



SAPC e-Note



SAPC e-Note: UPCOMING SAPC VIRTUAL INTERN/TUTOR WORKSHOP & ONLINE BOOKING INSTRUCTIONS

Dear Interns, Tutors and Responsible Pharmacists,

SAPC e-NOTE: UPCOMING SAPC VIRTUAL INTERN/TUTOR WORKSHOP & ONLINE BOOKING INSTRUCTIONS

According to the *Regulations relating to pharmacy education and training* (GNR. 1156 of 20 November 2000) any person who holds a qualification in pharmacy must, prior to registration as a pharmacist, undertake an internship to the satisfaction of the South African Pharmacy Council ("Council") for a period of not less than one year.

In terms of the programme for the pre-registration year, Council has scheduled information sessions (Intern/Tutor Workshops) which must be attended by both tutors and interns. The workshops will take place virtually via Microsoft Teams on three separate dates during the months of February and March 2023.

INTERN/TUTOR WORKSHOPS SCHEDULE

Date	Time
8 February 2023 (Wednesday)	09h00 – 12h00
21 February 2023 (Tuesday)	18h00 – 21h00
22 March 2023 (Wednesday)	18h00 – 21h00

Interns and tutors must book online on Council's website for the events. Kindly see the instructions for online booking below:

1. Interns and tutors are requested to book online.
2. The online bookings will be open from 1 February – 21 March 2023.
3. Bookings for each of the three workshops will be closed a day before the workshop.
4. The booking procedure is outlined as follows:
 - a. Step 1 – Search for the SAPC website (www.sapc.za.org) and login using your credentials.
 - b. Step 2 – On the landing page click on the 'Workshops' icon.
 - c. Step 3 – Select the workshop you wish to attend (please pay attention to workshop times).
 - d. Step 4 – Click on the 'Submit' button at the bottom of the page.

Please note the following important points:

1. The content of the three (3) workshops is the same, therefore you are free to choose a date that suits you.
2. Workshops will be conducted via Microsoft Teams. A link to the workshop will be sent to interns and tutors a day before the workshop.
3. Interns and tutors should login at least ten (10) minutes before the workshop commences.
4. The following items will be needed during the workshop:
 - the 2023 Intern/Tutor Manual (available for download on the SAPC website)
 - a pen or pencil
 - a notepad

5. Interns should prepare two CPD entries in preparation for the workshop. These should not be submitted on the online platform. They should only be submitted after the workshop. Interns are requested to prepare their CPD entries using the Worksheet attached to this eNote.
6. **It is compulsory for all registered interns to attend the workshop. Attendance will be recorded.**

Please feel free to contact the Office of the Registrar should you require assistance at interns@sapc.za.org.

Yours sincerely,

Vincent Tlala
Registrar/CEO

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