

4TH YEAR STUDENTS INFORMATION SESSION 2021

Dr Deanne Johnston

Manager: Pre-registrations



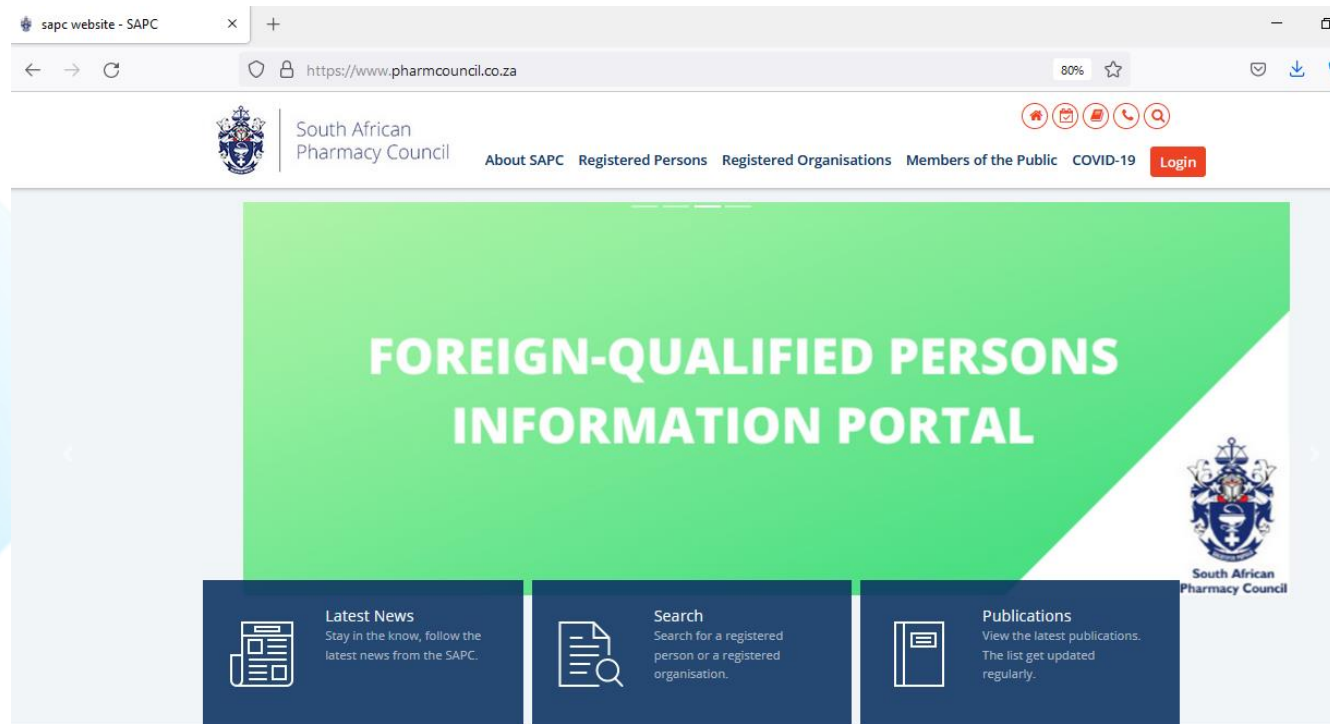
South African
Pharmacy Council

OVERVIEW

- SAPC website
 - Update your contact details
 - Website functionality
- Objectives of pre-registration (Internship)
- Process to follow when registering as an intern
 - Requirements for registration as a Pharmacist Intern
 - Legislative provision
- PREPARING FOR INTERNSHIP
 - Evaluation of internship
 - Pre-registration workshops
 - Pre-registration evaluation



SAPC WEBSITE



SOUTH AFRICAN PHARMACY COUNCIL

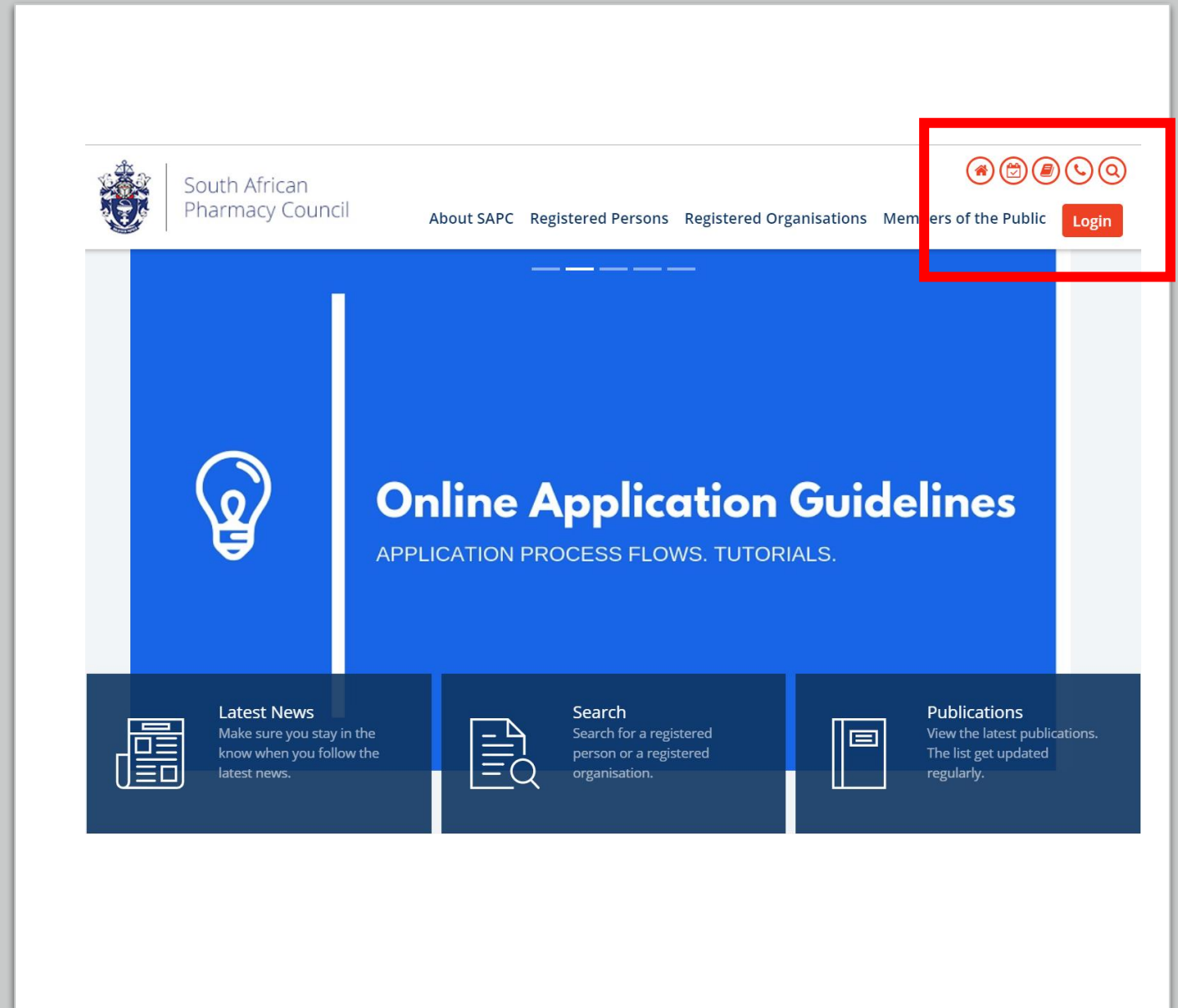
Welcome to the South African Pharmacy Council (SAPC), the regulator established in terms of the Pharmacy Act, 1974 (Act 53 of 1974) to regulate pharmacists, pharmacy support personnel and pharmacy premises in South Africa.

Our mandate is to protect, promote and maintain the health, safety and wellbeing of patients and the public to ensure accessible quality pharmaceutical service for all South Africans.



UPDATE YOUR CONTACT DETAILS

- Log-in on <https://www.sapc.za.org> (secure site)
- Use first log-in screen to update your contact details



The screenshot displays the South African Pharmacy Council website. The header includes the council's logo and name, along with navigation links: "About SAPC", "Registered Persons", "Registered Organisations", and "Members of the Public". A red box highlights a utility menu in the top right corner containing icons for Home, Calendar, Document, Phone, and Search, with a "Login" button below them. The main content area features a blue background with a lightbulb icon and the text "Online Application Guidelines" and "APPLICATION PROCESS FLOWS. TUTORIALS.". The footer contains three sections: "Latest News" (with a document icon), "Search" (with a magnifying glass icon), and "Publications" (with a document icon).

UPDATE YOUR CONTACT DETAILS

Need to enter:

- P number
- ID number
- Password

- You may request a new password here if you have forgotten your password.

South African Pharmacy Council

About SAPC Registered Persons Registered Organisations Members of the Public Login

Registered Persons

P Number

ID/Passport Number

Password

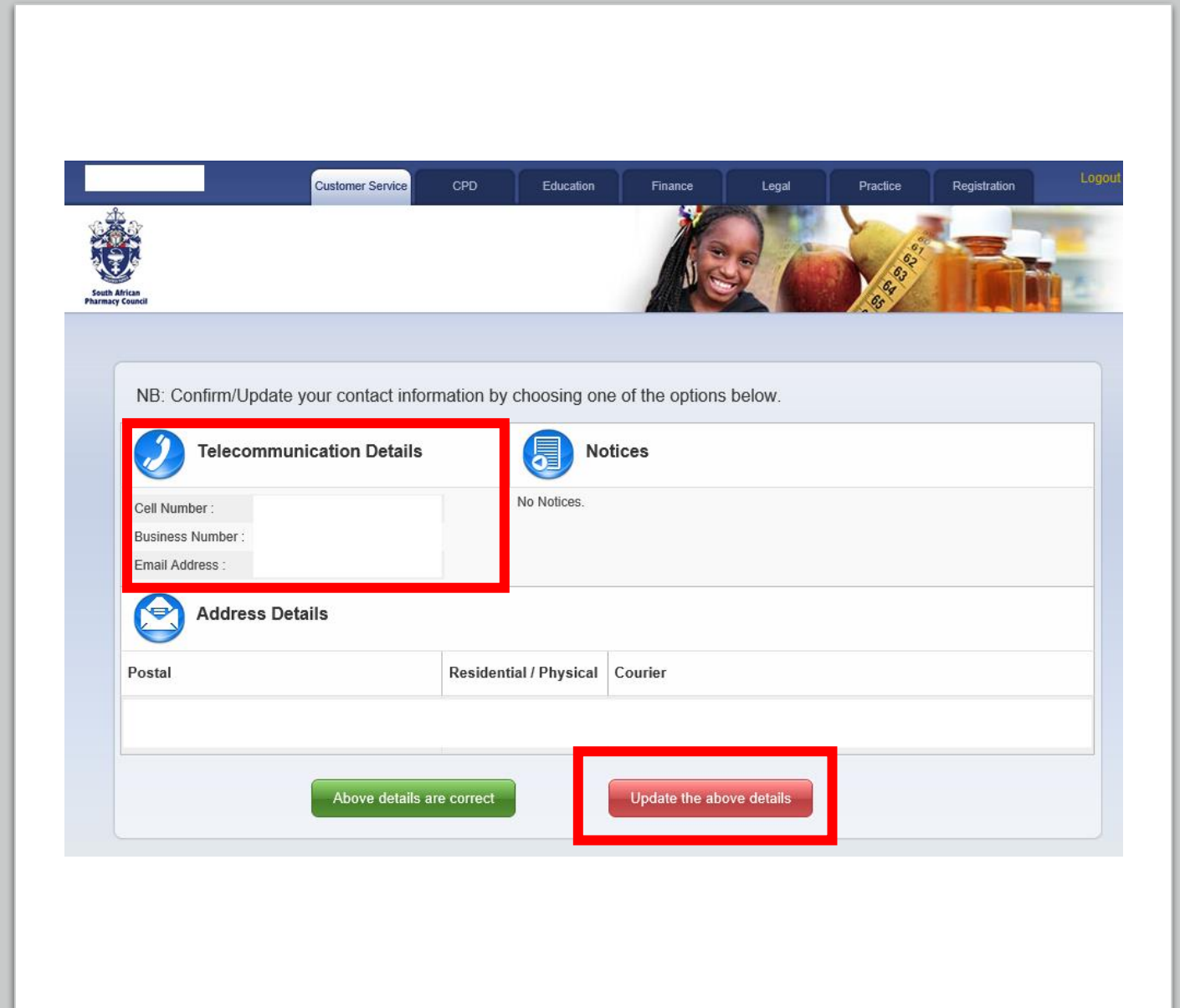
Enter

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial, click here](#)

UPDATE YOUR CONTACT DETAILS



- Check that your cellphone number and email address is correct
- University emails should be changed to personal email addresses
- Interns receive notification from SAPC via SMS and email




Customer Service CPD Education Finance Legal Practice Registration Logout

South African Pharmacy Council

NB: Confirm/Update your contact information by choosing one of the options below.

 Telecommunication Details Cell Number : <input type="text"/> Business Number : <input type="text"/> Email Address : <input type="text"/>	 Notices No Notices.
--	---

 Address Details		
Postal	Residential / Physical	Courier
<input type="text"/>	<input type="text"/>	<input type="text"/>

SAPC WEBSITE FUNCTIONALITY

- Once your details have been updated or accepted, you can change your password on the “**Registration**” tab page under “**My Profile**”

1

The screenshot shows the SAPC website home page. The navigation bar includes links for Customer Service, CPD, Education, Finance, Legal, Practice, Registration, and Logout. The main content area is divided into several sections: Applications (with a balance outstanding field and links for Voluntary removal from SAPC register, Student/learner Application, and Application For Registration As A Pharmacist Intern), Application History/Pending (with History and Pending sub-sections), Update Your Details (highlighted with a red box), Ask the SAPC, SAPC Calendar, and Workshops And Events. A sample pharmacist ID card for VM Tlala is displayed in the Update Your Details section.

2

The screenshot shows the 'My Profile' page on the SAPC website. The navigation bar is the same as in the first screenshot. The main content area is divided into several sections: My Profile (highlighted with a red box), My Registration Status, My Documents, Online Application Forms, and Application Forms. The My Profile section contains a link to view and update the profile, and a note that certain information such as ID number, date of birth, first name or surname, requires certified copies of ID and/or relevant legal documents before we can amend the information. The My Registration Status section shows the Primary Role as B Pharm Student and the Sub Role(s) as blank. The My Documents section contains a link to view/print letters and certificates. The Online Application Forms section contains links for Voluntary removal from SAPC register, Student/learner Application, and Application For Registration As A Pharmacist Intern. The Application Forms section contains a note about the development of online forms and a link to download physical copies.

PHARMACY INTERNSHIP

- Objectives of the Pre-registration experience:
 - To provide pharmacist interns with an opportunity to integrate undergraduate knowledge into the pharmacy workplace
 - To acquire the skills, attitudes and professional attributes essential for the development of a competent pharmacist
 - To ensure that pharmacists entering the profession are competent to practise in all sectors

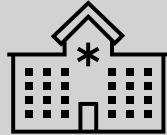


PRE-REGISTRATION EXPERIENCE (DIFFERENT SECTORS)

COMMUNITY



**INSTITUTIONAL
(HOSPITAL)**



MANUFACTURING



ACADEMIC



PROCESS TO FOLLOW WHEN REGISTERING AS AN INTERN

1

Find a position as an intern

- Apply for internship positions during your final year of study
- Remember that you may not be employed at your pharmacy of choice - ensure you have applied at more than one pharmacy
- Check that the pharmacy is registered for training and your proposed tutor is registered.

2

Complete the application

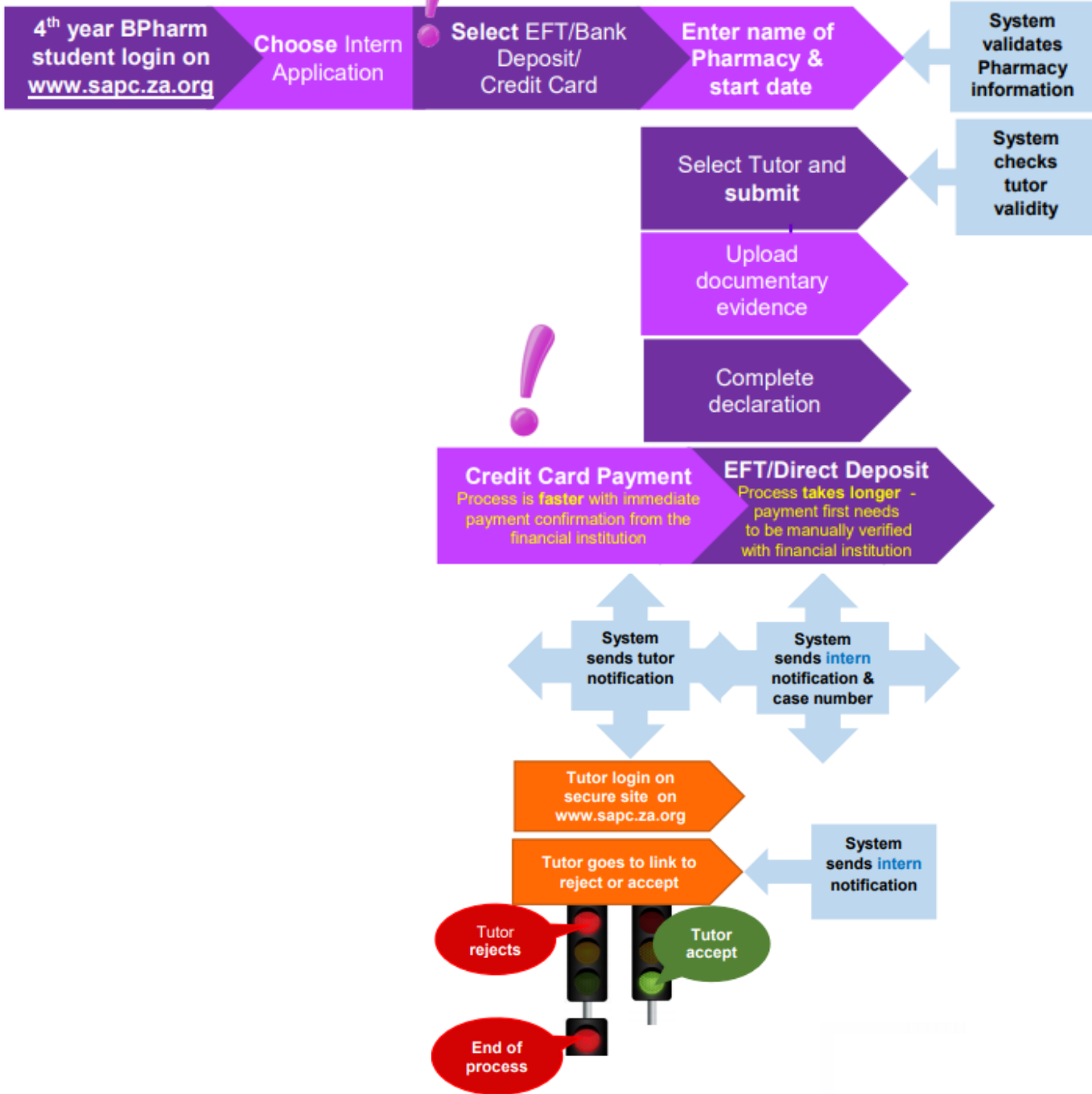
- Complete your application online
- Ensure you have scanned ALL the required documents ready to upload when you apply
- Your results will be sent through by the university once finalised

3

Commence internship

- You can only start your internship when you are registered as an intern and have received your certificate
- Your certificate will be available online once your application is processed





ONLINE REGISTRATION AS AN INTERN

- Graduates may only register for internship on the SAPC secure website
- Students with outstanding fees must settle their account to gain access to the online Intern application
- Online application is available on the “Customer Service” page under “Application”

The screenshot displays the SAPC website interface. At the top, a navigation bar includes a search box, a 'Customer Service' button (highlighted with a blue box), and other menu items: CPD, Education, Finance, Legal, Practice, Registration, and Logout. Below the navigation bar is the SAPC logo and a banner image featuring a smiling woman and pharmacy bottles. The main content area is divided into several sections:

- Applications:** This section contains a list of options: 'My balance outstanding :', 'Voluntary removal from SAPC register', 'Student/learner Application', and 'Application For Registration As A Pharmacist Intern' (highlighted with a blue box). A red arrow points from the text 'Students with outstanding fees...' to the 'My balance outstanding :' link.
- Application History/Pending:** This section shows 'History' with 'Application History (0)' and 'Pending' with 'No pending applications'.
- Update Your Details:** This section features a sample pharmacist ID card for 'VM Tlala' with a barcode and the word 'SAMPLE' overlaid. A link 'Click here to update your details.' is provided.
- Ask the SAPC:** This section lists various services: CPD, Education, Legislation, Practice, Customer Service, Registrations, Finance, Customer Service Department, and Financial Department. A blue arrow points from the text 'Online application is available on the "Customer Service" page under "Application"' to the 'Application For Registration As A Pharmacist Intern' link.
- SAPC Calendar:** This section includes a link 'Click here to access the online calendar' and a calendar image.
- Workshops And Events:** This section lists several workshops, including 'SAPC Web Tutorial', 'Intern Pre-Registration Examination Workshop', 'Intern/Tutor Workshop', 'Online Pre-Registration Examination Practise Workshop', 'Pharmacy Human Resources Workshop', and 'Pre-Registration Examination Revision Session'.

REGISTRATION REQUIREMENTS

- Defined in Chapter III of the
 - ***“Regulations relating to the registration of persons and the maintenance of registers”***
- Passed final year of study
 - SAPC must have received the results from the university
- SAPC account must be up to date
- The pharmacy premises and tutor must be approved
 - ***Approval can be confirmed on the website***
 - <http://interns.pharma.mm3.co.za/SearchRegister>
- The tutor must have the capacity to tutor an intern
 - 1 tutor to 1 intern
 - Tutor delegation: 1 supervising pharmacist to 1 intern



REGISTRATION REQUIREMENTS

- Complete an online application form and upload
 - Completed and signed SAPC 2022 *Contract for the Practical Training of a Pharmacist Intern*
- **Academic interns must upload**
 - Proof of registration with the university for post-graduate study in pharmacy
 - Particulars of the proposed post-graduate study or research to be undertaken
- **Foreign citizens must upload**
 - Endorsement letter from NDoH stating that the candidate may do internship in SA
 - Study permit (if doing academic internship)
- Pay applicable fees
 - 2021 Registration Fee: R 2476.00
 - 2021 Annual Fee: R592.00
(payable by 01 June)



2022 INTERN APPLICATIONS

- **NO BACKDATING** for applications received after the intended start date as an intern
- The registration date with Council is future dated or dated according to the date of receipt of the complete application

Applications submitted after 20 December 2021
will only be processed in January 2022



PROVISIONS TO TAKE NOTE OF IN THE LEGISLATION

- 400 hours in a community/hospital pharmacy for manufacturing/academic interns is required:
 - at an approved pharmacy
 - the tutor remains responsible
 - arrangements must be made prior to period of work
 - records must be kept
 - periods of at least five consecutive days qualify
- Scope of practice of pharmacist interns:
 - same as pharmacists but under the supervision of an approved tutor



PREPARING FOR INTERNSHIP

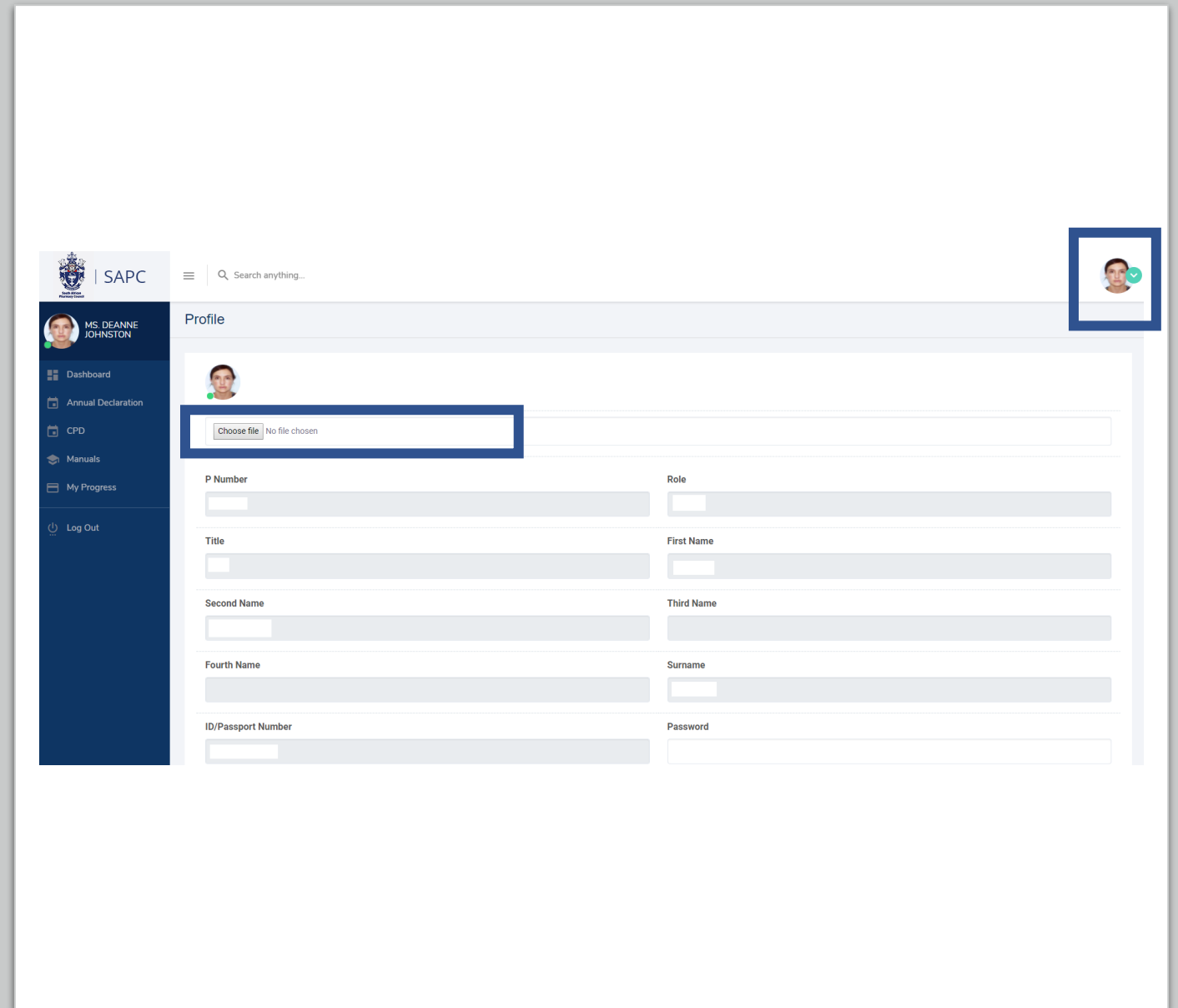
FIRST TASKS AS A PHARMACIST INTERN

- Update your photo on your profile
- Complete your annual declaration
- Review the internship information on the SAPC website



UPDATE PROFILE PICTURE

An up-to-date head-and-shoulder photograph is needed on your profile to verify your identity during the pre-registration examination.



The screenshot displays the SAPC user interface. At the top left is the SAPC logo and a search bar. The user's name, MS DEANNE JOHNSTON, is shown in the top right. A navigation menu on the left includes Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area is titled 'Profile' and features a 'Choose file' button for updating the profile picture, which is highlighted with a blue box. Below this are input fields for P Number, Role, Title, First Name, Second Name, Third Name, Fourth Name, Surname, ID/Passport Number, and Password.

SAPC | Search anything...

MS DEANNE JOHNSTON

Profile

Choose file | No file chosen

P Number

Role

Title

First Name

Second Name

Third Name

Fourth Name

Surname

ID/Passport Number

Password

ANNUAL DECLARATION

- Before you are able to submit CPD entries you need to complete your annual declaration

The screenshot shows the SAPC (South African Pharmacy Council) Annual Declaration interface. The user is MS. DEANNE JOHNSTON. The interface includes a navigation menu on the left with options: Dashboard, Annual Declaration (highlighted with a red box), CPD, Manuals, My Progress, and Log Out. The main content area is titled 'Annual Declaration' and features a progress bar with four steps: 1. Employment (highlighted in red), 2. Practise Profile, 3. Competency Standards, and 4. History. The 'Employment' section contains the following fields:

- Primary area of practice:** Community Pharmacy
- Primary employment status:** --Select--
- Employment sector:** --Select--
- Secondary areas of practice(if applicable):** A grid of checkboxes for various practice areas, including Academic Institution, Clinical trials and research, Community Pharmacy, Consultant Pharmacy, Institutional Private, Institutional Public, Managed care, Manufacturing Pharmacy, NGO's, Pharmacist in Industry, Regulatory Affairs Pharmacist, Satellite Pharmacy, Statutory Council, Wholesale Pharmacy Private, and Wholesale Pharmacy Public.

A 'Next' button is located at the bottom of the form. The footer of the page reads '2020 © South African Pharmacy Council...'.

NAVIGATE THE SAPC WEBSITE

- To navigate to the Pharmacist Intern portal, visit www.sapc.za.org then follow this path: **Registered Persons >> Pharmacist Intern**

1



South African
Pharmacy Council

About SAPC

Registered Persons

Registered Organisations

Members of the Public

COVID-19

Login



2

Registered Persons

The South African Pharmacy Council (SAPC) registers all professionals practising in the pharmacy profession as well as learners and students. The below tabs provide relevant information and direct you to services applicable to your specific registration category.



Pharmacy Student



Pharmacist Intern



Pharmacist



Responsible Pharmacist



Assessor / Moderator

NAVIGATE THE SAPC WEBSITE

- From here you can access information on: Pharmacist Intern Scope of Practice, Internship, Intern/Tutor Manual, CPD, Pre-Registration Examination, Applications, Fees, and Internship Opportunities.

3

Pharmacist Intern

[Overview](#) [Scope of Practice](#) [Internship](#) [Manual](#) [CPD](#) [Pre-Reg Examinations](#) [Applications](#) [Fees](#) [Login](#) [Search](#) [Opportunities](#)

On completion of their Bachelor of Pharmacy (BPharm) qualification, graduates are required to complete a one-year internship in any of the following pharmacy sectors: community pharmacy, manufacturing pharmacy, institutional pharmacy or provider of the pharmacy qualification, under the guidance of a registered tutor who is also an experienced pharmacist. The internship-year helps graduates transition from academic training to being able to apply pharmacy theory in practical settings to improve the health of patients.

4

Pharmacist Intern

[Overview](#) [Scope of Practice](#) [Internship](#) [Manual](#) [CPD](#) [Pre-Reg Examinations](#) [Applications](#) [Fees](#) [Login](#) [Search](#) [Opportunities](#)

Introduction

The practical training year is extremely important to the pharmacy graduate. The pre-registration programme, developed by the South African Pharmacy Council (Council), lays the foundation for the internship year and provides the pharmacy graduate with an opportunity to gain practical experience and knowledge in a practice setting. It is also the year in which the tutor nurtures and guides the intern towards adopting a specific approach and attitude towards the practice of the pharmacy profession.

[Click here](#) to download the 2020 *Intern and Tutor Manual*

The Intern CPD System has been revamped. To help interns navigate the new system, an Intern CPD User Manual has been compiled. [Click here](#) to download the *Intern CPD User Manual*.

EVALUATION OF INTERNSHIP



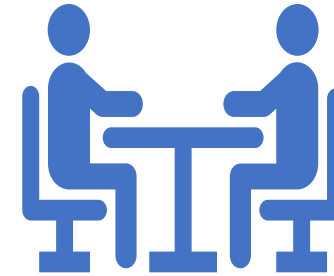
Pre-
registration
Examination

CPD
Portfolio

Progress
reports

365 days of supervised practice





ONLINE OPEN BOOK EXAMINATION

120 questions

1 mark each

NO negative marking

General practice: \pm 70%

Calculations: \pm 30%

PASS MARK

General questions = 50%

Calculations = 60%

SIX CPD ENTRIES:

One outcome per Domain

ASSESSMENT:

Results released two months from submission deadline

Results for entries submitted after deadline will be released 2 months from the subsequent submission deadline

RESUBMIT all entries 'not yet successful'

PROOF OF COMPETENCE

Competent in 6 entries

INSTITUTIONAL / COMMUNITY

Submit 7 progress reports

MANUFACTURING

Submit 9 progress reports

Declaration 400hrs

ACADEMIA

Submit 3 progress reports

Declaration 400hrs

Achievement of Masters Qualification

PROOF OF COMPETENCE

Favourable reports from tutor

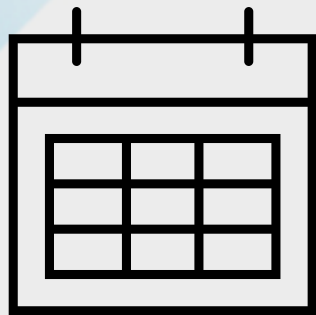


CPDs: Don't be left behind

- Start preparing for your CPDs on Day 1 of internship
1. Complete annual declaration
 2. Read the Tutor/Intern manual
 3. Familiarise yourself with the domains and competencies
 4. Think about your daily practice and collect information as you identify your learning needs
 5. Start with recording submissions online but only submit once you have attended the workshop in February



INTERN WORKSHOPS



- February/March workshop: focus on CPDs
- May/June workshop: focus on pre-reg. exam
- SMSes about workshops are sent to registered interns, tutors and RPs
- Attendance to these workshops is compulsory even if you register later in the year
- Interns and Tutors must register online to attend the workshops
- The updated Intern Manual gets uploaded on the website in early January each year



CESSION OF INTERNSHIP CONTRACTS

- Internship contracts may be ceded:
 - On mutual agreement between intern and tutor
- New tutor and/or premises must be approved by Council
- On payment of the prescribed fees
- Required application form must be submitted at least 7 days before the cession date
- Applications for cession of contract received late by Council will affect the training period for the intern

Applications



Application History



Pre-Registration examination booking



Register as a pharmacist intern



Cession of contract



Registration as a community service pharmacist



Voluntary removal from the SAPC register

CONTACTING THE SAPC

Please use the “send a request” function on the SAPC website.

Alternatively use the following email address:

Interns@sapc.za.org

The screenshot shows the SAPC homepage. At the top left is the SAPC logo and name. To the right are navigation links: About SAPC, Registered Persons, Registered Organisations, Members of the Public, and a Login button. A dark blue banner with the text "Contact SAPC" is prominent. Below this are three light blue boxes with icons and labels: "Customer Care" (headset icon), "Location" (map icon), and "Send a Request" (paper plane icon). At the bottom, a dark blue footer contains "Mission", "Main Navigation", and "Quick Links".

The screenshot shows the "Submit Request" form. At the top is the SAPC logo and navigation links. A dark blue banner with "Submit Request" and a back arrow is at the top of the form area. The form includes a "Department" dropdown menu with options: --Select--, CPD, Customer Services, Education, Finance, IT, Legal Services, Practice, Pre-registration, and Registrations. To the right are input fields for "First Name", "P Number", and "Cell/Telephone Number". Below these is a "Comment" text area and a "Send Request" button.

QUESTIONS



THANK YOU!

The SAPC wishes all 4th year BPharm students the very best for their upcoming examinations.

We look forward to welcoming you as interns in 2022



South African
Pharmacy Council

COMMUNICATION FROM SAPC



- **e-Pharmaciae** – council’s official e-publication distributed bi-monthly to every pharmacy professional. Ensure your e-mail address is updated to receive the latest e-edition carrying pharmacy information and council decision
- **SAPC i-news / e-info** – bulletins dedicated to communicate urgent council information to pharmacy professionals that requires immediate action on their part
- **Bulk SMS’s** – Ensure your cell number is updated with council to receive instant messaging on application progress, exam results, exam dates, updates and other important information
- **SAPC website** – utilise SAPC website to check the latest news and information on the website banner (home page)
- **Social Media** – the SAPC is on all major social networks, using the handle @OfficialSAPC.

