Pre-registration Examination Workshop 2018 (Part 1)
## Programme

<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>PRESENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 – 09:45</td>
<td>Welcome and SAPC presentation</td>
<td>SAPC (45 min)</td>
</tr>
<tr>
<td>09:45 – 10:45</td>
<td>Examination Paper 1</td>
<td>Facilitator (60 min)</td>
</tr>
<tr>
<td>10:45 - 11:00</td>
<td>SHORT BREAK</td>
<td>15 MINUTES</td>
</tr>
<tr>
<td>11:00 – 12:00</td>
<td>Examination Paper 2</td>
<td>Facilitator (60 min)</td>
</tr>
<tr>
<td>12:00 – 12:30</td>
<td>Q &amp; A session</td>
<td>SAPC / Facilitator (30 min)</td>
</tr>
<tr>
<td>12:30</td>
<td>LUNCH</td>
<td></td>
</tr>
</tbody>
</table>
Overview

- Guidelines for the pre-registration year
- Pre-registration evaluation
- SAPC website
  - CPD page
  - Progress reports
  - Exam page
- Online pre-registration exam
  - Registration requirements
  - Exam process
  - Exam format
- Council requirements for registration as a CSP
- CSP placement – NDOH
- How Council communicates with you
- Contact SAPC
Guidelines for the pre-registration year

► Scope of practice of pharmacist interns
  • Same as pharmacists but under supervision of approved tutor

► 400 hours in community/hospital pharmacy for interns in manufacturing/academia
  • Approved pharmacy
  • Tutor remains responsible
  • Arrangements prior to period
  • Must keep records
  • Supervising pharmacist submit progress reports online
  • Periods of at least five consecutive days
Guidelines for the pre-registration year (concluded)

(Tutor-intern contract (p3) of intern manual)

Internship contracts 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
- Manual application form on SAPC website
- Payment of the prescribed fee
Pre-registration evaluation - Overview

- Progress reports
- CPD Portfolio
- Pre-reg exam

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
## Summary: Pre-registration evaluation

### Examination: Online, MCQ and Open Book

#### Paper 1: Calculations
- **Duration:** 2 hrs (10h00 – 12h00)
- **40 marks:** 40 x 1 mark per calculation
- **Pass mark:** 60% or as determined by Council

#### Paper 2: General + Sector Specific
- **Duration:** 3 hrs (13h30 – 16h30)
- **50 marks:** 50 x 1 mark per question
- **Pass mark:** 50% or as determined by Council
  - General Section = 35 marks
  - Sector specific = 15 marks

### CPD Portfolio

#### Total 8 CPD Entries:
- One outcome from each CS 1 to 7 (7 Entries) = Compulsory
- One outcome from CS 8, 9 or 10 (1 Entry)

#### Assessment:
- Continuous assessment every two months
- Resubmit all entries ‘not yet successful’
- Dates for release of results is 2 months after every submission deadline

### Proof of Competence
- Pass both paper 1 and 2
- Only re-write the paper failed

### Progress Reports and Summary Reports

#### 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 the tutor
### CPD: Dates to remember

<table>
<thead>
<tr>
<th>MONTH</th>
<th>CPD ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last dates for submission of CPD entries</td>
<td></td>
</tr>
<tr>
<td>12 January 2018</td>
<td>Submit one entry/month</td>
</tr>
<tr>
<td>30 April 2018</td>
<td>Results will be released every two months</td>
</tr>
<tr>
<td>25 June 2018</td>
<td>Appeals within 30 days of released of results</td>
</tr>
<tr>
<td>27 August 2018</td>
<td>ENTRIES SUBMITTED AFTER 29 OCTOBER 2018 WILL ONLY BE ASSESSED IN 2019.</td>
</tr>
<tr>
<td>29 October 2018</td>
<td></td>
</tr>
<tr>
<td>14 January 2019</td>
<td></td>
</tr>
</tbody>
</table>

*Tutors are required to verify and submit the intern CPDs online.

*Only CPDs verified and submitted by tutor online are available for assessment by Council.

**NOTE THAT**
- Final progress reports must be submitted by 30 November each year.
- There will be no CPD assessments from 01 December to 14 January 2019.
Exam: Dates to remember

Examination Dates:

- 02 June 2018, 01 September 2018, 24 November 2018
- **IMPORTANT**: All exam bookings must be done online by the closing date.
- A late booking fee of R1000 is levied for bookings submitted after the closing date up to 14 days before the exam date.
- Refer to the 2018 manual for the full exam requirements.

Online CSP applications:

- Applications submitted after 20 December will be processed in January 2019
Appeals for CPD or exam results must be done to Council in writing **not later than 30 days** after results are released
Important information for noting

► **Annual fees** for interns (R 531.62) are payable **by 1 June** each year

► The minimum internship period is 12 months
  • **employment contract is only for a year**
  • employers are only able to reserve the intern position for the period of the contract
  • ensure that you complete internship within 12 months

► If not completed internship in 12 months due to failing exam and/or CPDs, must-
  • extend contract with tutor or find another tutor
  • attend the workshop the following year

► Intern progress is made available to the employer

► Interns can also check their progress on the secure site
  • On Education page under progress reports
Pre-Registration/Professional examination bookings and results

- Application for pre-registration exam
- Pre-Registration Examination Confirmation Letter
- Examination results
- 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)

Reports

This section enables selected individuals to submit a range of progress reports including In- service training. Please see available reports below.

- Accept/Decline tutor association
- Intern/Learner(s)
- Intern Progress Reports
- Assistant Learner (Basic/Post) Progress Reports
- Declaration Of 400Hrs

Uploads

- Customer Service - Education (1)
- Internship Documents (25)
Pre-Registration/Professional examination bookings and results

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Uploads

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- Internship Documents (25)
Pre-registration
Exam entrance requirements

- Interns registered for a minimum of 6 months or a period determined by Council must submit
  - 4 CPD entries
  - 1 progress report (by tutor)
- Interns registered for a minimum of 9 months must submit
  - 8 CPD entries
  - 3 progress reports
- Foreign nationals doing reduced internship must contact Office of the Registrar

**NOTE:** Tutors and employer will have access to your overall results
Booking for the exam

- Book for the exam on the SAPC website
- Select the venue
- Select the paper and the sector you wish to write
- Print confirmation letter
- An examination fee of R2023.60 will be levied for third and subsequent attempts
- Late booking fee of R1000.00 is levied on all bookings after the deadline until 14 days before the exam
Pre-Registration/Professional examination bookings and results

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- Internship Documents (25)
Interns who have booked for the exam must ensure that their confirmation letter indicates the following:

- Whether you are writing Paper 1 or Paper 2 or both papers
- Whether you are writing the Community, Institutional or Manufacturing sector paper
- The venue booked for the exam

If your letter does not clearly specify the above, please contact the Office of the Registrar immediately
Registration for exam

Produce your **confirmation letter** as proof that you are registered to write the exam at that particular venue.
Online exam process (The day of the exam)

- Registration at the exam venue
  - 08h30 to 09h45 for paper 1 and 12h45 to 13h15 for paper 2
  - proof of identification (ID, driver’s license, passport)
  - exam booking confirmation letter

- No intern will be allowed to enter the exam room after 10h00 for paper 1 and 13h30 for paper 2, the door will be shut

- If you did not book, you will not be allowed to write the examination

- Computer login details will 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!
Online exam instructions

- Ensure that your paper is correct: paper 1 vs paper 2
- Ensure that if you are writing paper 2, the category of pharmacy is correct e.g. institutional, if you selected institutional on booking
- 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 30min the pop-up will be at 15 min, 10 min and 5 min intervals
- All questions are worth one mark each
Exam format

- Randomisation – questions and answers same but their order might not be the same for each candidate
- Four (4) answer options per question (from 2018)
  - 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 paper 1 calculations must be returned to the invigilator
  - these are used when appeals are processed
Exam format (cont.)

- Click “Preview” button for overview of your answers
- Select sections to-
  - complete any unanswered questions
  - review answered questions
- Click “SUBMIT” button to complete exam
  - pop-up message “are you sure you want to submit?”
  - “No” takes you to the preview page
  - “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](http://www.sapc.za.org)

Registered Persons Log in Here

<table>
<thead>
<tr>
<th>Form Fields</th>
<th>Instructions</th>
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<tr>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
</tbody>
</table>

Request a password, [click here](http://www.sapc.za.org)

Useful login tips, [click here](http://www.sapc.za.org)

Secure login tutorial, [click here](http://www.sapc.za.org)

Back to Welcome

Quick Links

- Contact us
- Complaints
- CPD
- Vacancies

Documents
- Publications
- Rate our site
- Customer Survey

SAPC Register - [Click here to search](http://www.sapc.za.org)

Statement on difficulty with CSP placements [click here](http://www.sapc.za.org)

Welcome

South African Pharmacy Council (SAPC) is 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 ensuring quality pharmaceutical service for all South Africans.

Contact the SAPC

- 0861 7272 00 or 0861 SAPC 00
- +27(0)12 321 1492 +27(0)12 321 1479
- [customercare@sapc.za.org](mailto:customercare@sapc.za.org)
- SAPC Building
  591 Belvedere St
  Arcadia
  0083
Update your details

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

<table>
<thead>
<tr>
<th>Telecommunication Details</th>
<th>Notices</th>
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<tbody>
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<td>Cell Number: 0761514450</td>
<td>No Notices.</td>
</tr>
<tr>
<td>Business Number: 0182930399</td>
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</tr>
<tr>
<td>Email Address: <a href="mailto:Aakifahsayed@gmail.com">Aakifahsayed@gmail.com</a></td>
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</table>

<table>
<thead>
<tr>
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<th>Residential / Physical</th>
<th>Courier</th>
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<td>Postal</td>
<td>Residential / Physical</td>
<td>Courier</td>
</tr>
<tr>
<td>P O BOX 153 POTCHEFSTROOM</td>
<td>16 OWENS AVENUE POTCHEFSTROOM</td>
<td>Sebokeng Hospital Pharmacy Mosheshoe Street Sebokeng</td>
</tr>
</tbody>
</table>

[Green button] Above details are correct
[Red button] Update the above details
Click the “Education” tab
Click the exam link

Pre-Registration/Professional examination bookings and results

- Application for pre-registration exam
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- Declaration Of 400Hrs

Uploads
- Internship Documents (14)
Pre-Registration Examination for Pharmacist Interns

South African Pharmacy Council

Start Exam

<table>
<thead>
<tr>
<th>Time Allowed</th>
<th>120 Mins (2 Hours 0 mins)</th>
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<tr>
<td>Examination Time</td>
<td>10:00 to 12:00</td>
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<tr>
<td>Total Marks</td>
<td>40.00 Marks</td>
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<tr>
<td>Pass Mark</td>
<td>60.00 %</td>
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</table>

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Marks</th>
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<tbody>
<tr>
<td>DOSAGES</td>
<td>11</td>
</tr>
<tr>
<td>CONCENTRATION</td>
<td>10</td>
</tr>
<tr>
<td>FORMULATIONS (COMPOUNDING &amp; MANUFACTURING)</td>
<td>4</td>
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<tr>
<td>PARENTERAL SOLUTIONS &amp; ISOTONICITY</td>
<td>4</td>
</tr>
<tr>
<td>DILUTIONS</td>
<td>6</td>
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<tr>
<td>MOLECULAR WEIGHT</td>
<td>4</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>1</td>
</tr>
</tbody>
</table>

Date: 14 Mar 2017
Paper Number: Paper 1

South African Pharmacy Council

Duration: 02 hr 09 min 05 sec
Exam questions

Pre-Registration Examination for Pharmacist Interns

South African Pharmacy Council

DOSAGES (11 MARKS)

1.
Mr Takuobong, a hypertensive patient comes to OPD pharmacy with a prescription. The physician has prescribed 500 mg of methyldopa tablets 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
- e) 112

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
Pre-Registration/Professional examination bookings and results

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Uploads

- Internship Documents (17)
Council’s requirements for registration as a CSP

- Meet **ALL** the requirements for internship
- Submit an online application with all required supporting documents, i.e. job offer/contract & acceptance letter, endorsement certificate for foreign nationals
- Pay the applicable fee
- 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 an intern, a pharmacist’s assistant or as a pharmacist until registered as CSP
Placement of Pharmacists for Community Service

**Allocation process**

- Information regarding 2019 placements will be communicated by NDoH to all registered Pharmacist Interns
- Applications must be submitted through ICSP Online ([http://icspinfo.dhmis.org](http://icspinfo.dhmis.org)) by the due date indicated by the NDoH
- The Pharmacist Interns who were not placed during the first round will receive notification from NDoH to apply for second round
- All problems must be sent to the helpdesk email icsp@dhmis.org / hissupport.dhmis.org or call 087 012 5082 during office hours (8am – 4pm).
Registration as a CSP: Guidelines for online applications

Customer Services

Guidelines

<table>
<thead>
<tr>
<th>Title</th>
<th>Option</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>SAFC Web tutorial_PT student to trainee</td>
<td>View Document</td>
<td>Link</td>
</tr>
<tr>
<td>Online application process guideline_Providers_Organisations</td>
<td>View Document</td>
<td>Link</td>
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<tr>
<td>Online application process guideline_Student application</td>
<td>View Document</td>
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<tr>
<td>Online application process guideline_Pharmacist after CSP</td>
<td>View Document</td>
<td>Link</td>
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<tr>
<td>Online application process guideline_Registration as a Responsible Pharmacist</td>
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<tr>
<td>Online application process guideline_Learners</td>
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<tr>
<td>Standards Relating to Distance Learning for PTAs and PTs</td>
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<td>Online application process guideline_Premises Approval</td>
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<td>Online application process guideline_Student to Intern</td>
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<td>Online application process guideline_Tutor</td>
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<td>Online application process guideline_Intern to CSP</td>
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<td>Link</td>
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<tr>
<td>SAFC Web Tutorial_CPD_complete annual declaration</td>
<td>View Document</td>
<td>Link</td>
</tr>
<tr>
<td>Online process guideline_How to do online payments</td>
<td>View Document</td>
<td>Link</td>
</tr>
</tbody>
</table>
Registration as a CSP: Submitting online application

Choose payment type, enter pharmacy Y number, envisaged date and click next

Payment Options

- Credit Card / Payment Gateway
- EFT / Bank deposit
- SID Instant EFT

Contact Information
- Name:
- Cell Number:
- Business Number:
- Email Address:

Public Institutional Y Number
- Pharmacy Y/H/A No.: Y2000
- Envisaged date of commencement: 01/01/2023
Registration as a CSP (cont.)

Registration date depends on
- internship release date
- the date all application documents (incl. payment, appointment letter) are submitted online
- appointment date as per contract

Community service may only be performed at a recorded facility or in the process of recording (provide proof)
Registration as a CSP (cont.)

In terms of the requirements of the Pharmacy Act, the South African Pharmacy Council (SAPC) is responsible for the registrations of persons and organisations (pharmacies and providers of pharmacy education and training) as well as keeping the registers of such persons and organisations. To safeguard the public, registrations with the Council is a pre-requisite to practice the pharmacy profession. It is a criminal offence to practise pharmacy profession without registering with Council.

The public can access the register of persons and organisations online for free. The printable version of the register of persons and organisations is available at a cost from the Office of the Registrar, and to order this version contact customercare@sapc.za.org or call 0861 7272 00.
### Registrations

**Search**

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.

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

#### Gauteng

<table>
<thead>
<tr>
<th>Name</th>
<th>DOH #</th>
<th>Account #</th>
<th>Category</th>
<th>Status</th>
<th>End Date</th>
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<tbody>
<tr>
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<td>GP00063</td>
<td>Y05321</td>
<td>Institutional Public</td>
<td>Registered - Active</td>
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<td>View</td>
</tr>
</tbody>
</table>

Click [here](#) to find out more.
Completion of CSP

Upon satisfactory completion of at least 12 months community service, the Heads of Pharmaceutical Services (HoPs) or delegated persons must release a community service pharmacist - online (removal of limitation)
Contacting the SAPC

Customer Care

Office operating hours (Mondays - Fridays)
08:00 - 16:30
09:00 - 16:00

Weekends and public holidays
Closed

SAPC Customer Care line:
0881 7272 00 or +27(0)12 319 8800
+27(0)12 321 1402/ +27(0)12 321 1479

customercare@sapc.za.org

You may also ask for assistance from:
- Pharmacy Schools
- Tutor and other pharmacists
- Other Health Care Professionals
- Friends

Moving to Pharmacy 2030 (3rd National Pharmacy Conference, 3-6 Oct 2019)
Plugged-in, Engaged, Become a catalyst for change
Contacting the SAPC

Submit Request

Department: Customer Services
First Name: 
Surname: 
Current Position: 
Education: 
Legal Services: 
Finance: 
Number of Registrations: 
Email: 
Tel Number: 
Comments: 

Submit

@OfficialSAPC

Moving to Pharmacy 2030 (3rd National Pharmacy Conference, 3-6 Oct 2019)
Plugged-in, Engaged, Become a catalyst for change
Did you receive your e-Pharmaciae?

Ensure your e-mail address is correct to receive the latest e-news from council

For more information visit: www.sapc.za.org
How Council communicates with you

**e-Pharmaciae** – council’s official e-publication. Ensure your e-mail address is updated to receive the latest e-edition carrying pharmacy information and council decisions. All e-pharmaciae articles are published on www.pharmaciae.org.za.

- **SAPC e-notes**– containing urgent council info to pharmacy professionals that requires immediate action on their part
- **Bulk Sms’s** – re application progress, exam results, exam dates, updates and other important information
- **SAPC website** – utilise SAPC website (home page) to check the latest newsflashes
3rd NATIONAL PHARMACY CONFERENCE

PLUGGED-IN, ENGAGED,
BE A CATALYST FOR CHANGE

3 - 5 OCTOBER 2019 | SUN CITY, SOUTH AFRICA
The Council Election 2018 are now open. Nominations for 9 Pharmacists to be elected for Council term (21 Oct 2018 – 20 Oct 2023) are now open and close at 16h00, 17 May 2018.

Visit [www.sapc.za.org](http://www.sapc.za.org) for the election information and the nomination form.
Follow the South African Pharmacy Council on our newly-created social media accounts using the handle @OfficialSAPC
THANK YOU
TOGETHER WE ARE MAKING A DIFFERENCE.