



# CAYMAN ISLANDS PHARMACY COUNCIL

## Health Practice Act (2021 Revision) and Health Practice Regulations (2021 Revision) Application Guidelines for Registration and Practicing License



Be advised that a registered health care practitioner shall only practice in the Cayman Islands while he/she is in possession of a valid practicing licence, issued to him/her by the Council. Under the Health Practice Act (2021 Revision) and Health Practice Regulation (2021 Revision) approval to practice entitles the holder to receive a **License to Practice** and a **Registration Certificate**. A License to Practice will be granted for two years and expire on the 2nd anniversary of the licensee date of birth. The Registration Certificate will be issued once and will not expire unless the holder ceases to maintain the Practicing Certificate.

### 1. Original Letter of Good Standing ('LOGS') from current (active) Board of Registration.

- Before an application is made, the original LOGS must be sent **directly** from the current registering body to the Registrar of the Health Practice Commission. The LOGS can be sent electronically or by mail in an official sealed envelope and should include license status, reference to professional conduct, disciplinary action, suspensions, revocation of licensure, etc.

### 2. Completed application form (Form – A)

- Question #12 **must** be answered with a checked mark.
- Questions #13 & #14 responses **must** have a "yes" or "no" answer

### 3. Letter of Intent

- The practitioner must provide a cover letter to the Council stating the reason(s) for registration and the name of the health care facility where he/she will be employed.

### 4. Letter of Affiliation

- Non-Caymanian applicants must provide a letter from the registered healthcare facility.

### 5. Original or certified copies of diplomas or certificates.

- Should you be without certified copies? The Original with copies can be submitted; the office will certify the copies and return the original.

### 6. Qualification(s) – (applicable to Pharmacists only)

#### Knowledge Assessment:

All Applicants are required to have one of the following:

- i. Bachelor of Science Degree in Pharmacy
- ii. Master Degree in Pharmacy
- iii. Masters /degree in 'Clinical Pharmacy
- iv. A Pharm D. Degree or English equivalent qualification must be proven equipment by the UK NARIE

### 7. Current (active) Registration/Licence/Practicing Certificate

- Applicants must be fully registered or eligible for full registration either in Australia, Canada, Jamaica, New Zealand, South Africa, United Kingdom, or United States of America.

### 8. TWO Completed Professional Reference Forms.

- Your referee may write a letter on letterhead that **must** speak to the points queried in the Professional Reference Form.

### 9. ONE Completed Character Reference Form.

- Your referee may write a letter on letterhead that **must** speak to the points queried in the Character Reference Form. The applicant must be known to the referee for at least 4 four years.

### 10. Original police (clearance) certificate

- a) Made no earlier (older) than six months prior to application
- b) Must be issued for a period of six (6) consecutive months prior to the date of application
- c) From the jurisdiction in which the applicant lives and/or works

### 11. Completed Medical Report Form

- The Medical Report must be provided by a doctor who has known the applicant for two or more years.

### 12. One full-face passport-size photograph

- 1) Made no earlier (older) than six months prior to application
- 2) Certified or dated & stamped by the Photo studio on the back
- 3) Use paperclip or staple to affix the photo to your application

**13. A copy of Passport page(s) with photograph and personal information.**

- A colour copy is required if the black and white photocopy is not clear.

**14. Completed Continuing Educational Form (Applicable to all Registrants seeking Registration and a Practicing License), include the following:**

- a) Current Cardiopulmonary resuscitation (CPR) certificate -
  - (2 year validation) must be done within 6 months prior to application for renewal or for a new licensure.
- b) Continuing Education (CE) credit hours in pharmacy relative topics must be dated within 24 months of date applying for registration as follows:
  - i. For Pharmacist - Forty (40) CEs
    - Minimum 10 CEs Live (workshops, lectures, seminars, etc)
    - Maximum 10 CEs from formal education (providing a degree or certificate)
    - Maximum 20 CEs from the Internet
    - Maximum 10 CEs from work related (must have letter from supervisor as proof)
  - ii. For Pharmacy Technicians – Twenty (20) CEs
    - Minimum 5 CEs Live (workshops, lectures, seminars, etc)
    - Maximum 5 CEs from formal education (providing a degree or certificate)
    - Maximum 10 CEs from the Internet
    - Maximum 5 CEs from work related (must have letter from supervisor as proof)

A copy of each CPE credit certificate(s) is required, not necessarily the original. The CPE must be listed on a summary form.

**15. Completed Form D**

- a) A completed Form D

**16. Application Fee of CI \$500.00 (US \$609.70)**

**[Note: US cash \$0.80 conversion & US Cheque \$0.82 conversion]**

- i. Cheque to be made payable to the **“Cayman Islands Government”**
- ii. The application fee is non-refundable
- iii. Overseas method of payment must be Bank Draft, Cashier’s Cheque or Money Order. Personal or business cheque is not accepted. **N.B The Registration Fee (to be collected at the time of application)**
- iv. This fee is non-refundable after registration has been approved by the council.
- v. The application and registration fee may be included in one cheque made payable to the **“Cayman Islands Government”**

| Registration List Fee Schedule                           | Registration Fees                                                                    |
|----------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Principal</b>                                         | CI\$500.00 (US\$609.70 payable by cheque) (US\$625.payable by cash) <b>per annum</b> |
| <b>Provisional:</b>                                      |                                                                                      |
| <i>Non Caymanians</i>                                    | CI\$500.00 (US\$609.70 payable by cheque) (US\$625.payable by cash) <b>per annum</b> |
| <i>Caymanians, permanent residents and their spouses</i> | (None) <b>per annum</b>                                                              |
| <b>Institutional</b>                                     | CI\$600 (US\$731.71 payable by cheque) (US\$750 payable by cash) <b>per annum</b>    |

**17. Such other documents and information as the Council and or the Registrar’s advice to the Council considers necessary in determining the application**

Telephone: 345) 949-2813 Fax: 345) 946-2845  
3rd Floor Government Building, 133 Elgin Avenue

Email: [HPBUSERS@gov.ky](mailto:HPBUSERS@gov.ky)  
Box 132, Grand Cayman

Website: [www.dhrs@gov.ky](http://www.dhrs@gov.ky)  
KY1-9000, CAYMAN ISLANDS



# CAYMAN ISLANDS PHARMACY COUNCIL



## Supplementary Information for Registration and a Practicing Licence under the Health Practice Act (2021 Revision) and Health Practice Regulations (2021 Revision)

- A. ALL documents are required in ENGLISH. Translated versions **must** be certified.
- B. Applications submitted two weeks prior to the Council's meeting, will be placed on the agenda in the order in which they are received but may not be processed by the Council at that meeting and may be deferred to a future meeting.
- C. The application process can take 3 to 6 months for completion.
- D. The local address and contact information must be provided prior to the receipt of the initial registration certificate.
- E. **Retention / Renewal of practicing license**
1. The deadline for Renewal of Practicing License is at least 28 days before the applicant's birthday.
  2. Fees must be enclosed in order to process application for retention/renewal.
  3. Form B must be Original and fully completed
- F. **Continuing Pharmacy Education (CPE):**
1. Practitioners are required to have the following **mandatory** Continuing Pharmacy Education (CPE):
    - a) Current Cardiopulmonary resuscitation (CPR) certificate - (2 year validation) must be done within 6 months prior to application for renewal or for a new licensure
    - b) Continuing Education (CE) credit hours in pharmacy relative topics must be dated within 24 months of date applying for registration as follows:
      - i. For Pharmacist - Forty (40) CEs
        - Minimum 10 CEs Live (workshops, lectures, seminars, etc)
        - Maximum 10 CEs from formal education (providing a degree or certificate)
        - Maximum 20 CEs from the Internet
        - Maximum 10 CEs from work related (must have letter from supervisor as proof)
      - ii. For Pharmacy Technicians – Twenty (20) CEs
        - Minimum 5 CEs Live (workshops, lectures, seminars, etc)
        - Maximum 5 CEs from formal education (providing a degree or certificate)
        - Maximum 10 CEs from the Internet
        - Maximum 5 CEs from work related (must have letter from supervisor as proof)
    - c) A copy of each of the CE credit certificate(s) is required. The original document may be included but will not be returned.
    - d) The topics studied in CPE should cover the varied aspects of the profession ranging from Pharmacy Law to clinical practice, whilst at the same time embracing the union of pharmacy with other medical and related disciplines.

The following list outlines suggested course content which may either be used as Pharmacy Council expectation guidelines for CPE submissions or as part of a stipulated list of topics to be covered every two years:

### Pharmacy CPE Content should include:

#### Directly related topics:

- The Pharmacy Law (when revision is approved)
- Ethics and Standards of Practice.

- Pharmaceutical education on medication errors.
- Drug Therapy (all aspects, including therapeutics and pharmaceuticals).
- Pharmacognosy and Pharmacology.
- Pharmaceutical research (industrial or personal research).

**Indirectly related topics:**

- Insurance/Pharmacy related issues or interest
- Pharmacy business aspects

2. Completion of CPE summary form

3. CPE submission is assessed by the Council prior to granting a practicing license every two years.

4. The CPE credit certificates may be subject to audit by council.

G. Practitioners will be notified of changes for registration and a practicing license, if any.

H. Council accepts no responsibility for loss of documents or funds that may occur in the mailing process.