



Intern/Tutor Training 2022



South African
Pharmacy Council
www.sapc.za.org

Introduction to Pre-registration

As a pharmacy graduate, you have passed the final QA test from your university. Now is your opportunity to apply the knowledge and skills you have acquired from all those years of study in a pharmacy under the direct supervision of pharmacist.





South African
Pharmacy Council
www.sapc.za.org

Outline

- Legal framework
- Evaluation
- SAPC website:
 - CPD pages
 - Pre-registration examination pages
 - Progress reports pages
 - Intern progress
- CSP registration
- Contacting SAPC and how Council communicates with you





South African
Pharmacy Council
www.sapc.za.org

Legal Framework for Pre-registration

(Pharmacy Act, 53 of 1974 as amended)

- **Registration** with Council as an intern is essential **before** commencement of internship
 - Approved premises (community, institutional, manufacturing, academia)
 - Contract with approved tutor
 - Payment of prescribed fee
- **Pharmacy graduate is required to undergo min. of 12 months practical training** (internship) before registration as a pharmacist
 - *(see Regulations relating to pharmacy education and training and Regulations relating to the registration of persons and the maintenance of registers)*





South African
Pharmacy Council
www.sapc.za.org

Legal Framework for Pre-registration

(Pharmacy Act, 53 of 1974 as amended)

- Scope of practice of pharmacist interns
 - Same as pharmacists but under supervision of approved tutor (*Regulations relating to the practice of pharmacy*)
- Interns in manufacturing/academia must complete 400 hours of supervised practice in approved community or hospital/institutional pharmacy
 - Tutor remains responsible
 - Arrangements prior to period
 - Periods of at least five (5) consecutive days
 - Must keep records
 - Supervising pharmacist submit progress reports online





South African
Pharmacy Council
www.sapc.za.org

Legal Framework for Pre-registration

(Pharmacy Act, 53 of 1974 as amended)

Cession of contract:

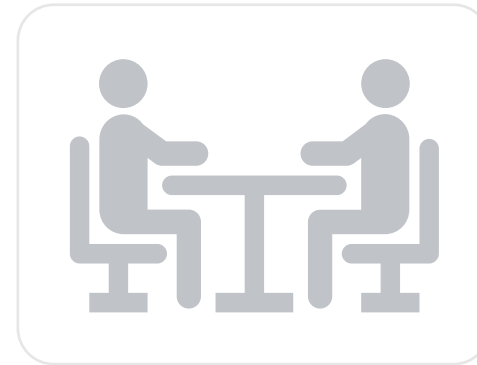
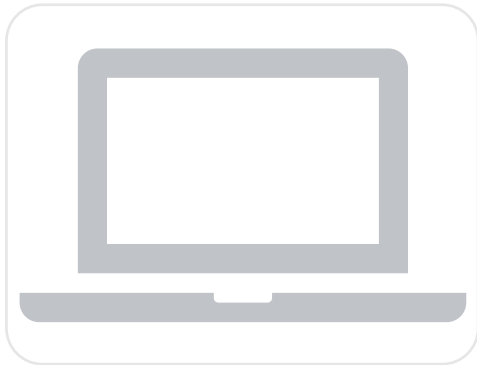
- Internship contract may be terminated on mutual agreement between intern and tutor.
- The following must be done to avoid delays on completion of Internship:
 - submission of the online application
 - contract with new approved tutor
 - **7 days prior to the cession date to Council**
 - payment of the prescribed fee
- **NB: Cession will be approved ONLY once the new premises and tutor are approved by Council**





South African
Pharmacy Council
www.sapc.za.org

Pre-registration Evaluation



Pre-
registration
Examination

CPD
Portfolio

Progress
reports

365 days of supervised practice



South African
Pharmacy Council
www.sapc.za.org



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 and **CS**
5.3 compulsory

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



South African
Pharmacy Council
www.sapc.za.org

Applying for Community Service

- Interns are to apply online for community service on <https://icspinfo.dhmis.org/>
- The ICSP considers the pre-registration examination and CPD results when placing interns for community service
- Ensure that you meet the requirements
- Further information to follow in the CSP workshop





CPD Submission Deadlines



LAST DATES FOR SUBMISSION OF CPD ENTRIES	SAPC RELEASES RESULTS
15 January 2022	01 February 2022
25 February 2022	21 March 2022
01 April 2022	25 April 2022
06 May 2022	30 May 2022
10 June 2022	04 July 2022
15 July 2022	08 August 2022
26 August 2022	23 September 2022
28 October 2022	25 November 2022
06 January 2023	03 February 2023

NOTE THAT-

- (a) According to Council policy, appeals must be submitted within one calendar month after the release of results.
- (b) There will be no CPD assessments in December. Entries submitted after 28 October 2022 will only be assessed in January 2023.
- (c) Entries submitted after the deadline will be assessed and released on the next subsequent submission deadline.
- (d) When CPD entries are released wait at least 48 hours for the system to update.

Please note that on submission of the 10th and subsequent CPDs, a fee determined by Council will be charged. The fee is published on the Council website.



South African
Pharmacy Council
www.sapc.za.org

Exam Dates

Refer to 2022 Intern/Tutor Manual for the full exam requirements. These will also be discussed in detail at the next workshop.

Examination dates for 2022

PRACTICE EXAMINATION	PRE-REGISTRATION EXAMINATION
20 January (Thursday)	4/5 March (Friday/Saturday)
02 June (Thursday)	5/6 August (Friday/Saturday)
18 August (Thursday)	25/26 October (Tuesday/Wednesday)

*THESE DATES ARE SUBJECT TO CHANGE. Please refer to www.sapc.za.org

It is **COMPULSORY** for all interns to participate in the practice examination before they attempt the pre-registration examination.

IMPORTANT – All exam bookings must be done online before the closing date. Late booking fee will be charged after the closing date until 14 days before the exam.



Exam Entrance Requirements

<p>6 months</p>	<p>Interns must be in their sixth (6th) month of internship and must have:</p> <ul style="list-style-type: none">• submitted at least six (6) CPD entries online and be competent in at least three (3) entries; and• completed the practice examination. <p>The tutor must have submitted three (3) progress reports (i.e. the 12 weeks personal and professional development report, and the 24 weeks personal and professional development report and sectoral experience checklist).</p>
<p>9 months</p>	<p>Interns registered for nine (9) months or more must have:</p> <ul style="list-style-type: none">• submitted and be competent in all six (6) CPD entries; and• completed the practice examination <p>The tutor must have submitted four (4) progress reports (i.e. the 12 weeks personal and professional development report, the 24 weeks personal and professional development report and sectoral experience checklist, and the 36 weeks personal and professional development report).</p>
<p>Reattempt at the examination</p>	<p>Interns attempting the examination for the second time (or subsequent attempts) must be competent in all six (6) CPD entries to be allowed to sit for re-examination.</p> <p>The tutor must have submitted the relevant progress reports according to the intern's date of registration.</p>

- No exam fee for 1st and 2nd attempts
 - Fee will be charged on 3rd and subsequent attempts

NOTE: Tutors will have access to intern overall results



South African
Pharmacy Council
www.sapc.za.org

Council Decisions

- Council on 10/11 June 2020 RESOLVED that –
 - pharmacist interns attempting the pre-registration examination for the first time will only be allowed to sit for the examination after completing the first six (6) months of their internship; submitting at least six CPD entries online and being competent in at least three entries. Moreover, the first three progress reports must have been submitted by the tutor;
 - pharmacist interns registered for nine (9) months or more must submit six (6) CPD entries and be competent in all six CPD entries; their tutor must submit all four progress reports to be eligible to write the examination; and
 - pharmacist interns attempting the exam for the second time must be competent in all six CPD entries to be allowed to sit for the examination and must have submitted all the progress reports.



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Intern pages

Secure https://www.pharmcouncil.co.za/Intern_Manual

South African Pharmacy Council

About SAPC **Registered Persons** Registered Organisations Members of the Public Login

Pharmacist Intern

Overview Scope of Practice Internship **Manual** CPD Pre-registration Examinations Applications Fees Login Search

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 first 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*.



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Intern pages

SAPC | Search anything...

Dashboard

- Dashboard
- Annual Declaration
- CPD
- Manuals
- My Progress
- Log Out

Finance Balance : R 0.00	Applications	Letters and certificates	Pre-registration examinations
Contact	Progress Reports	Workshops	Telecommunication



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Intern pages

https://interns.pharma.mm3.co.za/MyCpd/Home/DashBoard

SAPC_Admin - CpdWelcome x

Annual Declaration

Please complete your annual declaration for the year 2020 before continuing with your CPD activities.

[Go to Annual Declaration](#)

Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

Self Review

Peer Review

Log out

Entries by domain

Entries by status

Entries by outcomes

1. Public health

Safe and rational use of medicines and medica

3. Supply of medicines and medical devic

4. Organisation and management skills

5. Professional and personal practice

6. Education, research and critical analys

2020 © South African Pharmacy Council



SAPC website: Intern pages

Annual Declarations

In order to participate in CPD, you are required to make a declaration Council annually, as to whether you wish to be designated as practising or non-practising. (refer to **Regulations relating to continuing professional development**) In order to complete the annual declaration, please complete the employment section and domain competencies. At the end of these sections, you will be designated as either practising or non-practising.

New declaration

Year	Created	Role	Status	Complete
Status				

2020 © South African Pharmacy Council



SAPC website: Intern pages

https://interns.pharma.mm3.co.za/MyCpd/AnnualDeclarations/Employment

SAPC_Admin - Employment x

SAPC

Annual Declaration (Employment)

As part of the annual declaration, please complete the employment section by selecting the primary area of practice, and whether you are in the public/private sector.

1 **Employment** → 2 Domain Competencies → 3 Assessment Criteria

Scope of practise - Pharmacist

Primary area of practice: --Select--

Primary employment status: --Select--

Sector of Practice: --Select--

Secondary areas of practice(if applicable)

- Academic Institution
- Community Pharmacy
- Distribution Pharmacy
- Institutional Public
- Manufacturing Pharmacy
- NGO's
- Provincial department of health
- Wholesale Pharmacy Private
- Clinical trials and research
- Consultant Pharmacy
- Institutional Private
- Managed care
- National department of health
- Professional administration & management
- Statutory Council
- Wholesale Pharmacy Public

Continue



South African
Pharmacy Council
www.sapc.za.org

Annual Declaration

Annual Declaration

According to your competencies you are a **Practicing** pharmacist.



The CPD Cycle

SAPC

Dashboard

To record your CPD activities click **Reflection** from the main menu to start the CPD cycle. Ensure that information is provided for each step in the CPD cycle. You may save the information at any stage of the cycle and continue at a later date. The CPD cycle is a process that involves four steps viz:

- **Step 1 - Reflection on practice** (Answers the questions - What do I need to know? What do I need to be able to do?);
- **Step 2 - Planning** (Answers the question – How can I learn?);
- **Step 3 - Implementation** (Describes the action taken); and
- **Step 4 - Evaluation or reflection on learning** (Answers the questions – What have I learnt? and How is it benefiting my practice)

the CPD cycle

outcomes



South African
Pharmacy Council
www.sapc.za.org

The CPD Cycle

The screenshot shows the SAPC CPD Cycle interface. On the left is a dark blue navigation menu with the following items: Dashboard, Annual Declaration, Reflections, Plannings, Implementations, Evaluations, and Log out. The main content area is titled 'Dashboard' and contains a section for 'Entries by' with a bar chart. A modal window is open, displaying the following content:

Domain and competencies

1. Public health
2. Safe and rational use of medicines and medical devices
3. Supply of medicines and medical devices
4. Organisation and management skills
5. Professional and personal practice
6. Education, research and critical analysis

Introduction

Domain 6 includes the behavioural statements relating to education and training, critical analysis and research.

Education is essential for the initial development of pharmacists and is required throughout a pharmacist's career to keep abreast of knowledge, skills, attitudes and values. Pharmacists should participate in the education and training of patients, interns, pharmacy support personnel and other healthcare practitioners.

Critical analysis competencies provide the link between practice and research by assisting in the identification of areas where research is required. Pharmacists should participate in practice-based research. The research may include investigations into prescribing practices, patterns of medicine usage, evaluation of medicine use, the monitoring of adverse reactions, the benefits of the pharmacist's advisory role, computerised data handling, health economics, legislation, and aspects of abuse and irrational use of medicines.

Practising pharmacists are increasingly participating in health systems and quality improvement research, which must



South African
Pharmacy Council
www.sapc.za.org

CPD Cycle - Reflection

Reflection

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs.

Identify a new learning need

No reflections.



SAPC website: Intern CPD pages

CPD Submission

To submit for verification, click on a competency standard and use the [Action] button arrow (▾). Use the [Submission Action] button arrow to return to your reflections, plannings, implementations, to evaluate or return to your CPD dashboard.
If your result is "Not Yet Successful", click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

Submission Action ▾

1.organise and control the manufacturing, compounding and packaging of pharmaceutical products

2.organise the procurement, storage and distribution of pharmaceutical materials and products

3.dispense and ensure the optimal use of medicines prescribed to the patient

4.provide pharmacist initiated care to the patient and ensure the optimal use of medicine

Reflection Title

Pharmacist Initiated Therapy individualised according to patient needs.

Status	First Submission Date	Submission Date	Submissions
Submitted for assessment	25/04/2018	04/01/2019	5
Reflection	Planning	Activity/implementation	Evaluation
Complete	Complete	Complete	Complete
Result			
Successful			

5.provide information and education on health care and medicine

Reflection Title

Furnishing of information regarding medication to an individual as per request

Status	First Submission Date	Submission Date	Submissions
Awaiting submission	28/10/2018	16/01/2019	3
Reflection	Planning	Activity/implementation	Evaluation
Complete	Complete	Complete	Complete
Result			
Not Yet Successful			


Reflection
 Submit for verification
 Report

Action ▾



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Intern CPD pages

 | SAPC

☰ | 🔍 Search anything...

Continuing Professional Development

1. Reflection 2. Planning 3. Implementation

4. Evaluate Submissions

2018 © South African Pharmacy Council



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Exam pages

The screenshot shows the SAPC website dashboard. On the left is a dark blue navigation sidebar with the following items: Dashboard (circled in blue), Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area is titled 'Dashboard' and contains a grid of eight light blue tiles. The tiles are: Finance (Balance : R), Applications, Letters and certificates, Pre-registration examinations (indicated by a large blue arrow pointing down), Contact, Progress Reports, Workshops (indicated by a large blue arrow pointing up), and Telecommunication. At the top of the main content area, there is a search bar with the text 'Search anything...' and a search icon.



South African
Pharmacy Council
www.sapc.za.org


SAPC website: Exam pages

The screenshot displays the SAPC website interface. At the top left, the SAPC logo and name are visible. A search bar is located at the top right. The main navigation menu on the left includes: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The central content area is titled 'Application' and features four prominent cards: Examination Bookings, Examination Results, Practise Examinations, and Examination. The footer contains the copyright notice: 2018 © South African Pharmacy Council.



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Progress reports

 | SAPC

☰ Search anything...

Progress Reports

Progress 0 Of 7 **Category** Community Pharmacy **Practical Training Site** Y05287 - Clicks Pharmacy - Roodepoort

Report	Status	Date	Tutor
12 - Weeks	Incomplete	15/02/2019	
24 Weeks - Personal and Professional Development	Incomplete	15/02/2019	
24 Weeks - Sectoral	Incomplete	15/02/2019	
36 - Weeks	Incomplete	15/02/2019	
45 Weeks - Personal and Professional Development	Incomplete	15/02/2019	
45 Weeks - Sectoral	Incomplete	15/02/2019	
Summary Of Outcomes Achieved	Incomplete	15/02/2019	


Navigation menu:

- Dashboard
- Annual Declaration
- CPD
- Manuals
- My Progress
- Log Out



South African
Pharmacy Council
www.sapc.za.org

SAPC website: Intern progress

 | SAPC ☰

My Progress

Not yet released for Community Service Pharmacist		}
Progress Reports (Required Outcome-100%)		
Progress Reports	0	}
Practical Training Days (Required-365)		
Days	0	}
Pre-Registration Examination (Required Outcome-Successful)		
Paper 1	N/A	}
Paper 2	N/A	
Outcome	Not Yet Successful	
Continuing Professional Development (CPD) (Required Outcome-Competent)		}
Total	0	
Successful	0	
Not Yet Successful	0	
Outcome	Not Yet Competent	

Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out



South African
Pharmacy Council
www.sapc.za.org

Important Information

- **Annual fees** for interns are payable **by 1 June** each year (R592 incl VAT)
- Internship must be completed within 12 months
 - **employment contract is only for a year**
 - employers are only able to reserve the intern position for the period of the contract
- If not completed internship in 12 months, must –
 - extend the contract with same tutor or get another tutor
 - attend the relevant workshop the following year
- Intern progress is made available to:
 - Intern (on secure site)
 - Employer (on group login)
 - Tutor (on secure site)
 - NDoH (ICSP)





South African
Pharmacy Council
www.sapc.za.org

Appealing CPD and Exam results

Appeals against CPD or exam results or requests for reassessment must be sent to Council in writing not later than 30 days after the results are released.

What delays release from Internship

- Submitting CPD entries after the October submission deadline
- Non-competence in 6 of 6 CPD entries
- Failing the Pre-registration Examination
- Incomplete Progress reports
- Not having completed 365 days of practical training





South African
Pharmacy Council
www.sapc.za.org

Submit your CPD entries on time to avoid disappointments!

- **Intern 1:** Can my CPDs be marked as my commserve placement wants evidence that they have been completed before I get my appointment letter.
- **Intern 2:** Good day I hope this finds you well. I am writing to just find out when the next CPD results be released as I submitted last year and I am worried that they may stop me from getting released for community service if I do not get my results soon. Thank you for your time.
- **Intern 3:** Is there no way I can please request an exception be made for me as well seeing that I'm desperate to start as soon as possible to avoid sitting without a job for more than a month?
- **Intern 4:** Can my outstanding CPD's please be marked faster in order for me to keep my position for community service as they are waiting for me to become available.

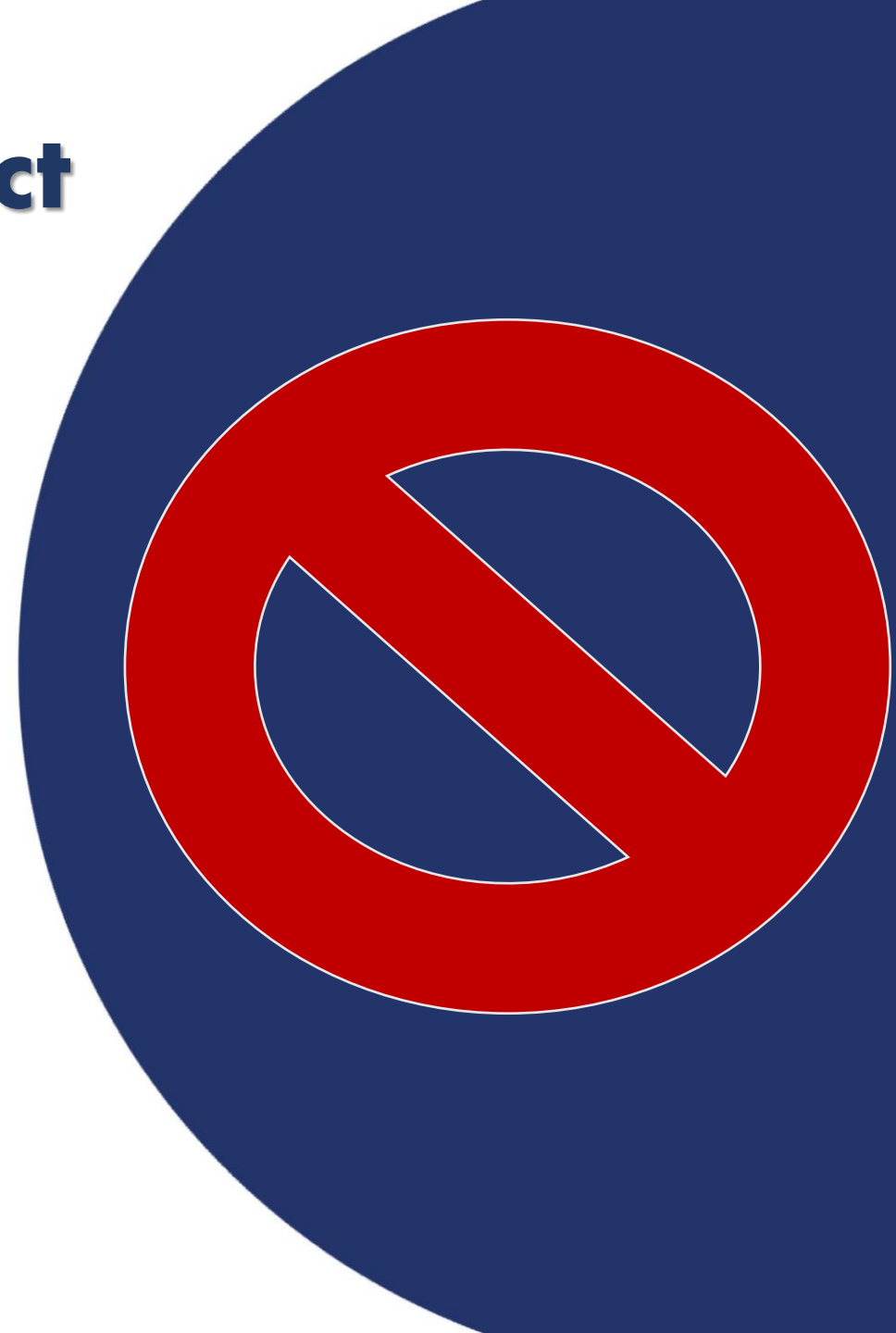


South African
Pharmacy Council
www.sapc.za.org

Unprofessional Conduct

- Do not contact the assessor/moderator to pressurize them to mark CPD entries (contact with assessors is facilitated by the Office of the Registrar when necessary)
- Do not threaten the assessor/moderator for marking of CPD entries
- Unprofessional behaviour will result in disciplinary action being taken against the intern.

(See page of the Intern/Tutor Manual)





South African Pharmacy Council
www.sapc.za.org

Contacting the SAPC



South African Pharmacy Council

[About SAPC](#) [Registered Persons](#) [Registered Organisations](#) [Members of the Public](#)

Login



Contact SAPC

interns@sapc.za.org

Customer Care

Office operating hours (Mondays- Fridays)	08:00 - 16:30
SAPC Contact Centre (Mondays- Fridays)	09:00 - 16:00
Weekends and public holiday	Closed
SAPC Customer Care line:	0861 7272 00 or +27(0)12 319 8500
Facsimile	+27(0)12 321 1492/+27(0)12 321 1479
E-mail address:	customercare@sapc.za.org



South African
Pharmacy Council
www.sapc.za.org

Contacting the SAPC



South African
Pharmacy Council



[About SAPC](#) [Registered Persons](#) [Registered Organisations](#) [Members of the Public](#)

Login

Submit Request



Department

--Select--
--Select--
CPD
Customer Services
Education
Finance
IT
Legal Services
Practice
Pre-registration
Registrations

First Name

P Number

Cell/Telephone Number

Comment

Send Request

Our Mission

We exist to protect the public by improving health outcomes, assist in promoting

Main Navigation

[Home](#)

Quick Links

[Contact the Council](#)



South African
Pharmacy Council
www.sapc.za.org

Contact Us



customercare@sapc.za.org



0861 7272 00
or
012 319 8500



@OfficialSAPC



South African
Pharmacy Council
www.sapc.za.org

Thank you!