



Dear Healthcare Professional

COURSE FOR THE DISPENSING OF MEDICINE BY HEALTHCARE PROFESSIONALS

Herewith details of the course for the dispensing of medicine by healthcare professionals.

1. Introduction to course

According to the Medicines and Related Substances Control Act (Act 101 of 1965 Section 22C(2)) any healthcare professional who intends to dispense medicine, must complete a supplementary course in dispensing and then apply for a dispensing license with the Director-General of Health.

The **S Buys Academy** is an accredited provider of this supplementary course in dispensing with the South African Pharmacy Council. The course is accredited as a short course and is worth 30 credits in accordance to the unit standard. **It is also accredited at the HPCSA as a CPD course and is worth 30 points.**

Upon successful completion of the course, the learner will be issued with a certificate in *Dispensing for Health Care Professionals* where after the learner needs to apply for a license to dispense medicine with the Director-General of Health.

Feel free to visit the Academy's webpage at www.sbuys.co.za, for the step-by-step procedure to apply for a Dispensing Licence once the course has been completed:

- Once on the website, select "Academy" at the top
- Once on the Academy's page scroll down to forms
- Download the "Dispensing Licence application form with guidelines" document

2. Minimum requirements

The minimum requirements to enrol for the Dispensing Course for Healthcare Professionals are as follows:

- **Medical Doctors:**
 - A qualified Medical Doctor – a person who has obtained a Bachelor of Medicine at a university and is registered as such with HPCSA; and
 - Completed compulsory Internship and Community Service for health professionals as governed by the Health Professions Act, 1974 (Act 56 of 1974)
- **Nurses:**
 - A Registered General Nurse – a person who has completed a Diploma in Nursing on a three-year course plan and is registered as such with SANC; or A Registered Professional Nurse or Midwife – a person who has completed a Bachelor of Nursing on a four-year programme at a university and is registered as such with SANC; and

S BUYS ACADEMY (PTY) LTD

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DIRECTOR: Sicily van Rensburg

EXECUTIVE MANAGEMENT COMMITTEE: Jeremy Nicol (CEO), Sicily van Rensburg (COO & Founder), Dirk van Zyl (CFO), Nadine Grobler, Madeleine Malan, Eric Pickering, Sonica Spamers & Estelle Victor.

- Completed compulsory Community Service for health professionals as governed by the Health Professions Act, 1974 (Act 56 of 1974)
- **Please note a Nursing Auxiliary with a Higher Certificate in Nursing (one-year programme) does not meet the minimum requirements.

If the above minimum requirements are not met e.g. the prospective applicant is still completing his/her Community Service year, the applicant should first apply for a Dispensing License with the National Department of Health. If the license is conditionally approved, the applicant can use it to be allowed to enrol for the Dispensing course for Healthcare Professionals.

3. Course structure

The course is divided into five study units, namely:

Study Unit	Title	Credits
1	Legal and Ethical Framework for Dispensing in South Africa	7
2	Basic Pharmaceutical and Pharmacological Considerations in Dispensing	7
3	Good Dispensing Practice	7
4	Generic Substitution and the Importance of Patient Compliance when Dispensing	4
5	Drug Supply Management Supporting Dispensing	5
		30 credits

All learners are assessed in three ways namely:

- Formative assessment:** At the end of the learner's study letter is a multiple choice formative assessment with questions on each of the 5 study units. The learner has to complete it and e-mail or fax it to the Academy. Competence must be proved before the summative assessment may be written.
- Assignment on dispensing in practice:** Each learner receives a document explaining what is required for the assignment as well as what needs to be completed. Competence must be proved before the summative assessment may be written.
- Summative assessment:** This is the final assessment and in the form of case studies. Learners may use their text books as reference as the summative assessment tests application of the material. Summative assessments are written in the presence of an invigilator as per arrangement with the S Buys Academy. A learner will be allowed 5 hours to complete the summative assessment. Competence must be reached in each question as the questions test specific outcomes for which competence is required.

4. Course delivery and fees:

Interactive distance learning with one-day virtual practical workshop – R3 900.00 (incl. VAT)

- This option provides for self-study at learners' own pace guided by the study material (text book) and facilitator support.
- A one-day workshop on **Practical Dispensing** is presented via a virtual platform (Zoom) for this option.
- It is compulsory that all learners attend this workshop (see the year program below for dates).
- Learners should have an SAMF, preferably the latest Edition, when they attend the workshop.
- Workshop attendance before attempting the assignment is strongly recommended.

Additional fees:

- The following additional fees are payable upon re-assessment:
 - ✓ Re-assessment of formative assessment: **Free of charge**
 - ✓ Re-assessment of assignment: **R400 (Incl. VAT)**

- ✓ Re-assessment of summative: **R400** (incl. VAT)
- Re-admission: A learner may progress at his/her own speed and will be allowed a **maximum period of 12 months** to complete the course. After 12 months, all files will be archived. If the course was not completed, the learner will have to apply for an extended contract period of 4 months (contact the S Buys Academy for the necessary forms).

Full payment is expected upon enrolment.

Payments can be made directly into our bank account:

Name of Account: S Buys Academy
 Bank: ABSA (632005)
 Account number: (Cheque) 40 54 41 46 95
 Reference: Name and surname of candidate / ID number

5. Year Program for the Dispensing Course for Healthcare Professionals:

Date	Type of course	Area	Closing date for booking
23 February 2022	Virtual practical workshop	Zoom	14 February 2022
23 April 2022	Virtual practical workshop	Zoom	24 March 2022
4 May 2022	Virtual practical workshop	Zoom	25 April 2022
11 June 2022	Virtual practical workshop	Zoom	2 June 2022
20 July 2022	Virtual practical workshop	Zoom	11 July 2022
27 August 2022	Virtual practical workshop	Zoom	18 August 2022
21 September 2022	Virtual practical workshop	Zoom	12 September 2022
22 October 2022	Virtual practical workshop	Zoom	13 October 2022
16 November 2022	Virtual practical workshop	Zoom	7 November 2022
3 December 2022	Virtual practical workshop	Zoom	24 November 2022

Please e-mail or fax application form with applicable documents as well as proof of payment to 086 506 8407 or dispensing@sbuys.co.za.

FOR ENQUIRIES CONTACT (018) 788 2102 / 2103 and request to speak to Gertruida.

Please don't hesitate to contact us, should you have any further queries.

Kind regards,

Estelle Victor

Executive Manager: S Buys Academy (Pty) Ltd

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

Course Information:

Workshop to be attended in: (Area as per year plan)		Date of Workshop: (Date as per year plan)	
I would like S Buys Academy to order a new SAMF on my behalf at an additional cost of approximately R1 200 14th edition (Price subject to change)		YES	NO

Personal Information:

Title:												
Surname:												
First name(s):												
ID number:												
Professional qualification:											Year obtained:	
Occupation:												
Professional body registration no.: (HPCSA / SANC)												
Practice number:												
Race: (Tick one)	Black		White		Coloured		Indian		Asian			
Gender: (Tick one)	Male		Female									
Contact numbers:	Home:						Work:					
	Fax:						Cell:					
E-mail address:												
Address for correspondence:	Physical Work:				Postal Work:				Postal Home:			
		Postal code			Postal code			Postal code				
Address where study material can be delivered to via Courier services – Student must be there to sign for the parcel	Physical Address											
	Postal code											

Employer Information:

Employer: (Tick one)	Private sector:		Public Sector:								
Name of practice where employed:											
If public sector:	Sub-district:			District:			Region:				
Name of Owner/Manager:											
Contact details of employer:	Tel:						Fax:				
	Cell:						E-mail:				

Payee Information:

Amount incl. VAT payable:											
Who should be invoiced: (Tick one)	Self-funded:		Employer:								
Name person or company to be invoiced:											
Company VAT number:											
Contact person at company:											
Contact details of payee:	Tel:						Fax:				
	Cell:						E-mail:				
Address for correspondence: (Person or company to be invoiced)	Physical:					Postal:					
	Postal code					Postal code					

Documentation to be attached to this application:

	List of documents	Check yourself	For office use only
1.	Copy of ID document		
2.	Proof of registration with Professional Body (HPCSA or SANC)		
3.	Proof of payment		

Information regarding fees:

1.	The applicant is responsible for the payment of all re-assessment fees!!
2.	The learner will be charged a cancellation fee for not showing up at a workshop or summative assessment booked for.
3.	If a learner is found guilty of any fraudulent activity regarding the course, he/she will be suspended for a period of three months and fined a penalty fee.
4.	In the event of cancellation of the course by the learner, the learner will be liable for payment of a cancellation fee of R1 000.00 (incl. VAT), this is subject to the learner neither having attended a workshop nor submitted a formative assessment / assignment / summative assessment.
5.	Please note: The person initially liable for payment of the course expenditure and fee, will only be entitled to a refund if notice of the cancellation of the course by the learner is given in writing within the first 6 (six) months from the commencement date of the course and further subject thereto that the learner has completed two or less sessions of the course within this period. If a learner is expelled from S Buys Academy due to fraudulent activity, the person initially liable for payment of the course will not be eligible for any refund.

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

CONTRACTUAL AGREEMENT

I, the undersigned, declare that this document constitutes a binding agreement upon the terms set out there in between myself and S Buys Academy (Pty) Ltd (here forth referred to as the Academy) when signed.

- I understand that it is **my responsibility to notify the Academy within 5 working days if there have been any changes in my personal information.**
- I take note that unless an alternative arrangement can be made for my study material to be sent to me, I will be liable for the cost of courier fees exceeding R100.00.
- I take note that the Academy will not allow me to book for my final summative assessment if there are any fees outstanding.
- I also understand that the Academy will be under no obligation to issue any final results if there are any amounts outstanding on my account.
- In line with Section 15 of the Protection of Personal Information Act, 4 of 2013, I hereby give my consent freely and voluntary that the Academy, its data operators and its employees may collect, process, share and store my personal data obtained through this document including future documents, such as notification forms, assessments and assignments, in the day to day business with regard to the completion of this course, to create a profile and update it from time to time. The Academy and its employees may further share the information obtained to report on the progress of my studies to my co-ordinator and/or employer and/or funder as the case may be.
- I understand that my personal information as recorded and stored by the Academy is protected under and in full accordance with the Protection of Personal Information Act, (4 of 2013). Any additional personal information that is supplied by myself will be subject to the same standard of confidentiality and protection.
- I understand that I may enquire what personal information the Academy shares and why it is necessary. I further understand that I may object to my information being processed and request for a correction or deletion of my information at any time.

The Academy may / may not (tick the relevant box) send me marketing information with regard to new courses or products via e-mail in future.

Applicant's Signature: _____ Date: _____

Signed on behalf of S Buys Academy: _____ Date: _____

<p>For office use only: Application approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Registration number: _____</p>
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