Dear PSSA member

**PPS PROFESSIONAL INDEMNITY PROVIDER**

PSSA, in one of its previous correspondences, communicated the appointment of Professional Provident Society (PPS) as the official broker for the Professional Indemnity Provider, underwritten by HOLLARD Insurance Company Ltd.

All PSSA pharmacist members, who have the Professional Indemnity Provider product through PSSA and have completed the notification on the proposal form, will automatically become members of PPS. This will entitle the selected pharmacists to PPS’ full range of insurance, investment and healthcare products.

PPS will be, in due course, contacting PSSA members who have taken up the Professional Indemnity Provider in order to highlight the selection of benefits you are entitled to. Alternatively, you can contact PPS directly on 0860 777 784 or email sti@pps.co.za.

PPS would like to thank you for your valued support and we look forward to a long and mutually beneficial relationship with you.

Kind regards,

**PPS – Insurance for Professionals**
# Professional Indemnity Insurance Application

The insurance for which you are applying is managed by PPS and underwritten by HOLLARD

## Member Details

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
<th>Initials:</th>
<th>Full Names:</th>
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<thead>
<tr>
<th>ID No:</th>
<th>Date of Birth:</th>
<th>SAPC No:</th>
<th>Maiden Name:</th>
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<tr>
<td></td>
<td></td>
<td>COMPELARY</td>
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<tr>
<th>Home Tel:</th>
<th>Cell No:</th>
<th>E-Mail:</th>
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<table>
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<th>Code:</th>
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## Employer Details

<table>
<thead>
<tr>
<th>Full Name Of Practice Or Employer:</th>
<th>Y Number of Pharmacy:</th>
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<th>Postal Address of Employer:</th>
<th>Code:</th>
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<th>Fax No:</th>
<th>E-Mail:</th>
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## Qualifications

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<tr>
<th>Qualification:</th>
<th>Qualification Date:</th>
<th>Institution:</th>
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## Incidents & Claims

Details of any Errors/ Omissions or Malpractice incidents, claims made or intimated against me:

- Any claims made against the applicant during the last 10 years: Yes ☐ No ☐
- Any circumstances / complaints which may give rise to a claim being made against the applicant: Yes ☐ No ☐

(If yes, attach details to application form)

## Payment Details

1. **For Bank / Internet Transfers please use the following account:**

   *Account name:* Pharmaceutical Society of SA - PIP
   *Bank:* Standard Bank
   *Branch:* Lynnwood Ridge
   *Branch code:* 051001
   *Account number:* 011206535
   *Reference:* Membership number/Initials and surname

   Please fax the proof of payment together with the application forms to 086 458 8094 or send an e-mail to sinah@pharmail.co.za

2. **Credit Card Payments:**

   - Visa Card ☐ Master Card ☐
   - Card Number: [redacted]
   - Expiry Date: [redacted]
   - CVV Number (Last 3 digits on the back of card): [redacted]

3. **Payment by Bank Debit Order raised by the PSSA:**

   - Bank Name:
   - Branch Name:
   - Branch Code:
   - Account Number: [redacted]
   - Type of Account: Annually Monthly
   - Name of Account Holder: [redacted]

   I, ___________________________ hereby authorise the PSSA to debit my banking account with the applicable fees.

   I confirm my membership of the Pharmaceutical Society of SA.

I declare and warrant that after enquiry all statements and particulars contained in this proposal and addenda are true and that no information whatever has been withheld which might increase the risk of the Underwriters or influence the acceptance of this Proposal and should the above particulars alter in any way I will advise the Underwriters as soon as possible. I understand that failure to disclose any material facts, which would be likely to influence the acceptance and assessment of the proposal, may result in the Underwriters refusing to provide indemnity or voiding the policy in every respect. I hereby agree and accept that this declaration shall be the basis of the contract between both parties if entered into.

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**SIGNATURE / AUTHORIZATION**

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**DATE**

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Professional Provident Society Insurance Company Limited, Professional Provident Society Marketing Services (Pty) Ltd, and Hollard Insurance Company Limited are Authorised Financial Services Providers
Rating Table for Individuals (Rates effective 01/04/2017) Medical Malpractice & Professional Indemnity Only

Please indicate with a ✓ which option you choose

<table>
<thead>
<tr>
<th>Category of Practice</th>
<th>Rates effective 01/04/2017 A – R5 million</th>
<th>Rates effective 01/04/2017 B – R7.5 million</th>
<th>Rates effective 01/04/2017 C – R10 million</th>
<th>Rates effective 01/04/2017 D – R15 million</th>
<th>Rates effective 01/04/2017 E – R20 million</th>
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</thead>
<tbody>
<tr>
<td>Clinical Trials management of Investigational Medicine Products, reviewing and assisting with Protocols (as set out on next page); Research Pharmacist</td>
<td>R2,500</td>
<td>(R2,554) R212.83</td>
<td>R2,750</td>
<td>(R2,804) R233.66</td>
<td>R3,025</td>
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<tr>
<td>Industrial Management; Group Director; Primary Care Dispensing Therapist (PCDT); RESPONSIBLE PHARMACIST</td>
<td>R2,268</td>
<td>(R2,322) R193.50</td>
<td>R2,495</td>
<td>(R2,549) R212.42</td>
<td>R2,745</td>
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<tr>
<td>Retail/Hospital/Industrial Pharmacist; Quality Assurance Pharmacist; Regulatory Affairs Pharmacist; Locum; Medical Scheme Clinical Consultant; Pharmacy/Wound care Nurse; Wholesaler/ Distributor Pharmacist; Other</td>
<td>R1,360</td>
<td>(R1,414) R117.83</td>
<td>R1,496</td>
<td>(R1,550) R129.17</td>
<td>R1,645</td>
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<tr>
<td>Pharmacy Technician</td>
<td>R668</td>
<td>(R722) R60.17</td>
<td>R735</td>
<td>(R789) R65.75</td>
<td>R808</td>
</tr>
<tr>
<td>Pharmacist’s Assistant; Intern; Academic; Community Service Pharmacist; Pharmacy Technician Trainee</td>
<td>R473</td>
<td>(R527) R43.92</td>
<td>R520</td>
<td>(R574) R47.83</td>
<td>R572</td>
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<tr>
<td>Pharmacy Student; Pharmacy Technician Student</td>
<td>R190</td>
<td>(R244) R20.33</td>
<td>R20</td>
<td>(R257) R21.42</td>
<td>R252</td>
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</tbody>
</table>

1. Premiums include VAT at 14%
2. Please be aware that a R50.00 policy fee is included in the above rates. (This is a once off policy fee charged annually) payable to PPS
3. Premiums include administration fee of 15% for PSSA net of the R50 policy fee for PSSA
4. Premiums include commission at a rate of 20% payable to PPS after subtraction of R50 policy fee and the 15% for PSSA
5. A debit order fee of R54.00 (R4.50 per month) will be charged on monthly debit orders and R4.50 on a yearly debit order (payable to PSSA)
6. Excesses are R2,500.00 each and every claim

I further understand that, should I not already be a member of the Professional Provident Society (PPS), the acceptance of this option will automatically grant me membership of PPS. As a graduate professional meeting the eligibility requirements of the Society, I am entitled to share in the benefits of the PPS product range, which includes insurance, investments and healthcare products. Following the registration, PPS will provide me with my unique membership number.

__________________________
SIGNATURE

__________________________
DATE
Clinical Trial Pharmacists – Description of roles and responsibilities

The main role of clinical trial pharmacists is to manage Investigational Medicinal Products (IMP) for clinical trials (i.e. human participants). IMP is defined as follows:

“A pharmaceutical form of an active substance or placebo being tested or used as a reference in a clinical trial, including products already with a marketing authorization but used or assembled (formulated or packaged) in a way different from the authorised form, or when used for an unauthorised indication, or when used to gain further information about the authorised form.”

Other medication known as Non-Investigational Medicinal Products (NIMP) may be supplied as part of the study but is not the medication being investigated. This could include products such as support or rescue medication, diagnostic or preventative treatment, or may form part of regular medical care.

The pharmacy and pharmacist act according to South African Pharmacy Council (SAPC), Medicines Control Council (MCC), National Institutes of Health (NIH), Good Clinical, Manufacturing and Good Pharmacy Practice Guidelines (GCP, GMP and GPP). Pharmacists are registered with the SAPC and the majority work within registered pharmacies.

Primary responsibilities include:

1. **IMP Management**

   - Delegated by the principle investigator (PI) to manage the IMP throughout the clinical trial, as per GCP practices
   - IMP Management primary revolves around accountability – sourcing, receiving, storing (controlling storage environment with regards to temperature, light and humidity), dispensing, randomising, blinding and return/destruction/disposal
   - Accurate and efficient dispensing of IMP
   - Compounding and manipulation in accordance with local pharmacy practice regulations and laws
   - Temperature monitoring planning, maintaining and ensuring up-to-date calibration of temperature monitoring devices
   - Family Planning and Sexually Transmitted Infection medication management
   - Completing, maintaining and quality control of data, including source documentation and relevant pharmacy paperwork
   - Reporting of adverse events/adverse drug reactions, and medicine faults
   - Procurement of IMP and NIMP
   - Counselling patients on correct use of IMPs
   - Assessing patient compliance and intervening where low compliance

2. **Protocol and Study Development**

   - Reviews protocols for clinical trials
   - Developing or contributing to protocol including, but not limited to, the pharmacy/IMP section, study design, randomisation strategy, and blinding procedures
   - Creation and assistance with development of standard operating procedures (SOPs), source documentation, establishment plans according to relevant legislation
   - Creating randomisation strategy and schedule
   - Contribution to ethics and regulatory (MCC) submissions and feedback
   - Budgeting for pharmacy service provision

3. **Training and continuous professional development**

   - Train staff (pharmacy and other)
   - Maintain professional development
   - Supervise support staff e.g. pharmacy assistants

Please note that not all pharmacists are involved in all aspects discussed above, however, it is important to be covered for all potential activities