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BOARD NOTICE

BOARD NOTICE 18 OF 2007

THE SOUTH AFRICAN PHARMACY COUNCIL

RULES RELATING TO THE SERVICES FOR WHICH A PHARMACIST MAY LEVY A FEE AND GUIDELINES FOR LEVYING SUCH A FEE OR FEES

The South African Pharmacy Council has, in terms of sections 35A(b)(iii) and 49(4) of the Pharmacy Act, 1974 (Act 53 of 1974) as amended, made the rules in the Schedule. These rules must be read in conjunction with the Good Pharmacy Practice (GPP) Standards as published by the South African Pharmacy Council.

SCHEDULE

Services for which a pharmacist may levy a fee or fees

1. A pharmacist may levy a fee or fees for one or more of the services that may be provided in the various categories of pharmacies as prescribed in the Regulations relating to the practice of pharmacy (GNR.1158 of 20 November 2000), subject to the guidelines for levying such a fee as approved by the Council from time to time.
2. A pharmacist who wishes to levy a fee or fees for the services referred to in rule 1 above must comply with the provisions of all these rules prior to levying a fee or fees.
3. Services for which a pharmacist wishes to levy a fee or fees must be provided in accordance with regulation 20 of the Regulations relating to the practice of pharmacy (GNR.1158 of 20 November 2000).
4. A pharmacist must ensure, when a service for which he or she wishes to levy a fee or fees involves the supply of medicine, whether supplied on a prescription or not, that the patient for whom such medicine is supplied is furnished with adequate advice or information for the safe and effective use of the medicine(s) supplied by him or her, whether such medicine(s) is supplied personally (face-to-face) or by any other means;
5. Services for which a pharmacist may levy a fee or fees may not be advertised in any manner that –
 - (a) is not factually correct;
 - (b) is misleading;
 - (c) harms the dignity or honour of the pharmacy profession;
 - (d) disparages another pharmacist;
 - (e) is calculated to suggest that his or her professional skill or ability or his or her facilities or that of the pharmacy owner, as the case may be, for practising his or her profession or rendering the service(s) concerned are superior to those of other pharmacists.
6. A pharmacist may not tout or attempt to tout for services for which he or she wishes to levy a fee or fees.
7. A pharmacist may not levy a fee or fees for a service for which he or she is inadequately trained or insufficiently experienced or for which prior authorisation from

the Council is required before he or she may provide such service(s). Acceptable documentary evidence of such training, experience or competence, must be provided if and when required by the Council, which could include but shall not be limited to-

- (a) the successful completion of further education and training at a provider accredited by a competent authority; or
 - (b) practical experience gained under controlled circumstances and the mentorship of a competent authority; or
 - (c) the successful completion of continuing professional development (CPD) courses offered by a provider accredited by a competent authority.
8. A pharmacist may provide any one or more of the services referred to in rule 1 without levying a fee or fees
 9. A pharmacist who wishes to levy a fee or fees for the services referred to in rule 1 must clearly indicate to the patient (customer) for which service a fee or fees is/are levied and what the amount of the fee or fees per service is/are.
 10. A Pharmacist who wishes to levy a fee or fees for the services referred to in rule 1 must conspicuously display a list of services and fees in the pharmacy.
 11. A Pharmacist who wishes to levy a fee or fees for the services referred to in rule 1 must inform patients regarding the fee to be levied prior to providing any of the services listed in the schedule.

Guidelines for the levying of a fee or fees

12. The guidelines published herewith as **Annexure A** shall constitute the only guidelines for levying a fee or fees for any one or more of the services referred to in rule 1.



**TA MASANGO
REGISTRAR**

ANNEXURE A**GUIDELINES FOR LEVYING A FEE OR FEES****General guidelines governing the determination of a fee or fees****1. Nature of services provided**

A pharmacist may, in charging a fee for professional services rendered by him/her take into account one or more of the following factors –

- (a) the nature of the professional service rendered;
- (b) the time of day and circumstances under which the service is rendered.

2. Consultations

2.1 A **consultation** refers to a situation where a pharmacist personally takes down a patient's history, performs an appropriate health examination, including observations, or reviews the patient's medicine-related needs without a physical examination, and plans appropriate interventions/treatment. The consultation must be fully documented according to GPP requirements

2.2 A consultation may not be charged where the sole purpose of the visit is to perform a screening test and no other interaction between the pharmacist and the patient takes place. In this case the fee for the screening test should be charged.

3. Call out service, delivery of medicines and after-hour fees

- (a) Where a pharmacist is called out from his/her pharmacy, or the pharmacy in which he/she practises, or residence, a fee including the travelling time and costs, as well as time spent, may be charged.
- (b) Where a pharmacist is required to deliver a service after normal operating hours, an after-hours fee may be charged. The recommended fee is one and a half times the normal fee.
- (c) Where a pharmacist is required by the patient or caregiver to transport a medicine to a patient, the transport costs may be charged to the patient.
- (d) Where a pharmacist is reclaiming expenses, details of the expenses must be individually itemised for the patient.

4. Collaboration with other health care professionals

Services may be provided in collaboration with a registered nurse or other registered health care professional as agreed to by the Council and the other statutory health council in question.

A pharmacist's guide to fees**5. Procedures**

5.1 Services for which a fee or fees may be levied, may be divided (separated) into **procedures** as indicated in the Schedule and a fee be charged for the performance of a particular procedure(s).

5.2 The fee per procedure should be based on a procedure code.

- 5.3 The fee for after-hours and/or call-out must be separate codes.
- 5.4 The fees will be reviewed on an annual basis by the Minister of Health in consultation with Council.
- 5.5 To promote transparency, all fees levied and expenses reclaimed must be indicated separately.

6. Fee for procedures

- 6.1 The pharmacist's fee should be based on an hourly tariff.

7. Pharmacy support personnel

The fee or fees may be levied by a pharmacist whether the service concerned is provided in full by the pharmacist or with the assistance of a pharmacist's assistant in a pharmacy, subject thereto that a pharmacist's assistant may only be utilised to provide a service or perform an act falling within the scope of practice of the category of pharmacist's assistant so utilised.

8. Comparable services

Council may add services for which a fee or fees may be levied as listed in the Schedule to the Schedule from time to time in consultation with the Minister of Health. The fee that may be charged for such a service may be based on a fee for a comparable service or procedure appearing in the Schedule.

9. Medical Aid facilitation fee

A fee may be levied by a pharmacist in respect of filling of forms for the approval of chronic medications required medical aids or their agents on behalf of their members

10. Dispensing fee

Procedure Code 0001, will be deemed to be included in the dispensing fee in accordance with the regulations relating to a transparent pricing system (GNR 553 of 30 April 2004).

SCHEDULE

Procedure Code	PROCEDURE	Performed by	Reference:	Categories of pharmacies in which services may be provided
DISPENSING PROCEDURES				
0001	Independent evaluation of a prescription item with regard to appropriateness of that item for the individual, legality, content and correctness. It includes evaluating the dosage, safety of the medicine, interactions with other medicines used by the patient, pharmaceutical and pharmacological incompatibilities, treatment duplications and possible allergies to the medicine prescribed.	Pharmacist, Pharmacist intern	GPP manual Sections: Facilities: 1.2.1 through 1.2.13, 1.3 (institutional pharmacies), 1.4 (mobile pharmacies)	Community and Public or Private Institutional
	Preparation of the medicine as per a prescription, which includes the picking, packaging, labelling of medicine, checking of expiry dates and keeping of appropriate dispensing records in compliance with the Medicines and Related Substances Act, Act 101 of 1965, as amended.	Pharmacist, Pharmacist intern, Pharmacist's Assistant (post-basic).	Dispensing service: 2.7.1, 2.7.2, 2.7.3, 2.7.4, Standards for patient information and advice: 2.8 and 2.7.5(b)	Community and Public or Private Institutional
	Handing of medicine item to the patient/caregiver, including the provision of advice/instructions and a patient information leaflet/written material regarding the safe and efficacious use of the medicine dispensed	Pharmacist, Pharmacist intern, Pharmacist's Assistant (post-basic).		Community and Public or Private Institutional

Procedure Code	PROCEDURE	Performed by	Reference:	Categories of pharmacies in which services may be provided
0002	Compounding of an extemporaneous item for a specific patient. It refers to the compounding of any non-sterile pharmaceutical product prepared as a single item for a patient (a new product is manufactured) including the necessary documentation.	Pharmacist	GPP manual 2.18	Community and Public or Private Institutional
0003	Preparation of a sterile product including the preparation of the documentation, equipment, and the area for the preparation of sterile products.	Pharmacist	GPP manual 1.2, 2.4, 2.10, 2.17	Community and Public or Private Institutional
0004	Preparation of an intravenous admixture or parenteral solution, including the preparation of the documentation, equipment, the area for the preparation of the sterile products and the quality control of the final product.	Pharmacist	GPP manual 2.4, 2.10, 2.17.1	Public or Private Institutional
0005	Preparation of a total parenteral nutrition preparation (TPN), including the preparation of the documentation, equipment, the area for the preparation of the sterile products and the quality control of the final product	Pharmacist	GPP manual 2.10, 2.17.2, 2.18	Public or Private Institutional
0006	Preparation of cancer chemotherapy for intravenous, intramuscular or intrathecal administration, including the preparation of the documentation, equipment, the area for the preparation of the sterile products, the admixing and reconstitution thereof for dispensing in a large/small volume parenteral, or a syringe for a specific patient.	Pharmacist	GPP manual 2.4, 2.10, 2.17.3,	Public or Private Institutional
CLINICAL PHARMACY				
0007	Performance of a consultation to establish the pharmaco-kinetic dosing of a medicine and perform therapeutic drug monitoring. This includes the review of the data collected, the necessary calculations, review and the formulation of recommendations and the necessary consultation with the prescriber. This code does not include dispensing	Pharmacist registered as a specialist in pharmacokinetics	GPP Manual 2.11.3	Public or Private Institutional
0008	Provision of information concerning a particular patient's condition or medicine following evaluation by the pharmacist in a situation where no dispensing activity occurs.	Pharmacist	GPP manual 2.8	Community or Consultant or Private or Public Institutional

Procedure Code	PROCEDURE	Performed by	Reference:	Categories of pharmacies in which services may be provided
0009	The application of pharmaceutical expertise to help maximise drug efficacy and minimise drug toxicity in individual patients by contributing to the care of the individual patient through the provision of drug information and assisting in problem solving in the ward environment for individual patients, where no dispensing activity occurs.	Pharmacist	GPP manual 2.11	Community or Consultant or Private or Public Institutional
0010	PCDT: A face-to-face consultation with a patient where a pharmacist personally takes down a patient's history, performs an appropriate health examination including observations, and plans appropriate interventions/treatment, which may include referral to another health care professional, where the pharmacist is qualified and registered as a PCDT pharmacist.	PCDT pharmacist	GPP Manual section 2.12	Community
0011	Pharmaceutical care: Reviewing of the patient's overall medication requirements, as requested by the patient or the patient's health care professional, to ensure the effective use of medicine in response to a diagnosis made by another health care professional in order to maximise therapeutic outcomes. It involves analysing the patient's medication record to assess the appropriateness and cost effectiveness of treatment to ensure rational drug use, and to identify possible interactions and adverse drug reactions. It also involves developing a plan of action in collaboration with other health care professionals and the patient. It may involve a consultation with the patient. Full records must be kept in accordance with the GPP standard. If the consultation is combined with the dispensing of a medicine, a dispensing fee can be charged	Pharmacist	GPP manual 2.25	Community or Consultant or Private or Public Institutional

Procedure Code	PROCEDURE	Performed by	Reference:	Categories of pharmacies in which services may be provided
PROMOTION OF PUBLIC HEALTH				
SCREENING AND TESTING OF BIOLOGICAL AND PHYSICAL PARAMETERS.				
These tests may only be performed by pharmacists competent in the skills required. Tests must be performed according to the standards for the promotion of public health and the specific standards for individual tests in the GPP manual. Where diagnostic test kits are used it is the responsibility of the pharmacist to ensure that the materials used produce results that are accurate and reproducible. The cost of the product/material is added to the fee chargeable.				
0012	Blood glucose	Pharmacist	GPP Manual 2.28	Community and Public or Private Institutional
0013	Blood cholesterol and/or tri-glycerides	Pharmacist	GPP Manual 2.26	Community and Public or Private Institutional
0014	Urine analysis	Pharmacist	GPP Manual 2. 31	Community and Public or Private Institutional
0015	Blood pressure monitoring	Pharmacist	GPP Manual 2.13.3	Community and Public or Private Institutional
0016	HIV and AIDS pre-test counselling	Pharmacist	GPP Manual 2.13.5	Community and Public or Private Institutional
0017	HIV and AIDS testing and post-test counselling	Pharmacist	GPP Manual 2.13.5	Community and Public or Private Institutional
0018	Pregnancy screening	Pharmacist	GPP Manual 2.29	Community and Public or Private Institutional
0019	Peak Flow measurement	Pharmacist	GPP Manual 2.13.4	Community and Public or Private Institutional
0020	Reproductive health service	Pharmacist	GPP Manual 2.15	Community and Public or Private Institutional
Medicine Administration				
0021	Administration of an intra-muscular or sub-cutaneous injection.	Pharmacist competent in injection technique	GPP Manual 2.15	Community and Public or Private Institutional
0022	Administration of immunisation.	Pharmacist competent in injection technique	GPP Manual 2.14	Community and Public or Private Institutional

Procedure Code	PROCEDURE	Performed by	Reference:	Categories of pharmacies in which services may be provided
REIMBURSABLE EXPENSE CODES				
0023	Chronic medicine authorisation assistance: A fee may be levied by a pharmacist where she/he needs to liaise with a medical scheme / PBM and or doctor to initiate or renew a chronic medicine authorisation or update a chronic medicine authorisation where there has been a dosage or other prescription change.	Pharmacist		Community and Public or Private Institutional
0024	Call-out: Where a pharmacist is called out from his/her pharmacy, or the pharmacy, in which he/she practises, or residence, a fee including the travelling time and costs, as well as time spent, may be charged. The travelling cost per kilometre must be based on SARS rate	Pharmacist	GPP manual 4.2.3.2 and 4.3.6	Community and Public or Private Institutional
0025	Delivery of medicine: Where it is necessary, at the request of a patient and by agreement with the patient, for the pharmacist to transport the medicine to the patient, the costs involved in that transportation can be charged back to the patient as a reimbursable expense. The travelling cost per kilometre must be based on the SARS rate		GPP manual 2.7.5	Community and Public or Private Institutional
0026	After-hours service: where a pharmacist is required to deliver a service after normal operating hours, an after-hours fee may be charged. The recommended fee is one and a half times the normal fee.		GPP manual 4.2.3.2 and 4.3.6	Community and Public or Private Institutional