the complete feasibility report and availability of required facilities after an onsite visit. **The council shall not allow the conduct of evening classes in view of non-availability of adequate Hospital facilities in evening shift. The institutions conducting already evening classes will be given 5 year time to establish hospital facilities for evening shift otherwise process for withdrawal. For this purpose an endowment fund of Rs. 50 million should be available. The building either shall be owned by the applicant or possessed at-least 33 year on lease.**

CRITERIA FOR ESTABLISHMENT OR ACCREDITATION. The Council has laid down criteria for establishment /accreditation of pharmacy educational institution in Pakistan which is detailed below:

A. **Comprehensive Feasibility Report.** Any one intending to establish a pharmacy educational Institution shall submit a Comprehensive Feasibility Report, which must include the following information.

1. **Space.** It must include all the relevant documents of possession and plan of academic blocks. Site selected should be suitable from academic point of view. Minimum requirement for total area of the institution is 1.0 acre.

2. **Infrastructure and Building.** Adequate physical facilities for academic blocks, five (5) lecture rooms/halls, and appropriate laboratories equipped with necessary apparatus, instruments and equipment as per requirement of each course, conference and seminar rooms, cafeteria, library, information technology facilities and sporting facilities be planned/created by the institutional management on the campus. The covered should be commensurate with the total enrollment.

3. **Financial Resources and Status.** The institution must be financially viable. Financial resources should be clearly indicated according to level, size and type of the proposed institution. It should be able not only to establish but also to run the institution progressively. For this purpose an endowment fund of Rs. 50 million should be available. A strategic five years plan be submitted at the time application for obtaining NOC. The plan shall consist of:

   - Financial viability/feasibility
   - Infrastructure development as described in section 2 above
   - Induction and training of faculty.
   - **The building either shall be owned by the applicant or possessed at-least 33 year on lease.**

4. **Affiliation with PCP and other Legal Requirements:** Institutions not having a charter to award degrees must have an affiliation with a charted university/institution in the province

having their own PCP accredited pharmacy program at the principle seat. In that case the affiliating university/institution shall award the degrees. The institute shall fulfill all other formalities as may be required by law.
No evening shift shall be allowed in view of non-availability of hospital facilities.

5. **Organizational Structure/Faculty:** Full time faculty should be employed by the institute as per requirement of PCP. The Dean/Chairman/ Director/ Principal of the Faculty/Department/Institute or College/School of Pharmacy shall hold a degree in a pharmaceutical science, be registered as pharmacist, and must be eligible for appointment as Professor/ Associate Professor Soft and hard copies of their CVs, appointment letters and joining reports should be provided to PCP. The Institutions offering a degree program shall have the faculty strength as detailed below:

Professor	10%
Associate Professor	20%
Assistant Professor	30%
Lecturers	40%

Library: Library should have suitable collection of hard copies of reference books/official compendia, e-books/journals, computer and internet facilities. Each student must have access to reading materials in the form of course packs, instructor's presentations, books and journals

6. **Attached Hospital.** The attached hospital for training in clinical pharmacy should be well equipped and functional. The hospital should have a minimum of 100 beds. The hospital should have all the departments and facilities required for training of a pharmacist.

B. APPLICATIONS AND THEIR HANDLING. The application for NOC/accreditation must be submitted on the prescribed proforma, with supporting documents along with the prescribed fee before the first inspection by the Council.

The application will be scrutinized according to the PCP criteria. The Council's secretariat will ensure that the observations made by the Inspection Team have been satisfactorily addressed by the institution concerned.

Depending upon the initial scrutiny of the application, the Council or relevant Committee may decide as follows:

i) If all the requirements are met by the institution an NOC will be issued after which the institution may call for admissions.
ii) Well established multi-disciplinary universities/institutions, having good reputation and ranking, intending to start Pharm-D program will be allowed to start the program in the existing infrastructure on time sharing basis provided they have a plan to expand their facilities in due course to house the pharmacy setup in a befitting manner.
iii) In case of deficiencies the institution will be asked to make up the deficiencies or provide a satisfactory rebuttal thereof. After satisfaction of the Council the requisite NOC will issued.

The PCP shall scrutinize the applications within 6 Weeks from the date of application.

C. **INSPECTION TEAM**. The inspection team shall be constituted by the Council from amongst the members of the council and experts from academia and industry. The Inspection team will be accompanied by the secretary PCP and/or secretary provincial council concerned. The President PCP may also accompany the team.

D. **INSPECTION SCHEDULE.** Inspection of all relevant facilities should be conducted for concerned educational year as scheduled below with the objectives detailed there.

VISIT 1: 1st comprehensive Inspection prior to first admission of the students for granting NOC.

The terms of reference for inspection are to check the:

- Suitability of the premises for educational purpose.
- Availability of required infrastructure and physical facilities for first two professional years.
- Availability of required educational resources including curriculum, books, journals, faculty and supporting staff.
- Adequacy and funds available and policy for financial accountability.
- The team shall submit report to PCP highlighting their observations in this context. If found everything in order the PCP will issue an NOC. If there are deficiencies the PCP, after review, will communicate them to the institution concerned for compliance. The issuance of NOC will depend on satisfactory compliance/rebuttal thereof.

Visit 2: At the time of first Professional Examination (semester/annual system).

Terms of reference

- Assessment of the facilities in place.
- Meeting the objectives of education and training for the term.
- Adequacy of educational resources.
- Suitability of examination system
- The team will submit its report to PCP regarding highlighting their observations. Deficiencies will be communicated by PCP to the institution concerned. On satisfactory compliance/rebuttal the institution will be allowed to continue for the next term; otherwise the admission to next term may not be allowed.

Visit 3: Beginning of the 3rd year or third professional (5th semester).

Terms of reference

- The terms of reference will be as stated for Visit 2 but the context will be the adequacy of the requirements for 3rd professional.

Visit 4: At the time of 4th professional examination.
Terms of reference

- The terms of reference will be as stated for Visit 2 but the context will be the adequacy of the requirements for 3rd professional.

In addition to the above scheduled visits, the Council can conduct surveillance visits in order as they feel to ensure quality of education and training.

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LIST OF MINIMUM REQUIREMENTS OF PHYSICAL FACILITIES FOR A DEGREE PROGRAM. (approx. for 50 students)

I- BASIC REQUIREMENTS FOR FIVE YEARS PHARM D PROGRAM

- 5 lecture rooms/theaters of appropriate size
- 1 seminar room
- 1 library cum reading room
- 1 committee room
- Teacher to student ratio 1:10

II-LABORATORIES

1- PHARMACEUTICS LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

SUBJECTS REQUIRING SUCH FACILITY

a. Pharmaceutical technology
b. Physical pharmacy
c. Bio-pharmaceutics
d. Pharmaceutics
e. Dispensing & Community Pharmacy
f. Instrumentation & Quality Control

2- PHARMACOGNOSY LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

SUBJECTS REQUIRING SUCH FACILITY

a. Pharmacognosy- I
b. Pharmacognosy- II

3- BASIC MEDICAL SCIENCES LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

- Animal room having capacity to accommodate large and small animals
- Anatomy museum

SUBJECTS REQUIRING SUCH FACILITY

a- Physiology
b- Pharmacology
c- Anatomy

4- PHARMACEUTICAL CHEMISTRY LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

SUBJECTS REQUIRING SUCH FACILITY

a- Bio-chemistry Laboratory.
b- Organic Chemistry Laboratory
c- Medicinal Chemistry Laboratory

5- PHARMACEUTICAL MICROBIOLOGY LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

SUBJECTS REQUIRING SUCH FACILITY

a- Pharmaceutical Microbiology
b- Pathology

6- INDUSTRIAL LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

SUBJECTS REQUIRING SUCH FACILITY

a- Industrial Pharmacy

7- INSTRUMENTATION & QUALITY CONTROL LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

SUBJECTS REQUIRING SUCH FACILITY

a- Instrumentation & quality control
b- Pharmaceutical quality management

8- COMPUTER LABORATORY:

Dimensions	Nos.
1750-2250 sq ft	1

- Minimum of 15 stations of core series with access to printer, scanner, internet connectivity (4-8MB) and digital library.

SUBJECTS REQUIRING SUCH FACILITY

a- Computer and its Applications in Pharmacy
b- Online Drug Information Resources (Clinical Pharmacy)

9- AFFILIATED HOSPITAL:

- Minimum of 100 beds having all the departments and staff required for training in Hospital Pharmacy

SUBJECTS REQUIRING SUCH FACILITY

Clinical Pharmacy-I & II

LIST OF MINIMUM REQUIREMENTS FOR HOSPITAL FOR IMPARTING TRAINING IN CLINICAL PHARMACY (Approximately for 50 students)

I- BASIC REQUIREMENTS:

a) Dimensional Requirement:

- Minimum of 100 beds

b) Services:

- Central Pharmacy
- Dispensing & compounding services
- Pharmacy & Therapeutic Committee
- Essential Drug List & Formulary Management Services.

c) Facilities:

- Adjoining Class rooms/ Patient Presentation sites in each ward with a minimum capacity for accommodating 25 students.
- Sufficient Library/ Professional Information access.
- White Board, fixtures & other teaching aids.

d) Departments:

- Emergency Department
- Medicine/ Medical
- Pediatric Care Unit
- Cardiology
- Ear, Nose, Throat (ENT)
- Dermatology
- Neurology Ward
- Surgical Unit.

II- REQUIREMENTS FOR TECHNICAL & PROFESSIONAL STAFF

a) Numbers

- One Consultant in each ward
- One Registrar at least in each ward
- One Pharmacist at least in each ward.

NOTE: The above mentioned conditions may be relaxed where teaching hospitals are not available.

III- MODE OF IMPARTING TRAINING:

- Lectures/presentations
- Presenting patients
- Discuss pathological and pharmacotherapy with medical prescriber, Pharmacist and students
- 10 short cases in the 4th Prof. (7th & 8th semester).
- 10 long cases in the 5th Prof. (9th & 10th semester).

IV- FACULTY REQUIREMENT

- All the academic staff will hold first degree in Pharmacy except for the instructions in Medicinal Chemistry, Pathology, Physiology/Histology, Anatomy, Computer Science, Islamic Studies, Pakistan Studies, Social Studies, Management Studies, English, and Mathematics. In these disciplines the teachers may be employed as visiting faculty.
- The Dean/Director/Principal/Chairman shall hold a first degree in Pharmacy and will be eligible for appointment as Professor or at least Associate Professor.
- The regular teaching faculty will be as under:

- Professor 10%
- Associate Professor 20%
- Assistant Professor 30%
- Lecturers 40%

- **Experience of the Teaching Faculty at the time of appointment:** As per HEC criteria

V-COMMON FACILITIES

- Auditorium having sufficient capacity to accommodate at least 100 audience
- Three research laboratories for undergraduate research
- Girls and boys common room (as per HEC criteria)
- Library **(140 × 70 ft)**
- Prayer room
- Stores Required
  a) Main store **(50*30 feet)**
  b) Chemicals store **(60*40 feet)**
  c) Glassware store **(60*40 feet)**
- Washrooms for
  a) Male and female teachers
  b) Male and female students

VI- OFFICES / ADMINISTRATION REQUIREMENT

OFFICES	**Nos.**
• Chairman office	1
• Clerical offices	1
• Staff room	1
• Professors	1
• Associate professors	1
• Assistant professors	2
• Lecturers	2

LIST OF MINIMUM REQUIREMENTS OF EQUIPMENTS IN LABORATORIES OF PHARMACY DEPARTMENT (approximately for 50 students)

A- Laboratory.

i) Bio-chemistry.
ii) Organic Chemistry
iii) Medicinal Chemistry
iv) Pharmaceutics
v) Dispensing & Compounding
vi) Instrumentation
vii) Pharmacology
viii) Physiology/Anatomy
ix) Pharmaceutical Microbiology
x) Industrial Pharmacy
xi) Pharmacognosy
xii) Computer

Laboratory equipment for first two academic years (for 50 students)

Pharmaceutical Chemistry Laboratory

Equipment	**Nos.**	**Equipment**	**Nos.**
Analytical Balance	1	Polarimeter	1
Melting Point Apparatus	1	Spectrophotometer	1
Electric Water Bath	3	Burette stand	15
Water Distillation Apparatus	1	Glass distillation apparatus	5
Fume hood	1	Spatula Steel	20
Magnetic Stirrer	2	Flask Shaker	2
pH meter	5	Sonicator	1
Quickfit apparatus for synthesis	5 sets	Glove box	1

Basic Science Laboratory (Physiology/ Histology /Pharmacology)

Equipment	**Nos.**	**Equipment**	**Nos.**
Name of Instrument	**Nos**	**Name of Instrument**	**Nos**
ECG machine	1	Heamocytometer	15
Microscopes	15	Heamoglobinometer	15
BP Apparatus Dial Type	2	Electrical top loading Balance	2
Sphygmomanometer	15	Weighing Scale	2
Stethoscope	15	Weighing Machine with Height Meter	1
Centrifuge Machine	1	E.S.R apparatus	15
Perimeter With Object	5	Westren green tubes	15
Spirometer plastic body	2	Dissection Box	15
Wet Spiro meter	2	Pithing Board with wooden hammer	15
Blood Glucometer with strips	1	Thermometer	15

Snellen's Chart(Eye)	10	Torch	15
Barometer	5	Stop Watch	15
Kymograph	15	Burner with tripod stand and wire gauze	15
Tissue organ bath	15	Lancet	10 Box
Oven	1	Pestle and mortar	15
Antisera A, B and D	5	Histology Slides	All Basic

Pharmaceutics / Dispensing Laboratory

Equipment	**Nos.**	**Equipment**	**Nos.**
Electrical Balance	2	Binocular Microscope	5
Water Distillation Apparatus	1	Watch Glass 3″	30
Simple Electric Water Bath	3	China Dish 3″	15
Stop Watch	15	Pestle & Morter 3″	15
Stalagmometer	15	Pestle & Morter 4″	15
Pycnometer	15	Pestle & Morter 6″	15
Ostwald viscometer	15	Stirring Hotplates	2

Pharmacognosy Laboratory

Equipment	**Nos.**	**Equipment**	**Nos.**
Electrical Balance	4	Microscopes	15
Aspirator	1	Soxlet Apparatus	5
Water Bath	4	TLC Tank	15
Rota Evaporator +Chiller	2	Tank for Paper chromatography	15
Microtome	1	Glass Distillation Apparatus	5
Centrifuge Machine	1	TLC Silica gel plate	15
Burette	15	Oven	1
Burette stand	15	Centrifuge machine	1
Desiccator	5		

Pharmaceutical Microbiology Laboratory

Equipment	**Nos.**	**Equipment**	**Nos.**
Microscopes	15	Digital Balance	1
Autoclave	1	Fermentation Tubes	50
Colony Counter	2	Forceps	15
Laminar Flow Cabinet	1	Magnetic Stirrer	1
Hot Incubator	1	Micropipette	15
Cooling Incubator	1	Prepared Microbial Slides	25
Microtome	1	Burner	15
Oven	1	Cavity Slide	15
Antibiotic Disks	25	Refrigerator	

Anatomy Museum

Model	Nos
Human Skeleton	1
Human Torso	1
Model of Human Heart	1
Model of Human Ear	1
Model of Human Liver	1
Model of Human Eye	1
Model of Human Kidney	1
Model of Human Brain	1
Model of Human Lungs	1
Model of Human Stomach	1
Model of Human Bones	1Each

Quality Control Laboratory

Instrument (one each)
UV- Visible
Dissolution Test Apparatus
FT-IR Spectrophotometer
Atomic Absorption
Oven
Digital Polari meter
HPLC
Environmental Chamber
Thermal Analyzer
Elemental Analyzer
Digital Weight balance
Tintometer
Digital Centrifuge Machine
Flame Photometer
Freezer (-40°C)
Incubators