South African Pharmacy Council
www.sapc.za.org

1. FORMER BPHARM STUDENT REGISTATION AS A PHARMACY SUPPORT PERSONNEL
2. ONLINE COMPLETION OF PROGRESS REPORTS BY SUPERVISING PHARMACIST
3. HOW TO CHANGE A PHARMACY SECTOR

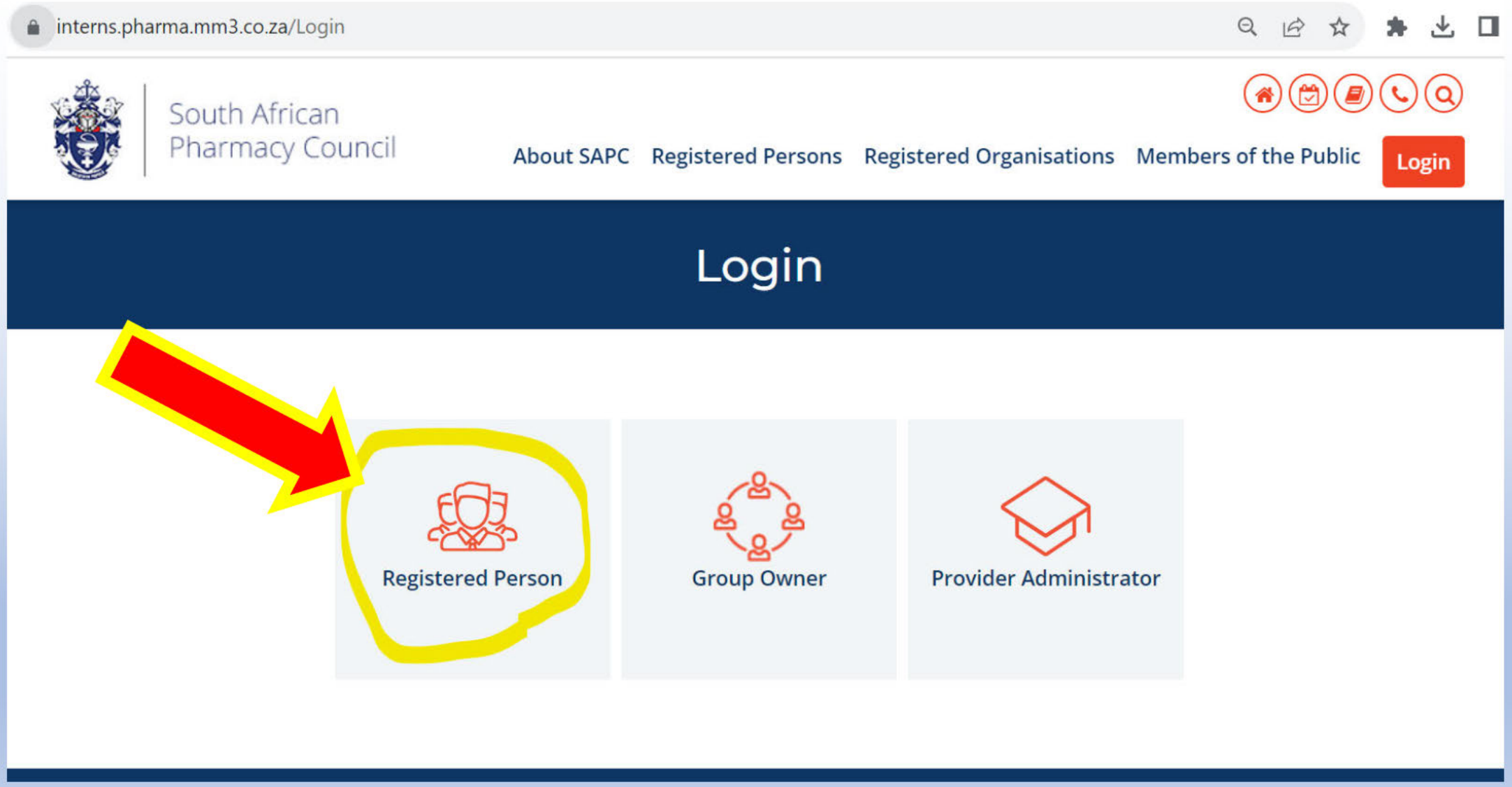
April 2024

ONLINE APPLICATION FOR FORMER BPHARM STUDENT REGISTATION AS A PHARMACY SUPPORT PERSONNEL

- Check if the applicant is applying within **two years** of leaving the approved/accredited provider of Bachelor of Pharmacy
- Ensure that the applicant has no intention of continuing with the Bachelor of Pharmacy degree in the near future.
- If they intend to continue, they should write a letter to the Registrar, requesting to remain as a student on the register system and practice as a pharmacists' assistants.
- A pharmacy student who has successfully completed the first year of study at an approved provider of education and training by Council, may be eligible for registration in the category pharmacist's assistant (learner basic).
- A pharmacy student who has successfully completed the second year of study at an approved provider of education and training by Council, may be eligible for registration in the category pharmacist's assistant (learner post-basic).
- A pharmacy student who has successfully completed the third year of study at an approved provider of education and training by Council, may be eligible for registration in the category learner pharmacy technician.

ONLINE APPLICATION AS A FORMER STUDENT REGISTATION AS A PHARMACY SUPPORT PERSONNEL

1.Login to your profile on the SAPC secure website: https://pharmcouncil.co.za/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Members of the Public
Login
Login
Registered Person
Group Owner
Provider Administrator

Registered Persons

P Number

P12345

ID/Passport Number

8901011234567

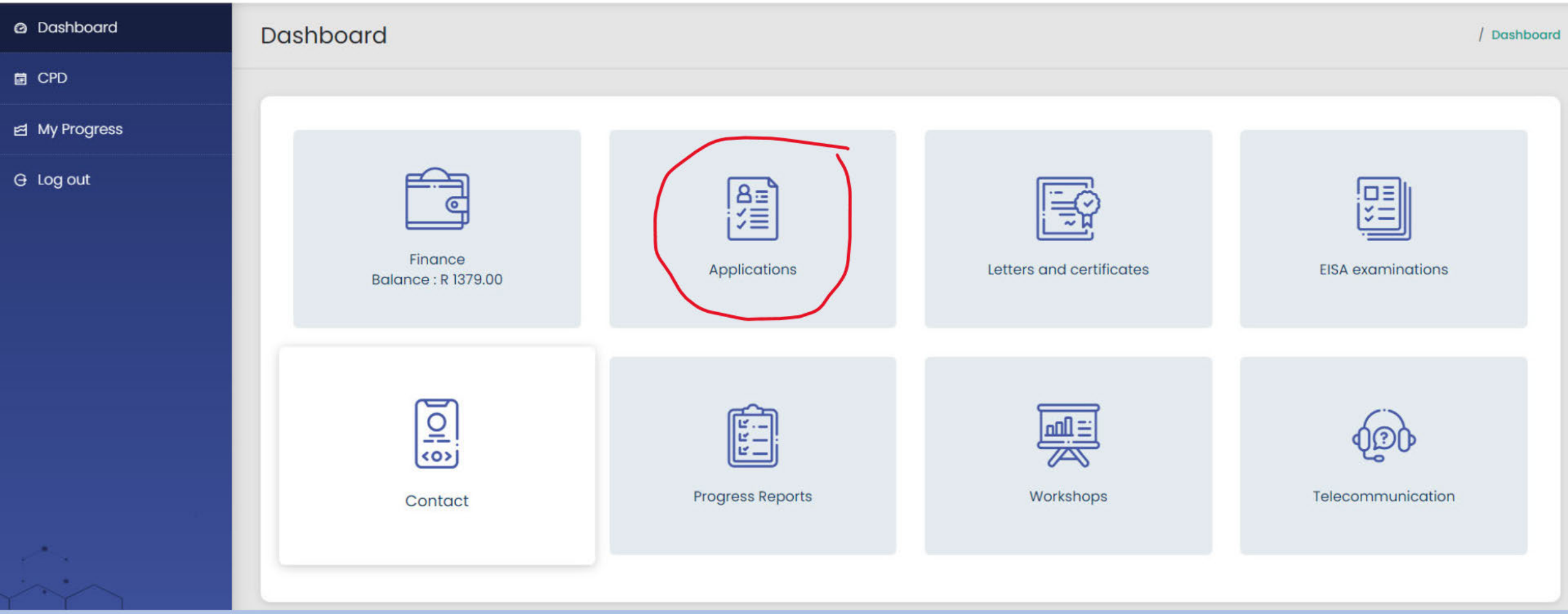
Password

•••••••

Enter

Login with your unique ac
number with no spaces, e
can be changed once you
here to read the tutorial: H

- Request a password
- Useful login tips, c
- Secure login tutori


Dashboard
CPD
My Progress
Log out
Dashboard
/ Dashboard
Finance
Balance : R 1379.00
Applications
Letters and certificates
EISA examinations
Contact
Progress Reports
Workshops
Telecommunication

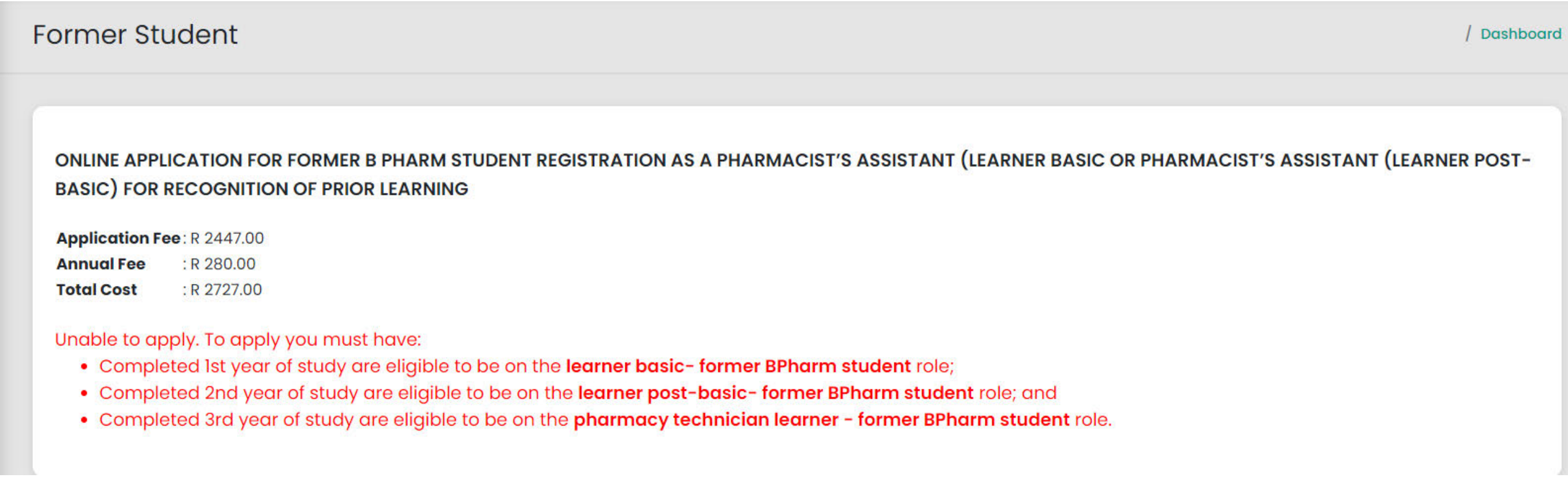
Applications

Application History

Voluntary removal from the SAPC register

[Former B Pharm Student] Pharmacist's Assistant (Learner Basic/Learner Post-Basic)

The applicant will land on the application page, if not, check if the Student role is inactive.



interns.pharma.mm3.co.za/PharmacySupportPersonnel/Applications/F...

Relaunch to update

South African Pharmacy Council

Ms. Azintle Mhlauli

- Dashboard
- CPD
- My Progress
- Log out

Former Student

/ Dashboard

ONLINE APPLICATION FOR FORMER B PHARM STUDENT REGISTRATION AS A PHARMACIST'S ASSISTANT (LEARNER BASIC OR PHARMACIST'S ASSISTANT (LEARNER POST-BASIC) FOR RECOGNITION OF PRIOR LEARNING

Application Fee: R 2180.00
Annual Fee : R 264.00
Total Cost : R 2444.00

- Completed 1st year of study are eligible to be on the **learner basic- former BPharm student** role;
- Completed 2nd year of study are eligible to be on the **learner post-basic- former BPharm student** role; and
- Completed 3rd year of study are eligible to be on the **pharmacy technician learner - former BPharm student** role.

Application Role Type : LEARNER POST BASIC – FORMER STUDENT

Supervising/Practical training site Y number

Click here to search for pratical training [Y] number.

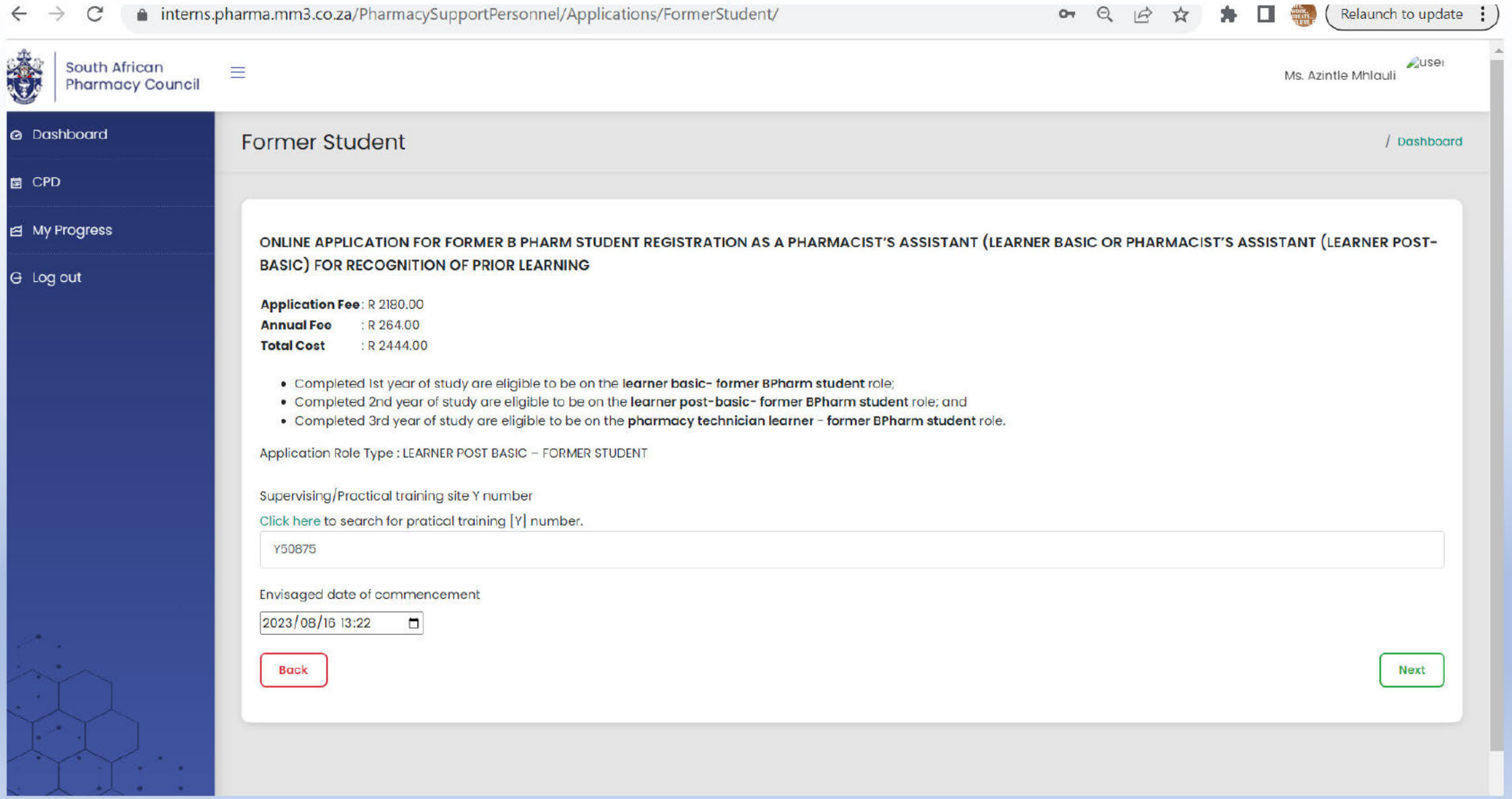
Envisaged date of commencement

yyyy/mm/dd --:--

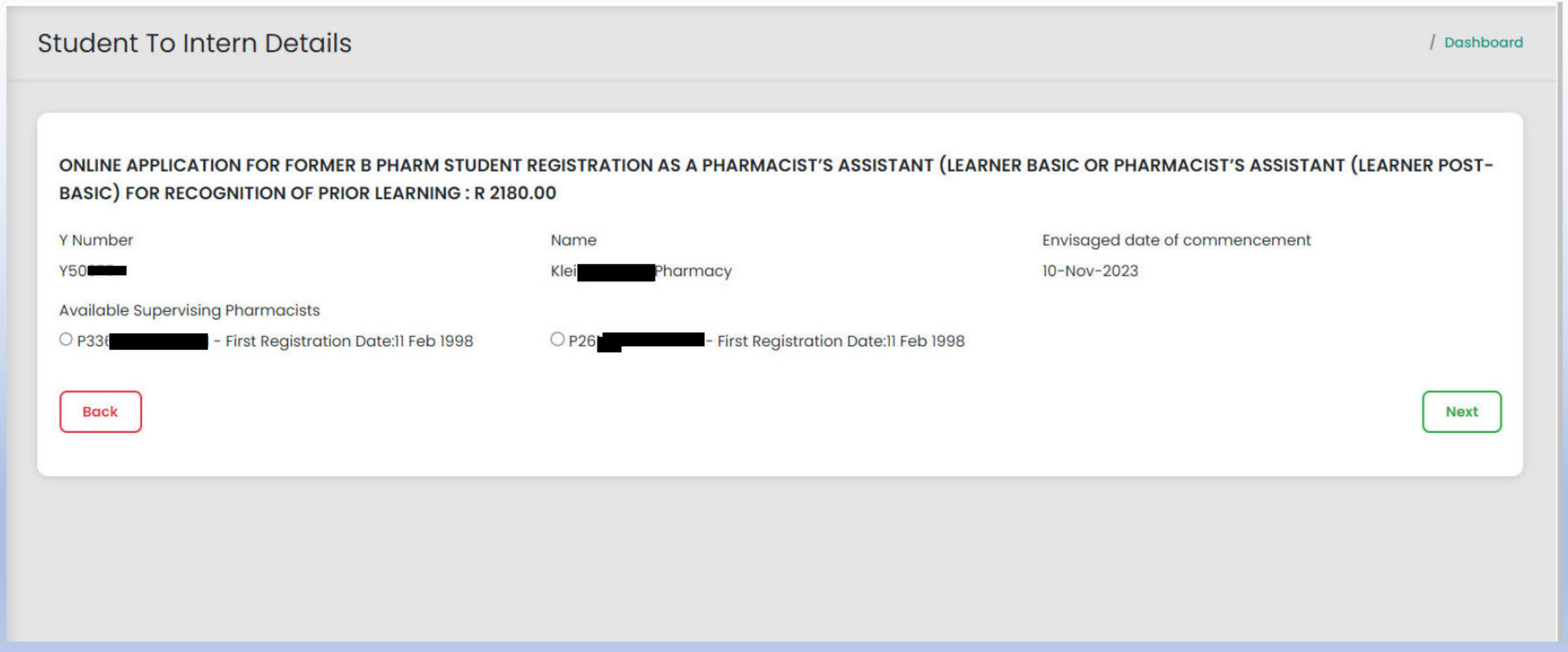
Back

Next

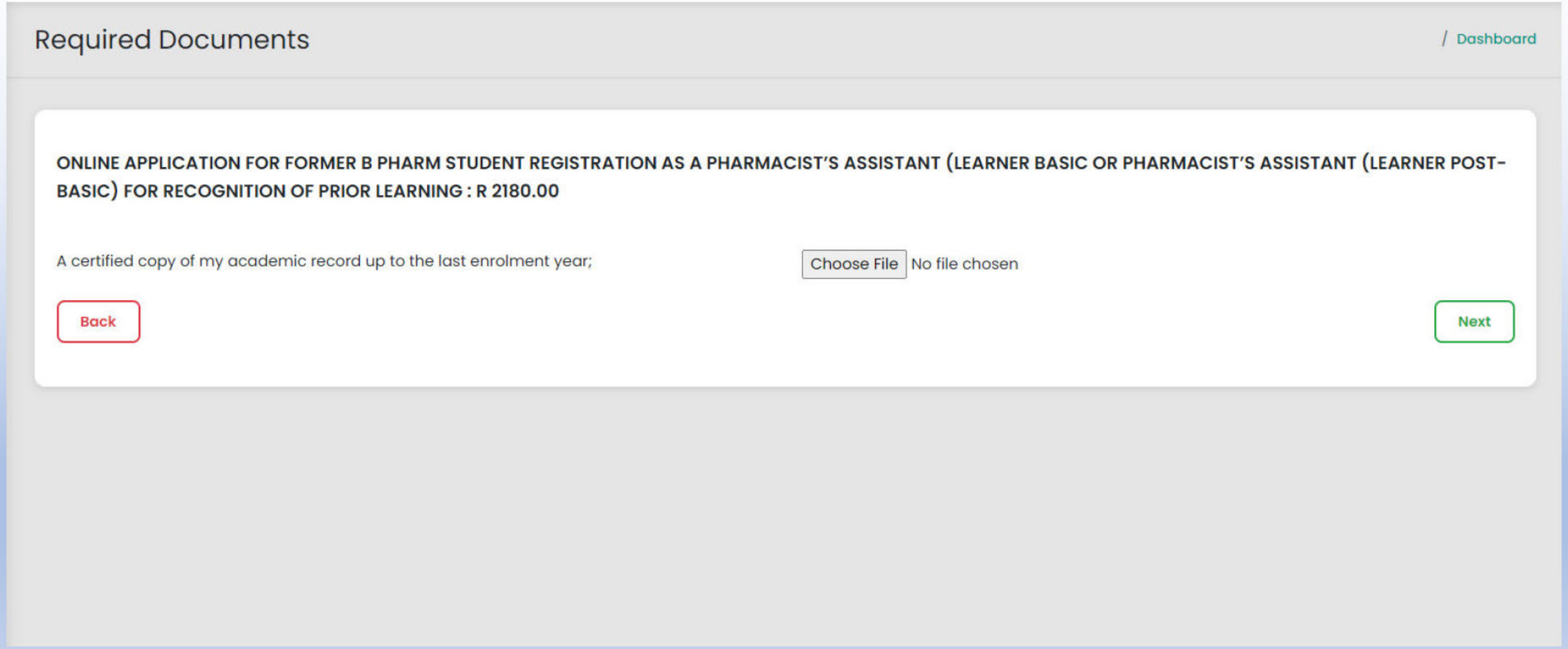
Enter the Y-number of the pharmacy intended for training completion and the envisioned date of commencement (which should always be a future date)



Select the supervising pharmacist at the premises



Attach the Certified copy of the academic record, ID and application form



Read and accept the declaration

Declaration

/ Dashboard

I, as the applicant herein, declare that:

a. The information that I have provided herein is true and correct. In the event that the Council becomes aware of any false information, the Council shall have the right to summarily reverse any registration status changes as a result of this application;

b. I have not disclosed my information to enable persons other than myself of complete this application;

c. I give the Council consent that the Council may, by any appropriate means, verify the information supplied herein;

d. Should the Council so request, I confirm that I will provide the original documents, where certified copies of such documents have been included as part of this application;

In the event of any information provided herein, I undertake to notify the Registrar of such changes within 30 days of such changes becoming applicable

f. I am in good standing with Council and have no disciplinary action pending against me in terms of Chapter V of the Pharmacy Act, 53 of 1974. I further declare that I have no criminal action or other judicial action pending against me that may give rise to disciplinary action against me in terms of Chapter V of the Pharmacy Act;

g. I am authorize, alternatively competent, alternatively meet all the requirements to complete this application; h. I shall adhere to all the timeframes stipulated by Council in terms of this application. I further declare that any failure by myself to meet such timeframes this application shall be deleted from the system and I shall be required to submit a new application;

h. I shall adhere to all the timeframes stipulated by Council in terms of this application. I further declare that any failure by myself to meet such timeframes this application shall be deleted from the system and I shall be required to submit a new application;

i. I acknowledge that this application is valid for 60 days from date of receipt by the Office of the Registrar. I further declare that should I fail to submit all the required supporting documentation and/or fees/proof of payment of fees within 60 days of this application, this application will be invalid and all fees (excluding annual fee) that may have been paid herewith shall be forfeited;

j. I am aware that once this application has been submitted, there will be no refund of the registration fee paid and the said paid annual fee will be refunded on a pro rata basis;

k. I will inform the Council if my status effected by this application changes, (e.g resignation as a Responsible Pharmacist);

l. I am the person to whom the qualification has been awarded, which qualification details are contained herein (where applicable);

m. I specifically comply with the criteria for registration of additional qualifications (where applicable);

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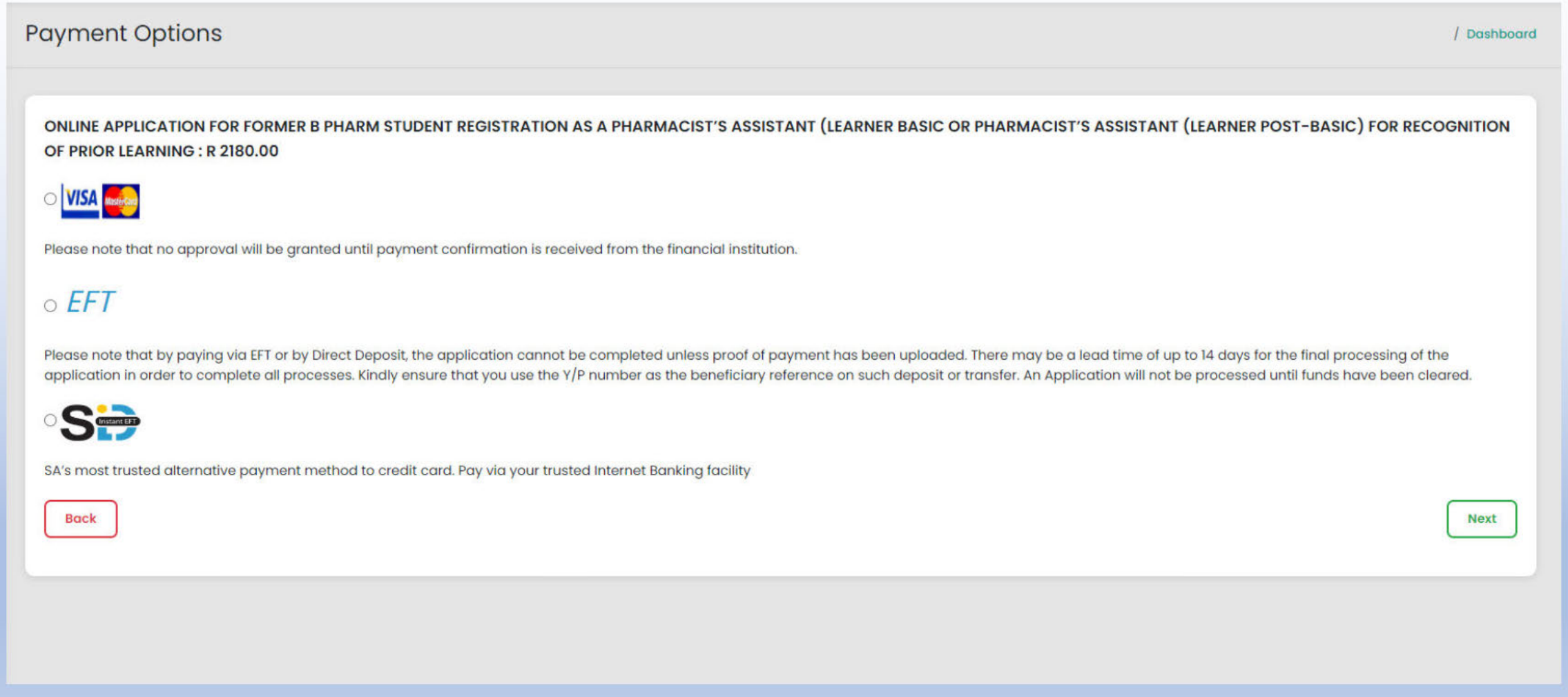
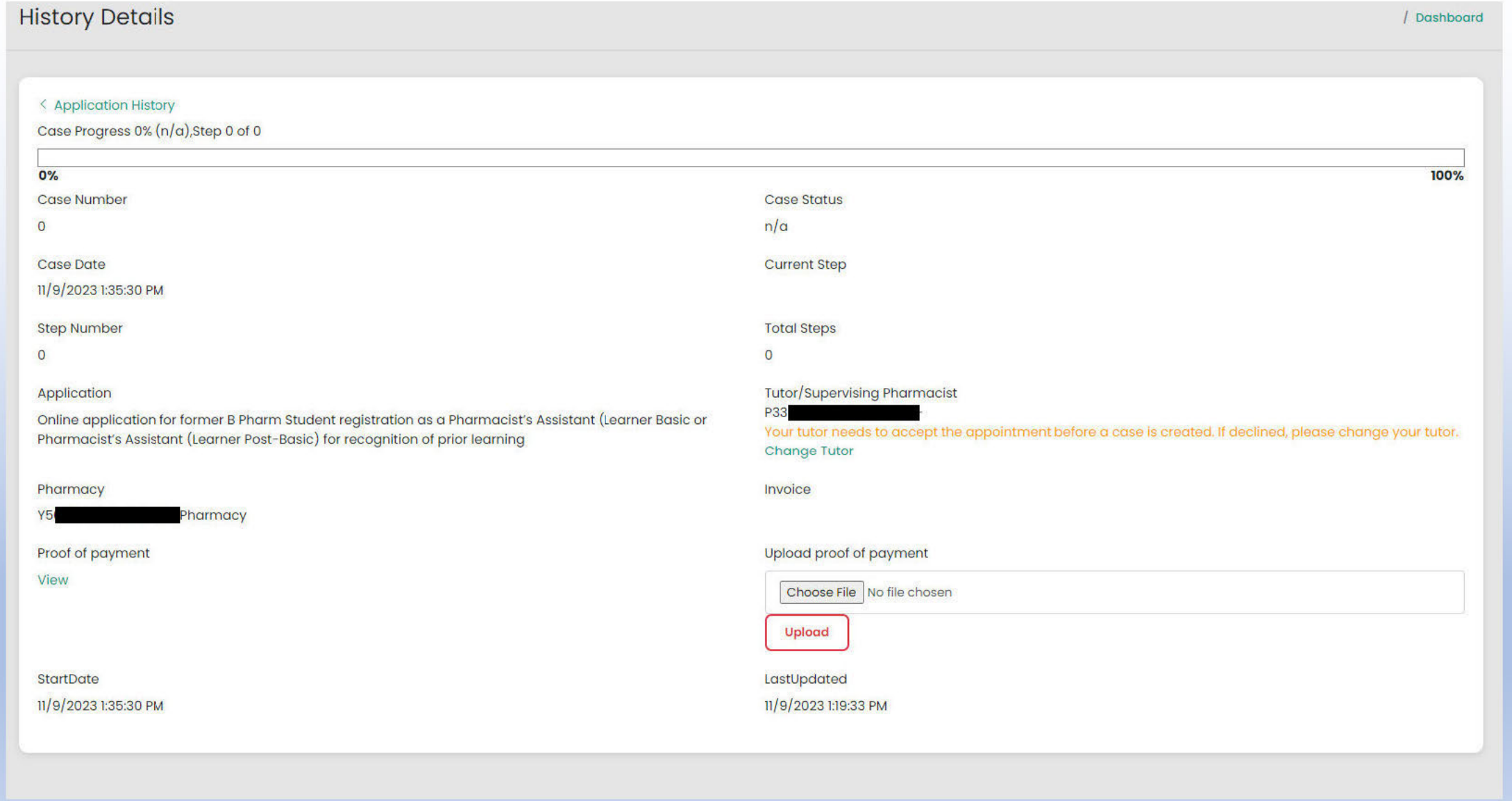
I Accept

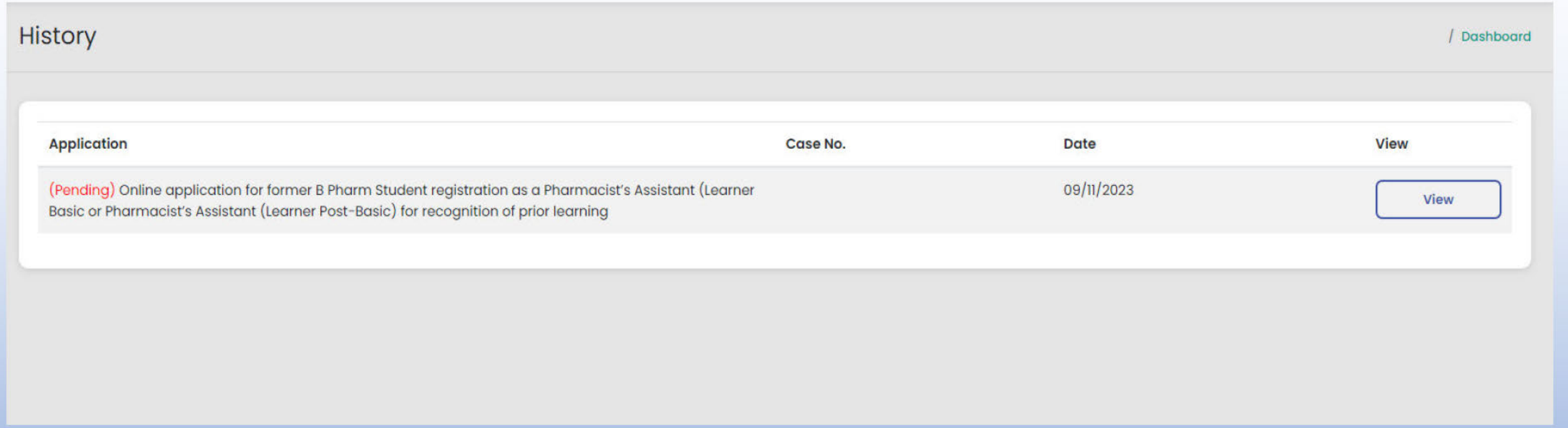
Select the applicable payment option



Upload the proof of payment



An SMS will be sent to the supervising pharmacist to accept, then a case number will be created

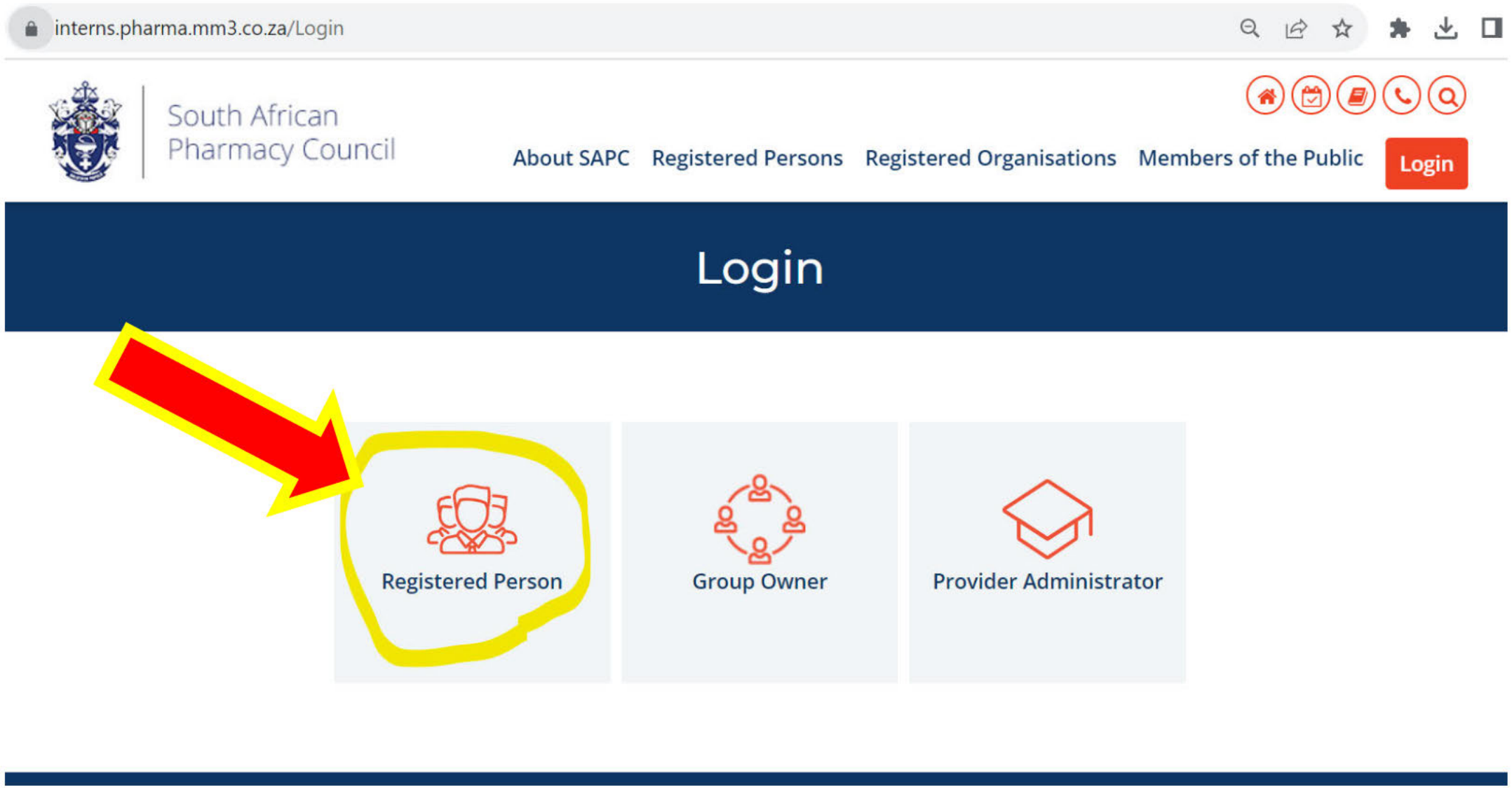


ONLINE PROGRESS REPORTS

- Progress reports are to be completed online
- The supervising pharmacist can only complete the tasks which are related to their sector
- The progress reports will not be submitted to SAPC until the learner is competent in all the tasks

ONLINE COMPLETION OF PROGRESS REPORTS BY SUPERVISING PHARMACIST

1.Login to your profile on the SAPC secure website: https://pharmcouncil.co.za/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Group Owner
Provider Administrator

Registered Persons

P Number

P12345

ID/Passport Number

8901011234567

Password

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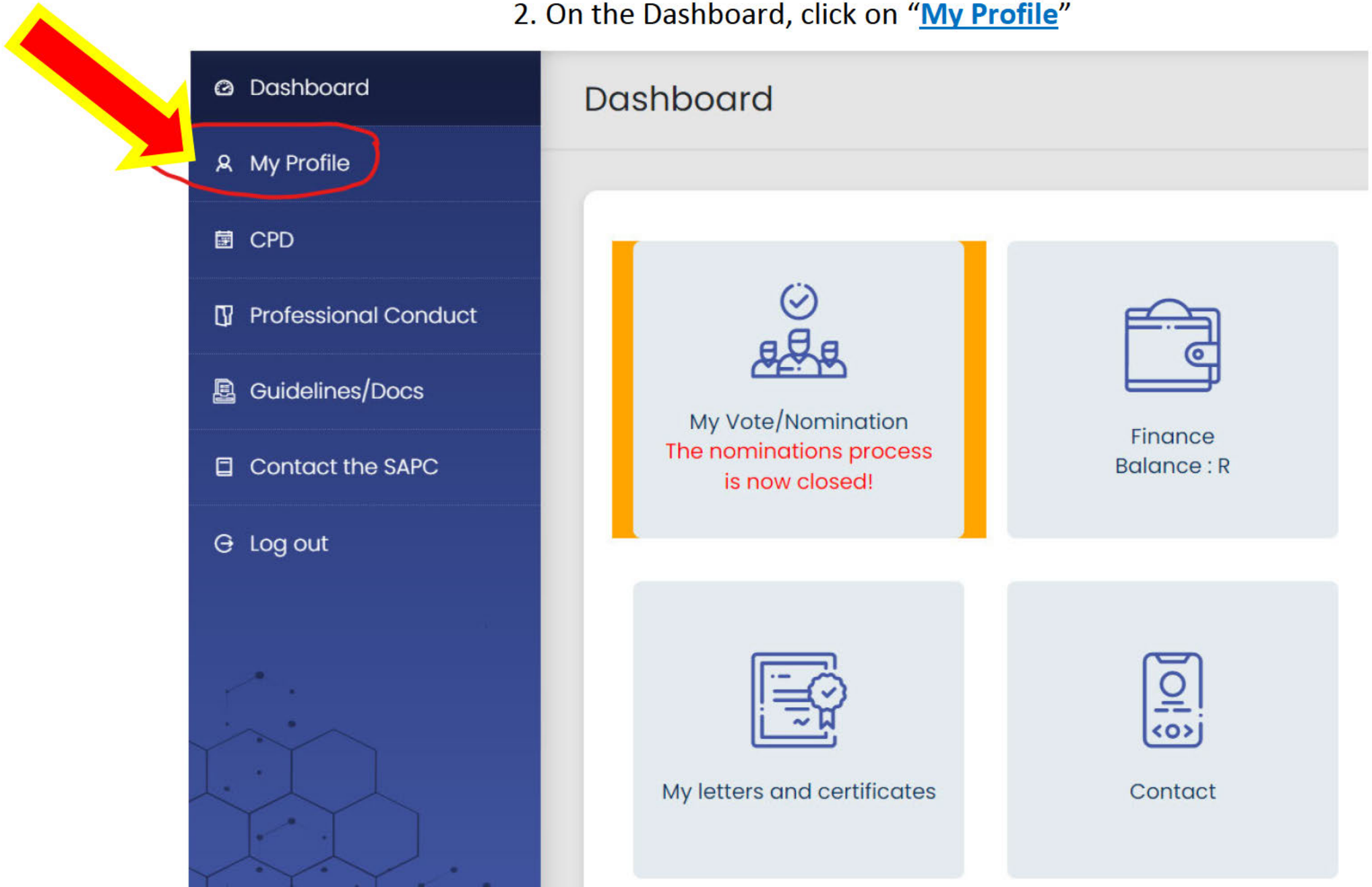
Enter

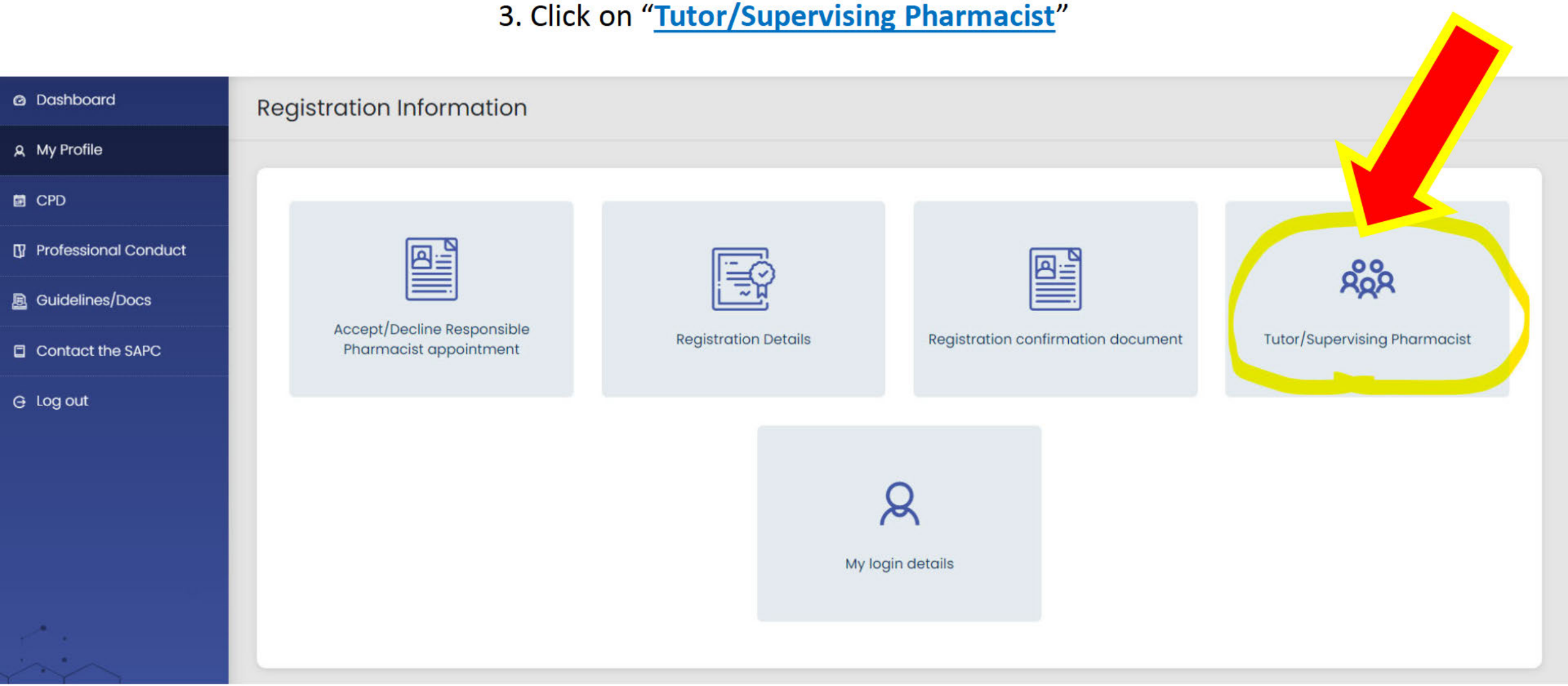
Login with your unique ac
number with no spaces, e
can be changed once you
here to read the tutorial: H

- Request a password
- Useful login tips, c
- Secure login tutori

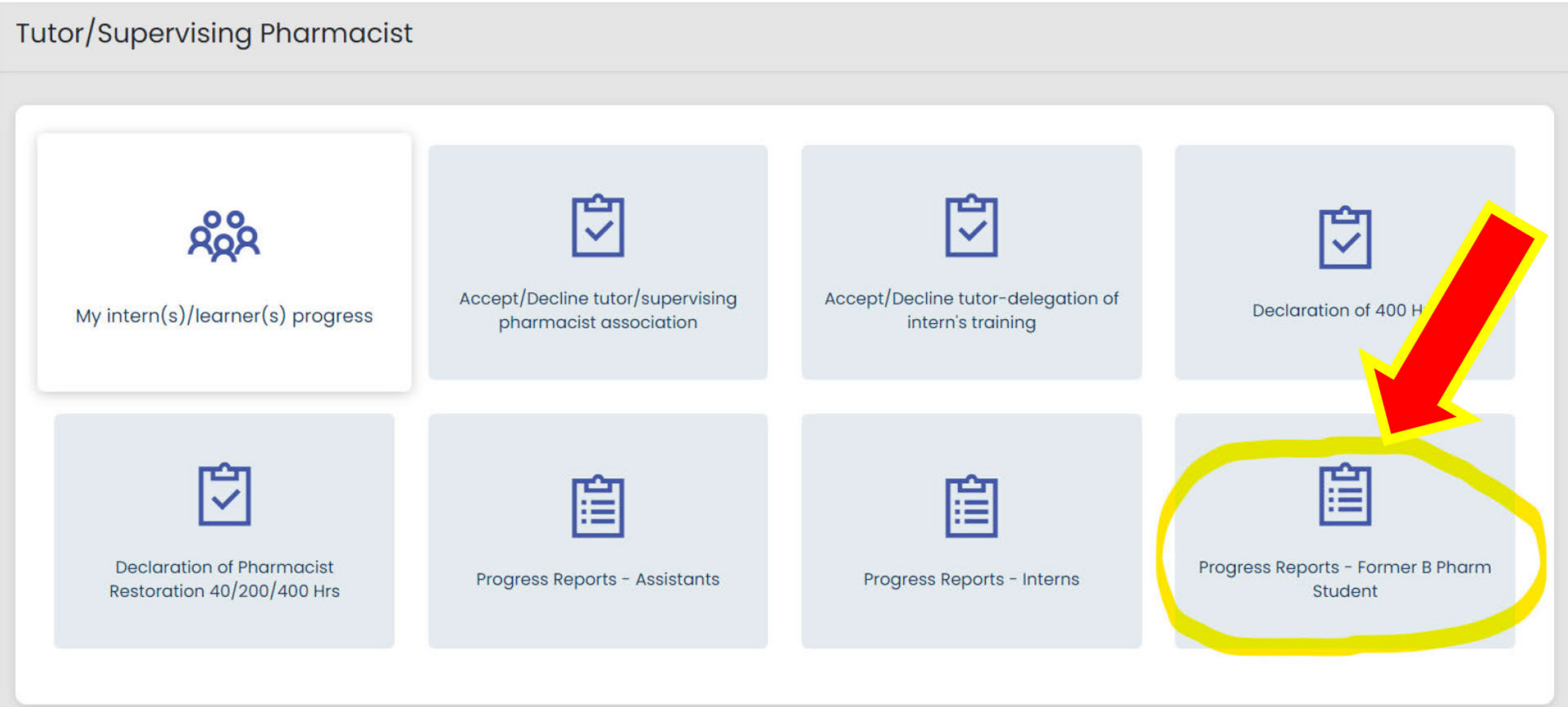
2. On the Dashboard, click on "My Profile"



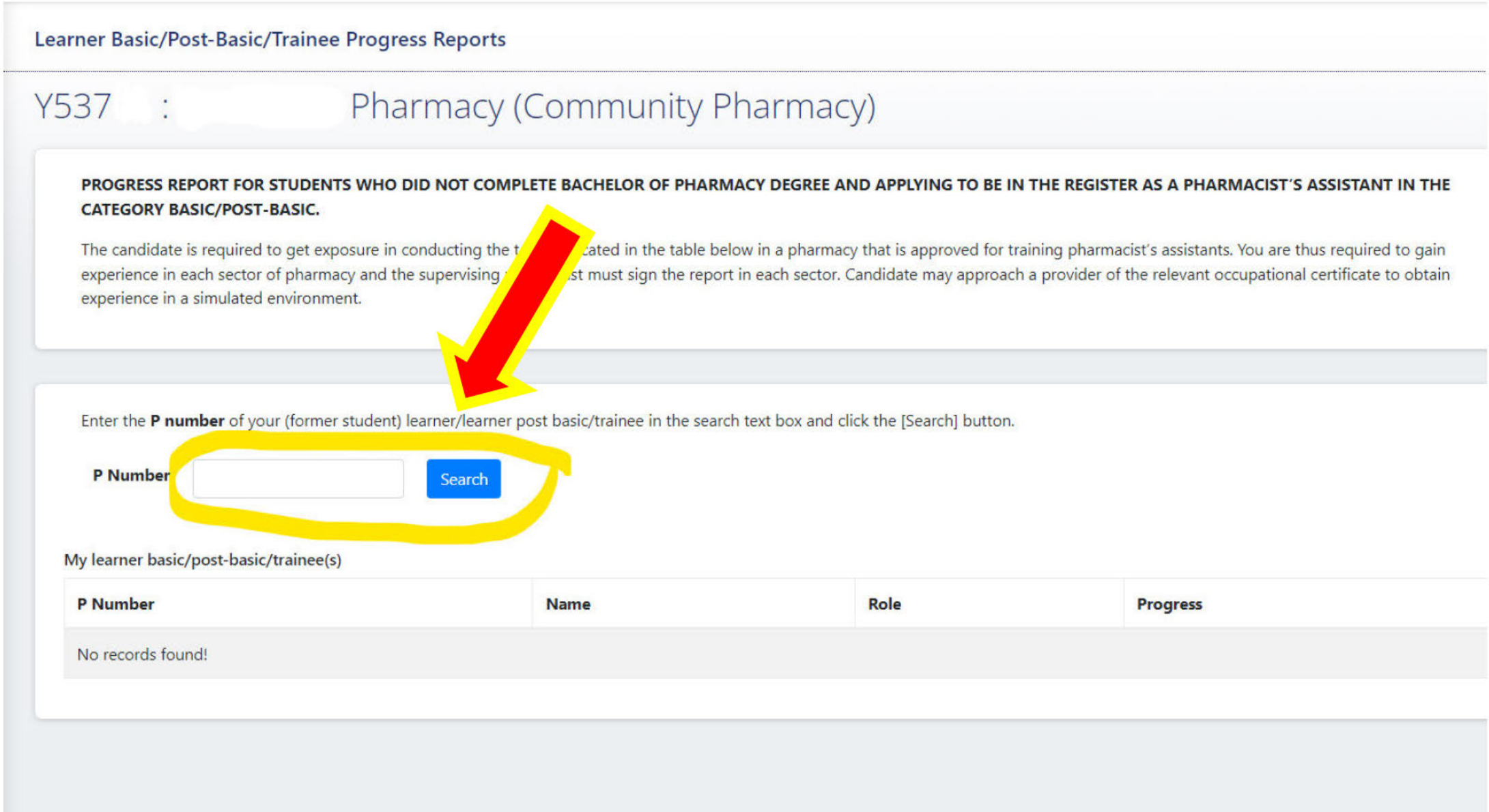
3. Click on "Tutor/Supervising Pharmacist"



4. Select "**Progress reports – Former BPharm students**"



5. The learner will appear under “My learner basic/post-basic/trainee(s)”. If the learner is not appearing, use their P-number to search for them



PROGRESS REPORT FOR STUDENTS WHO DID NOT COMPLETE BACHELOR OF PHARMACY DEGREE AND APPLYING TO BE IN THE REGISTER AS A PHARMACIST'S ASSISTANT IN THE CATEGORY BASIC/POST-BASIC.

The candidate is required to get exposure in conducting the tasks indicated in the table below in a pharmacy that is approved for training pharmacist's assistants. You are thus required to gain experience in each sector of pharmacy and the supervising pharmacist must sign the report in each sector. Candidate may approach a provider of the relevant occupational certificate to obtain experience in a simulated environment.

Enter the **P number** of your (former student) learner/ost basic/trainee in the search text box and click the [Search] button.

P Number P68883 Search

My learner basic/post-basic/trainee(s)

P Number	Name	Role	Progress	
P68883	Mr. LEARNER BASIC FORMER STUDENT	Learner Basic – Former Student	1 of 1	View

6. under “My learner basic/post-basic/trainee(s)” click on “**View**”

Enter the **P number** of your (former student) learner/learner post basic/trainee in the search text box and click the [Search] button.

P Number P68883 Search

My learner basic/post-basic/trainee(s)

P Number	Name	Role	Progress	
P68883	Mr. LEARNER BASIC FORMER STUDENT	Learner Basic – Former Student	1 of 1	View

7. Click on the "+" to expand the different sections of the report.

P68883 LEARNER BASIC FORMER STUDENT

Question Categories	Question Options
• C : **Community Pharmacy** • I : **Institutional Pharmacy (Public/Private)** • M : **Manufacturing Pharmacy** • W : **Wholesale Pharmacy (Public/Private)**	• 0 : **Evidence indicates that the learner has no experience** • 3 : **Evidence demonstrates that the learner consistently achieves the required standard with little or no intervention**

⏪Back Continue ⏩

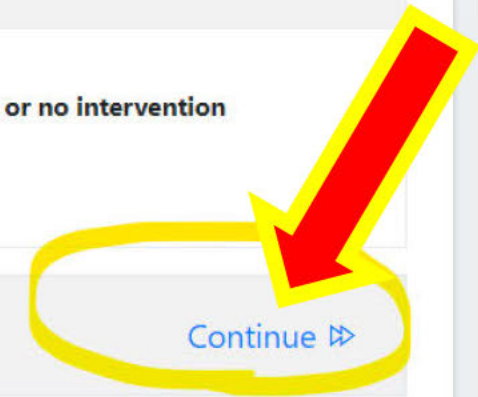
Distribute and Control Stock as per Current Legislation	**[18 of 18] Complete**
Compound Non-sterile Extemporaneous Preparations	**[7 of 7] Complete**
Perform General Housekeeping and Administrative Tasks in the Pharmacy	**[3 of 3] Complete**
Operate Computers and Computer Software	**[16 of 16] Complete**
The re-packaging of medicines	**[4 of 4] Complete**
Manufacture Non-sterile medicines	**[4 of 4] Complete**

The supervising pharmacist can only complete the sections related to the category/sector of pharmacy they are employed at. The learner is to find a supervising pharmacist in other sectors for the report to be complete. The learner also has to be competent in all sectors for the report to be able to be sent to Council.

8. Once done with the report, click on "**Continue**"

P68883 LEARNER BASIC FORMER STUDENT

Question Categories	Question Options
• C : **Community Pharmacy** • I : **Institutional Pharmacy (Public/Private)** • M : **Manufacturing Pharmacy** • W : **Wholesale Pharmacy (Public/Private)**	• 0 : **Evidence indicates that the learner has no experience** • 3 : **Evidence demonstrates that the learner consistently achieves the required standard with little or no intervention**



⏪Back Continue ⏩

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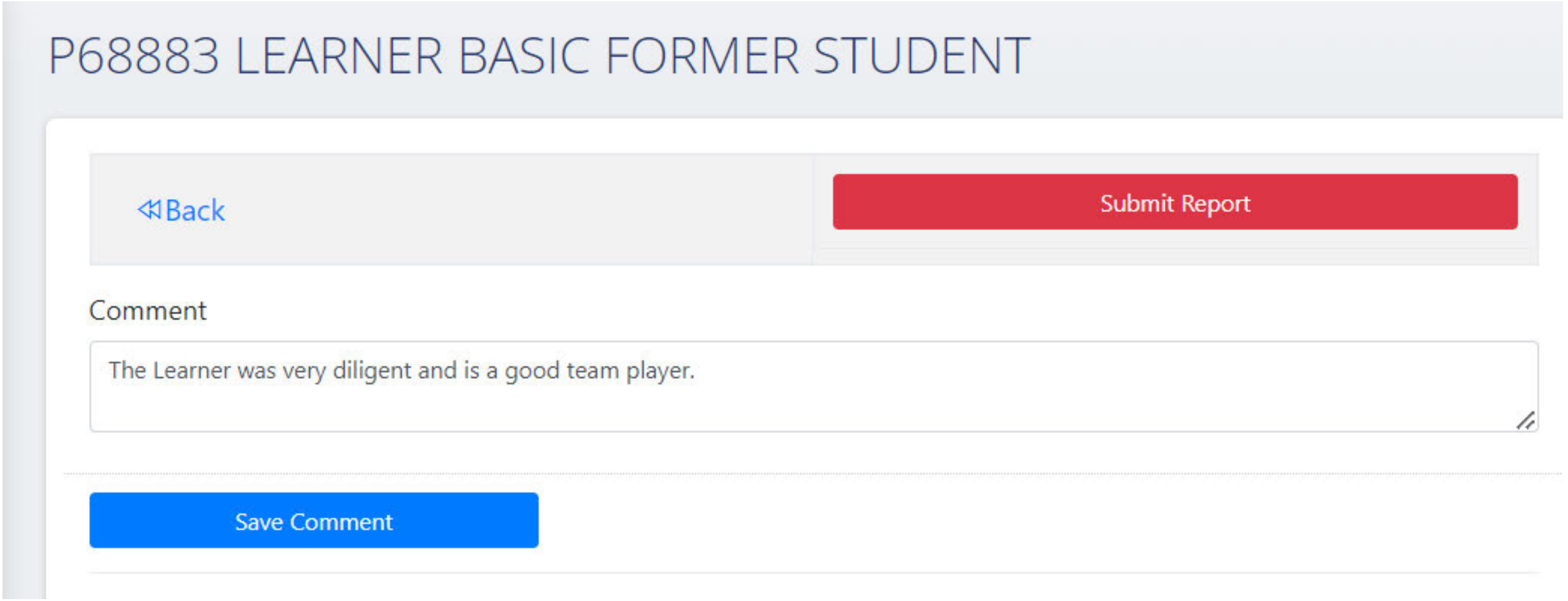
Operate Computers and Computer Software	**[16 of 16] Complete**
The re-packaging of medicines	**[4 of 4] Complete**
Manufacture Non-sterile medicines	**[4 of 4] Complete**

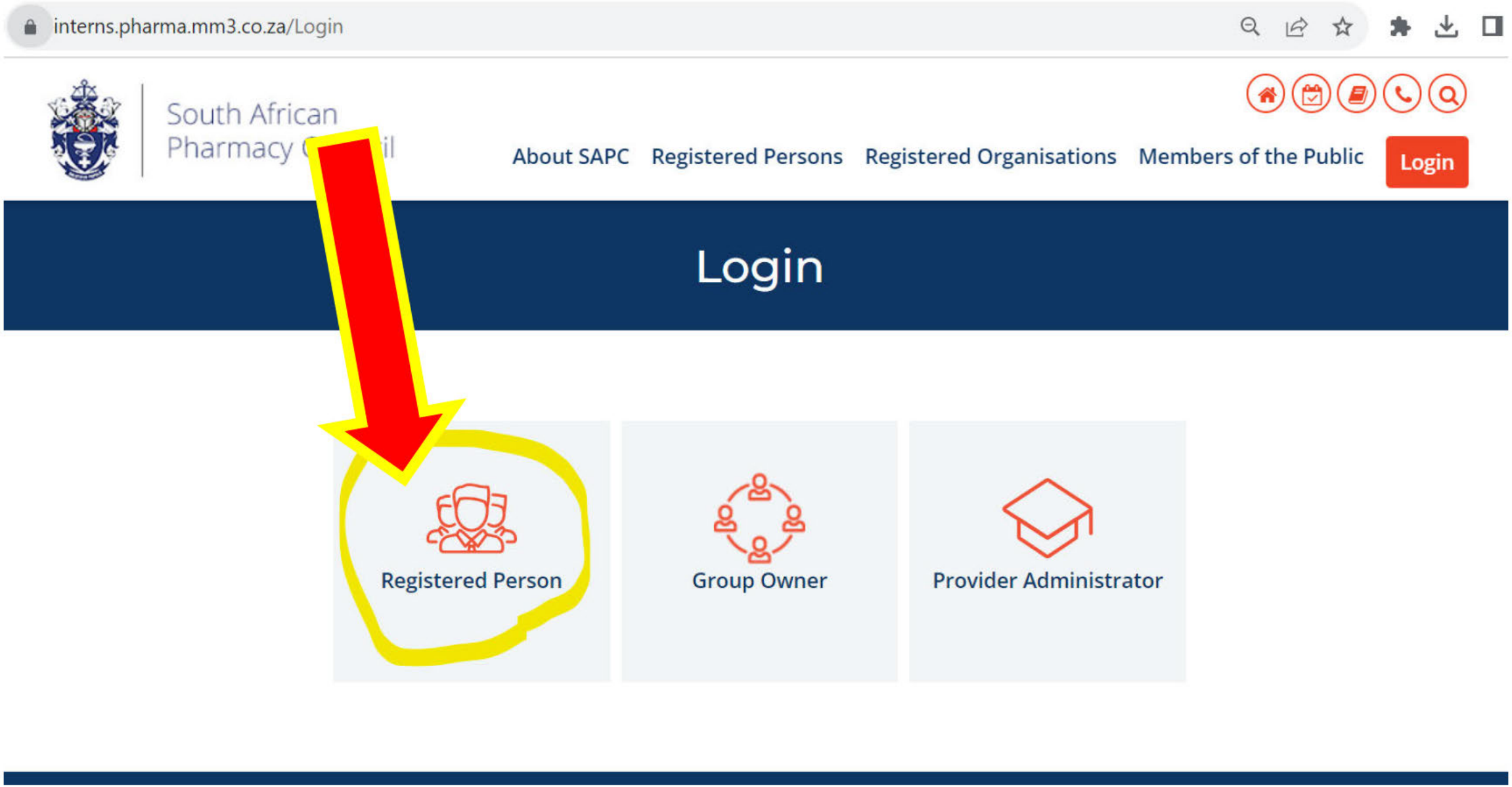
9. A general comment can be made and the report can be submitted once all the sections have been completed and the learner is competent in all the activities.



How to change a pharmacy sector

Please note that should you have changed sectors and your SAPC profile is still showing your previous sector, you need to request the Responsible Pharmacist (RP) of your new sector to add you as an employee at the pharmacy.

1. The RP to log into their SAPC profile on the SAPC secure website: https://pharmcouncil.co.za/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P12345

ID/Passport Number

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- Useful login tips, c
- Secure login tutori

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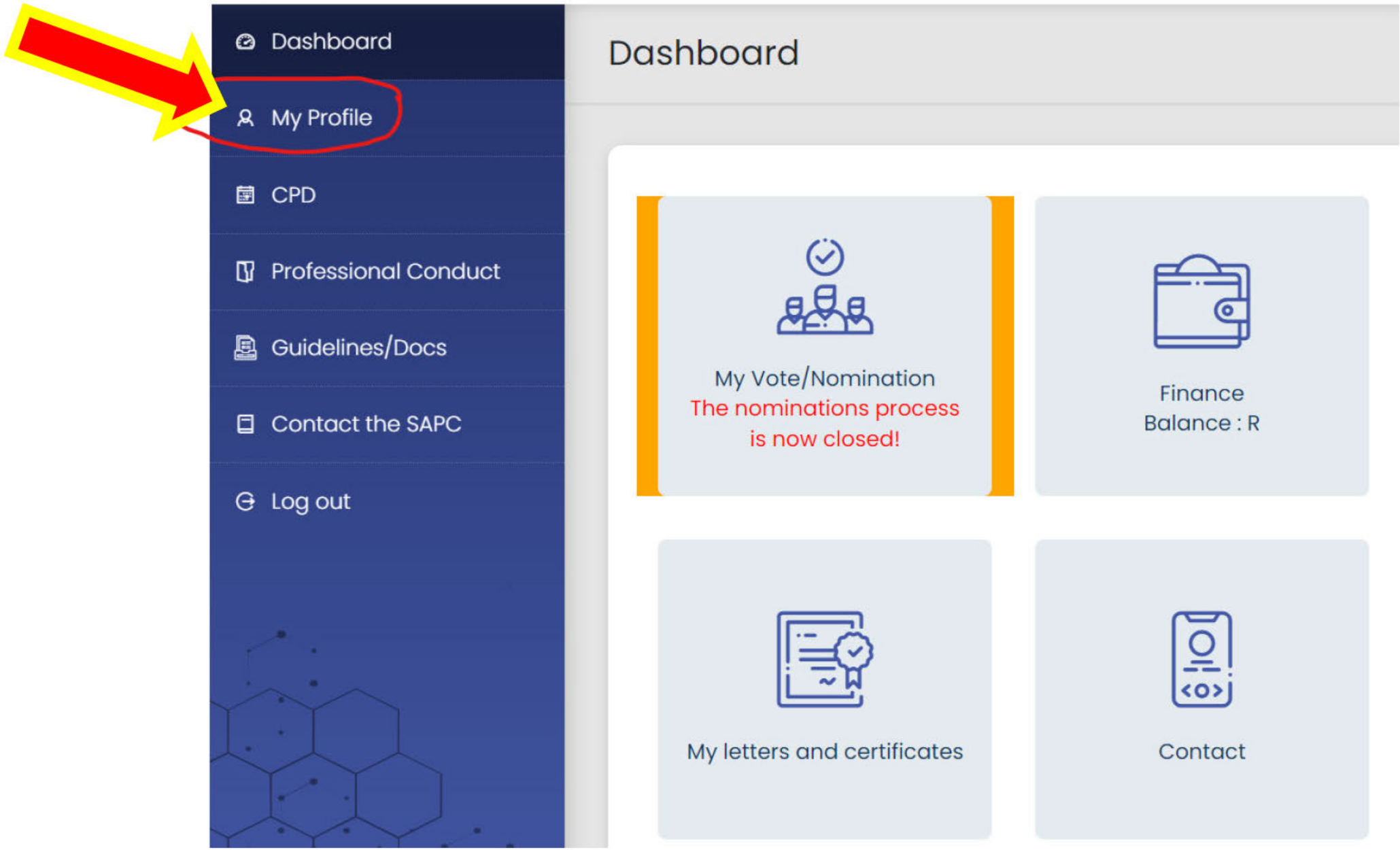
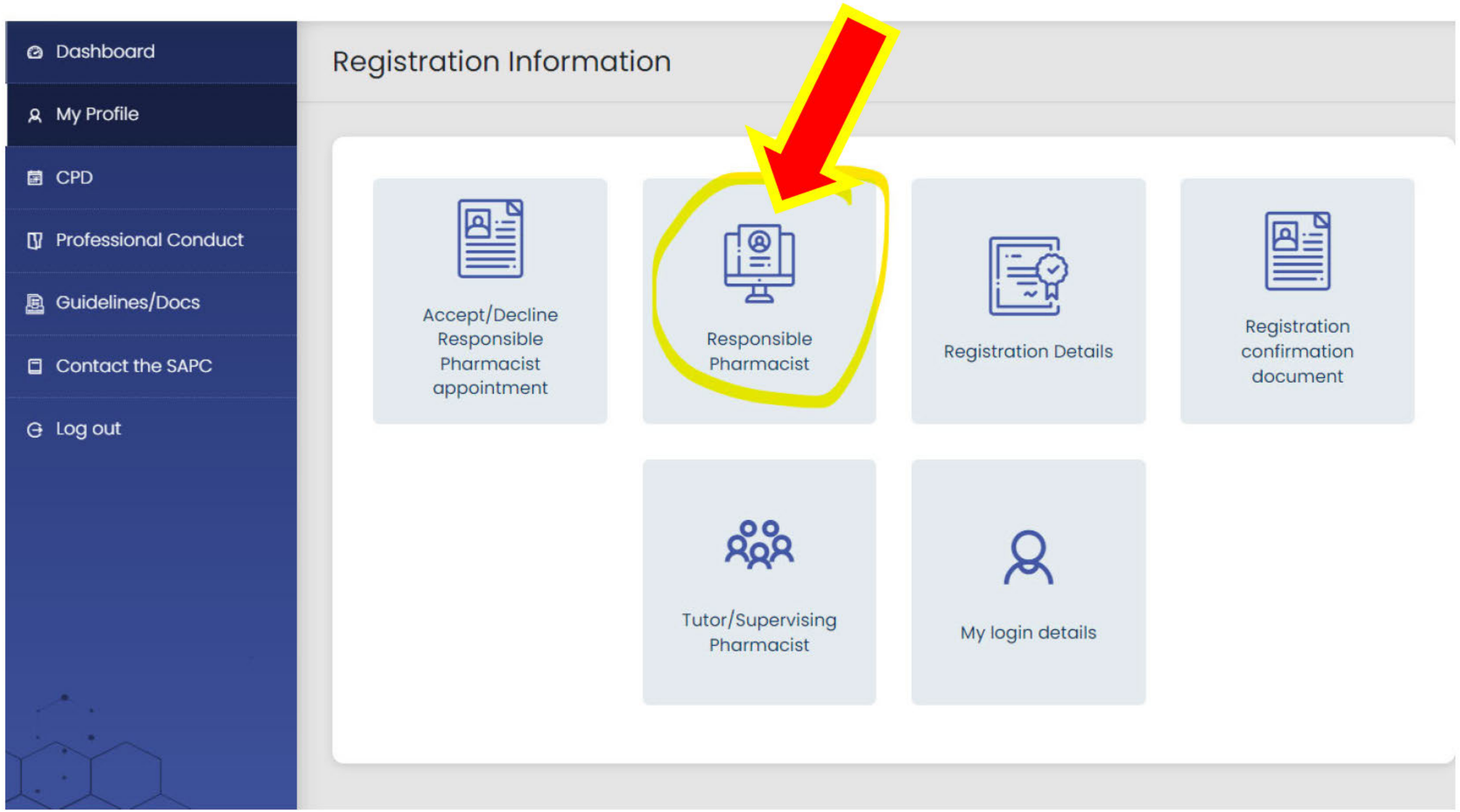
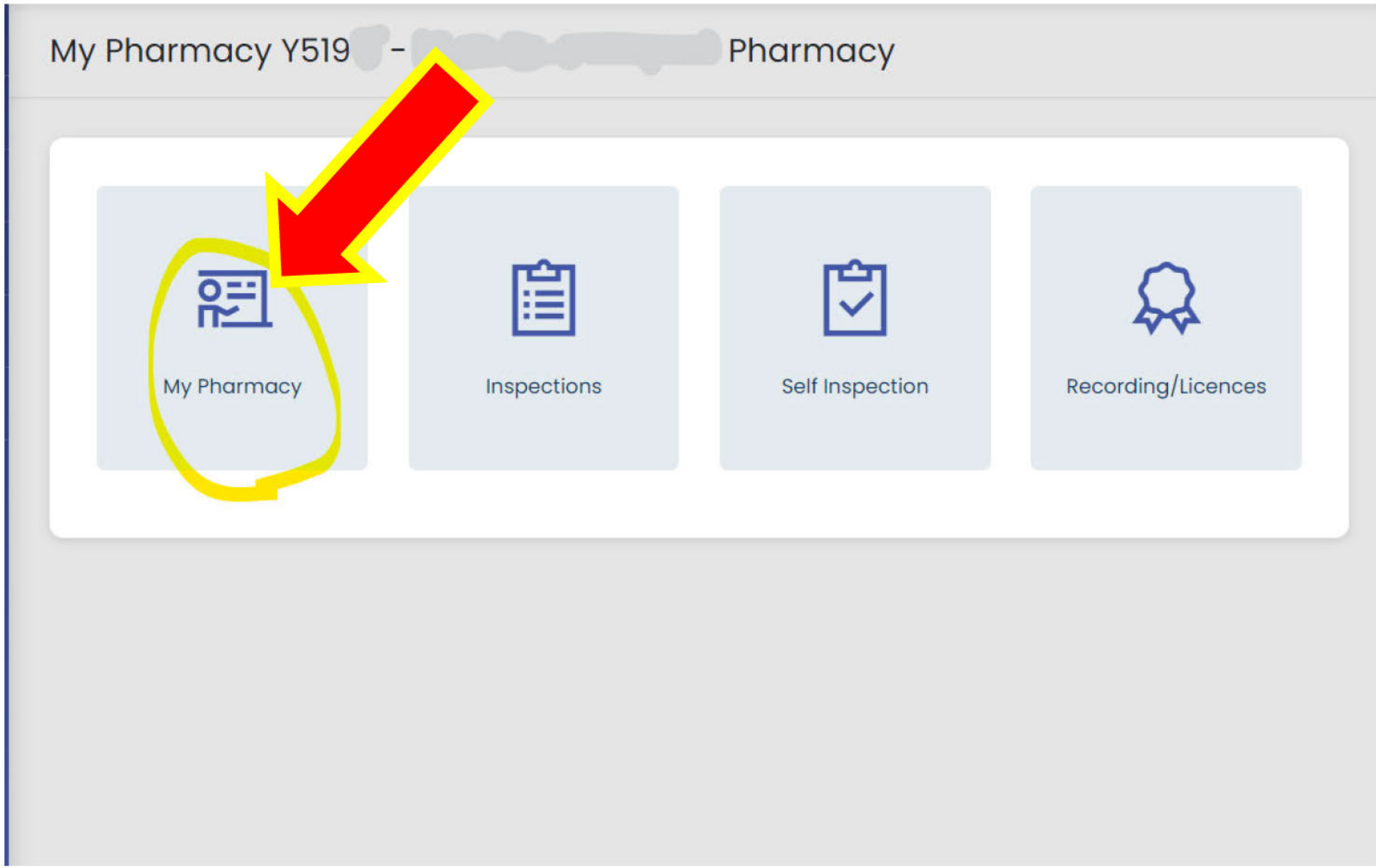


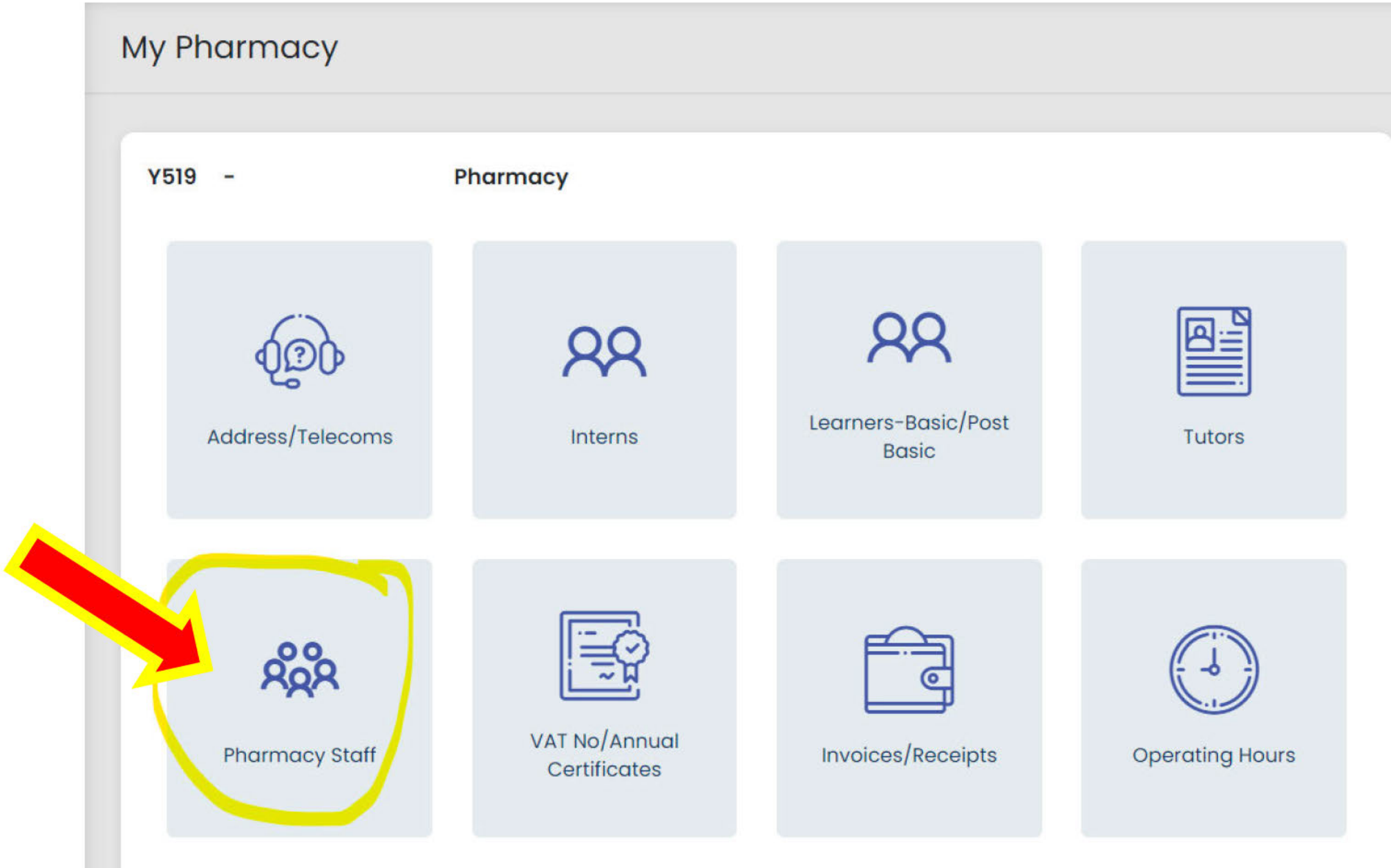
3. Click on "Responsible Pharmacist"



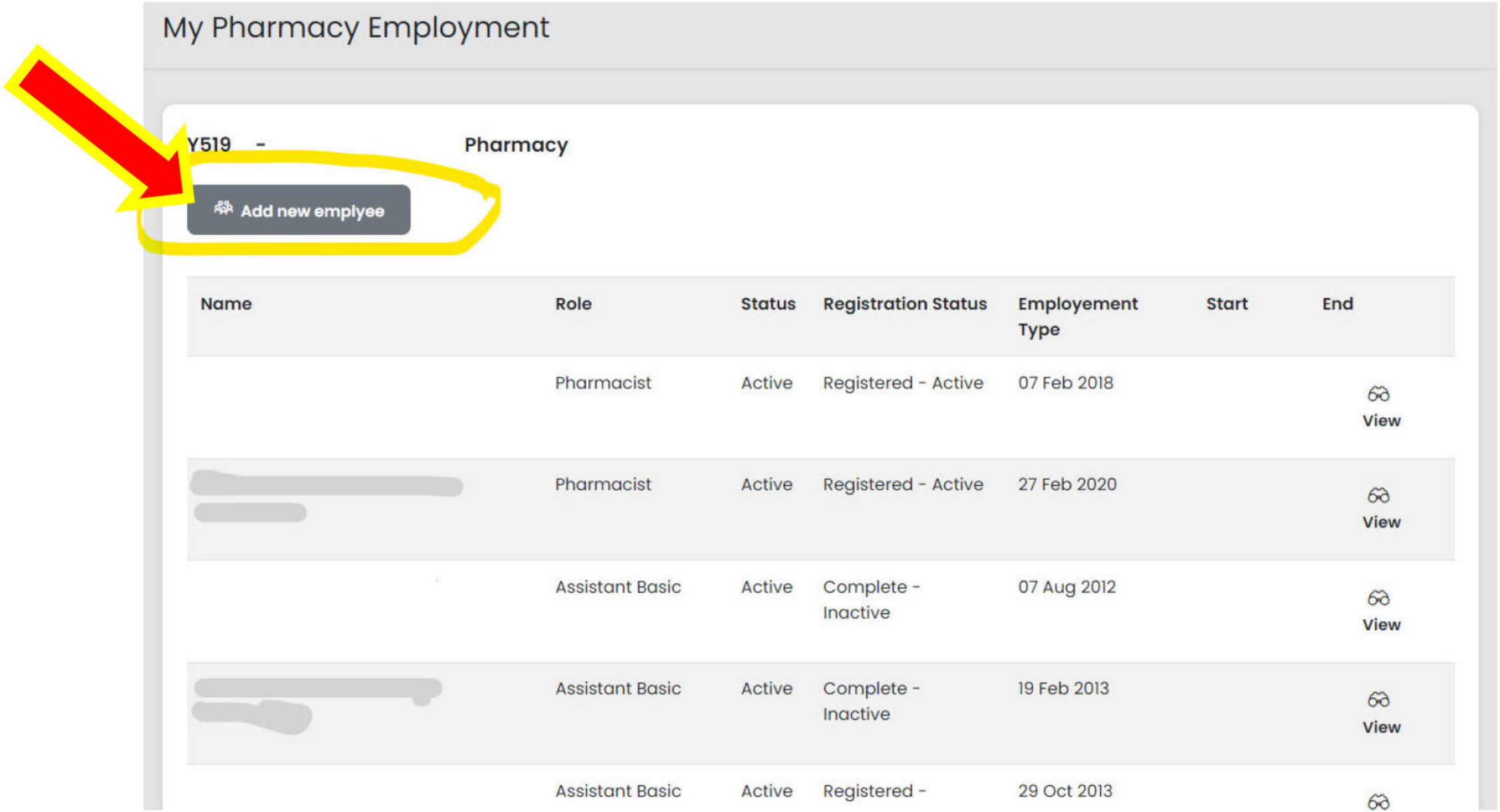
4. Click on "My Pharmacy"

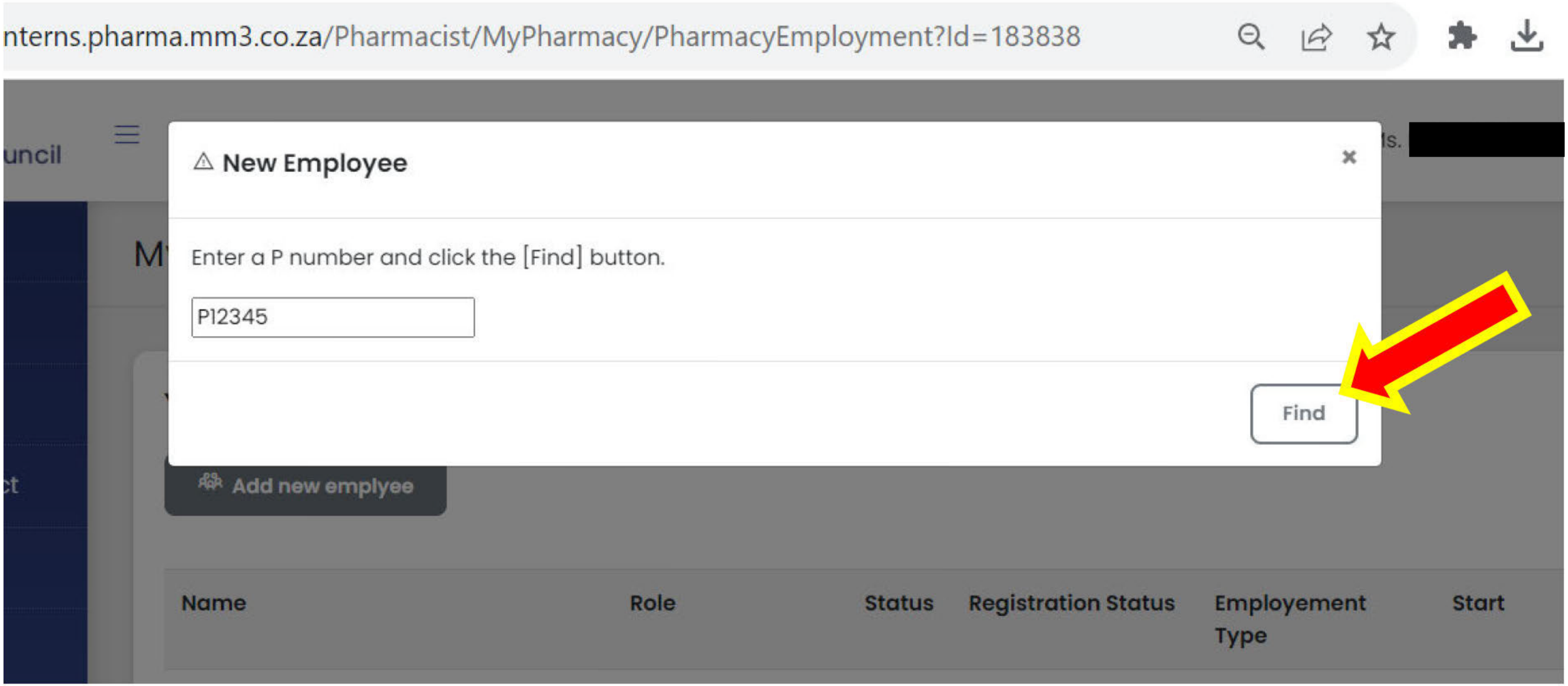


5. Select "Pharmacy Staff"



6. Click on "Add new employee" and enter their P-number, then "Find"

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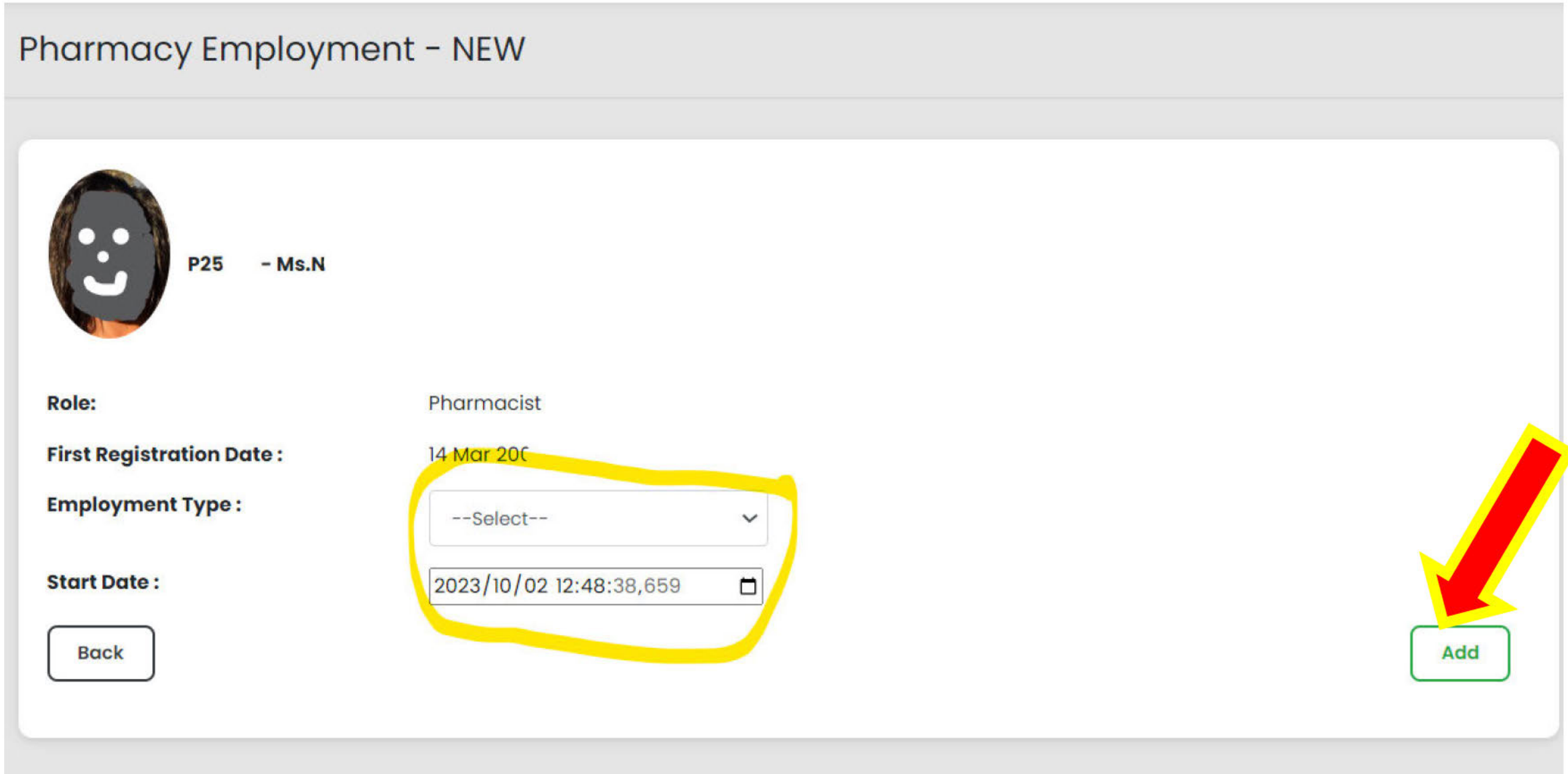
uncil
New Employee
Enter a P number and click the [Find] button.
P12345
Find
Add new emplyee
Name
Role
Status
Registration Status
Employement Type
Start

7. Select their Employment type and start date, then click "**add**"