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**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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## BOARD NOTICE RAADSKENNISGEWING

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### BOARD NOTICE 106 OF 2004 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.

#### SCHEDULE

1. **Definitions** – In these rules, unless the context otherwise indicates –

“**pharmaceutical care**” means ensuring definite therapeutic outcomes for the health and quality of life of a patient in the supply of medicine.

#### Services for which a pharmacist may levy a fee or fees

2. 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.
3. A pharmacist who wishes to levy a fee or fees for the services referred to in rule 2 must comply with the provisions of all these rules prior to levying a fee or fees.
4. 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).
5. 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 -
  - (a) 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;
  - (b) pharmaceutical care is provided to the patient concerned.
6. 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.
7. A pharmacist may not tout or attempt to tout for services for which he or she wishes to levy a fee or fees by acting in a manner referred to in rule 6.
8. 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 or experience, particularly relating to services included under the heading "promotion of public health" (refer Schedule), 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 at a provider accredited by a competent authority.
9. A pharmacist may provide any one or more of the services referred to in rule 2 without levying a fee or fees.
10. A pharmacist who wishes to levy a fee or fees for the services referred to in rule 2 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.

#### **Guidelines for the levying of a fee or fees**

11. 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 2.



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**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.

2.2 A **prolonged consultation** refers to a consultation with a duration of longer than 30 minutes due to an emergency situation or the necessity for the pharmacist's prolonged attention to the patient or his/her medicine-related needs.

2.3 A consultation may not be charged for where the sole purpose of the visit is to perform a procedure and no other interaction between the pharmacist and the patient takes place.

**3. Travelling and after-hour fees**

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.

**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). If a procedure is performed at the time of the first

counselling, the fee for the counselling plus the cost of the materials used may be recovered as separate charges.

- 5.2 The fee per procedure should be based on a procedure code.
- 5.3 The fee for after-hours and/or call-out may be separate codes.
- 5.4 The fees will be reviewed on an annual basis by a competent authority.
- 5.5 To promote transparency, all fees levied must be indicated separately.

#### **6. Fee for procedures**

- 6.1 The pharmacist's fee should be based on an hourly tariff.
- 6.2 Specific units should be allocated to each procedure. Units are determined as follows:

**One unit = 1 minute = R6**

- 6.3 The units as contained in the Schedule are the maximum units that may be allocated per procedure.

#### **7. Pharmacy support personnel**

The fee or fees may be levied by a pharmacist whether the service concerned is provided in full 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**

Services for which a fee or fees may be levied as listed in the Schedule may be added to the Schedule from time to time. 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. Facility fee**

A fee may be levied by a pharmacist for the provision and/or utilisation of the facilities for the processing of medical aid claims (as per procedure code 0017).

#### **10. Dispensing fee**

Procedure Codes 0001, 0002, 0003 will be deemed to be addressed by the pricing of prescriptions in accordance with the regulations relating to a transparent pricing system (GNR 553 of 30 April 2004).

#### **11. VAT**

These fees are exclusive of VAT.



**SCHEDULE**

<b>Procedure Code</b>	<b>PROCEDURE</b>
<b>PRESCRIPTION-BASED PROCEDURES</b>	
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.
0002	Preparation of the medicine as per a prescription which includes the picking, packaging and labelling of medicine.
0003	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.

Procedure Code	PROCEDURE	Units
<b>PRESCRIPTION-BASED PROCEDURES</b>		
0004	Performance of a pharmacist intervention regarding any prescription anomalies identified, including communication with other health care professionals, as appropriate.	3
<b>COMPOUNDING, MANIPULATION OR PREPARATION OF ANY MEDICINE OR SCHEDULED SUBSTANCE</b>		
0005	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).	10
0006	Preparation for sterile work, including the preparation of the documentation, equipment, and the area for the preparation of sterile products.	10
0007	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.	10
0008	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.	20
0009	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.	15
<b>MANUFACTURING OF MEDICINE</b>		
0010	Bulk compounding of a non-sterile product not commercially available, on a small scale. This includes preparing for the production process (including appropriate documentation), obtaining and preparing the raw materials, compounding the mixture, conducting quality control and completing the compounding process. The unit refers to the preparation of a batch of a product which may subsequently be repackaged into smaller containers. Bulk Compounding is as per <i>Government Notice R2071</i> published in <i>Government Gazette NO 12717 of the 31 August 1990</i> .	30



NON-PRESCRIPTION BASED INTERVENTIONS		
0011	Reviewing of the patient's overall medication requirements 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.	30
0012	Performance of a consultation to establish the pharmaco-kinetic dosing of a medicine. This includes the review of the data collected, the necessary calculations, review and the formulation of recommendations and the necessary consultation with the prescriber.	20
0013	Provision of information concerning a particular patient or medicine in situations where a spontaneous answer is provided, following utilisation of a reference within the pharmacy or institution.	5
DISTRIBUTION OF ANY MEDICINE OR SCHEDULED SUBSTANCE		
0014	Distribution/supply of medicines/ scheduled substances to wards/ clinics/satellite pharmacies/theatres/emergency rooms for the supply of the entire quantity per prescription item to a particular patient. This service involves the supply of medicines where <b>no other service is provided by the pharmacist</b> . If this service is rendered, a dispensing fee may not be levied.	1
0015	Distribution/supply of medicines/ scheduled substances to wards/ clinics/satellite pharmacies/theatres/emergency rooms where the item supplied is for ward stock and not for an individual patient and the item is issued on the basis of a requisition or inventory sheet. This involves the supply of medicines where <b>no other service is provided by the pharmacist</b> . If this service is rendered, a dispensing fee may not be levied.	1
0016	Control and record-keeping of scheduled medicines in community or in hospital pharmacies in accordance with GPP standards. This function includes record-keeping processes, checking of expiry dates and issuing of these medicines to all areas. Where these medicines are dispensed for an individual patient (as opposed to a ward/clinic, etc) the fee is additional to the fee for the dispensing of a prescription. Each line in the scheduled substance register/or prescription is regarded as one issue.	1
0017	A fee may be levied by a pharmacist for the provision and/or utilisation of the facilities for the processing of medical aid claims. Each item on the prescription is regarded as one issue.	1

<b>PROMOTION OF PUBLIC HEALTH</b>		
<b>All procedures in this category fall within the provision of pharmaceutical care and primary care drug therapy. The performance of these procedures is competency-based.</b>		
0018	A face-to-face consultation with a patient where a pharmacist personally takes down a patient's history, and plans appropriate interventions/treatment which may include referral to another health care professional, where the pharmacist will spend less than 5 minutes with the patient.	2
0019	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 spends up to 10 minutes with the patient.	10
0020	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 spends up to 30 minutes with the patient.	30
<b>Screening tests</b>		
0021	Blood glucose	3
0022	Blood cholesterol and/or tri-glycerides	5
0023	Urine analysis	3
0024	Blood pressure monitoring	3
0025	HIV and AIDS testing and counselling	17
0026	Pregnancy screening	3
<b>Medicine Administration</b>		
0027	Administration of an intra-muscular or sub-cutaneous injection. The cost of the product/material is added to the fee chargeable.	3
0028	Administration of immunisation. The cost of the product/material is added to the fee chargeable.	3

<b>Wound management</b>		
0029	Provision of care of a simple wound or burn	3
<b>Eye care</b>		
0030	Provision of eye care	3
0031	Provision of visual screening	4
<b>Ear care</b>		
0032	Provision of audiometric screening	4

The provision of the above-mentioned services by a pharmacist may be charged at an hourly rate of up to a maximum of R360.00. This rate would be adjusted annually based on the CPI and PPI as measured in the pharmaceutical arena. For calculation purposes, one minute would be equivalent to one unit (1 unit = 1 minute = R6).

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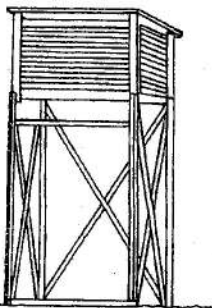
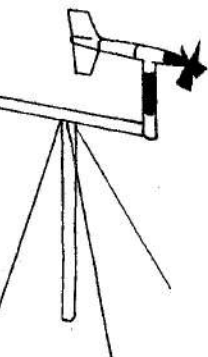
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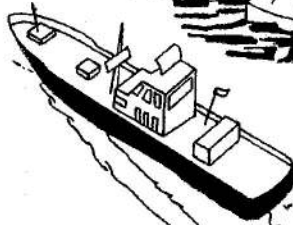
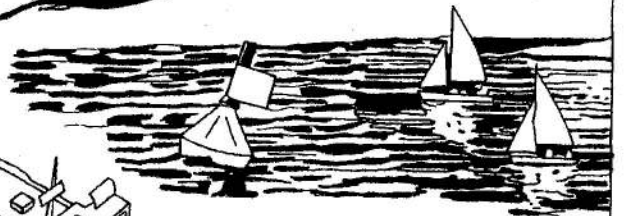
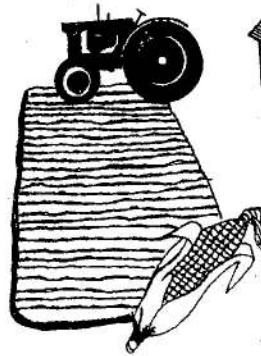
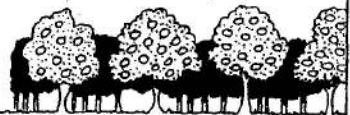
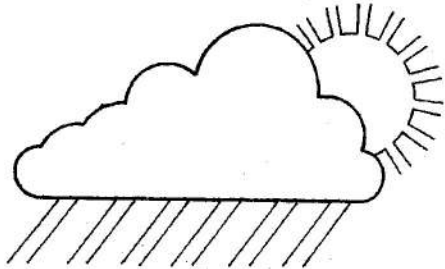
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