



S Buys
Academy

Pharmacy
at SPAR 

GUIDANCE DOCUMENT

Application for the Approval/Renewal of Premises to Train Pharmacy Support Personnel

- Please note that this document serves as a guideline for applying for the approval/renewal of premises to train pharmacy support personnel.
- The S Buys Academy is not responsible for applying or renewing training premises.
- Only the Responsible Pharmacist (RP) of a pharmacy/pharmaceutical facility has the authority to apply for or renew training premises.

Training Inspection Details:

- An inspection by the South African Pharmacy Council (SAPC) is applicable for approval/renewal of premises to train pharmacy support personnel.
- An official SAPC training officer carries out a training inspection at the request of the RP.
- The inspection results will determine when the pharmacy premises will be eligible for approval again, i.e., a three-year approval period for Grade A pharmacies, a two-year approval period for Grade B pharmacies and no approval for Grade C pharmacies.
- An appointment with the RP or a person delegated by the RP will be made to conduct the inspection.
- Please refer to the official SAPC document, *Pharmacy Inspections and Guide to Compliance*, for additional inspection information.

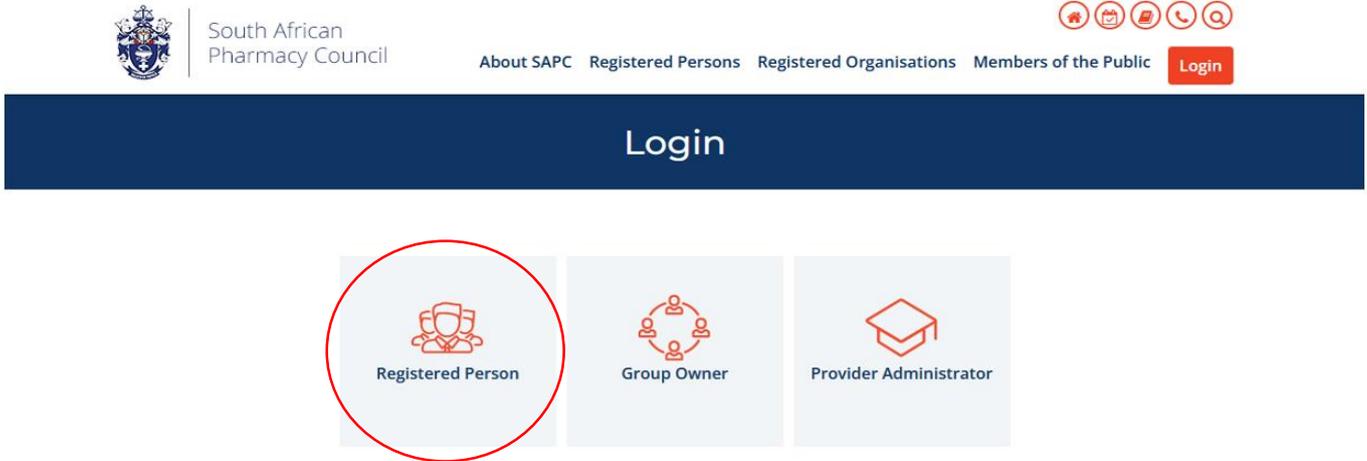
<https://www.sapc.za.org/Media/Default/Documents/Pharmacy%20inspections%20and%20guide%20to%20compliance.pdf>

EXTREMELY IMPORTANT! A renewal of a training premises application should be submitted at least **three (3) months before the expiration date of the approval period** via the Responsible Pharmacist's online SAPC profile.

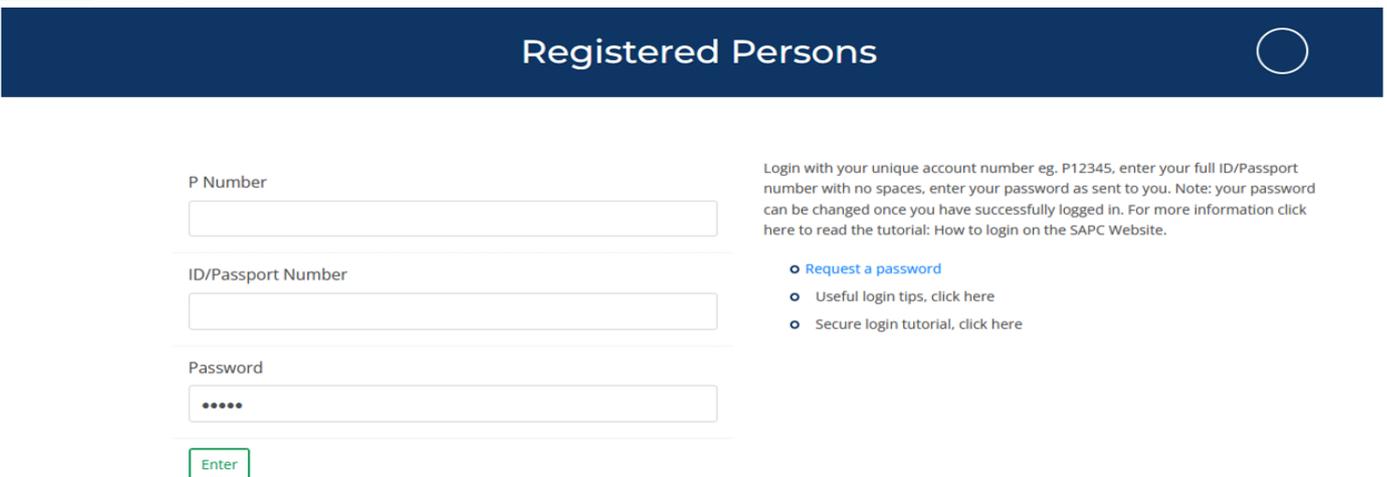


Step-by-Step Guidance

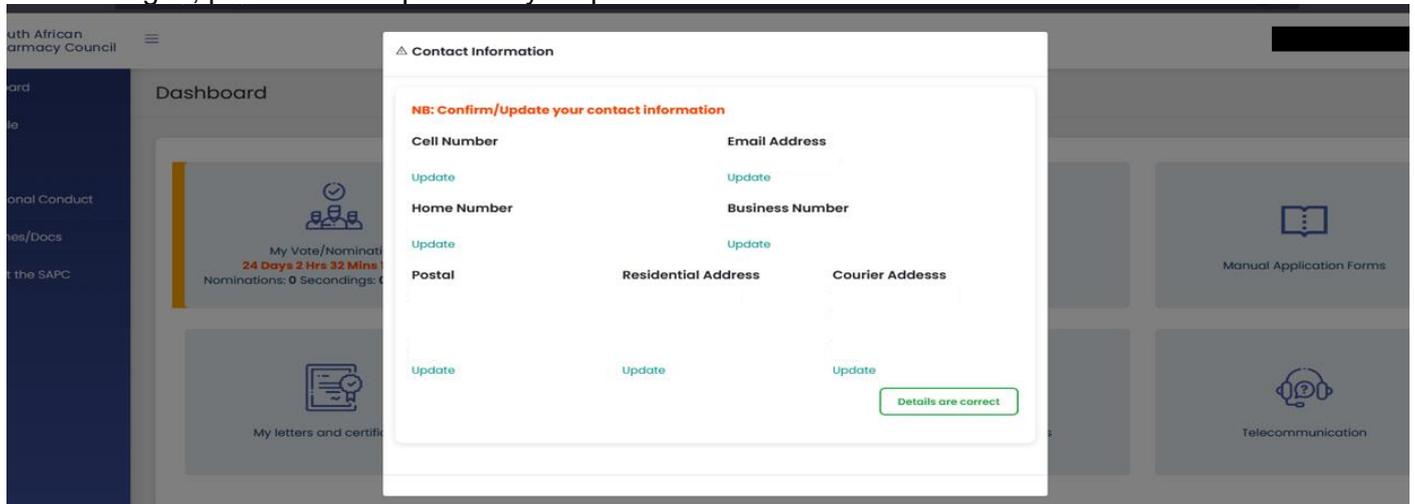
Step 1: The Responsible Pharmacist log on to their SAPC profile by clicking on **Registered Person**.



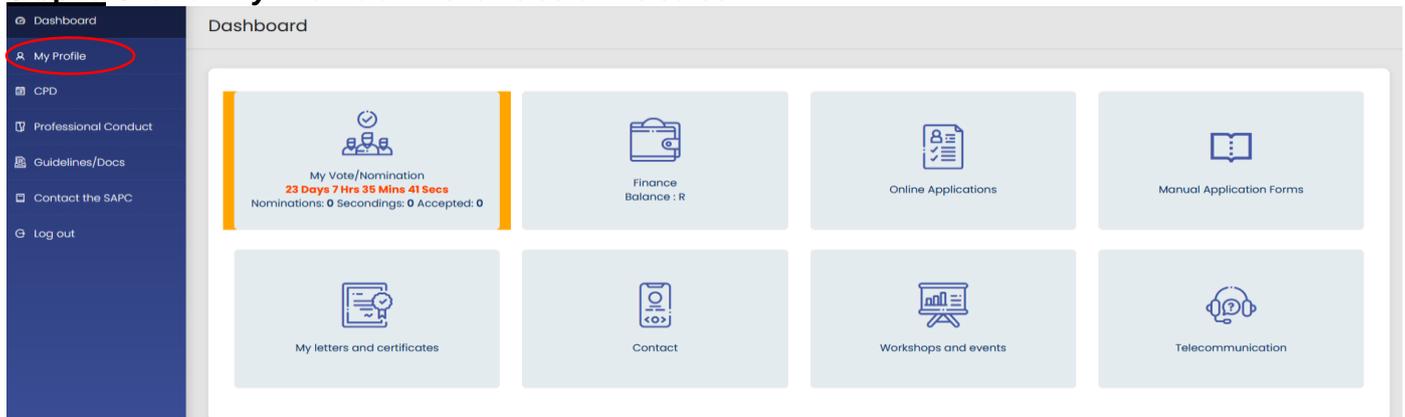
Step 2: Enter your P-number, ID number and Password



Step 3: Confirm that your personal details are still correct by clicking on **Details are correct** (If your details have changed, please do an update on your profile).

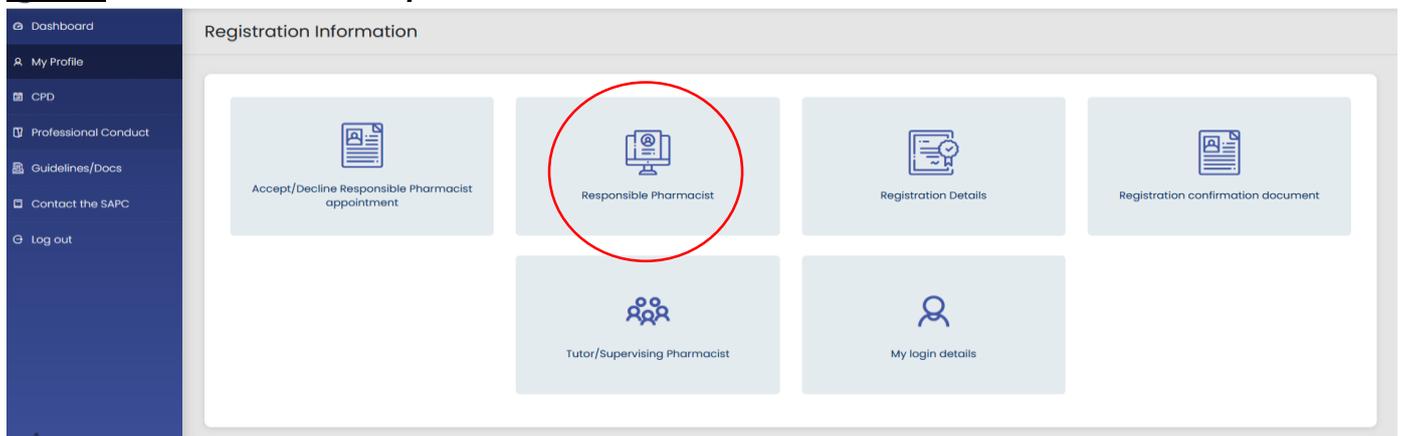


Step 4: Click on **My Profile** on the left side of the screen.



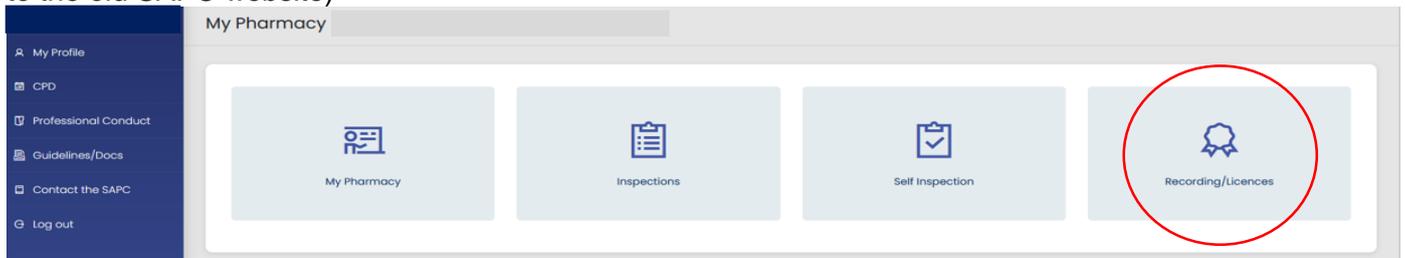
The screenshot shows a user dashboard with a dark blue sidebar on the left. The sidebar contains the following menu items: Dashboard, My Profile (circled in red), CPD, Professional Conduct, Guidelines/Docs, Contact the SAPC, and Log out. The main content area is titled 'Dashboard' and contains eight tiles: My Vote/Nomination (with a timer: 23 Days 7 Hrs 35 Mins 41 Secs), Finance Balance: R, Online Applications, Manual Application Forms, My letters and certificates, Contact, Workshops and events, and Telecommunication.

Step 5: Click on the block **Responsible Pharmacist**



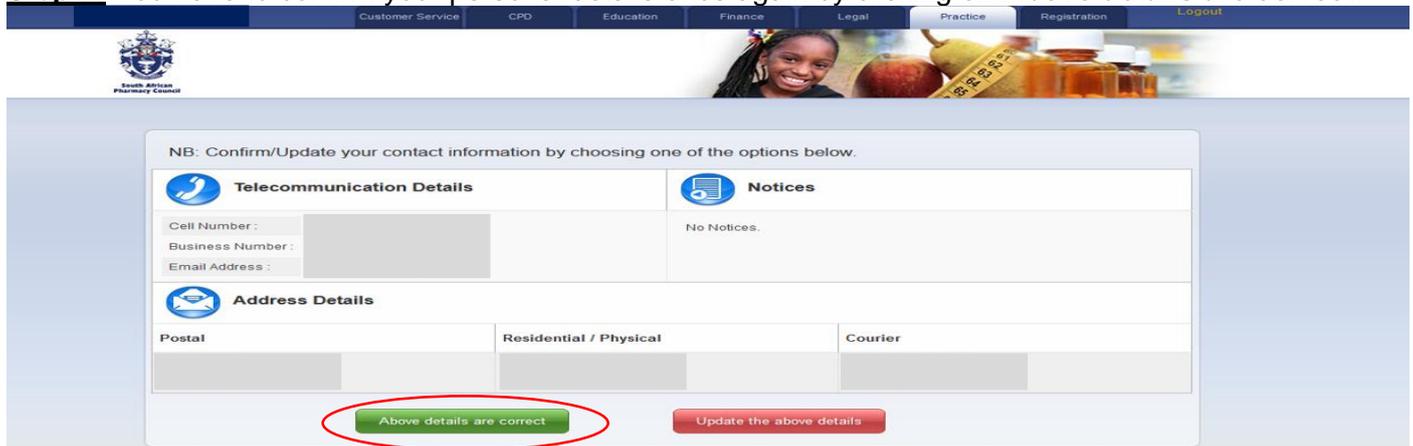
The screenshot shows the 'Registration Information' page. The sidebar is the same as in Step 4. The main content area contains six tiles: Accept/Decline Responsible Pharmacist appointment, Responsible Pharmacist (circled in red), Registration Details, Registration confirmation document, Tutor/Supervising Pharmacist, and My login details.

Step 6: Click on the block **Recording/Licences** (Please note that by clicking on this block, it will take you to the old SAPC website)



The screenshot shows the 'My Pharmacy' page. The sidebar is the same as in Step 4. The main content area contains four tiles: My Pharmacy, Inspections, Self Inspection, and Recording/Licences (circled in red).

Step 7: You have to confirm your personal details once again by clicking on **Above details are correct**.



The screenshot shows a confirmation form titled 'NB: Confirm/Update your contact information by choosing one of the options below.' The form has a navigation bar at the top with links for Customer Service, CPD, Education, Finance, Legal, Practice, Registration, and Logout. The form is divided into three sections: Telecommunication Details (with fields for Cell Number, Business Number, and Email Address), Notices (showing 'No Notices'), and Address Details (with sub-sections for Postal, Residential / Physical, and Courier). At the bottom of the form, there are two buttons: 'Above details are correct' (circled in red) and 'Update the above details'.



Step 8: The system will automatically open on the tab *Practice*, where you have to click on the tab *Registration*

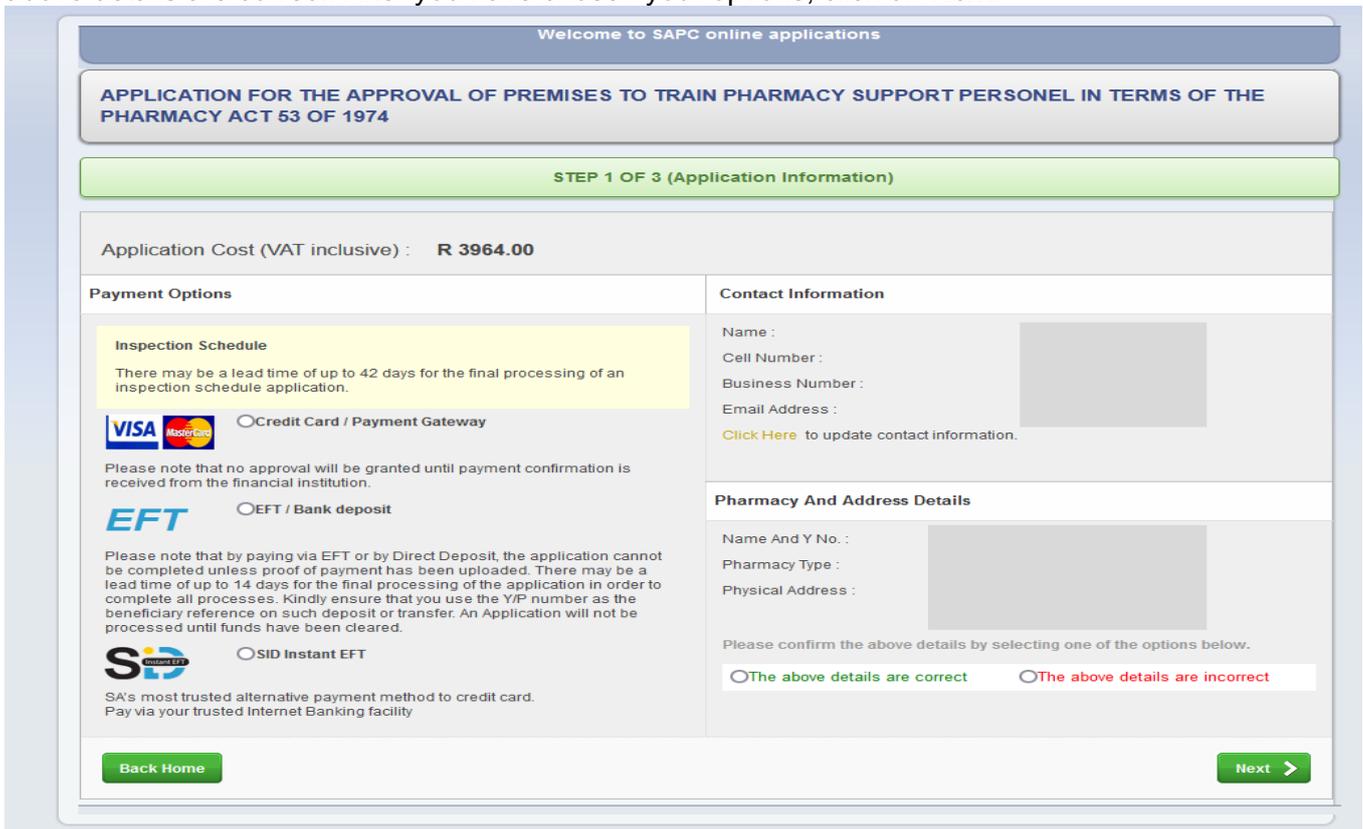
Step 9: Click on *Premises approval to train interns and assistants* under the option *Online Application Forms*



The dashboard shows the following sections:

- My Profile:** Click [here](#) to view and update your SAPC profile.
- My Registration Status:** Primary Role: Pharmacist [Registration Date - 20 Jan 1987]. Sub Role(s): Responsible Pharmacist [27 Oct 2005], Tutor [31 Mar 2023].
- My Documents:** Click [here](#) to view/print your letters and certificates.
- Online Application Forms:**
 - Voluntary removal from SAPC register
 - Student/Learner Application
 - Tutor approval for the purpose of training
 - Responsible Pharmacist registration
 - Supplementary training certificate- PCDT/Family planning
 - Permit for Immunisation
 - Permit for section 22(a)15 PDCT (Primary Care Drug Therapy)
 - Resign as a Tutor
 - Resign as a Responsible Pharmacist
 - Premises approval to train interns and assistants** (circled in red)
 - Tutor -delegation of intern's training
 - Re-Inspection to improve your Grade from B or C
- Application Forms:** We are in the process of developing a range of online forms including application to be a responsible pharmacist, approval as a tutor, tutor increased ratio and registration of a learner with the ability to pay by credit card. In the short term [click here](#) to download physical copies.

Step 10: The following page will open where you have to choose a payment option and confirm that The above details are correct. After you have chosen your options, click on *Next*.



Welcome to SAPC online applications

APPLICATION FOR THE APPROVAL OF PREMISES TO TRAIN PHARMACY SUPPORT PERSONEL IN TERMS OF THE PHARMACY ACT 53 OF 1974

STEP 1 OF 3 (Application Information)

Application Cost (VAT inclusive) : **R 3964.00**

Payment Options	Contact Information
<p>Inspection Schedule</p> <p>There may be a lead time of up to 42 days for the final processing of an inspection schedule application.</p> <p>  <input type="radio"/> Credit Card / Payment Gateway</p> <p>Please note that no approval will be granted until payment confirmation is received from the financial institution.</p> <p>EFT <input type="radio"/> EFT / Bank deposit</p> <p>Please note that by paying via EFT or by Direct Deposit, the application cannot be completed unless proof of payment has been uploaded. There may be a lead time of up to 14 days for the final processing of the application in order to complete all processes. Kindly ensure that you use the Y/P number as the beneficiary reference on such deposit or transfer. An Application will not be processed until funds have been cleared.</p> <p> <input type="radio"/> SID Instant EFT</p> <p>SA's most trusted alternative payment method to credit card. Pay via your trusted Internet Banking facility</p>	<p>Name : <input type="text"/></p> <p>Cell Number : <input type="text"/></p> <p>Business Number : <input type="text"/></p> <p>Email Address : <input type="text"/></p> <p>Click Here to update contact information.</p>
	<p>Pharmacy And Address Details</p> <p>Name And Y No. : <input type="text"/></p> <p>Pharmacy Type : <input type="text"/></p> <p>Physical Address : <input type="text"/></p> <p>Please confirm the above details by selecting one of the options below.</p> <p><input type="radio"/> The above details are correct <input type="radio"/> The above details are incorrect</p>

[Back Home](#) [Next >](#)



Step 11: The following page will open where you have to choose the applicable option to your pharmacy premises

Welcome to SAPC online applications

APPLICATION FOR THE APPROVAL OF PREMISES TO TRAIN PHARMACY SUPPORT PERSONEL IN TERMS OF THE PHARMACY ACT 53 OF 1974

STEP 2 OF 3 (Premises/Inspection Information)

Last Inspection Details	Last Approval Details
<p>Type : Monitoring</p> <p>Date Evaluated : 05/03/2022</p> <p>Grading Expiry Date : 31/12/2024</p> <p>Grade : A</p> <div style="background-color: #fff9e6; padding: 5px; margin-top: 10px;"> <p style="color: red; font-weight: bold;">Please note that no application can be processed until an inspection has been completed and the relevant grade awarded. Please see below to schedule an inspection.</p> </div>	<p>Status : Active</p> <p>Type : Interns & pharmacy support personnel</p> <p>Start Date : 01/01/2023</p> <p>Expiry Date : 31/12/2024</p>
Shortcoming Details	Application Approval Details
<p>Response Status : N/A</p> <p>SAPC Status : Not Set</p> <p>Response Date :</p>	<p>Type : Interns & pharmacy support personnel</p> <p>Start Date : 01/01/2025</p> <div style="background-color: #fff9e6; padding: 5px; margin-top: 10px;"> <p>Expiry Date : 31/12/2024</p> <p>Total Period : N/A</p> <p style="color: red; font-weight: bold;">No approval period!</p> <ul style="list-style-type: none"> By clicking [next] you are agreeing to the approval Expiry Date. If you do not agree, please click [Arrange/Schedule a new training inspection]. </div>

← Back

Arrange/Schedule a new training inspection

Step 12: The SAPC will, after they have received the payment, they will inform you about the training inspection date.

IMPORTANT!

Once you have received the Training Premises Approval Certificate, please email a copy to training@sbuys.co.za for the S Buys Academy to update the system and allow your pharmacist's assistant learners to continue their studies.

