

Pre-registration Examination Workshop 2019



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3rd National Pharmacy Conference
3-5 Oct 2019, Sun City
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Programme

TIME	ITEM	PRESENTER
9:00 – 9:05	Welcome	SAPC staff
9:05 – 10:00	Pre-registration	SAPC staff
10:00 – 10:50	Examination paper	Examiner/moderator
10:50 – 11:00	SHORT BREAK	
11:00 – 12:00	Examination paper	Examiner/moderator
12:00 – 12:30	Q&A	



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Overview

- Legal framework for pre-registration / internship
- Pre-registration evaluation
- SAPC website
- Online pre-registration exam
 - Registration requirements
 - Exam process
 - Exam format
- Council requirements for registration as a CSP
- Contact SAPC
- How Council communicates with you



Legal framework for pre-registration

(Pharmacy Act, 53 of 1974, as amended)

1

- Scope of practice of pharmacist interns
 - Same as pharmacists but under supervision by 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 consecutive days
 - Must keep records
 - Supervising pharmacist submit progress reports online



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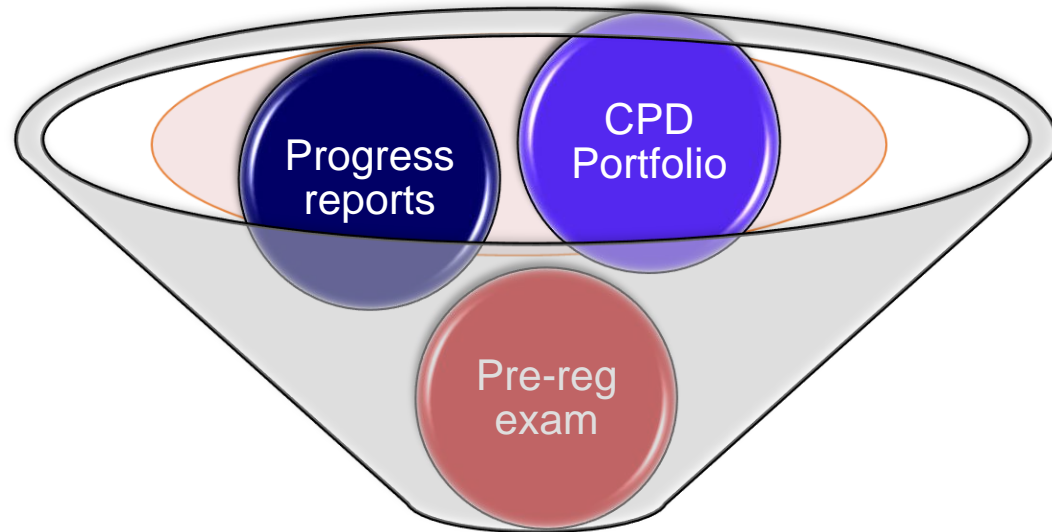
- Internship contract may be ceded (**cession of contract**):
 - On mutual agreement between intern and tutor
 - On completion and submission to Council of required application form 7 days prior to the cession date
 - Only when new tutor and/or premises are approved by Council
 - Online application on the SAPC website
 - Payment of the prescribed fee

(see page 5 of the Intern/Tutor Manual)



Pre-registration evaluation

3



Online registration as a pharmacist for the purpose of performing pharmaceutical community services (CSP)



365 days under an approved tutor in a facility approved for training



Pre-registration evaluation

4

EXAMINATION	CPD PORTFOLIO	PROGRESS REPORTS
<p>WRITTEN EXAM</p> <ul style="list-style-type: none">• Online and open book• 1 paper comprising<ul style="list-style-type: none">• general practice (70% = 84 marks) and calculation (30% = 36 marks) type questions• 120 multiple choice questions each worth 1 mark (<i>no negative marking</i>)• Content as per new competency standards for entry level pharmacists in South Africa• Duration = 4 hrs <p>PASS MARK</p> <ul style="list-style-type: none">• General questions = 50% (42 marks)• Calculations = 60% (22 marks)• Overall = 64 marks <p>PROOF OF COMPETENCE</p> <ul style="list-style-type: none">• Pass the exam• If not successful, may re-write on next exam date <p><i>Page 13-24 of Intern/Tutor Manual</i></p>	<p>TOTAL 8 CPD ENTRIES:</p> <ul style="list-style-type: none">• One outcome from each CS 1 to 7 (7 Entries) = COMPULSORY• One outcome from CS 8, 9 or 10 (1 Entry)• Tutor verification essential <p>ASSESSMENT:</p> <ul style="list-style-type: none">• 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' <p>PROOF OF COMPETENCE</p> <ul style="list-style-type: none">• Submit 8 entries• Competence in 6 of 8 entries <p><i>Page 25-36 of Intern/Tutor Manual</i></p>	<p>INSTITUTIONAL/COMMUNITY</p> <ul style="list-style-type: none">• Submit 7 progress reports <p>MANUFACTURING</p> <ul style="list-style-type: none">• Submit 9 progress reports• Declaration 400hrs <p>ACADEMIA</p> <ul style="list-style-type: none">• Submit 3 progress reports• Declaration 400hrs• Achievement of Masters Qualification <p>PROOF OF COMPETENCE</p> <ul style="list-style-type: none">• Favourable reports from the tutor <p><i>Page 37-42 of Intern/Tutor Manual</i></p>





CPD dates

DEADLINES FOR SUBMISSION OF CPD ENTRIES

14 January 2019

30 April 2019

18 June 2019

13 August 2019

15 October 2019

13 January 2020

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 15 October 2019 will be assessed after the 13 January 2020 submission deadline.
- (c) Results for entries submitted after the deadline will be released 2 months from the subsequent submission deadline.

NOTE WELL:

- CPD results will be released two months from the submission deadline
- Final progress reports must be submitted by 30 November each year.
- There will be no CPD assessments from 01 December to 13 January 2020.





Exam dates

6

■ Examination dates for 2019

- 20 July (new format)
- 23 October (new format)

■ IMPORTANT

- All exam bookings must be done online by 20 June 2019
- Late bookings allowed until 4 July 2019
- A fee of **R1060** will be charged for late bookings

Refer to the 2019 Intern/Tutor Manual for the full exam requirements.



- May appeal against CPD or exam results
- Request for CPD reassessment
- Review of your exam paper

- Above requests must be submitted to Council in writing
- ***Not later than 30 days*** after results are released



- **Annual fee of R564.00** for interns is payable **by 1 June** each year
- 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)



SAPC website: Intern pages

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



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Pharmacist Intern

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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 2019 *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*.

SAPC website: Intern pages

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SAPC



Search anything...



MS. AVRIL LEWIS

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

Pre-registration



- Interns registered for a full **5 months (i.e. on 20 February 2019)** and in their **6 month**
 - 6 CPD entries submitted
 - 1 progress report (*12 weeks reports*) submitted
- Interns registered for a minimum of **9 months**
 - 8 CPD entries submitted
 - 3 progress reports (*12, 24 and 36 weeks reports*) submitted
- No exam fee for 1st and 2nd attempts
 - Fee will be charged on 3rd and subsequent attempts
- Persons with foreign qualification doing reduced internship must contact Office of the Registrar

NOTE: Tutors and employer will have access to your overall intern results



Booking for the exam

- Book for the exam on the SAPC website
- Select the venue
- Print/download confirmation letter
- An examination fee of **R2023.60** will be levied for third and subsequent attempts



Online exam process (The day of the exam)

- Registration **at the exam venue is 08h30- 9h45**
 - proof of identification (ID, driver's license, passport)
 - exam booking confirmation letter
- No intern will be allowed to enter the exam room after 10h00, the door will be shut
- If you did not book, you will not be allowed to write the examination
- Computer login details to be provided by the invigilator
- Invigilator will advise which browser to use
 - Not allowed access to other sites – access only to SAPC website!
- **SAPC secure site – know your login details!**



Registration for exam

Produce your
confirmation letter as
proof that you are
registered to write the
exam at that particular
venue



Online exam instructions

- You have 15 minutes reading time per paper
- May not commence writing until told to do so
 - once the exam starts, timer is displayed on screen
 - time lapse reminders pop-up at 30 minutes intervals
 - Note: for the last 30 minutes the pop-up will be at 15 minutes, 10 minutes and 5 minutes intervals
- All questions are worth one mark
- There is no negative marking



Exam format

- Randomisation – questions and answers same but their order might not be the same for each candidate
- (4) answer options per question
 - only one correct answer
 - must therefore select only one option
- Mouse-click option most appropriate/correct to you
 - selected option treated as your answer
 - answers auto-saved by the system
- May answer questions in any given order
- **Scrap papers for calculations must be returned to the invigilator**
 - these are used when appeals are processed

Be mindful
of time given



Exam format (cont.)

- ▶ Click “SUBMIT” button to complete exam
 - pop-up message “are you sure you want to submit the exam?”
 - “No” to return to your answers
 - “Yes” submits answers for assessment – can’t edit!



Exam format (cont.)

- Automatic submission if allocated time for exam expires without all questions answered – even if “submit” button not clicked
- Interns are required to provide feedback by completing the online end of exam survey after the exam



SAPC website:

www.sapc.za.org
(exam page)

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http://interns.pharma.mm3.co.za/Login/InternLogin



Search...

login



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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](#)

SAPC website: Exam pages

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SAPC



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Dashboard



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My Progress



Log Out



Finance

Balance : R



Applications



Letters and certificates



Pre-registration examinations



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Telecommunication



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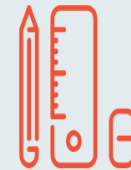
Log Out



Examination Bookings



Examination Results



Practise Examinations



Examination

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Application



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My Progress



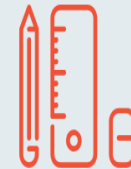
Log Out



Examination Bookings



Examination Results



Practise Examinations



Examination

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http://interns.pharma.mm3.co.za/internStudents/Examinations/PractiseExamination

SAPC_Admin - PractiseExami... x



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Log Out

Pre-Registration practise examinations

Practise Pre - Registration Examination (05 Mar 2014) Paper 1

Practise Pre - Registration Examination (05 Mar 2014) Paper 2 (Community)

Practise Pre - Registration Examination (05 Mar 2014) Paper 2 (Institutional (Hospital))

Practise Pre - Registration Examination (05 Mar 2014) Paper 2 (Manufacturing)

Practise Pre - Registration Examination (01 Apr 2017) Paper 1

Practise Pre - Registration Examination (01 Apr 2017) Paper 2 (Community)

Practise Pre - Registration Examination (01 Apr 2017) Paper 2 (Institutional (Hospital))

Practise Pre - Registration Examination (01 Apr 2017) Paper 2 (Manufacturing)

SAPC website: Exam pages

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The screenshot shows a web browser window with the URL <http://interns.pharma.mm3.co.za/internStudents/Examinations/PreregistrationExamination>. The page header includes the SAPC logo (South African Pharmacy Council) and a search bar with the text "Search anything...". The user is logged in as MS. AVRIL LEWIS, with a profile picture. The main content area is titled "Pre-Registration Examination" and displays a message: "No Pre-Registration examination booking listed for the 06/05/2019". A large red arrow points to this message. The left sidebar contains navigation links: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The footer of the page reads "2018 © South African Pharmacy Council".

Click “start exam”



Pre-Registration Examination for Pharmacist Interns

Date
14 Mar 2017
Paper Number
Paper 1

South African
Pharmacy Council

Start Exam >



Time Allowed	120 Mins (2 Hours 0 mins)
Examination Time	10:00 to 12:00
Total Marks	40.00 Marks
Pass Mark	60.00 %

Examiners

-

Moderators

-

Instructions

1. There is 15 minutes reading time for this paper.
2. Do not commence writing until you are told to do so.

Sections of the exam



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Pre-Registration Examination for Pharmacist Interns

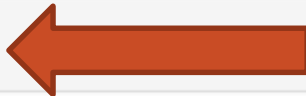
Date
01 Apr 2017
Paper Number
Paper 1

02 hr

14 min

38 sec

General questions



Submit



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Exam questions



Pre-Registration Examination for Pharmacist Interns

Date
14 Mar 2017
Paper Number
Paper 1

South African
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02
hr

10
min

47
sec

DOSAGES (11 MARKS)

1 .

Mr Taukobong, a hypertensive patient comes to OPD pharmacy with a prescription. The physician has prescribed 500 mg of methyldopa tables to be taken once a day. You only have 250 mg methyldopa tablets in stock. If the patient takes this medication for 4 weeks, how many tablets will he take?

- a) 14
- b) 28
- c) 56
- d) 84

2 .

Sue-Anne presents with a prescription for a mild corticosteroid ointment to apply to a rash which is affecting approximately 10% of her body. According to the package insert for the ointment, 30 g of the ointment covers the entire surface area on an adult. How much ointment in grams should be



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Application



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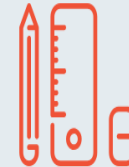
Log Out



Examination Bookings



Examination Results



Practise Examinations



Examination

Registration as CSP

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(Regulations relating to performance of pharmaceutical community service)

- **ALL** the requirements for internship must have been met
- **Online application** must be submitted **by 20 December 2019** with all required supporting documents, i.e.
 - job offer & acceptance letter or employment contract
 - Copy of qualification / degree
 - valid endorsement certificate (for foreign nationals)
 - proof of payment of applicable fee
- Applications submitted after 20 December and **incomplete applications** will be processed in January 2020
- **CSP placements are done by the Department of Health – interns must contact them for this.**

NOTE: once the tutor has signed off the intern, the intern may no longer practise as a intern, a pharmacist's assistant or as a pharmacist until registered as CSP



Registration as a CSP

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The screenshot shows a web browser window with the URL <http://interns.pharma.mm3.co.za/internStudents/Applications>. The browser tab is titled "SAPC_Admin - Index". The page header features the SAPC logo (South African Pharmacy Council) and a search bar with the text "Search anything...". The user profile is identified as "MS. AVRIL LEWIS".

The left sidebar contains a navigation menu with the following items:

- Dashboard (highlighted with a red oval)
- Annual Declaration
- CPD
- Manuals
- My Progress
- Log Out

The main content area is titled "Applications" and displays a grid of six application options, each with a red icon:

- Application History (box icon)
- Pre-Registration examination booking (clipboard and pencil icon)
- Register as a pharmacist intern (clipboard and pencil icon)
- Cession of contract (clipboard and pencil icon)
- Registration as a community service pharmacist (clipboard and pencil icon, with a large red arrow pointing down to it from the "Pre-Registration examination booking" option)
- Voluntary removal from the SAPC register (clipboard and pencil icon)

Registration as a CSP (cont.)

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http://interns.pharma.mm3.co.za/internStudents/Applications/CSP

SAPC Admin - Csp

SAPC South African Pharmacy Council

Search anything...

Application

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APPLICATION FOR REGISTRATION AS A COMMUNITY SERVICE PHARMACIST : R 6073.00

Public institution-pharmacy Y/U/HA No

Click here to search for practical training [Y/U/HA] number.

Envisaged date of commencement

2019-05-06T13:50:32.375

Back

Next

If seconded to a private institution and the system does not recognise the y-number of the private institution, contact NDoH to update the pharmacy list with SAPC

Registration as a CSP (cont.)

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Search Register

This facility enables you to search by Province for an individual, organisation or training facility. Individual searches are restricted to a person's surname or P number. Please be patient while the system finds the information that you are looking for.

Search For

- Assessor and Moderator
- Provider (R & U Numbers)
- Tutors
- Inspections
- Registered Person
- Pharmacy (Y Numbers)
- Training Sites

Provinces

Gauteng

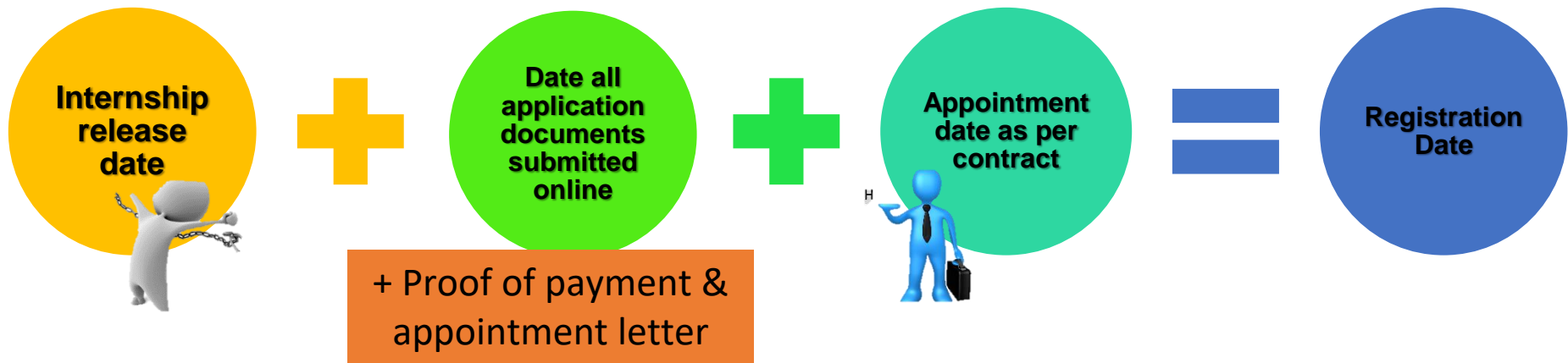
Search Text

Y05321

Name	DOH #	Account #	Category	Status	End Date	Province	Inspection
1 Military Hospital Main/Extension Pharmacy	GP000635	Y05321	Institutional Public	Active		Gauteng	GRADE -A (10 Sep 2018) View

Registration as a CSP (cont.)

- ▶ Registration date depends on:



- ▶ Community service may only be performed at a recorded facility or one that is in the process of recording (provide proof)



Completion of CSP

Upon satisfactory completion of at least 12 months community service, Heads of Pharmaceutical Services (HoPS) will release a community service pharmacist - online (removal of limitation)



Contacting the SAPC

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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:	customer@sapc.za.org



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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

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- **e-Pharmaciae** – Council’s official e-publication distributed bi-annually to every pharmacy professional. Ensure your e-mail address is updated to receive the latest e-edition carrying pharmacy information and Council decisions



- **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.



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Registration for 3rd NPC (3-5 Oct 2019), Sun City is open

www.sapconference.za.org/registration



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2019 SAPC National Pioneer Pharmacy Awards Call for nominations

www.sapc.za.org
www.sapconference.za.org
@officialSAPC

The search is on for South Africa's 2019 pioneer pharmacy professional and pharmacy facility. Follow the [link to download](#) the nomination forms and the criteria for the awards on the [SAPC website](#).

The complete nomination submission must reach the SAPC by
Friday, 24 May 2019 @ 16h00

While you're downloading your nomination form, take the opportunity to [register for the 3rd National Pharmacy Conference 2019](#) – you won't regret it!



Call for Nominations

2019 SAPC Awards



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Questions



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Thank you



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