

Dear Healthcare Professional

SHORT COURSE FOR THE DISPENSING OF MEDICINE BY HEALTHCARE PROFESSIONALS

Thank you for your interest in the dispensing of medicine short course. This document contains important information regarding the course. Please familiarise yourself with the requirements of the course as it is offered online, and you need to ensure that you have the necessary resources available to register for and complete the course successfully.

1. Introduction to the course

In South Africa, healthcare professionals, such as doctors and nurses who wish to dispense medicines, must obtain a license from the National Department of Health after the applicant has completed an accredited training course, as presented by a training provider accredited by the South African Pharmacy Council.

This course is based on the standards set for such a course as per accreditation requirements from the South African Pharmacy Council, in line with the Medicines and Related Substance Control Act (Act 101) as amended.

Upon successfully completing the course, the learner will be issued a certificate in Dispensing for Healthcare Professionals, after which the learner can apply for a license to dispense medicine with the Director-General of Health.

2. Entry requirements

- Registered with the HPCSA as a medical practitioner, dentist or other person registered under the Health Professions Act.
- Registered with the SANC as a professional nurse, midwife or staff nurse.

Evidence of registration and the latest proof of annual fee payment must be submitted for verification and enrolment purposes.

3. Course structure

This course is worth 30 credits, meaning the learner must spend 300 notional hours completing the content and assessments. The course is scheduled as a six-month course, but you are welcome to complete it in a shorter period if you wish.

The course consists of both knowledge and practical components. Both components are assessed through a formative and summative assessment, while each module indicates the learning outcomes that must be achieved for the successful completion of that specific module.

4. Assessments

All learners will be assessed in the following ways:

- a) **Formative assessment:** This assessment takes place during the learning and teaching process. The knowledge component will be assessed through multiple-choice questions, and the practical component will be through an assignment. All formative assessments are open-book assessments, and according to our quality assurance policy, you must obtain a mark of 80% to be found competent.
- b) **Summative assessment:** This type of assessment is used when the learner is ready to be assessed at the end of a learning programme and is used to judge learner achievements. The knowledge component will be assessed through multiple-choice questions and assignments, and the practical assessment will be through observation of the learner's skills. Some of the summative assessments are open-book, and some are not. As mentioned, for open book assessments, you must obtain a mark of 80% and 60% for closed book examinations. A webcam will be required for online assessments for identity verification and invigilation purposes.
- c) **Practical assessment:** You must perform the three dispensing phases while observing. There are two options in terms of assessment:
 - a. Option 1: You must arrange with a person licensed to dispense medicines or a pharmacist to perform this assessment at their facility. At the same time, they observe you as you perform the actions as indicated in the practical summative assessment observation checklist.
 - b. Option 2: Contact PDA to book a virtual session (Zoom/Teams) with a PDA assessor who will observe you remotely. At the same time, you perform the actions indicated in the practical summative assessment observation checklist.

Please note that you need actual or simulated resources to complete the practical assessment.

The minimum resources that will be required are:

- Counting tray and stock to be dispensed
- Prescription to dispense and labels
- An individual that will act as a patient
- Patient information leaflets

5. Registration and enrolment

Learners can register for the course anytime during the year. However, prospective learners must complete an enrolment form and submit it with all the supporting documents stipulated in the enrolment form. PDA will verify that the learner meets the entry requirements, enrol the learner, and issue the learner with an invoice. Upon payment of such invoice, the learner will receive their induction booklet and be granted access to the course on the online learning platform.

Eligible learners will receive a confirmation email with their online logging credentials, allowing access to the online learning management system and learning platform.

6. Technical requirements

The online course is delivered using an online learning platform. The online learning platform requires a certain level of hardware and software compliance to work effectively. The minimum hardware and software requirements are given below.

The learning activities and content of the programme require that the primary device you will use should be a desktop and/or laptop computer. Although you may find it beneficial to use a mobile device like a smartphone or a tablet when you are “on the move” to access your course content quickly, a mobile device is not considered sufficient to meet the programme’s technical requirements. Instead, you will need the following:

- **A device** (computer, laptop, tablet) with the following **system requirements**:
 - Operating system with at least Windows 7 Mac OSX
 - Hardware configuration:
 - Processor: minimum i3/i5 or the AMD Ryzen 5
 - Minimum 8 GB of RAM
 - 256 GB of free hard disk space
 - Display: 1024 x 780 resolution
 - Highest display colour quality
 - Webcam
 - Printer

- Microphone and speakers
- **Mobile devices:**
 - It is recommended to use the device's native browser.
 - When accessing the online system from a mobile device, remember that some features may not function correctly.
 - Moodle apps are available for both iOS and Android on their respective App Stores. Please do not ONLY rely on a tablet, including an iPad or a smartphone, to use Moodle. As mentioned above, not all features of Moodle will work on tablets or smartphones. You will need access to a desktop computer to use all the functionalities used on Moodle for this course. Mobile devices and tablets are also not recommended for completing or submitting course activities.
- **Internet access and data requirements:**
 - Internet Service Provider with stable high-speed internet connection.
 - A 4MBPS connection will suffice, although a 10 MBPS connection is recommended.
 - If relying on a mobile data connection, a 4G connection is recommended.
 - Ideally, you should have access to unlimited, “uncapped” data. The course is offered online, and there will be a high demand for data access to fully participate in your programme's activities. These activities may include reading text online, downloading/uploading files, and watching/downloading/uploading video files. It is virtually impossible to predict how much data our programmes need. In this course, a fair number of video clips must be downloaded and uploaded, which can be quite data-intensive.
 - During the programme design for all programmes, we attempted to limit the data demand by providing transcripts for video files (when possible) and reduced-size video files whenever possible. Further, none of the video files used in the course will “pre-load” when pages are loaded, giving you some control over the data consumption. Not only is your access to an amount of data essential, but so is your connection speed and quality of the connection.
- **Browsers:**
 - The system runs on Mac, Windows, Linux, and mobile device operating systems iOS and Android.
 - Moodle recommends using the newest version of the following browsers for the best desktop experience (MS Internet explorer is NOT recommended) :
 - Firefox

- Google Chrome
- Microsoft Edge
- Safari
- **Software:**

To view all the resources uploaded onto the online platform, you will need the following software applications, amongst others:

 - Microsoft Office
 - Adobe Flash Player, which is needed for media recording/streaming and viewing (Chrome users will not need to install flash as it is built into the browser).
 - To view PDF files, a PDF reader is required.
 - JavaScript must be enabled
<http://support.mozilla.org/en-US/kb/javascript-settings-for-interactive-web-pages>
 - Cookies must be enabled.
<http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-websitepreferences>
 - Pop-up blocker must be turned off. By default, this setting is 'on'.
<http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>
- **Security:**
 - With all firewalls, ensure that you enable the uploading of files.

7. Other resources

To complete the course, you need the following reference books:

- Latest SAMF
- STG and EML guidelines
- Access to the EMGuidance
- Good Pharmacy Practice guidelines
- Access to relevant Acts and regulations such as the Pharmacy Act 53 of 1074 and Medicine and related substances Act 101 of 1965.

8. How to study

Learners must read and study the content of each module, whereafter they must complete an online formative assessment before moving to the next module.

To be deemed competent, you must have the following:

- Successfully navigated yourself through the course content, which consists of a theoretical and practical component
- Been found competent on all formative assessments
- Attended an online class session on Modules 3, 4 and 5
- Been found competent on all summative assessments

9. Course options, requirements and fees

The course fee is R 4 200 VAT inclusive.

Full payment is expected upon enrollment.

Payments can be made directly into our bank account:

Name of account: PHARMACY DEVELOPMENT ACADEMY (PTY) LTD

Bank: ABSA (632005)

Account number: 4075012812

Reference: Name and surname of learner

Please email your application form with the applicable documents and proof of payment to dispensing@pdacademy.co.za.

FOR ANY ENQUIRIES CONTACT (013) 010 0091 and request to speak to _____.

Please do not hesitate to contact us if you have further questions or queries.

Kind regards,

The PDA team

**Application for registration:
Dispensing for Healthcare professionals**

Documentation to be attached to this application:

PERSONAL DETAILS					
First Name(s):					
Surname:					
Preferred name:					
Title: (Tick one)	Dr	Mr	Mrs	Ms	Miss
Date of birth:					
ID number:				Passport number:	
Country of citizenship:					
Gender: (Tick one)	Male			Female	
Race: (Tick one)	Asian	Black	Coloured	White	Other:
Home language:					
Any disability:	Yes	No	If yes, please specify the following:		
Highest school and tertiary qualifications:	Qualification		Year obtained	Institution	
Professional body registration no: (HPCSA/SANC)					
Practice number:					
Street address of residence:					Code:
Postal address:					Code:
Province:					
Contact number:				Cell:	
Email address:				Fax:	
Learner designation job title:					
Employer: (Tick one)	Private sector:			Public sector:	
Name of practice where you are employed:					
If working in the public sector:	Sub-district:	District:		Region:	
Name of owner/manager:					
Contact details of employer:					
Practice location: (if applicable)					
Street address of practice:					Code:
Postal address of practice:					Code:
PAYEE INFORMATION					
Amount incl. VAT payable:					
Who should be invoiced? (Tick one)	Self-funded:			Employer:	
Name person of company to be invoiced:					
Company VAT number:					
Contact person at the company:					
Contact details of payee:					
Addresses for correspondence: (Person or company to be invoiced)					
	List of documents:	Check yourself:	For office use only:		
1.	Certified copy of ID				

2.	Head and shoulders colour ID photo (not older than three months, as it will be used for verification purposes during assessments)		
3.	Proof of registration with Professional Body (HPCSA or SANC)		
4.	Proof of annual payment to Professional Body (HPCSA or SANC)		
5.	Certified copy of proof of health professions qualification		
6.	Proof of payment of course fee		

Information regarding fees:

1.	The applicant is responsible for the payment of all re-assessment fees! Formative re-assessment fee: R150 (you cannot proceed to the next module with outstanding re-assessment fees) Summative re-assessment fee: R 500 (certification will not take place with any outstanding re-assessment fees)
2.	The learner will be charged a cancellation fee for not showing up at an online session booked with the course coordinator.
3.	If a learner is found guilty of any fraudulent activity regarding the course, they will be suspended for three months and fined a penalty fee of R 3000.
4.	The learner does not qualify for any refund in the event of cancellation of the course if the learner has accessed the online platform.

PLEASE TAKE NOTE THAT NO APPLICATION FORM WILL BE PROCESSED WITHOUT ALL THE NECESSARY DOCUMENTS OR INCOMPLETE INFORMATION

AGREEMENT

I, the undersigned, (Full name & surname of applicant) declare that this application constitutes a binding agreement upon the terms between the selected provider and me when signed. I understand that it is **my responsibility to notify the academy within five working days if there have been any changes in my personal and/or employer information, such as a change in contact details, a change of mentor or if I have moved to another branch.**

I also understand that Pharmacy Development Academy (PDA) will be under no obligation to issue any results if any amounts are outstanding on my account.

Applicant signature: _____ Witness signature: _____

Signed on the _____ day of _____ 20__ at _____

For office use only:

Application approved:

Yes	No
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