



## Tutor guidelines

The following are some guidelines of what will be expected of you as the tutor during the tutoring process:

### Assistance with the contents of modules and study guides

- Be committed to the learning outcomes of the learner and the tutoring process.
- Ask the learner continuously about their progression regarding their studies.
- Explain areas of difficulty to the learner.
- Encourage the learner at all times.
- Foster an open and trusting relationship with the learner.
- Provide the learner opportunities to learn as much as possible during daily practice.
- See to it that all learning activities are completed and checked before any formative assessments are arranged.
- Date and sign each learning activity and give constructive feedback and guidance where necessary.
- Provide feedback/guidance to the learner regarding their readiness for assessment.
- Honestly, complete reaction evaluations during the course for quality assurance purposes.
- Remind the learner that the assignment for module 6 must be handed in to reach the Academy at least 1 month before the summative (external/final) assessment.
- Inform the Academy of any difficulties experienced during the tutoring process.

### You may expect the learner to:

- Take responsibility for their own learning outcomes;
- Learn at their own pace under your guidance;
- Foster an open and trusting relationship with you, the tutor;
- Complete the learning activities on their own and then present them to you for evaluation;
- Compile a portfolio of evidence for assessment;
- Be assessed whenever they feel that they are ready to be assessed; take responsibility to inform the tutor of readiness to be assessed;
- Inform the Academy of readiness for assessment;
- Honestly complete reaction evaluations during the course for quality assurance purposes; and
- Inform the Academy of any difficulties they might experience.

### You may expect the S Buys Academy to:

- Support you, the tutor, at all times;
- Ensure the quality of the learning process;
- Conduct summative assessments;
- Record all information obtained during the learning process;
- Issue certificates;
- Manage all queries efficiently and respectfully; and
- Foster an open and trusting relationship with you.

### The learner basic pharmacist's assistant may function within the following Scope of Practice:

(Rules Relating to Good Pharmacy Practice)

- The sale of S1 medicines or scheduled substances;
- Assist with the compounding, manipulation or preparation of a non-sterile medicine or scheduled substance according to a formula and Standard Operating Procedures approved by the responsible pharmacist;
- Assist with the manufacturing of a non-sterile medicine or scheduled substance according to a formula and Standard Operating Procedures approved by the responsible pharmacist;
- The re-packaging of medicine;
- The distribution and control of stock of S1 to S5 medicines or scheduled substances; and
- The provision of information to individuals in order to promote health

### The learner post-basic pharmacist's assistant may function within the following Scope of Practice:

(Good Pharmacy Practice document)

- The sale of S1 and S2 medicines or scheduled substances;
- Assist with the compounding, manipulation or preparation of a non-sterile or sterile medicine or scheduled substance according to a formula and Standard Operating Procedures approved by the responsible pharmacist;

- Assist with the manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and Standard Operating Procedures approved by the responsible pharmacist;
- The re-packaging of medicine;
- The distribution and control of stock of S1 to S6 medicines or scheduled substances;
- The ordering of medicine and scheduled substances up to and including S6 according to an instruction of a person authorised in terms of the Medicines Act to purchase or obtain such medicine or scheduled substance;
- The reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist;
- The provision of instructions regarding the correct use of medicine supplied; and
- The provision of information to individuals in order to promote health.

**The standards for control of Schedule 6 medicines or substances read as follows:**

**MINIMUM STANDARDS FOR CONTROL OF SCHEDULE 6 MEDICINES OR SUBSTANCES**

Control of Schedule 6 medicines or substances is of such nature that only persons authorised in terms of the Medicines Act have access to these substances.

- (a) Schedule 6 medicines or substances must be stored in designated places under lock and key at all times.
- (b) The key must be in the personal possession of an authorised person responsible for the control of Schedule 6 medicines or substances.
- (c) A register of Schedule 6 medicines or substances must be kept and shall be balanced so as to show clearly the quantity of every Schedule 6 medicine or substance remaining in stock as on the last day of March, June, September and December of each year and such balancing shall be completed within 14 days following each said date.
- (d) A pharmacist's assistant shall not handle any Schedule 6 medicine or substance except for the purpose of dispensing under the direct personal supervision of the pharmacist."

**From the above, it is clear that a Post-basic Pharmacist's assistant may only be involved in handling Schedule 6 medicines or substances during the second phase of the dispensing process, namely the preparation and labelling of prescribed medicine, and this may only be performed under the direct personal supervision of a pharmacist.**