



## PROFESSIONAL COUNCIL REGISTRATION

### PURPOSE

The purpose of this policy is to ensure that medical professional panel members placed by MHR are registered with a Professional Council and working according to their correct Scope of Practice

### SCOPE

**This policy applies to:**

- MHR Office Personnel
- Panel Members
- MHR Clients

### ABBREVIATIONS

Abbreviation	Description
SANC	South African Nursing Council
HPCSA	Health Professions Council of South Africa
SAPC	South African Pharmacy Council

### POLICY STATEMENT

- To adhere to the prescribed Regulations of the Professional Health Councils of South Africa.
- SANC license is valid annually from 1 January until 31 December.
- HPCSA license is valid annually from 1 April until 31 March.
- SAPC license for a pharmacist is valid annually from 1 February until 31 January, with an extension of 3 month for late payments.
- SAPC license for a pharmacist assistant is valid annually from 1 June until 31 May, with an extension of 3 month for late payments.
- License period may only be extended as notified by the applicable professional council on their website.
- Note that if the council licence expiry date falls on a weekend day, panel members are required to pay their licence fee on the last working day of the month and not at the end of the month to ensure their licence is renewed on time.
- All panel members with an invalid council license must be notified and disabled on MHRM system after the due date of the specific council.

- Clients to be informed of disabled panel members so that they do not use them until they are re-registered with the specific council.
- **New panel members:**
  - Certified copy of current license must be placed on panel member's file.
  - Licence receipt to be verified with applicable council's eRegister on their website.
- **Existing panel members:**
  - Certified copy of renewed licence to be verified with the applicable council's eRegister on their website.
  - Professional council website can be used to confirm if the practitioner has a current license or not. Professional council eRegister outcome to be printed and placed on panel member's file.
- **Foreign panel members:**
  - Certified copy of their current licence must be placed on panel member's file (eRegister may not be used).

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## ASSOCIATED DOCUMENTS

Title	Location/Number
Nursing Act 33 of 2005	<a href="http://www.sanc.co.za">www.sanc.co.za</a>
Regulation No. R3589 of 1969	<a href="http://www.sanc.co.za">www.sanc.co.za</a>
Health Professional Act no 56 of 1974	<a href="http://www.hpcsa.co.za">www.hpcsa.co.za</a>
HPCSA / Fees	<a href="http://www.hpcsa.co.za">www.hpcsa.co.za</a>
Pharmacy Act no 50 of 1974	<a href="http://www.pharmacouncil.co.za">www.pharmacouncil.co.za</a>

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