



## PROFESSIONAL COUNCIL REGISTRATION

### PURPOSE

The purpose of this policy is to ensure that all health care professionals 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
- MHR Panel Members
- MHR Clients

### ABBREVIATIONS

Abbreviation	Description
<b>Health care professional panel member</b>	A panel member who provides health care services within all branches of health care including medicine, surgery, dentistry, emergency medical care, midwifery, pharmacy, psychology, nursing or allied health professionals etc. and who is authorised to practise by the relevant professional affiliation/council within the scope of the specific practice.
<b>MHRM</b>	MHR's Management system
<b>HPCSA</b>	Health Professions Council of South Africa
<b>SANC</b>	South African Nursing Council
<b>SANC APC</b>	SANC Annual Practising Certificate (APC)
<b>SAPC</b>	South African Pharmacy Council

### POLICY STATEMENT

- To adhere to the prescribed Regulations of the Professional Health Councils of South Africa.
- **SANC APC** 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 a 3 month extension for late payments.
- **SAPC license** for a pharmacist assistant is valid annually from **1 June until 31 May**, with a 3 month extension for late payments.

- The council licence/APC period may only be extended as notified by the applicable professional council on their website.
- **IMPORTANT:** Note that if the annual council licence/APC 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. **Panel members are also urged to pay as soon as possible to avoid last minute rush.**
- All panel members with an invalid council license/APC 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 APC/council license must be placed in panel member file.
  - APC/council licence to be verified on applicable council's online e/iRegister. Outcome to be printed and placed in panel member file.
- **Existing panel members:**
  - Certified copy of renewed APC/council licence to be placed in panel member file.
  - Regions can also make use of applicable council's online e/iRegister to confirm renewed council licence/APC. Outcome to be printed and placed in panel member file.
- **Foreign panel members:**
  - Certified copy of current APC/council licence to be placed in panel member file. e/iRegister may not be used to verify registration with council.

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## ASSOCIATED DOCUMENTS

Title	Location/Number
Nursing Act no. 33 of 2005	<a href="http://www.sanc.co.za">www.sanc.co.za</a>
<b>Regulation No. R.195 of 2008:</b> Regulations relating to the particulars to be furnished to the Council for keeping of the Register for Nursing Practitioners, the Manner of effecting alterations to the Register, and Certificates that may be Issued by the Council.	<a href="http://www.sanc.co.za">www.sanc.co.za</a>
<b>Regulation No. R.170 of 2013:</b> Regulations regarding fees and fines payable to the South African Nursing Council.	<a href="http://www.sanc.co.za">www.sanc.co.za</a>
Health Professions 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. 53 of 1974	<a href="http://www.pharmacouncil.co.za">www.pharmacouncil.co.za</a>

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