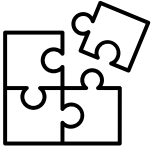




## PHARMERS ACADEMY

### COURSE GUIDE

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This course guide is designed and published specifically for Pharmers Academy; a division of Pharmers Pty Ltd (2018/282705/07) a consulting pharmacy registered with the South African Pharmacy Council (Y60419) with VAT number 4130315940. It contains the following sections:

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# 1. INTRODUCTION



At Pharmers Academy. We have a number of relevant, precise and sector shifting courses available for every mindful learner in the medic-pharmaceutical industry. Take your time and explore each course to understand if it suits your skill need. Don't hesitate to request clarity or personalisation of training for yourself or a group. Take your time and peruse through our 30+ courses, noting the formats available and scheduled availabilities. Our best seller and all time favourite RA short course is also readily available in the latest 2024 version this course give learners up to one-year simulated work experience, immediately bankable for your CVs and upcoming interviews! Entry requirements, aims and pre-requisites are as follows:

## Pre-requisites:

- **RASCA** – P number to prove registration, or other council registration; or degree certificates
- **GxP Applied** – P number to prove registration or other council registration; or degree certificate
- **RASCP** – P number to prove registration, or degree certificate
- **MTM StartUp** – P number to prove registration
- Other courses without specific mentioned pre-requisites are open to everyone

## Requirements:

For these courses you will need:

- Internet connectivity
- 3+ hours dedicated to self-study time
- A working device (desktop/ tablet / laptop computer)
- Printer/scanner or electronic signature to sign declaration forms
- A WhatsApp line (phone number) for additional learning support group environment

## Aims:

The Masterclass courses aim to:

- ✓ provide comprehensive understanding
- ✓ provide efficient learning through PHARMERS TOOLS
- ✓ Provide a step-by-step supportive learning environment

- ☑ ✓ Bring practical knowledge and application of working guidelines
- ☑ ✓ improve employability know-how through work experience creation
- ☑ ✓ To boost learner confidence in the respective field of learning
- ☑ ✓ Expand learner exposure to local and international opportunities and resources

## 2. FULL MEDICATION REGISTRATION SHORT COURSES



A practical dossier compilation masterclass series ideal for:

Pharmacists looking to move from other sectors into regulatory affairs

- *Regulatory Affairs Short Course For Pharmacists (RASCP)*

Pharmacist assistants and scientists looking to move into the regulatory affairs sector

- *Regulatory Affairs Short Course For Assistants & scientists (RASCA)*

### Masterclass 101 - Introduction to Regulatory Affairs

Duration: approx. 1.5 hours + (5 self study hours)

Location: online

Additional Features: Personality Assessment, Homework, Assessment, Additional Guidance Resources, Certificate

This introductory session spells everything out for you from a general and bigger perspective. It focuses in on the local (SAHPRA) and international (EMA, ICH, EDQM, WHO, etc.) guiding authorities by providing understanding on the four main components of regulatory affairs. Learn the basics of the product application process for and compiling a dossier. You will understand what, who, when where and why RA is what it is! Commonly used jargon and key ideas/ concepts needed to grasp the essence of RA are also described. You will also determine if it is for you as a SWOT analysis is also done with examples to help participants relate personally.

Day 2

### Masterclass 102 – Module 1 Compilation

Duration: 2.5 hours + (15 self study hours)

Location: online

Additional Features: PHARMERS m1 Tool, Assessment, Homework, Additional Guidance Resources, Certificate

This detailed session starts with the first ADMINISTRATIVE module of a dossier compilation; the one outside of CTD. Terms, subsections, module, and nodes are discussed for each. SAHPRA guides are explained, and

you will definitely grasp a good understanding of PI/PIL/ Label/ BTIF examples. Attachments of various kinds are also given to show the participants how to put this module together. Use the unique PHARMERS TOOL provided. Submit your homework and get evaluated!

Day 3

### **Masterclass 103 – Modules 2/4/5 eCTD**

Duration: 1.5 hours + (15 self study hours)

Location: online

Additional Features: PHARMERS 103 Tool, Assessment, Homework Additional Guidance Resources, Certificate

Module 2 represents the SUMMARIES module and has the template for QOS/QIS, the other 2 compilation document types are standard even for module 4 and 5. ICH/EMA guidelines relevant to all 3 modules are discussed in theory and using the Pharmers tool to guide you into the expected compilation. Submit your work and get evaluated. Additional resources (guides) also provided.

Day 4

### **Masterclass 104 – Module 3 eCTD**

Duration: approx. 2.5 hours + (15 self study hours)

Location: online

Additional Features: PHARMERS 104 Tool, Assessment, Homework, Additional Guidance Resources, Certificate

This module represents the QUALITY part of a medicine dossier. You'll learn and understand how to carefully approach it during compilation. During the class, each node is discussed in detail and examples from international guidelines such as EMA/ICH are given. Get a chance to understand the pre, during, and post compilation screening. Learn about finding deficiencies / query lists and very importantly which tests need to be done to assess BE (bioequivalence) for registration products etc. Project manage and keep track of applications like a pro!

Placement

### **Masterclass 104 Extended - 12 month Work Placement**

Duration: 100+ hours

Location: online

Additional Features: multiple dossiers, monthly work environment tasks, ongoing Assessments, Final Certificate

Come work at Pharmers Academy as a new recruit. Enter the work environment we simulate with real life dossiers and day to day RA experience. This is the bankable experience you've been waiting for. Up to a year's worth! 4 quarters, different projects and assignments. Work alone or in groups and get it done! Keep up with SAHPRA's new RIMs and eCTD submission processes while you learn from a variety of medicine registration applications with different dosage forms, reliance types and supporting evidence. Manage your portfolio and liaise with stakeholders as you typically would in a professional setting. Receive feedback as

you go along until all your submissions are successful! Finish your year and get recommendations for your career ahead.

### 3. ELECTIVE COURSES



Ideal for:

Learners who've completed the RASCA or RASCP; and wish to add compilation knowledge and experience to their beginner course. These courses can also benefit participants who recently filled new roles and want to train in a holistic manner as adjacent building blocks to complementary skills and scope.

#### **Masterclass 105 – Quality Assurance Fundamentals**

Duration: approximately 4 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, QA Tool

Get introduced to QA and its fundamental elements. In a typical pharmaceutical manufacturing environment as an example, you will find that a quality management system (QMS) is crucial. The QA team is responsible for designing and maintaining all aspects of quality (external and internal) in the organization through the QMS. Explore guidelines, systems, and attempt a quality plan of your own during your homework using our special QA Tool.

#### **Masterclass 106 – Variations and Format Conversions (MBR/MRF)**

Duration: approximately 4 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, GMP Tool

All old formats (MBR/MRF need to be converted to CTD) this is called a baseline dossier with sequence 0000. Once this is done, learn how to distinguish between type I and type II variations (through the EMA variations guidelines) required to be submitted as your product lives out its lifecycle. Compile variations/ amendment changes 0001, 0002 correctly.

#### **Masterclass 107 – Complementary Medicines & Registration**

Duration: approximately 3.5 hours (+ self study hours)

Location: online remote

Additional Features: Homework, assessment, additional guidance resources

To obtain and maintain SAHPRA compliance towards complementary medicines, one needs to know how to correctly classify them (herbal supplements or discipline specific), and what the registration requirements are (PI/PIL, 3D list, desktop application form etc). learn all of the latest requirements while doing a practical example of your own in your homework.

### **Masterclass 108 - Medical Devices: Licensing + Startup**

Duration: approximately 5 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources

Theres a lot to unpack in this one. First start with the basics of understanding all categories and how medical devices are classified. From covid test kits, to glucometers there are a lot of Principles, and algorithms to consider and understand. Then, learn about the licensing categories ( manufacturing, distribution, wholesale, and the new export only one) as well as the processes for application in each case. Lastly, review local and international guidelines and important industry communication set out by the WHO, EMA, and the national regulatory authority (SAHPRA).

### **Masterclass 109 – Biologicals, Biosimilars & Registration**

Duration: approximately 4 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, Pharmers Tool

Equivalence and similarities are the name of these differentiation games.

### **Masterclass 110 – Custom Training**

Duration: approximately 3 hours + (5 self study hours)

Location: online or at your premise

Additional Features: Homework, Assessment, Additional Guidance Resources, handouts

This is a customised training session for you or your team. Decide on topic and approach to maximise learning outcomes and participant development.

## 4. GXP APPLIED COURSES



Ideal for:

Pharmacists, pharmacist assistants, scientists who wish to begin or fast-track their learning in various pharmaceutical industry roles. Learn the principles and how to apply them to day-to-day practice. New or refresher skills training suitably presented for precise outcomes.

### **Masterclass 111 – Good Manufacturing Practice; Applied**

Duration: approximately 4 hours (+self study hours)

Location: online

Additional Features:

This introductory session spells out all the fundamental concepts, practices, and regulations (local/global) of c/GMP in an applied way. The 5 Ps of c/GMP will layout the people (personnel, qualification, required expertise including that pertaining to GEP,GMP,GLP,GPP), premise (utility systems, equipment & requirements, calibrations & qualification, validations(CV)), procedure (policies, guidelines, deviations, validation, contracted parties and good documentation habits), process (development, principles, audits, validations (PV, MVP), standards, value vs supply chain), product (quality assurance &management with systems, specifications/ identifiers, templates, inspections, release, risk management (including CAPA) etc.), for assistants, scientists and pharmacists as appropriate. Explore master BMR and BPR documents. Base and current technologies (key vs supportive) as well as systems are discussed. Submit your homework + assessment for evaluation and obtain your masterclass certificate once successful! Submit your homework and assessment for evaluation and obtain your masterclass certificate once successful!

### **GPP**

### **Masterclass 112 – Good Pharmacy Practice Applied**

Duration: approximately 3 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, GPP Tool

This introductory session spells out the fundamentals on good pharmacy practice in an applied way. Learn the WHO GPP requirements, the philosophy, the 4 WHO principles, additional elements in practice, how to collaborate with other health professionals, local (NDoH/SAPC) and international (WHO/FIP) authorities and guides etc. Explore the SAPC part 1 - pertaining to rules relating to code of conduct, part 2 - pertaining to the rules of GPP, part 3 - pertaining to the rules of paid services, and part 4 - pertaining to the disciplinary rules; then apply them in a real-life scenario. Submit your homework and assessment for evaluation and obtain your masterclass certificate once successful!

## GWP/GDP

### Masterclass 113 – Good Warehousing + Distribution Practice Applied

Duration: 4 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, GW/DP Tool

This introductory session spells out the fundamentals on good warehousing, (wholesaling) and distribution practices in an applied way. Learn the principles of storing actives and finished products to preserve quality and integrity. Equipment & facilities (qualification & validation), personnel, good documentation involved and data integrity etc. including SAHPRA wholesaling practices; then apply them in a real-life scenario. Go through an inspection schedule as well as an SOP list to gain practical applied knowledge. Submit your homework and assessment for evaluation and obtain your masterclass certificate once successful!

## GCP

### Masterclass 114 – Good Clinical Practice Applied

Duration: approx. 3 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, Protocol Tool

The South African Good Clinical Practice Guidelines for Clinical Trials is the cornerstone of this masterclass. Learn some key concepts and principles of conducting ethical clinical trials, selecting & protecting selected participants (consent, safety, and compensations). Learn about INVESTIGATORS, and SPONSORS of clinical trials. Learn who the authority bodies and stakeholders are (NHREC, SAHPRA, RECs, SANCTR, NHRC, PHRC) as well as their responsibilities. Explore protocol writing and submit your homework and assessment for evaluation and obtain your masterclass certificate once successful!

## GRP

### Masterclass 115 – Good Regulatory Practice Applied

Duration: approx. 3 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, GRP Tool

This introductory session spells out the fundamentals on good regulatory practice in an applied way based on the latest 2021 W.H.O guidelines. . Learn core elements of regulatory systems around the world, understand the framework for good regulatory practice and good reliance practice, learn about the 9 WHO principles of efficient regulations, practical ways these principles assist with product life cycles, and how to use this information in your (future) workplace as an aspiring or beginner regulator. See a case study for South Africa comparing the *old* MCC vs the *new* SAHPRA and how regulation practices have changed. Submit your homework + assessment for evaluation and obtain your masterclass certificate once successful!



## 5. COMPLIANCE COURSES



Ideal for:

Pharmacists in industry or those looking to make the switch to positions of leadership, quality or pharmacovigilance compliance will benefit from these courses. In addition, prescribers who seek to elevate their prescribing knowledge and habits should consider 119 for themselves and their patients.

### **Masterclass 116 – The Responsible Pharmacist (In Industry)**

Duration: approximately 4 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources, GMP Tool

The responsible Pharmacist is the pharmacist in charge of compliance in a pharmacy (all types). According to the pharmacy Act and the medicines and related substance act, the RP requirements are mandatory. In community or institution, the roles are more naturally intuitive as most pharmacy curricula teach and train for those major settings. Industry on the other hand is not as intuitive, therefore present the most challenge to those appointed. Learn the industry requirements and excel in your new role.

### **Masterclass 117 – Medicinal Cannabis Licensing & Compliance in SA**

Duration: approximately 3 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources

Medicinal cannabis is a booming field in South Africa with many players entering the sector at a fast pace. There is much interest and much confusion. Learn the latest license types available for licensing with SAHPRA (manufacturing, cultivating, or export), and go through the application process (forms). Lastly, learn the plant compliance requirements for local and international GMP compliance and client satisfaction. Discuss some common setting up errors (seed types, growing conditions, etc.) and how to avoid replicating them including handling THC and CBD as S4 & S6. Complete your homework and submit for evaluation.

### **Masterclass 118 – Pharmacovigilance Compliance in SA**

Duration: approximately 4 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources

This pharmacovigilance course provides fundamental understanding of pre and post marketing monitoring of medicines and health products. Systems put in place around the world ensure that patient safety is closely addressed. Aspects of prevention as well as promotion are outlined. As a health care professional, your important role in pharmacovigilance is also discussed. Whether in the public or private sector, the scope and possible actions needed towards your patients, colleagues and the SAHPRA are many and varied. Discover the role and requirements prescribed by the regulator for all pharmacies, health practitioners, applicant, or holders of certificate of registration (HCR). Learn the objectives and content of a PSMF and how to manage the effectiveness and quality therein. Set up your SOP list and establish an effective PV system in your organisation based on the latest SAHPRA, EU and FDA guidelines. Submit your homework and assessment for evaluation and obtain your masterclass certificate once successful!

### **Masterclass 119 – Legal Prescription Writing 101**

Duration: approximately 3 hours + (5 self study hours)

Location: online

Additional Features: Homework, Assessment, Additional Guidance Resources

Writing legal prescriptions is a requirement by law. Over 80% of pharmacies report major errors with the prescriptions they receive from prescribers. These include errors with Prescriber details, Patient Details and mostly Pharmacotherapy. Learn how to avoid all three types and never make a prescription error again. In addition, learn how to write superior prescriptions by including elements that are not required but definitely helpful to the prescribing process, the patient experience, and their outcomes.

## **6. CAREER OPTIONS COURSES**



Ideal For:

These courses are ideal for pharmacists who are looking to explore their options as pharmacists. Knowing what's available and the sectors in which you can switch to will show you new opportunities and make knowledgeable decisions towards your immediate and future career plans.

### **Masterclass 126 – Medical Writing For Beginners**

Duration: approximately 3 hours

Location: online

### Additional Features: Homework

This course introduces medical writing and the most common environments in which writers are needed and found. Learn how to find opportunities and position yourself as an aspiring medical writer. Learn how to build a credible portfolio and even set up your freelance business. Start writing your first piece and submit it for evaluation.

### **Masterclass 127 - Career Guidance**

Duration: approximately 3 hours

Location: online

Additional Features: Homework

The pharmacist's career options are many in South Africa. They are even more abroad. Explore the options you have locally and internationally. Know where to look for vacancies, especially the non-advertised ones. Develop the necessary eagerness and attitude which will unlock your potential and set you above your competition. Plan your career for the short and long term and strategize accordingly. You are in control so go get exactly what you want!

### **Masterclass 128 – Developing the Pharmacist's Online Voice**

Duration: approximately 3 hours

Location: online

Additional Features: Homework

Establishing your voice as a pharmacist can be daunting. Understand what your voice is, where and how to echo it for maximal purpose. Learn strategies for immediate action and long-term outcomes on the social media platform of your choice. Find the relation between your voice and your income when you use it correctly in your private practice / independent pharmacy. Identify common errors made during community practice that produce harmful results from the patient perspective.

### **Masterclass 129 – Medication Dispensing Fundamentals**

Duration: approximately 3 hours

Location: online

Additional Features: Homework

Dispensing medication might be the most underrated skill in health care. When carefully assessed, the risks involved in giving active pharmaceutical ingredients to unsuspecting patients as therapies in combination; opens up the door to a multitude of important considerations to make as discussed in this course. Learn the 3 phases of dispensing as described in the GPP as well as some additional actions which elevate the patient experience to unbeatable heights.

### **Masterclass 130 – Pharmacy Businesses & Entrepreneurship**

Duration: approximately 3 hours

Location: online

Additional Features: Homework

Opening a new business is a scary yet exciting project. When it's in the pharmaceutical field it has an added layer of scrutiny and compliance requirements. Learn how to open a pharmacy from start to finish. Explore the various budgets involved for startup, operations and how they change when adding a clinic within the pharmacy.

## **7. MEDICATION THERAPY MANAGEMENT STARTUP COURSE**



Ideal for:

This course is ideal for the pharmacist who wants to enhance their patient-facing services. Whether in private practice as a PCDT pharmacist or even in community during Pharmacist-Initiated-Therapy (PIT) or regular patient interactions requiring greater attention to entire pharmacotherapy holistically. Start consulting patients intentionally. This course comprises 7 masterclasses:

Day 1

### **Masterclass 131 MTM Background, Models & implementation**

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the first of 7 masterclasses in the MTM course. Understand where the need for deeper patient care unique to pharmacy arose from and various models available that may match your objectives and circumstances. Learn how to implement MTM in quick and suggestive ways by dropping seeds of interest to potential MTM candidates.

Day 2

### **Masterclass 132 Quality measures & Essentials**

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the second of 7 masterclasses in the MTM course. All pharmacist services should be of high quality. MTM is no different. Provide exceptional value requires exceptional preparation. Those essential aspects are discussed herein.

Day 3

### **Masterclass 133 Potential Patients & Sessions**

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the third of 7 masterclasses in the MTM course. It's not every patient that is suitable for MTM. Learn how to identify them and design fitted sessions that address all key elements.

Day 4

### **Masterclass 134 Assessments Strategies + Overall Accuracy**

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the fourth of 7 masterclasses in the MTM course. When assessing patients there are different strategies that can be used with different scenarios. Learn how to accurately assess your short- and long-term patient whether online, in person, a child, an adult, or otherwise disabled.

Day 5

### **Masterclass 135 Professional Communication and Documentation**

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the fifth of 7 masterclasses in the MTM course. Learn how to promote your skill to professionals/colleagues through speech, written statements and even videos. Have the correct documentation to ease record keeping and also dissemination of activities and outcome.

## Day 6

### Masterclass 136 MTM Action Plan & Science

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the sixth of 7 masterclasses in the MTM course. Use evidence-based practice to create a simple and effective action plan for your patient that will have their treatment buy-in and easy to follow KPIs to improve adherence.

## Day 7

### Masterclass 137 Setting up Practice & overcoming Newness

Duration: approximately 2 hours

Location: online

Additional Features: Homework

This is the seventh of 7 masterclasses in the MTM course. You are ready to start your service offering! How will you structure medical aid reimbursements or cash payments? Learn how to set up, train colleagues and market the service for maximum interest & uptake!

## 8. Continuing Professional Development (SAPC friendly)



'Continuing Professional Development' is defined in the Regulations relating to pharmacy education and training published in terms of the Pharmacy Act, 53 of 1974, as follows: 'Continuing professional development means the process by which natural persons registered with Council continuously enhance their competence throughout their professional careers, and encompasses a range of activities including continuing education and supplementary training'.

A person who is registered in one of the categories prescribed in terms of Section 14 of the Pharmacy Act, 1974, and who is designated as practising on the register, may have their designation changed by Council from practising to non-practising if they do not comply with Council's requirements relating to participation in CPD and the recording thereof in the format approved by Council.

All registered persons who are designated as practising will be required to participate in CPD by following the CPD cycle shown in Figure 1 below. The CPD cycle is a process that involves four steps, namely:

Step 1: Reflection on practice (answers: What do I need to know? and What do I need to be able to do?)

Step 2: Planning (answers the question: How can I learn?)

Step 3: Implementation (describes the action taken)

Step 4: Evaluation or reflection on learning (answers: What have I learnt? and How is it benefitting my practice?).

Pharmers Academy has created a course for one of the competencies, in each of the domains:

Domain	Course Name / Code	Course Description
<b>1 - Domain 1 – Public Health</b> 1.1 Promotion to Health & Wellness	<b>(PHW)</b> How to Promote Health & Wellness (7 ways)	One of the most neglected aspects of Pharmacy - Learn 7 ways to promote health and wellness in your workplace whether public or private.
<b>2 - Domain 2 – Safe &amp; Rational Use of Health Products</b> 2.1 Patient Consultation	<b>(EPC)</b> How to effectively consult Patients (8 steps)	Pharmacists and other HCPs at some point need to consult a patient (informally or formally). It is important to conduct it in a sequentially sound manner and with training, it becomes second nature
<b>3 - Domain 3 – Supply of Medicines &amp; Devices</b> 3.4 Medicine Dispensing	<b>(OMD)</b> How to Dispense Medicines Optimally	Dispensing is an art, unfortunately it has been trivialised into JUST giving out medicines! No, there's so much more.
<b>4- Domain 4 – Organization &amp; Management Skills</b> 4.1 Human Resource Management	<b>(HRM)</b> How to manage employees (6 steps)	Owners, managers, seniors! If you work with people and have delegation authority, you MUST be trained and aware of how to do it. Professionally & ethically, ensure your work environment is pleasant.
<b>5 - Domain 5 – Professional &amp; Personal Practice</b> 5.5 Leadership	<b>(LBM)</b> How to lead and manage a business (10 steps)	Leadership is a vast topic but here we focus on leading in dispensary/ pharmacy management. Being an owner has its rewards but its responsibilities are not always clear.
<b>6 - Domain 6 – Education, Research &amp; Critical Analysis</b> 6.2 Provision of Education and Training	<b>(ETD)</b> How to educate and train others	Nothing worse than stagnating in life and work. Whether for your employees, or patients; there's is value and growth to be gained if proper education and training strategies or programs are established. <i>They always need a new goal to achieve!</i>

## 9. CALENDAR (RECORDED & LIVE SCHEDULE) & PRICING

The 2024 calendar and price list are set per quarter. The first quarter (Q1) running from January to March has concurrent specials to look out for. Check our website ([www.pharmers.co.za/academy](http://www.pharmers.co.za/academy)), social media pages (LinkedIn, Instagram, Facebook, YouTube, WhatsApp) for frequent updates, discount codes and more information). Two formats exist for most courses i.e. recorded and live. "RECORDED" means the course is

pre-recorded and available through private links to watch on-demand. “LIVE” means the course is presented in real time with learners (whether online or in person) or both (hybrid). Recorded courses are available monthly. Learners need to register or enrol the month before or earlier to reserve their space for the 1<sup>st</sup> of the month they wish to begin. Live courses are only available according to the calendar or pop-up schedule below. Learners are required to book at least 2 weeks in advance to reserve their limited spaces.

New learners require to enrol into the academy and pay the associated enrolment fee. This is a once off fee that provides lifetime enrolment. Subsequent course registrations will use the same unique enrolment number for each returning learner. The course fees are also advertised before vat (tax) and any applicable specials or sale discounts are to be calculated for your invoice once registration form is filled out and desired courses selected.

The live course formats are hosted in venues around Gauteng, South Africa unless otherwise stated. Always to be announced or confirmed 2 weeks prior course or event.

**The short course is 101 – 104 for pharmacists and assistants. 104 extended is the work placement. They do not have to be done at once/ together. RASCA R1750 per module or R7000 short course and RASCP R3500 per module or R14 000 short course. These prices exclude VAT and once off enrolment fee if its your first enrolment**

MASTERCLASSES NAME & NUMBER		RECORDED Excluding VAT (1 <sup>st</sup> of every month)	LIVE
101 - Introduction to Regulatory Affairs	1 Of 4	R1750 / R3500	R3200 Each 1 <sup>st</sup> – 4 <sup>th</sup> February
102 - Module 1 eCTD	2 of 4	R1750 / R3500	
103 - Module 2/4/5 eCTD	3 of 4	R1750 / R3500	
104 - Module 3 eCTD (plus dossier example)	4 of 4	R1750 / R3500	
104 - Extended (Work Placement)		R12 000 or R18 000	12 months
105 - Quality Assurance Fundamentals		R3200	N/A
106 - Baseline Conversions & Variations		R3200	
107 - Complementary Medicines & Registration		R3200	
108 - Medical Devices Licensing + Startup		R3200	
109 - Biologicals, Biosimilars & Registration		R3200	
110 - Customized Training – request your own		Cost will depend on specifications / need	
111 - GMP Applied (Good Manufacturing Practice)		R3200	R3500 Each 1 <sup>st</sup> - 5 <sup>th</sup> March
112 - GPP Applied (Good Pharmacy Practice)		R3200	
113 - GWP + GDP Applied (Good warehousing/ distribution Practice)		R3200	
114 - GCP Applied (Good Clinical Practice)		R3200	
115 - GRP + GReP Applied (Good Regulatory Practice)		R3200	
116 - The Responsible Pharmacist (in Industry)		R3200	



117 - Cannabis Compliance in SA	R3200	N/A
118 - Pharmacovigilance Compliance in SA	R3200	
119 - Pharmacy Businesses & Entrepreneurship	R3200	

120 - Domain 1 – Public Health		R1000	N/A
121 - Domain 2 – Safe & Rational Use of Health Products		R1000	
122 - Domain 3 – Supply of Medicines & Devices		R1000	
123 - Domain 4 – Organization & Management Skills		R1000	
124 - Domain 5 – Professional & Personal Practice		R1000	
125 - Domain 6 – Education, Research & Critical Analysis		R1000	
126 - Medical Writing (How to start your own business)		R2000	
127 - Career Guidance		R2000	
128 - Legal Prescription Writing 101		R2000	
129 - Developing a Confident Online Pharmacist Voice		R2000	
130 - Medication Dispensing Fundamentals		R2000	R1500 Each 1 <sup>st</sup> – 7 <sup>th</sup> April
131 - Background, Models & Implementation	1 of 7	R1200	
132 - Quality Measures & Preparation Essentials	2 of 7	R1200	
133 - Potential Patients & Conducting Sessions	3 of 7	R1200	
134 - Patient Assessment Strategies (accuracy)	4 of 7	R1200	
135 - Professional Communication & Documentation	5 of 7	R1200	
136 - Evidence-Based Action Plan	6 of 7	R1200	
137 - Setting Up Practice & Overcoming Newness	7 of 7	R1200**	

Live 2024 academy calendar				
Quarter - 2		April to June 2024		
Course Name	Course Description	Masterclass Type	Cost (excluding VAT)	Date
BRAT	Basic Regulatory Affairs Training	Online	FREE	From 10 <sup>th</sup> April

PCDT in Practice	If you have or aspire to have your PCDT certificate, now how do you implement it in a work environment? Learn what MTM is and how you can adapt it for community practice.	Live in person (Gauteng Venue TBA)	R3500 pp  <i>Group discount applies</i>	April 6 <sup>th</sup>
Pharma-preneurship	If you want to begin a side or main hustle within the broad medico-pharmaceutical industry but don't know where or how to start, learn it here! Options, requirements, and client obtention included!	Online Live	R3500 pp  <i>Group discount applies</i>	April 27 <sup>th</sup>
Medication Dispensing Roleplay	We know how to dispense but do we know how to dispense with excellence? Learn the phrases, postures, and comebacks necessary to maintain your professional authority and lead patients correctly. multiple scenarios	Live -In person	R3500 pp  <i>(Group discount applies)</i>	May 4 <sup>th</sup>
Compounding in Pharmacy	Learn about small- and large-scale compounding in the pharmaceutical sector; license requirements and training skills for competence	Online + Live in person (Gauteng venue TBA)	R 3500 pp  <i>Group discount applies</i>	May 18 <sup>th</sup>
Regulatory Evaluation - eCTD medicine Dossiers	How is it being on the other side of the regulatory coin? Maybe you can compile, but can you evaluate? Learn how an evaluator thinks and screens medicine dossiers for regulatory authorities' approval.	Online Live	R3500 pp  <i>Group discount applies</i>	May 25 <sup>th</sup>
Biologicals Registrations	Learn what they are, how to import them into SA, and how to compile a biological medicine dossier.	Online Live	R3500 pp  <i>Group discount applies</i>	June 1 <sup>st</sup>
TBA	TBA	TBA	TBA	June 15 <sup>th</sup>
<b>Quarter - 3</b>		<b>July to September 2024</b>		
TBA	TBA	TBA	TBA	TBA
Q4	TBA	TBA	TBA	TBA

## 10. CONCLUDING REMARKS



Upon completion of any of our courses, participants to the academy will receive certificates. With the full courses, they will also receive a summary of outcome and recommendation letter.

### Typical Duration

Recorded masterclasses are taken at your own time and convenience, therefore completion is also dependent on your own pace. The minimum amount of time is 5 days as that will assume one class is taken per day as with the live sessions, but the completion of self study, assessments, homework, and feedback is likely to take longer for most participants. On average a class per week is a reasonable time frame to expect. Many participants have taken on average 3 months to complete the short course 101-104 ext. We however allocate up to 6 months from the start date for learners to submit all requirements in order to receive continued support, feedback, and

certification (the complimentary cv + interview preparation session for 101-104 ext. participants must also be booked within the six-month deadline). Should a participant not meet these requirements they forfeit their certification. A request for extension of the 6 months period can be made in writing with expressed justification.

## Successful Completion

Upon completion of each masterclass / course and its requirements, participants will receive completion certificates.

Academy Certification is subject to the following:

- Successful completion of homework (signed declaration statement)
- Successful completion of feedback form
- Successful completion of class assessment (65% class mark is considered a pass; a re-assessment will be provided for any participants who do not succeed on their first attempt)

A Premium Distinction seal on the certificate is issued to participants who score 80% and higher!



# APPLICATION FORM

## PHARMERS ACADEMY - REGULATORY AFFAIRS TRAINING + INDUSTRY COURSES

<b>Participant Title:</b>		<b>First Name:</b>	
<b>Last name:</b>		<b>Current Position:</b>	
<b>Company:</b>		<b>Email:</b>	
<b>Contact Number:</b>		<b>Prospective Start Date:</b>	
<b>Country:</b>		<b>City:</b>	
<b>Degree / Qualification:</b>		<b>P Number:</b>	<b>Other council n:</b>
<b>NB – R500 enrolment fee applies to all new learners</b>		<b>Returning Learner enrolment number:</b>	

### COURSE SELECTION (please tick all boxes that apply)

<b>Class / Course Code</b> e.g., RASCP 101	<b>Recorded</b> ✓	<b>Live</b> ✓	<b>Apply Discount Code</b> e.g., VAL14
....			
....			
....			
....			
....			
....			
....			

**NB:**  
*This application form needs to be completed in full; Enter the correct masterclass number under class type; Select between **recorded or live** formats. If you have a discount code (seen on social media or our website) please insert it in the correct box*

<b>Total Number of Classes:</b>		<b>Other Comments:</b>	
<b>TOTAL Payment Due</b>	R		
<b>including 15% VAT :</b>			

### PAYMENT OPTIONS SELECTION (please tick box which applies)

<b>One Full Payment</b>	<input type="checkbox"/>	<b>Two x 50%</b> (full short courses over 2 months only)	<input type="checkbox"/>	<b>RP Swap</b> (verified pharmacists only)	<input type="checkbox"/>
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Please return completed form to academy@pharmers.co.za for an invoice to be generated for your selection.

Approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>
Academy Authorised Signature: .....		Date: ... / ... / 2024	

## MONEYBACK GUARANTEE & REFUND POLICY

Pharmers Academy has a new 10-day refund policy where participants may request and receive a refund on a purchased course (masterclass or short-course) provided they've followed the claim process within the stipulated time. Please refer to the Pharmers Academy Terms and Conditions for more information.

## PHARMERS ACADEMY TERMS & CONDITIONS

All new learners have a R500 enrolment fee added to their invoice, returning learners automatically waiver this fee. Full payments are due before enrolments. Part payments can be in a 2 x 50% equal split payment first due on enrolment date and the next one due before the first day of the next consecutive month (30 days later). RRP swap payments can be opted only by registered active pharmacists who are not currently RPs anywhere. They can swap their R6k stipend for interim RP applications and thus get a reduced registration fee on the selected full short courses only. A combination of an RP swap as well as a 50% split payment in two installments is also possible for pharmacists only. Registration fees above include the following entitlements: entrance to sessions, registration pack, ongoing online support, links to additional resources.

- Payments Terms; on the return of a registration form, full payment is required within 3 working days. Payment must be received prior to the event date. PHARMERS and its academy reserve the right to refuse entry into the course should full payment not have been received prior to the event date. Cancellations will be charged under the terms set out below.
- Cancellations, no show, and substitutions: cancellations received in writing more than 21 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 21 days and the date of the event, full course fees will be payable and non- refundable. Non-payment or non- attendance does not constitute cancellation. No shows will be charged the full registration fee. Cash back alternatives will not be offered, however, substitutions at no extra charge are welcome.
- Alterations to the advertised package; PHARMERS and its academy reserves the right to alter this program without notice or penalty and in such situations no refunds or part refunds will be made. Alternative offers may be offered. Should PHARMERS or its academy permanently cancel an event, for any reasons whatsoever, the client shall be provided with a credit of the equivalent amount paid towards the cancelled event. In the event of a postponed or cancelled event PHARMERS and its academy will not be responsible for covering air fares, accommodation, and transportation.
- Interest will be charged on all overdue amounts at a rate of three percent (3%) per month after thirty days.
- In the event of PHARMERS instructing an attorney to enforce compliance with the terms here of, the above-mentioned company on the registration form agrees to pay such attorneys on an attorney and client scale and will be liable to pay the costs of letters of demand or any other cost involving cancellations or no shows to the event.

PLEASE NOTE – PHARMERS ACADEMY HAS A 10 DAY SATISFACTION GUARANTEE OR REFUND POLICY – if you experience all four of the following: feedback score less than 6 out of 10, unmet learning objectives of classes, failed one-on-one session on challenging area, unsatisfactory response to queries or questions then you are eligible for a full refund. A partial refund can be considered if part of the above 4 activities have been actioned. Alternatively, the masterclass / course which you struggle with may be reissued or restructured in an upcoming live or recording to further fit the learner to the discretion of the academy. Please also read our online Ts & Cs from our website for more on refunds and general Pharmers rules.

Learner / Delegate Signature: ..... Date: ..... / ..... / 2024

Witness Signature: ..... Date: ..... / ..... / 2024