

Dear Pharmacist,

## SAPC e-Note: ONLINE BOOKING INSTRUCTIONS FOR PHARMACIST INTERN/TUTOR WORKSHOPS

With reference to the Intern/Tutor Workshops notification that was published on the 05<sup>th</sup> February 2021, your attention is drawn to the following online booking instructions:

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1. Interns and tutors are requested to book online
  2. The online bookings will be opened from the 12<sup>th</sup> – 16<sup>th</sup> February 2021
  3. **The booking procedures are outlined as follow:**
    - (a) Step 1 – Go to SAPC website ([www.sapc.za.org](http://www.sapc.za.org)) and login using your details
    - (b) Step 2 – On the landing page, select the 'Workshops' icon
    - (c) Step 3 – Select the workshop you wish to attend (please pay attention to workshop times)
    - (d) Step 4 – Press the 'Submit' button at the bottom of the page
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### Please note the following important points:

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1. The content of the workshops is the same, therefore you only need to attend one workshop
  2. Workshops will be conducted via Microsoft Teams. A link to attend the workshop will be sent to interns and tutors a day before the workshop
  3. Kindly note that a maximum of 150 participants will be allowed per session
  4. Interns and tutors should login at least thirty (30) minutes before the workshop commences
  5. The following items will be needed during the workshop: the 2021 *Intern/Tutor Manual* (available for download from the SAPC website); a pen or pencil and notepad as there will be some activities during the workshop
  6. Interns should prepare two CPD entries in preparation for the workshop. These are not to be submitted on the online platform.
  7. **It is compulsory for all registered interns to attend the workshop. Attendance will be noted.**
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Please feel free to contact the Office of the Registrar should you require assistance at the following email addresses:

[thabang.segolela@sapc.za.org](mailto:thabang.segolela@sapc.za.org) and [thembelihle.malahlela@sapc.za.org](mailto:thembelihle.malahlela@sapc.za.org)

Yours sincerely,

VM TLALA  
**Registrar/CEO**

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