

BOARD NOTICE 276 OF 2022

THE SOUTH AFRICAN PHARMACY COUNCIL

COMPETENCY STANDARDS FOR PHARMACY SUPPORT PERSONNEL IN SOUTH AFRICA

The South African Pharmacy Council hereby publishes for implementation the **Competency Standards for Pharmacy Support Personnel** in terms of Section 33(o) of the Pharmacy Act, 53 of 1974.

SCHEDULE

1. Competency Standards for Pharmacy Support Personnel



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COMPETENCY STANDARDS FOR PHARMACY SUPPORT PERSONNEL

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ACRONYMS

CPD	Continuing professional development
EML	Essential Medicines List
FIP	International Pharmaceutical Federation
HEQSF	Higher Education Qualifications Sub-framework
NQF	National Qualifications Framework
OQSF	Occupational Qualifications Sub-framework
PAB	Pharmacist's Assistant (Basic)
PAPB	Pharmacist's Assistant (Post-Basic)
PHC	Primary Health Care
PSP	Pharmacy Support Personnel
PT	Pharmacy Technician
SAQA	South African Qualifications Authority
SFAP	Sub-framework assignment pending
SOP	Standard operating procedure
STG	Standard treatment guidelines

DEFINITIONS

Agent of a patient: A person nominated, either formally or informally, by the patient to collect medicines and accept information pertaining to a particular patient provided that the pharmacist is satisfied that patient safety, confidentiality and medicine quality are maintained and the patient has provided written consent.

Behavioural competency: Typical behaviour observed when effective performers apply motives, traits or skills to job-relevant tasks.

Caregiver: A person who has accepted responsibility for looking after a patient provided that the pharmacist is satisfied that patient safety, confidentiality and medicine quality are maintained and the patient has provided written consent.

Competence: Ability to carry out a job or task. The evaluation of competence is based on the exit level outcomes (ELO) developed for the pharmacy profession.

Competency: A quality or characteristic of a person related to effective or superior performance. Competency consists of aspects such as attitudes, motives, traits and skills.

Continuing professional development (CPD): A process by which registered persons continually ensure and enhance their competence throughout their professional careers. CPD encompasses a range of activities including continuing education and supplementary training.

Domain: Represents an organised cluster of competencies within a framework and the domains, with associated competencies.

GxP: A general term for guidelines for good manufacturing, clinical, laboratory, storage or distribution practices.

1. INTRODUCTION

The South African Pharmacy Council is committed to its mandate of ensuring that pharmacists and pharmacy support personnel have the necessary knowledge and skills to deliver the best possible pharmaceutical services to the people of South Africa. This is achieved by monitoring trends in education and practice, both nationally and internationally.

In recent years, competency mapping has been identified as a way of ensuring that pharmacy professionals are equipped with the specific skills, knowledge, abilities and behaviours that are needed to work effectively.

2. BACKGROUND

In 2018, the South African Pharmacy Council published Competency Standards for Pharmacists. Competency Standards had been developed and used as the basis for pharmacy education and practice since 2006. Internationally, however, a further aspect was identified and incorporated into both the education and practice of health care professionals, namely behaviours. The International Pharmaceutical Federation (FIP) Global Competency Framework (2012) included behavioural competencies that were used, together with other documents, to develop unique competency standards for South African pharmacists, considering the needs and characteristics of pharmacy practice in various practice settings.

The Competency Standards for pharmacists are currently used in the internship examination to guide examiners and interns in the evaluation of the Pharmacist Intern's competence in applying the standards in practice. They also form the basis of Continuing Professional Development activities and are used in the online CPD recording process.

It is important to note that 43 Competency Standards for pharmacists are located in six practice domains. Each Competency Standard has been specifically developed to identify competencies in three levels of practice, i.e., entry level (caters for the first three years of practice), intermediate practice (3 – 7 years of practice) and advanced practice (more than 7 years of practice). They can, therefore, be used by pharmacists to identify and plan their personal and professional development.

3. PHARMACY SUPPORT PERSONNEL

Three categories of pharmacy support personnel (PSP) have been identified:

- Pharmacist's Assistant (Basic);
- Pharmacist's Assistant (Post-Basic); and
- Pharmacy Technician (i.e., on implementation of applicable legislation)

Each category has a specific and distinct scope of practice.

4. PSP QUALIFICATIONS

In March 2020, seven qualifications were registered on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA). They have varying registration end dates.

Qualification Title	NQF Sub-Framework	NQF level	PSP
National Certificate: Pharmacist Assistance	SFAP	3	Pharmacist's Assistant (Basic)
Further Education and Training Certificate: Pharmacist Assistance	SFAP	4	Pharmacist's Assistant (Post-Basic)
Occupational Certificate: Pharmacist's Assistant (Basic)	OQSF	4	Pharmacist's Assistant (Basic)
Occupational Certificate: Pharmacist's Assistant (Post-Basic)	OQSF	5	Pharmacist's Assistant (Post-Basic)
Higher Certificate: Pharmacy Support	HEQSF	5	N/A
Advanced Certificate: Pharmacy Technical Support	HEQSF	6	Pharmacy Technician
Occupational Certificate: Pharmacy Technician	OQSF	6	Pharmacy Technician

Note: Each of the two qualifications for Pharmacist's Assistant (Basic) and Pharmacist's Assistant (Post-Basic) currently fall into two NQF levels, depending on the Sub-Framework within which it is registered. This anomaly arises because of the historic decision that the scopes of practice for PSPs required qualifications at the lower NQF levels. This document, and the development of competency standards for PSP, is based on the premise that the higher NQF level is appropriate for the two qualifications, Pharmacist's Assistant (Basic) and Pharmacist's Assistant (Post-Basic).

5. NQF LEVEL DESCRIPTORS

Level descriptors indicate the type of skills and abilities developed during education at each level and can therefore be extrapolated into the level of responsibility that may be assigned to the person holding the qualification.

Ten categories are used to describe applied competencies for each of the ten levels of the NQF viz,

- Scope of knowledge;
- Knowledge literacy;
- Method and procedure;
- Problem solving;
- Ethics and professional practice; and
- Accessing, processing and managing information.
- Producing and communicating information
- Context and systems
- Management of learning
- Accountability

Although level descriptors inform the competencies that must be achieved during education, it is also important they should be consistent with the workplace requirements of appropriate occupational levels.

For the purposes of competency standard development, the NQF level descriptors for each category of PSP must correlate with the relevant scope of practice.

Please note that the domains, competency standards and behavioural statements have been adapted to reflect an underlying assumption that the person is able to demonstrate that they have the stated competencies within the pharmacy workplace.

6. DEVELOPMENT OF COMPETENCY STANDARDS FOR PSP

The following documents form the basis for the development of competency standards for each category of PSP:

- NQF level descriptors
- The scope of practice

The Competency Standards for Pharmacists may guide the choice of domains as well as the standards, but they must be analysed in order to assess the applicability to PSP. In addition, the behavioural statements must be examined as they apply specifically to the scope of practice of pharmacists and may, therefore, not be suitable for PSP. In particular, the behavioural statements for entry-level pharmacists will be scrutinised.

A comparison of international competency standards for PSP is also useful to give guidance in determining both the domains and the standards.

Please note: The scopes of practice of PSP are limited. While it is possible that some enterprising PSPs will rise to managerial positions, depending on the sector of pharmacy in which they work, the majority of PSPs work in positions where promotion opportunities are few and far between. For this reason, the differentiation into three levels of practice for each category of PSP is not feasible. In contrast to pharmacists, therefore, only one set of competencies per category is suggested. There is, however, scope for personal and professional development in each category and, therefore, CPD is essential.

7. SUMMARY OF COMPETENCY STANDARDS FOR PHARMACY SUPPORT PERSONNEL

DOMAIN	Competency Standard
1. Public health	1.1 Promotion of health and wellness 1.2 Professional advocacy 1.3 Primary healthcare 1.4 Performance of screening tests 1.5 Disaster management
2. Safe and rational use of medicines and medical devices	2.1 Patient consultation 2.2 Communication with the patient, caregiver and agent of a patient 2.3 Patient management 2.4 Medicines and medical devices safety 2.5 Sale of Schedule 1 and Schedule 2 medicines
3. Supply of medicines and medical devices	3.1 Medicine production according to GxP 3.2 Packaging and repackaging 3.3 Distribution and control of stock 3.4 Receiving orders 3.5 Ordering of medicines and scheduled substances 3.6 General housekeeping and administrative tasks in the pharmacy 3.7 Medicine dispensing 3.8 Compounding
4. Professional and personal practice	4.1 Patient-centred care 4.2 Professional practice 4.3 Ethical and legal practice 4.4 Continuing professional development 4.5 Leadership 4.6 Collaborative practice 4.7 Self-management

DOMAIN 1: PUBLIC HEALTH**INTRODUCTION**

Domain 1 covers public health and includes competencies that are required in both the public and private healthcare sectors to promote health and wellness through the provision of healthcare information and education to the public and other members of the healthcare team.

The domain covers competencies that are required to promote health, and the performance of screening tests.

The public health domain competencies are:

- 1.1 Promotion of health and wellness;
- 1.2 Professional advocacy;
- 1.3 Primary healthcare;
- 1.4 Performance of screening tests; and
- 1.5 Disaster management.

DOMAIN 1: PUBLIC HEALTH				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
1.1 Promotion of health and wellness (Indirect and direct supervision)	1.1.1	(a) Promote basic hygiene and infection control in line with the scope of practice.	(b) Promote basic hygiene and infection control in line with the scope of practice.	(c) Promote basic hygiene and infection control in line with the scope of practice.
	1.1.2	(a) Promote healthy lifestyles.	(b) Promote healthy lifestyles and preventative health education.	(c) Promote healthy lifestyles and preventative health education.
	1.1.3	N/A	(b) Participate in the health education of the community.	(c) Identify and participate in the health education needs of the community.
	1.1.4	N/A	(b) Participate in community health projects, after consultation with the pharmacist.	(c) Initiate and participate in community health projects, after consultation with the pharmacist.
	1.1.5	N/A	N/A	(c) Identify deficiencies and conduct programmes to address health deficiencies in the community.
	1.1.6	N/A	(b) Provide information on communicable and non-communicable diseases.	(c) Provide information on communicable and non-communicable diseases.

DOMAIN 1: PUBLIC HEALTH				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
1.2 Professional advocacy (Indirect supervision)	1.2.1	N/A	(b) Participate as a Pharmacist's Assistant (Post-Basic) within the PHC healthcare team and, where appropriate, within healthcare teams in other settings.	(c) Participate as a Pharmacy Technician within the PHC healthcare team and, where appropriate, within healthcare teams in other settings.
	1.3.1	N/A	(b) Encourage lifestyle changes that may prevent communicable and non-communicable diseases and refer to the pharmacist where necessary.	(c) Encourage lifestyle changes that may prevent communicable and non-communicable diseases and refer to the pharmacist where necessary.
1.4 Performance of screening tests (direct supervision)	1.3.2	N/A	(b) Advise consumers on self-care and, when necessary, refer them to the pharmacist.	(c) Advise consumers on self-care and, when necessary, refer them to the pharmacist.
	1.4.1	N/A	N/A	(c) Explain the procedure to the patient.
	1.4.2	N/A	N/A	(c) Obtain written informed patient's consent to conduct test.
	1.4.3	N/A	N/A	(c) Document the patient history including medication used for any co-morbidities.

DOMAIN 1: PUBLIC HEALTH				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
1.5 Disaster management	1.4.4	N/A	N/A	(c) Perform the screening test according to SOP.
	1.4.5	N/A	N/A	(c) Document and record the result of the test, together with details of the test equipment, batch number and advice/referral given according to relevant legislation.
	1.4.6	N/A	N/A	(c) Refer the patient to pharmacist for interpretation of the results.
	1.5.1	(a) Assist in the implementation of any disaster management plan according to the relevant scope of practice.	(b) Assist in the implementation of any disaster management plan according to the relevant scope of practice.	(c) Assist in the implementation of any disaster management plan according to the relevant scope of practice.

DOMAIN 2: SAFE AND RATIONAL USE OF MEDICINES AND MEDICAL DEVICES**INTRODUCTION**

Domain 2 covers the rational use of medicines, a concept adopted by the World Health Organisation (WHO), which advocates that patients receive medicines and medical devices that are:

- appropriate to their clinical needs;
- in doses that meet individual requirements;
- for an adequate period of time; and
- cost-effective for the patient and community.

In the domain of safe and rational use of medicines and medical devices, effective verbal and non-verbal methods of communication with patients and other healthcare professionals, are essential competencies. This domain also encompasses activities such as patient consultation, referring to the pharmacist when necessary, and the sale of Schedule 1 and Schedule 2 medicines according to relevant scopes of practice.

The competencies required in the domain for the safe and rational use of medicines and medical devices are:

- 2.1 Patient consultation;
- 2.2 Communication with the patient, caregiver and agent of a patient;
- 2.3 Patient management;
- 2.4 Medicines and medical devices safety; and
- 2.5 Sale of Schedule 1 and Schedule 2 medicines.

DOMAIN 2: SAFE AND RATIONAL USE OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
2.1 Patient consultation (Indirect and direct supervision)	2.1.1	N/A	(b) Consult with patients in an appropriate setting, with minimal interruption, while maintaining personal privacy.	(c) Consult with patients in an appropriate setting, with minimal interruption, while maintaining personal privacy.
	2.1.2	N/A	(b) Use appropriate communication and questioning techniques to gather relevant patient information on medicines and therapy use.	(c) Use appropriate communication and questioning techniques to gather relevant patient information on medicines and therapy use.
	2.1.3	N/A	(b) Discuss medicine-related issues with a patient and/or caregiver in a culturally sensitive manner within the scope of practice.	(c) Discuss medicine-related issues with a patient and/or caregiver in a culturally sensitive manner within the scope of practice.
	2.1.4	N/A	(b) Identify the need for further information and/or referral to the PT or pharmacist.	(c) Identify the need for further information and/or referral to the pharmacist.
	2.1.5	N/A	(b) Maintain confidentiality of patient information in line with legislative requirements.	(c) Maintain confidentiality of patient information in line with legislative requirements.
	2.1.6	N/A	(b) Keep and maintain appropriate records.	(c) Keep and maintain appropriate records.

DOMAIN 2: SAFE AND RATIONAL USE OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
2.2 Communication with the patient, caregiver and agent of a patient	2.2.1	N/A	(b) Identify the person's need to be referred to the pharmacist for counselling when discussing health conditions or medicine/medical device use with consumers or patients.	(c) Identify the person's need to be referred to the pharmacist for counselling when discussing health conditions or medicine/medical device use with consumers or patients.
	2.2.2	N/A	(b) Provide information to a patient, caregiver or the agent of a patient regarding the correct use of the medicine/medical device supplied.	(c) Provide information to a patient, caregiver or the agent of a patient regarding the correct use of the medicine/medical device supplied.
	2.2.3	N/A	(b) Listen effectively, using active and reflective listening techniques.	(c) Listen effectively, using active and reflective listening techniques.
	2.2.4	N/A	(b) Communicate in a manner that demonstrates sensitivity to various customs and cultures.	(c) Communicate in a manner that demonstrates sensitivity to various customs and cultures.
	2.2.5	N/A	(b) Use language, including verbal and nonverbal cues, that the patient is likely to understand.	(c) Use language, including verbal and nonverbal cues, that the patient is likely to understand.
	2.2.6	N/A	(b) Where appropriate, use instructional aids.	(c) Where appropriate, use instructional aids.
	2.2.7	N/A	(b) Confirm the patient's understanding of the information provided.	(c) Confirm the patient's understanding of the information provided.

DOMAIN 2: SAFE AND RATIONAL USE OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
2.3 Patient management (Indirect and direct supervision)	2.3.1	N/A	(b) Monitor patient adherence to a medicine regimen or treatment plan.	(c) Monitor patient adherence to a medicine regimen or treatment plan.
	2.3.2	N/A	(b) Identify patients requiring additional monitoring, and report to the pharmacist.	(c) Identify patients requiring additional monitoring, and report to the pharmacist.
2.4 Medicine and medical device safety (Indirect and direct supervision)	2.4.1	N/A	(b) Report any dispensing errors, or untoward effects to the pharmacist according to SOP.	(c) Report any dispensing errors, or untoward effects to the pharmacist according to SOP.
	2.4.2	N/A	(b) Participate in the prevention of medication errors according to SOP.	(c) Participate in the prevention and management of medication errors according to SOP.
2.5 Sale of Schedule 1 and Schedule 2 medicines (direct supervision of a	2.4.3	(a) Identify medicines, and medical devices with quality issues and report to the	(b) Identify medicines, and medical devices with quality issues and report to the pharmacist according to SOP.	(c) Identify medicines, and medical devices with quality issues and report to the pharmacist according to SOP.
	2.4.4	(a) Ensure all medicines and medical devices are kept in appropriate storage conditions.	(b) Ensure all medicines and medical devices are kept in appropriate storage conditions.	(c) Ensure all medicines and medical devices are kept in appropriate storage conditions.
2.5.1		(b) Identify patient's health needs and select appropriate medicine.	(c) Identify patient's health needs and select appropriate medicine.	

DOMAIN 2: SAFE AND RATIONAL USE OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
pharmacist)	2.5.2	N/A	N/A	(c) Sell Schedule 1 medicine, in consultation with a pharmacist when necessary.
	2.5.3	N/A	(b) Sell Schedule 1 and Schedule 2 medicine in consultation with a pharmacist.	(c) Sell Schedule 2 medicine in consultation with a pharmacist.
	2.5.4	N/A	(b) Provide instructions and information on how to use medicines, taking care to refer the patient to the pharmacist when necessary.	(c) Provide instructions and information on how to use medicines, taking care to refer the patient to the pharmacist when necessary.
	2.5.5	N/A	(b) Document medicine supplied, according to current legislative requirements.	(c) Document medicine supplied, according to current legislative requirements.
	2.5.6	N/A	(b) Refer patients to the pharmacist when necessary.	(c) Refer patients to the pharmacist when necessary.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES**INTRODUCTION**

Domain 3 includes competencies required to address the supply of medicines and medical devices, from production processes to the disposal of unused, expired and obsolete medicines and medical devices.

In addition, behavioural statements for Domain 3 pertain to packaging, storage and transportation of medicines and medical devices, and the legislation applicable to manufacturing, storage and distribution of medicines and medical devices.

The dispensing process is also incorporated in the supply of medicines domain. The process of checking and capturing prescriptions, performing Phase 2 of the dispensing process, and the provision of instructions and warnings as needed, are behaviours included in Domain 3.

The supply of medicines and medical devices competencies are:

- 3.1 Medicine production according to GxP;
- 3.2 Packaging and repackaging;
- 3.3 Distribution and control of stock;
- 3.4 Receiving orders;
- 3.5 Ordering of medicines and scheduled substances;
- 3.6 General housekeeping and administrative tasks in the pharmacy;
- 3.7 Medicine dispensing; and
- 3.8 Medicine compounding.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
3.1 Medicine production according to GxP Note: Activities in this competency may only be performed in manufacturing pharmacies	3.1.1	(a) Assist in the manufacturing of medicines according to SOPs, in line with the scope of practice.	(b) Assist in the manufacturing of medicines according to SOPs, in line with the scope of practice.	(c) Assist in the manufacturing of medicines according to SOPs, in line with the scope of practice.
	3.1.2	N/A	N/A	(c) Start-up line clearance and opening of the line as per the organisation's requirements.
	3.1.3	N/A	(b) Perform sampling of medicines or scheduled substances according to rules relating to good manufacturing practice (GMP) and SOPs under the supervision of a pharmacist/Pharmacy Technician.	(c) Perform sampling or supervision of the sampling of medicines or scheduled substances according to rules relating to good manufacturing practice (GMP) and SOPs.
	3.1.4	N/A	(b) Carry out in process control testing according to SOPs and scope of practice.	(c) Carry out in process control testing according to SOPs and scope of practice.
	3.1.5	(a) Document and keep records according to SOP.	(b) Reconcile the documentation and report identified discrepancies.	(c) Reconcile the documentation, and report identified discrepancies.
	3.1.6	N/A	N/A	(c) Perform self-assessment of the manufacturing process.
3.2 Packaging and repackaging	3.2.1	(a) Assist in the packaging and repackaging of medicines according to	(b) Assist in the packaging and repackaging of medicines according to SOPs, in line with the scope of	(c) Assist in the packaging and repackaging of medicines according to SOPs, in line with the scope of practice.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
3.3 Distribution and control of stock		SOPs, in line with the scope of practice.	practice.	
	3.2.2	N/A	N/A	(c) Initiate start-up line clearance and opening of the packaging line according to SOPs and detailed checklist.
	3.2.3	N/A	(b) Carry out in process control testing during re-packaging of Schedule 0 to Schedule 5 (excluding Specified Related Substances Act, 101 of 1965) medicines or scheduled substances according to SOPs.	(c) Carry out in process control during packaging and re-packaging of Schedule 0 to Schedule 5 (excluding Specified Schedule 5) medicines or scheduled substances according to SOPs.
	3.2.4	(a) Document and keep records according to SOP.	(b) Reconcile the documentation and report identified discrepancies.	(c) Reconcile the documentation and report any identified discrepancies.
	3.3.1	N/A	(b) Checking of bulk orders containing Schedule 0 to 4 medicines and/or raw materials in closed packs, prior to the packing and despatch thereof, according to SOP; provided that this function may only be performed in a manufacturing pharmacy, wholesale pharmacy or bulk store of an institutional pharmacy.	(c) Checking of bulk orders containing Schedule 1 to 4 medicines and/or raw materials in closed packs, prior to the packing and despatch thereof, which have been picked by a Pharmacist's Assistant, as well as the supervision of such persons; provided that this function may only be performed in a manufacturing pharmacy, wholesale pharmacy or bulk store of an institutional pharmacy.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES			
COMPETENCIES			
BEHAVIOURAL STATEMENTS			
Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
3.3.2	(a) Pick and pack orders for Schedule 1 to Schedule 5 medicines or scheduled substances, provided that orders that contain Schedule 5 medicines are validated by a pharmacist prior to release thereof, according to SOP.	(b) Pick and pack orders for Schedule 1 to Schedule 5 medicines or scheduled substances, provided that orders that contain Schedule 5 and 6 medicines are validated by a pharmacist prior to release thereof, according to SOP.	(c) Picking and packing orders for Schedule 1 to Schedule 6 medicines or scheduled substances, provided that orders that contain Schedule 5 and 6 medicines are validated by a pharmacist prior to release thereof.
3.3.3	(a) Despatch checked bulk orders for Schedule 1 to Schedule 5 medicines or scheduled substances.	(b) Despatch checked bulk orders for Schedule 1 to Schedule 5 medicines or scheduled substances.	(c) Despatch of bulk orders for Schedule 1 to Schedule 6 medicines or scheduled substances.
3.3.4	(a) Perform stock counts and determine the need for replenishment	(b) Perform stock counts and determine the need for replenishment.	(c) Perform stock counts and determine the need for replenishment.
3.3.5	(a) Report out-of-stock items to the PT or pharmacist according to SOP.	(b) Report out-of-stock items to the PT or pharmacist according to SOP.	(c) Report out-of-stock items to the pharmacist according to SOP.
3.3.6	(a) Identify medicines or medical devices to be ordered.	(b) Identify medicines or medical devices to be ordered.	(c) Identify medicines or medical devices to be ordered.
3.3.7	N/A	(b) Assess stockholding for overstocked items.	(c) Assess stockholding for overstocked items.
3.3.8	(a) Remove expired and discontinued medicines or	(b) Remove expired and discontinued medicines or medical devices (where	(c) Remove expired and discontinued medicines or medical devices (where

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
		medical devices (as instructed and where applicable).	applicable).	applicable).
	3.3.9	(a) Control short-dated items and slow-moving stock.	(b) Control short-dated items and slow-moving stock.	(c) Manage short-dated items and slow-moving stock.
	3.3.10	N/A	(b) Determine reasons for out-of-stock items.	(c) Determine reasons for out-of-stock items.
	3.3.11	N/A	N/A	(c) Disseminate out-of-stock information to relevant healthcare providers.
	3.3.12	(a) Participate in scheduled stock takes.	(b) Perform scheduled stock takes.	(c) Perform scheduled stock takes.
	3.3.13	(a) Re-stock automated systems.	(b) Re-stock automated systems.	(c) Re-stock automated systems.
	3.3.14	N/A	(b) Assist in the recall of stock.	(c) Assist in the recall of stock.
	3.3.15	N/A	(b) Manage returned, recalled, damaged or expired medicines and medical devices and prepare for disposal according to SOP.	(c) Manage returned, recalled, damaged or expired medicines and medical devices and prepare for disposal according to SOP.
3.4 Receiving orders	3.4.1	(a) Check delivery details prior to accepting orders, according to SOP.	(b) Check delivery details prior to accepting orders, according to SOP.	(c) Check delivery details prior to accepting orders, according to SOP.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
	3.4.2	(a) Receive orders and place unpacked stock in a separate designated area for receiving stock according to SOPs.	(b) Receive orders and place unpacked stock in a separate designated area for receiving stock according to SOPs.	(c) Receive orders and place unpacked stock in a separate designated area for receiving stock according to SOPs.
	3.4.3	(a) Unpack and store cold chain items, hazardous substances and any other stock with special handling requirements as soon as possible, according to SOPs.	(b) Unpack and store cold chain items, hazardous substances and any other stock with special handling requirements as soon as possible, according to SOPs.	(c) Unpack and store cold chain items, hazardous substances and any other stock with special handling requirements as soon as possible, according to SOPs.
	3.4.4	(a) Check, pack and capture all received stock supplies according to SOP.	(b) Check, pack and capture all received stock supplies according to SOP.	(c) Check, pack and capture all received stock supplies according to SOP.
	3.4.5	N/A	(b) Complete and sign specified Schedule 5 and Schedule 6 register after the stock is validated by a pharmacist.	(c) Complete and sign specified Schedule 5 and Schedule 6 register after the stock is validated by a pharmacist.
	3.4.6	(a) Reconcile documentation and report identified discrepancies.	(b) Reconcile documentation and report identified discrepancies.	(c) Reconcile documentation and report identified discrepancies.
	3.4.7	(a) Process items to be returned and credits.	(b) Process items to be returned and credits.	(c) Process items to be returned and credits.
	3.4.8	N/A	N/A	(c) Perform sampling or supervision of the

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
3.5 Ordering of medicines and scheduled substances	3.5.1	N/A	(b) Place orders according to the replenishment model of the practice environment as authorised by the PT/pharmacist.	sampling of raw materials, medicines or scheduled substances. (c) Place orders according to the replenishment model of the practice environment.
3.6 General housekeeping and administrative tasks in the pharmacy	3.6.1	(a) Assist with and perform administrative tasks.	(b) Assist with and perform administrative tasks.	(c) Assist with and perform administrative tasks.
	3.6.2	(a) Clean and tidy shelves, equipment, and specialised storage areas.	(b) Clean and tidy shelves, equipment, and specialised storage areas.	(c) Clean and tidy shelves, equipment, and specialised storage areas.
	3.6.3	(a) Maintain supply of medicine containers and pharmacy consumables.	(b) Maintain supply of medicine containers and pharmacy consumables.	(c) Maintain supply of medicine containers and pharmacy consumables.
	3.6.4	N/A	N/A	(c) Manage duty rosters for pharmacy personnel as authorised by the Responsible Pharmacist.
	3.6.5	N/A	N/A	(c) Assist the pharmacist in the drafting/review/training and implementation of SOPs.
	3.6.6	N/A	N/A	(c) Identify, communicate, and assist in mitigating risk.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	
		Pharmacy Technician		
3.7 Medicine dispensing (Indirect and direct supervision)	3.7.1	N/A	(b) Check and capture the prescription and ICD 10 code according to SOP.	(c) Check and capture the prescription and ICD 10 code according to SOP.
	3.7.2	N/A	(b) Inform the patient of the benefits and implications of the substitution of a branded medicine with an interchangeable multi-source medicine.	(c) Inform the patient of the benefits and implications of the substitution of a branded medicine with an interchangeable multi-source medicine.
	3.7.3	N/A	(b) Assist the patient to resolve the problem when the prescription cannot be dispensed in consultation with the pharmacist.	(c) Assist the patient to resolve the problem when the prescription cannot be dispensed in consultation with the pharmacist.
	3.7.4	N/A	(b) Perform Phase 2 and Phase 3 of the dispensing process according to SOP.	(c) Perform Phase 2 and Phase 3 of the dispensing process according to SOP.
	3.7.5	N/A	N/A	(c) Explain the effects of the medicine to the patient. caregiver/agent.
	3.7.6	N/A	(b) Provide instructions and warnings to the patient. caregiver/agent.	(c) Provide instructions and warnings to the patient. caregiver/agent.
	3.7.7	N/A	(b) Check with the patient, caregiver, or agent that the instructions and information given are understood.	(c) Check with the patient, caregiver, or agent that the instructions and information given are understood.
	3.7.8	N/A	(b) Keep and maintain appropriate records.	(c) Keep and maintain appropriate records.

DOMAIN 3: SUPPLY OF MEDICINES AND MEDICAL DEVICES				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
3.8 Medicine compounding (under supervision)	3.8.1	(a) Clean all apparatus and equipment.	(b) Clean and/or sterilise all apparatus and equipment.	(c) Clean and/or sterilise all apparatus and equipment.
	3.8.2	(a) Receive the formula.	(b) Check and confirm the prescribed formula.	(c) Check and confirm the prescribed formula.
	3.8.3	(a) Compound according to the formula and relevant SOP within the scope of practice.	(b) Compound according to the formula and relevant SOP within the scope of practice.	(c) Compound according to the formula and relevant SOP within the scope of practice.
	3.8.4	N/A	N/A	(c) In the case of Schedule 5 or 6 medicines/substances make the necessary entries in the relevant register.
	3.8.5	(a) Document the compounding procedure.	(b) Document the compounding procedure.	(c) Document the compounding procedure.
	3.8.6	(a) Sign the document as compounder with the signature of supervising pharmacist/PT indicating that the procedure has been authorised and checked.	(b) Sign the document as compounder with the signature of supervising pharmacist/PT indicating that the procedure has been authorised and checked.	(c) Sign the document as compounder with the signature of supervising pharmacist indicating that the procedure has been authorised and checked.
	3.8.7	N/A	N/A	(c) Conduct self-assessment of the compounding process.

DOMAIN 4: PROFESSIONAL AND PERSONAL PRACTICE**INTRODUCTION**

Domain 4 is the professional and personal practice domain and includes behavioural statements that relate to the practice of pharmacy in a professional, legal and ethical manner to deliver patient-centred pharmaceutical services in a multidisciplinary setting.

The professional and personal practice competencies are:

- 4.1 Patient-centred care;
- 4.2 Professional practice;
- 4.3 Ethical and legal practice;
- 4.4 Continuing professional development;
- 4.5 Leadership;
- 4.6 Collaborative practice; and
- 4.7 Self-management.

DOMAIN 4: PROFESSIONAL AND PERSONAL PRACTICE			
COMPETENCIES	BEHAVIOURAL STATEMENTS		
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)
4.1 Patient-centred care (direct and indirect supervision)	4.1.1	N/A	N/A
	4.1.2	N/A	(b) Ensure patient safety and quality of care are at the centre of pharmacy practice.
	4.1.3	(a) Uphold the patients' rights.	(c) Uphold the patients' rights.
4.2 Professional practice	4.2.1	(a) Practise in a manner that upholds professionalism.	(c) Practise in a manner that upholds professionalism.
	4.2.2	(a) Treat all with sensitivity, respect and dignity.	(c) Treat all with sensitivity, respect and dignity.
	4.2.3	(a) Take responsibility for own actions.	(c) Take responsibility for own actions and patient care.
	4.2.4	(a) Maintain a consistently high standard of work.	(c) Maintain a consistently high standard of work.
	4.2.5	N/A	(c) Contribute effectively in a multidisciplinary team.
	4.2.6	(a) Maintain appropriate boundaries with patients and staff according to established ethical and professional practice guidelines.	(c) Maintain appropriate boundaries with patients, staff and other healthcare professionals according to established ethical and professional practice guidelines.
			(c) Assist patients to make informed healthcare decisions, within your scope of practice.
			(c) Ensure patient safety and quality of care are at the centre of pharmacy practice.
			(c) Uphold the patients' rights.
			(c) Practise in a manner that upholds professionalism.
			(c) Treat all with sensitivity, respect and dignity.
			(c) Take responsibility for own actions and patient care.
			(c) Maintain a consistently high standard of work.
			(c) Contribute effectively in a multidisciplinary team.
			(c) Maintain appropriate boundaries with patients, staff and other healthcare professionals according to established ethical and professional practice guidelines.

DOMAIN 4: PROFESSIONAL AND PERSONAL PRACTICE			
COMPETENCIES	BEHAVIOURAL STATEMENTS		
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)
		Pharmacy Technician	
	4.2.7	(a) Work according to the approved workplace standard operating procedures and policies.	(c) Work according to the approved workplace standard operating procedures and policies.
	4.2.8	N/A	(c) Indirect supervision: Prioritise and organise workflow and demonstrate time management skills.
	4.2.9	N/A	(c) Submit patient prescription claims to health funders.
4.3 Ethical and legal practice	4.3.1	(a) Apply the applicable parts of the Pharmacy Act, 53 of 1974, and the Medicines and Related Substances Act, 101 of 1965, in daily practice.	(c) Apply the Pharmacy Act, 53 of 1974, the Medicines and Related Substances Act, 101 of 1965, and any other applicable legislation in daily practice.
	4.3.2	(a) Practise within the scope of practice of a Pharmacist's Assistant (Basic), recognising own limitations of personal competency and expertise.	(c) Practise within the scope of practice of a Pharmacy Technician, recognising own limitations of personal competency and expertise.
	4.3.3	(a) Comply with professional indemnity requirements.	(c) Comply with professional indemnity requirements.
	4.3.4	(a) Practise and adhere to the obligations of a Pharmacist's Assistant (Basic) in terms of the principles of the statutory	(c) Practise and adhere to the obligations of a Pharmacist's Assistant (Post-Basic) in terms of the principles of the statutory

DOMAIN 4: PROFESSIONAL AND PERSONAL PRACTICE			
COMPETENCIES			
BEHAVIOURAL STATEMENTS			
Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
	Code of Conduct for pharmacists and other persons registered in terms of the Pharmacy Act.	Code of Conduct for pharmacists and other persons registered in terms of the Pharmacy Act.	other persons registered in terms of the Pharmacy Act.
4.4 Continuing professional development	(a) Incorporate the principles of life-long learning into daily practice. (a) Reflect on personal practice and skills, and identify and address learning needs. (a) Take personal responsibility for engaging in CPD to achieve professional development goals, and document CPD activities appropriately.	(b) Incorporate the principles of life-long learning into daily practice. (b) Reflect on personal practice and skills, and identify and address learning needs. (b) Take personal responsibility for engaging in CPD to achieve professional development goals, and document CPD activities appropriately.	(c) Incorporate the principles of life-long learning into daily practice. (c) Reflect on personal practice and skills, and identify and address learning needs. (c) Take personal responsibility for engaging in CPD to achieve professional development goals, and document CPD activities appropriately.
4.5 Leadership	(a) Build professional credibility and portray the profession in a positive light. N/A	(b) Build professional credibility and portray the profession in a positive light. N/A	(c) Build professional credibility and portray the profession in a positive light. (c) Provide appropriate supervision and mentoring to other pharmacy support personnel.
4.6 Collaborative practice	N/A	(b) Practice in a multidisciplinary team with cognisance of the roles and services delivered by healthcare and other related professionals.	(c) Practice in a multidisciplinary team with cognisance of the roles and services delivered by healthcare and other related professionals.

DOMAIN 4: PROFESSIONAL AND PERSONAL PRACTICE				
COMPETENCIES	BEHAVIOURAL STATEMENTS			
	Item no.	Pharmacist's Assistant (Basic)	Pharmacist's Assistant (Post-Basic)	Pharmacy Technician
4.7 Self-management	4.7.1	(a) Work in an organised and efficient manner.	(b) Work in an organised and efficient manner.	(c) Work in an organised and efficient manner.
	4.7.2	(a) Ensure time and work processes are appropriately planned, prioritised and managed.	(b) Ensure time and work processes are appropriately planned, prioritised and managed.	(c) Ensure time and work processes are appropriately planned, prioritised and managed.
	4.7.3	(a) Take appropriate responsibility in the workplace.	(b) Take appropriate responsibility in the workplace.	(c) Take appropriate responsibility in the workplace.
	4.7.4	(a) Ensure punctuality and reliability.	(b) Ensure punctuality and reliability.	(c) Ensure punctuality and reliability.
	4.7.5	(a) Participate in change management processes within the team.	(b) Participate in change management processes within the team.	(c) Participate in change management processes within the team.

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