DIRECTORATE FOR REGISTRATION AND RECOGNITION

EVALUATION REPORT FOR THE RECOGNITION OF PROFESSIONAL BODIES AND REGISTRATION OF PROFESSIONAL DESIGNATIONS

Name of Professional Body	South African Pharmacy Council (SAPC)
Statutory or Non-Statutory Body	Statutory
Sector	Health Sciences and Social Services
Physical Address	591 Belvedere Street, Arcadia, Pretoria, 0083
Application Approved by Board/Council	Yes
Application Signed by CEO / Registrar/ Board Chairperson	Yes
Number of Designations Applied for	4
Date of Site Visit	03 August 2017
Date of Gazette Notice	
Name of the Registrar/CEO/ Executive Director	Mr Amos Masango
Telephone	012 326 1496
E-mail address	registrar@sapc.za.org

PROFESSIONAL BODY RECOGNITION AND PROFESSIONAL DESIGNATION REGISTRATION

EVALUATION REPORT

1. NAME OF BODY: SOUTH AFRICAN PHARMACY COUNCIL (SAPC)

1.1. The South African Pharmacy Council (SAPC) applied to SAQA for recognition as a professional body and for the registration of 4 (four) professional designations on the NQF in terms of the NQF Act 2008 (Act 67 of 2008).

1.2. SAPC is a statutory body established in terms of the Pharmacy Act 1974, (Act 53 of 1974) as amended to regulate pharmacists, pharmacy support personnel and pharmacy premises in South Africa.

2. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

DRR evaluated the application against the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the NQF Act.* The SAPC was found to meet all the criteria for recognising a professional body listed below:

2.1. Legally constituted entity

The South African Pharmacy Council is a statutory body established in terms of the Pharmacy Act 1974, (Act 53 of 1974) as amended.

2.2. Human Resources

- The day to day business of the professional body is managed by the Registrar.
- A staff complement of 85 support the Registrar in the daily activities of the professional body

2.3. Financial Resources

- The professional body submitted its Audited Financial Statement, which is also available on the professional body website.
- SAPC keeps full and proper financial records of its business as a professional body.
- The Councillors have satisfied themselves that the Council is in a sound financial position and that it has access to sufficient borrowing facilities to meet its foreseeable cash requirements.
- The Councillors are not aware of any new material changes that may adversely impact the Council. The Councillors are also not aware of any material non-compliance with statutory or regulatory requirements or of any pending changes to legislation which may affect the Council.

2.4. Good corporate governance practices

The Act of the professional body was submitted to SAQA.

1. According to Section 5(1)(a) to (e) of the Act, the Council shall consist of 25 elected persons appointed as follows:
    - Nine pharmacists registered with the Council, resident in the Republic of South Africa and elected by pharmacists;

- Nine pharmacists nominated by the Members of the Executive Council responsible for health matters in the provinces of the Republic and appointed by the Minister of Health;
- An officer of the Department of Health appointed by the Minister
- Two pharmacists who are members of the staff of a university at which provision is made for the education and training of pharmacists, nominated by such a university and appointed by the Minister: provided such pharmacists shall not be from the same university;
- Four other persons appointed by the Minister, one of whom shall be a person appointed on account of his or her legal knowledge.

2. The Council shall have a president and vice-president, and all members of the Council shall be entitled to vote during the election of the president and the vice-president and other office-bearers of the Council.
3. Subject to the provisions of Section 7, the members of the Council shall hold office for a period of five years, but shall be eligible for re-appointment or re-election, as the case maybe, for one term only.
4. The Registrar shall give notice in the Gazette of the appointment or election of any member of the Council, the date of such appointment or election and the period for which such member has been appointed or elected.
5. The Minister may, in the public interest, after consultation with a person or body responsible for the appointment or election of a member, terminate the membership of any member of the Council after giving written notice to the member and affording the member an opportunity to furnish reasons to the Minister why his or her membership should not be terminated.
6. The Minister shall notify the registrar in writing of the names of the members appointed in terms of sub-section (1) of the Act.

2.5. Protection of the public interest

- SAPC has rules relating to acts or omissions in respect of which the Council may take disciplinary steps (GNR.599 of 31 March 1989).
- Alleged breaches of the professional code are dealt with in accordance with a fair and impartial disciplinary procedure.
- Any person who is aggrieved by any decision of the Council may appeal to the provincial or local division of the Supreme Court of South Africa having jurisdiction in the area wherein the appellant normally practices in the capacity in which he/she is registered.

2.6. Membership and affiliations

SAPC membership

- SAPC has over 28 500 members on their database that were verified during the site visit.
- The Registrar must in accordance with the provisions of the Act keep the following details of the registered persons: name; address; qualification; date of initial registration; registration number; category of registration; and any other information that may be required by the registrar.
- The SAPC will be able to load data on the National Learners Records Database (NLRD).

National affiliations:

- N/A

International affiliations:

- N/A

2.7. Education and Training

SAPC complies with Section 19 of the Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualification Framework Act, Act 67 of 2008 as:

- It is not accredited as an education and training provider by a Quality Council;
- It is not registered as an education and training provider with the Department of Higher Education and Training; and
- But it recognises suitable education and training providers and is involved in the development of learning programmes offered by training providers.

2.8. Continuing Professional Development (CPD)

- CPD criteria for retaining the professional designation are administered in terms of the SAPC CPD policy.
- SAPC has made the necessary efforts to promote optimal participation in CPD activities by members with designations.
- On 12/13 October 2004 SAPC resolved to introduce CPD for pharmacists and other persons registered with the Council.
- CPD regulations were published for comment and the Minister of Health has to publish them for implementation.
- The regulations will make CPD mandatory for pharmacists and pharmacy support personnel.
- Currently CPD is only mandatory for tutors.
- Applicable registered persons with the SAPC will be required to submit a record of their CPD activities in accordance with the CPD cycle. A web based system will be used for the submission of details of the CPD activities.
- Registered persons will be required to keep copies of their own personal electronic portfolio of evidence, which Council may request from time to time.
- Council will assess submissions to ensure that registered persons have complied with the requirements relating to participation in, and recording of, CPD.
- The CPD committee will be responsible for creating awareness, liaising with stakeholders, monitoring compliance, setting standards for the approval of CPD, addressing all matters relating to CPD and reporting to the Council on all matters on CPD.

2.9. Transformation and Unfair Exclusionary Practices

- The professional body does not have a transformation policy
- The SAPC professional body's staff and membership are reflective of the South African demographics.

2.10. Proliferation of professional bodies

- There is no additional professional body in the sector that has been established through an Act of Parliament.
- There is no other non-statutory body in the sector.

3. CRITERIA FOR REGISTERING A PROFESSIONAL DESIGNATION

3.1. Recognition of Prior Learning (RPL)

- Prospective candidates identify specific unit standard/s or qualification that match their skills.
- The candidate applies to the provider who is accredited/approved for the identified unit standard/s or qualification and a request for the assessment is done.
- The candidate may make this request without having to attend any formal education and training.
- The provider conducts a screening to ascertain the viability of the application. If the application is not viable, the candidate is referred for further advice on alternative pathways. If the application is viable, the pre-assessment stage is initiated.

- During the pre-assessment stage, the provider appoints a relevant assessor and sets up an interview between the assessor and the candidate.
- The assessor and the candidate develop an assessment plan.
- The candidate is given the relevant unit standard or qualification to refresh his/her knowledge and skills of the specific unit standard or qualification.
- The candidate then prepares evidence against the specific unit standard or qualification.
- The assessor and the candidate meet for assessment. The assessor assesses the level of competence of the candidate.
- The candidate should demonstrate competence through evidence that has been collected e.g. samples of work or video showing work in progress.
- The assessor makes a judgement if the candidates fully meets or does not meet the requirements of the unit standard:
- The assessor informs the candidate with regard to the outcome of the RPL and that is subject to moderation and verification.
- The assessor informs the provider/moderator of the outcome of the RPL.
- The assessment performed by the assessor is moderated by a moderator.
- The verifier employed by the Council, verifies the moderation performed by the moderator.
- Providers will be required to submit the following documents to the office of Council for verification:
    - RPL policy;
    - Evidence of steps followed during the RPL process;
    - Evidence submitted by the learner;
    - Moderation done on this RPL process and the detailed report of the moderation.
- The assessor must record the results of the assessment and it is stored safely for cases of appeals and for quality assurance purposes
- If the candidate is deemed *"competent"* he/she will be awarded the full credit or qualification.
- If the candidate is deemed *"not competent"* no credits will be awarded.
- If the candidate does not meet the requirements of the unit standard or qualification and the candidate wishes to meet the requirements, the assessor can draw up an education and training plan that is based on the learner's developmental needs.
- Candidates that are not satisfied with the RPL decision may initiate the providers' appeals process.
- If the candidate is still unsatisfied, he/she may appeal to Council in terms of the Council's appeal policy.

3.2. Awarding and retention of professional designations

Candidates will be required to work in their relevant practice settings for the prescribed timeframes as required in the Act for each specific designation.

3.3. Designation(s) to be Registered

Designation Title: Pharmacist's Assistant (Basic)

CRITERION	DESCRIPTION
Underlying NQF Registered Qualification/Part-Qualification	National Certificate: Pharmacist Assistance at NQF Level 3
Experiential Learning / Practical Experience	A minimum of 12 months in-service training in a pharmacy facility approved by Council for training purposes under the direct personal supervision of a tutor approved by Council
Board / Admission Examination / Assessment	• Progress reports to be submitted by tutor. • Competency Assessment is done by the approved provider of academic component.

CRITERION	DESCRIPTION
Continuing Professional Development (CPD) Requirements	All registered persons who are designated as practising are required to participate in CPD. They must record their six CPD activities annually in the web-based format approved by Council. Registered persons will be required to keep an electronic portfolio of evidence. The format of the portfolio may be determined by the individual. Council could request the portfolio in cases where a registered person fails to record their activities or for any other reason that Council may determine. When requested, the portfolio of evidence must be submitted electronically.
Application of Recognition of Prior Learning (RPL)	RPL is carried out by the approved providers.

Designation competences:

A pharmacist's assistant registered in the category pharmacist's assistant basic may perform the following services or acts under the direct personal supervision of a pharmacist in a pharmacy:

- assist with the sale of Schedule 1 medicines or scheduled substances;
- assist with the compounding, manipulation or preparation of a non-sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist;
- assist with the manufacturing of a non-sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist;
- assist with the re-packaging of medicine;
- assist with the distribution and control of stock of Schedule 1 to Schedule 6 medicines or scheduled substances; and
- assist with the provision of information to individuals in order to promote health

Designation Title: Pharmacist's Assistant (Post-basic)

CRITERION	DESCRIPTION
Underlying NQF Registered Qualification/Part-Qualification	Further Education and Training Certificate: Pharmacist Assistance at NQF level 4.
Experiential Learning / Practical Experience	Minimum of 12 months in-service training in a pharmacy facility approved by Council for training purposes under the direct personal supervision of a tutor approved by Council.
Board / Admission Examination / Assessment	• Progress reports to be submitted by tutor. • Competency Assessment is done by the approved provider of academic component.
Continuing Professional Development (CPD) Requirements	All registered persons who are designated as practising are required to participate in CPD. They must record their six CPD activities annually in the web-based format approved by Council. Registered persons will be required to keep an electronic portfolio of evidence. The format of the portfolio may be determined by the individual. Council could request the portfolio in cases where a registered person fails to record their activities or for any other reason that Council may determine. When requested, the portfolio of evidence must be submitted electronically.
Application of	RPL is carried out by the approved providers.

CRITERION	DESCRIPTION
Recognition of Prior Learning (RPL)	

Designation competences:

A pharmacist's assistant registered in the category pharmacist's assistant post-basic may perform the following services or acts under the direct personal supervision of a pharmacist in a pharmacy:

- assist with the sale of Schedule 1 and Schedule 2 medicines or scheduled substances;
- assist with the compounding, manipulation or preparation of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist;
- assist with the manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist;
- assist with the re-packaging of medicine;
- assist with the distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances;
- assist with the ordering of medicine and scheduled substances up to and including Schedule (7) according to an instruction of a person authorised in terms of the Medicines Act to purchase or obtain such medicine or scheduled substance;
- assist with the provision of instructions regarding the correct use of medicine supplied; and
- assist with the provision of information to individuals in order to promote health.

Notwithstanding the provisions in regulation 11, a pharmacist's assistant registered in the category pharmacist's assistant post-basic may perform the acts or provide services as prescribed in sub regulations 11(5), 11(6), 11(8) and 11(9), as well as the reading and preparation of a prescription, the selection, manipulation or compounding of medicine and the labelling and supply of medicine in an appropriate container under the indirect personal supervision of a pharmacist: provided that such indirect personal supervision will take place only under the following circumstances:

- the services are provided or acts are performed at a primary health care clinic or any other facility as approved by Council;
- only re-packaged medicines or patient ready packs are provided;
- written and updated protocols and standard operating procedures are available describing clearly the responsibility of the pharmacist's assistant and pharmacist under whose indirect personal supervision the pharmacist's assistant performs the acts and provides the services; and

the pharmacist under whose indirect personal supervision the pharmacist's assistant performs the acts and provides the services visits the pharmacist's assistant at the primary health care clinic or other facility as approved by Council for purposes of supervision and support, which visits must be documented and take place at least once a month.

Designation title: Pharmacy Technician

CRITERION	DESCRIPTION
Underlying NQF Registered Qualification/Part-Qualification	Advanced certificate: Pharmacy: Technical Support at NQF Level 6

CRITERION	DESCRIPTION
Experiential Learning / Practical Experience	Candidates must have 6 months of traineeship
Board / Admission Examination / Assessment	Board exams are done by the accredited providers.
Continuing Professional Development (CPD) Requirements	All registered persons who are designated as practising are required to participate in CPD. They must record their six CPD activities annually in the web-based format approved by Council. Registered persons will be required to keep an electronic portfolio of evidence. The format of the portfolio may be determined by the individual. Council could request the portfolio in cases where a registered person fails to record their activities or for any other reason that Council may determine. When requested, the portfolio of evidence must be submitted electronically.
Application of Recognition of Prior Learning (RPL)	RPL is carried out by the approved providers.

Designation competences:

A pharmacy technician may provide or perform the following services or acts under the direct personal supervision of a pharmacist and in accordance with *Rules relating to good pharmacy practice*, and where applicable, *Rules relating the good manufacturing practice* and the *Rules relating to good wholesale and distribution practice* as determined in terms of the Medicines Act:

- assist with the manufacturing, compounding, manipulation or preparation of a non-sterile or sterile medicine or scheduled substance;
- the packaging and re-packaging of Schedule 0 to Schedule 5 (excluding Specified Schedule 5) medicines or scheduled substances;
- the sampling, or supervision of the sampling of medicines or scheduled substances in accordance with rules relating to good manufacturing practice
- picking, packing and despatch of orders for Schedule 1 to Schedule 5 medicines or scheduled substances: Provided that orders that contain schedule 5 medicines are validated by a pharmacist prior to release thereof;
- the checking of orders containing Schedule 1 to 4 medicines in closed packs, prior to the packing and despatch thereof, which have been picked by a pharmacist's assistant, as well as the supervision of such persons: Provided that this function may only be performed in a manufacturing pharmacy, wholesale pharmacy or bulk store of an institutional pharmacy;
- assist with the management of stock of Schedule 1 to Schedule 5 medicines or scheduled substances: Provided that orders that contain medicines which fall into schedule 5 are validated by a pharmacist;
- the ordering and receipt of Schedule 1 to Schedule 5 medicines or scheduled substances: Provided that orders that contain schedule 5 medicines are validated by a pharmacist;
- the sale of Schedule 1 and 2 medicines without the prescription from an authorised prescriber, provided that the supply of a Schedule 2 medicine takes place in consultation with a pharmacist;
- the dispensing of Schedule 1, 2 ,3 and 4 medicines or scheduled substances (i.e. the selection, manipulation or compounding of the medicine, the labelling and packing of the medicine in an appropriate container and the provision of information to a patient, caregiver or the agent of a patient regarding the correct use of medicine to optimise therapeutic outcomes) on the prescription of an authorised prescriber: Provided that the pharmacist interprets and evaluates the prescription;
- the selection or preparation of a Schedule 5 medicines or scheduled substances

CRITERION	DESCRIPTION
prescribed by an authorised prescriber and the labelling of an appropriate container, following the interpretation and evaluation of the prescription by a pharmacist; • general housekeeping and administrative tasks in the pharmacy as specified by the responsible pharmacist; • supervision of pharmacist's assistants, pharmacy technical assistants, and trainee pharmacist's assistants, pharmacy technical assistants and pharmacy technicians, as specified by the responsible pharmacist; • the provision of technical support in the provision of screening tests provided that where an interpretation of results is required this is done by a pharmacist; A pharmacy technician may provide or perform the following services or acts under the supervision of a pharmacist who may not be physically present in the dispensary in a primary health care clinic and in accordance with *Rules relating good pharmacy practice*: • the ordering and receipt of Schedule 1 to Schedule 6 medicines or scheduled substances, provided that orders that contain schedule 5 and above medicines are validated by a pharmacist; • the management of stock of Schedule 1 to Schedule 6 medicines or scheduled substances: Provided that orders that contain schedule 5 and above medicines are validated by a pharmacist; • receive and screen prescription for medicine which appears on the Primary Health Care Essential Medicines List and which is prescribed in accordance with Standard Treatment Guidelines, the selection, manipulation or compounding of the medicine, the labelling and packing of the medicine in an appropriate container and the provision of information to a patient, caregiver or the agent of a patient to optimise therapeutic outcomes; • the provision of information to a patient, caregiver or the agent of a patient to optimise therapeutic outcomes resulting from the use of medicines which have been dispensed at a pharmacy and sent to the primary health care clinic for supply to the patient or the patient's agent or caregiver; • management of the dispensary, where the dispensary is designated as a dispensary in terms of the rules relating to good pharmacy practice; • general housekeeping and administrative tasks in the dispensary as specified by the supervising pharmacist.	

Designation title: Pharmacist

CRITERION	DESCRIPTION
Underlying NQF Registered Qualification/Part-Qualification	Bachelor of Pharmacy
Experiential Learning / Practical Experience	Minimum 400hours during training and twelve months practical training (internship)
Board / Admission Examination / Assessment	Pre-registration evaluation conducted by SAPC (examination, assessment of CPD entries and favourable progress reports from tutors)
Continuing Professional Development (CPD) Requirements	All registered persons who are designated as practising are required to participate in CPD. They must record their six CPD activities annually in the web-based format approved by Council. Registered persons will be required to keep an electronic portfolio of evidence. The format of the portfolio may be determined by the individual. Council could request the portfolio in cases where a registered person fails to record their activities or for any other reason that Council may determine. When requested, the portfolio of evidence must be submitted

CRITERION	DESCRIPTION
	electronically.
Application of Recognition of Prior Learning (RPL)	RPL is carried out by the approved providers.

Designation competences:

Except as provided for in section 29 (3) of the Act, and sections 23 (2) (*a*) (i) and 34 of the Veterinary and Para-Veterinary Professions Act, 1982 (Act 19 of 1982), the following acts shall be regarded to be acts specially pertaining to the profession of a pharmacist-

- the provision of pharmaceutical care by taking responsibility for the patient's medicine related needs and being accountable for meeting these needs, which shall include but not be limited to the following functions:
  - evaluation of a patient's medicine related needs by determining the indication, safety and effectiveness of the therapy;
  - dispensing of any medicine or scheduled substance on the prescription of a person authorised to prescribe medicine;
  - furnishing of information and advice to any person with regard to the use of medicine;
  - determining patient compliance with the therapy and follow up to ensure that the patient's medicine related needs are being met; and
  - the provision of pharmacist initiated therapy;
- the compounding, manipulation, preparation or packaging of any medicine or scheduled substance or the supervision thereof;
- the manufacturing of any medicine or scheduled substance or the supervision thereof;
- the purchasing, acquiring, importing, keeping, possessing, using, releasing, storage, packaging, repackaging, supplying or selling of any medicine or scheduled substance or the supervision thereof; and
- the application for the registration of a medicine in accordance with the Medicines Act.