

---

## BOARD NOTICE RAADSKENNISGEWING

---

### BOARD NOTICE 94 OF 2003 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 intends, in terms of sections 35A(b)(iii) and 49(4) of the Pharmacy Act, 1974, (Act 53 of 1974), as amended, to make the rules in the Schedule.

Interested persons are invited to submit, within two months after the date of publication of this notice, substantiated comments on or representations regarding the rules, including Annexure A (guidelines for levying a fee or fees) to the Registrar, The South African Pharmacy Council, PO Box 40040, Arcadia, 0007, or Fax (012) 326 1496 or email: registrar@pharmcouncil.co.za.

#### **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 that 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).
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.

#### **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 as referred to in rule 2.

**JS DU TOIT**  
**REGISTRAR**  
3 October 2003

**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 were 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 where the sole purpose of the visit was to perform a procedure and no other interaction between the pharmacist and the patient took place.

**3. Normal hours and after hours**

Normal working hours comprises the periods 08:00 to 17:00 on Mondays to Fridays, 08:00 to 13:00 on Saturdays, and all other periods voluntarily scheduled (even when for the convenience of the patient) by the pharmacist for the rendering of services. All other periods are regarded as after hours. Public holidays are not regarded as normal working days and work performed on these days is regarded as after hours work.

**4. Administering of injections**

Where applicable, fees for administering injections may only be charged when undertaken by the pharmacist himself/herself.

**5. Travelling fees**

Where a pharmacist is called out from his/her pharmacy or residence, travelling fees including the cost of travel and travelling time, may be charged.

**6. Specialist pharmacist**

The fee or fees for the services rendered by a pharmacist registered as a specialist pharmacist may be double the normal fee or fees.

**7. Collaboration with other health care professionals**

Services may be provided in collaboration with a registered nurse.

**A pharmacist's guide to fees****8. Procedures**

8.1 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 could be charged.

8.2 The cost per procedure could be based on a procedure code.

8.3 The fee for after hours and/or call-out could be a separate code.

8.4 The cost could be reviewed on an annual basis by a competent authority and may be effective as from 1 January of every new year.

**9. Cost for procedures**

9.1 The pharmacist fee must be based on an hourly tariff.

9.2 Specific units must be allocated to each procedure, which could be determined as follows:

**One minute = 1 unit**

9.3 The units as contained in the schedule are the recommended units per procedure.

**10. Pharmacy support personnel**

The same fee or fees could be levied by a pharmacist whether the service concerned was 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.

**11. Comparable services**

Not all services for which a fee or fees may be levied are listed in the Schedule. The fee that may be charged for such a service may be based on a fee in respect of a comparable service or procedure appearing in the Schedule.

**SCHEDULE**

<b>Procedure Code</b>	<b>PROCEDURE</b>	<b>Units</b>
0001	Review 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 and 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
0002	Independent evaluation of a prescription with regard to appropriateness of the prescription 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.	2
0003	Performance of a pharmacist intervention regarding any prescription anomalies identified including communication with other health care professionals, as appropriate.	3
0004	Preparation of the medicine as per a prescription which includes the picking, packaging and labelling of medicine as well as the necessary record-keeping processes.	1
0005	Handing of medicine 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.	3
0006	Performance of a pharmacokinetic consultation to establish the pharmacokinetic 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

Procedure Code	PROCEDURE	Units
0007	Provision of information concerning a particular patient or medicine in situations where a spontaneous answer is provided, following consulting of a reference within the pharmacy or institution.	10
0008	Provision of information concerning a particular patient or medicine in situations where references outside the pharmacy/institution are consulted.	30
0009	Performance of a written/verbal reference search that requires extensive review of information and results in a written or a verbal report to a health care professional or a Pharmacy and Therapeutics Committee.	120
0010	Provision of pharmacist initiated therapy following a verbal consultation by the pharmacist with a patient/caregiver, which does not involve a physical examination, with a view to the initiation by the pharmacist of medicine therapy/non- medicinal measures to treat/alleviate a self-limiting condition.	5
	<b>COMPOUNDING, MANIPULATION OR PREPARATION OF ANY MEDICINE OR SCHEDULED SUBSTANCE</b>	
0011	Compound 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
0012	Preparation for sterile work which includes the preparation of the documentation, equipment, and the area for the preparation of sterile products.	10
0013	Preparation of an intravenous admixture or parenteral solution including the quality control of the final product.	5
0014	Preparation of a total parenteral nutrition preparation (TPN) including the quality control of the final product.	20

Procedure Code	PROCEDURE	Units
0015	Prepare cancer chemotherapy for intravenous, intramuscular or intrathecal administration including the admixing and reconstitution thereof for dispensing in a large volume parenteral, small volume parenteral, or a syringe for a specific patient.	10
	<b>MANUFACTURING OF MEDICINE</b>	
0016	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.	30
	<b>DISTRIBUTION OF ANY MEDICINE OR SCHEDULED SUBSTANCE</b>	
0017	Distribution/supply of medicines/ scheduled substances to wards/ clinics/satellite pharmacies/theatres/emergency units for supply to a particular patient. This function includes the packaging and labelling of medicines with each unit of issue counting as one item. It involves the supply of medicines where no other service is provided by the pharmacist.	1
0018	Distribution/supply of medicine/scheduled substances to wards/ clinics/satellite pharmacies/theatres/emergency units 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 function includes the packaging and labelling of medicines. It involves the supply of medicines where no other service is provided by the pharmacist.	1
0019	Control and record-keeping of S6 and S7 medicines in community pharmacies and S5, S6 and S7 medicines in hospital pharmacies. This function includes record keeping and issuing of these medicines to all areas. Where a S5, S6 or S7 medicine is 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 is regarded as one issue.	2

Procedure Code	PROCEDURE	Units
	<b>PROMOTION OF PUBLIC HEALTH</b>	
	<b>Primary care drug therapy (PCDT)</b>	
0020	A face-to-face consultation (PCDT) 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
0021	A face-to-face consultation (PCDT) 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>	
0022	Blood cholesterol	6
0023	Blood triglycerides	7
0024	Urine analysis	6
0025	Blood pressure monitoring	3
0026	HIV/AIDS testing and counselling	17
	<b>Administration procedures</b>	
0027	Administration of an intramuscular injection. The cost of the product/material is added to the fee chargeable.	3



Procedure Code	PROCEDURE	Units
0028	Administration of an intramuscular injection. The cost of the product/material is added to the fee chargeable.	3
0029	Administration of immunisation. The cost of the product/material is added to the fee chargeable	3
	<b>Wound management</b>	
0030	Provision of care of a simple wound or burn	7
0031	Provision of care of an extensive wound or burn	12
0032	Suturing of a simple wound	12
0033	Removal of sutures and or clips	4
	<b>Eye care</b>	
0034	Provision of eye care	5
0035	Provision of visual screening	4

**NOTE**

The Pharmaceutical Society of South Africa (PSSA) has recommended that the rate for the provision of the above-mentioned services by a pharmacist should be R300-00 per hour with one minute being equivalent to one unit.