



Index No.: 08 /2016/123
Reference: 17/P
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14 August 2015

RE: PHARMACIST INTERNSHIPS 2016: GUIDELINES FOR APPLICANTS

MINIMUM REQUIREMENTS

A Bachelor of Pharmacy (or equivalent) degree
Registration with the South African Pharmacy Council as a Pharmacist Intern.

APPLICATIONS

1. All applications should be sent to Pharmaceutical Service at the KwaZulu-Natal Department of Health Head Office rather than to individual institutions.
2. A Z83 form (Application for employment) should be used. This form is available from any provincial health facility or may be downloaded from the Department's Internet site <http://www.kznhealth.gov.za> . NB *Please make sure that your name is on this form.*
3. A Curriculum Vita (unbound) should also be attached. Please include the home address, and where possible an email address, in addition to any other contact address given in section C of the Z83 Application form.
4. Copies of the applicant's academic record must be submitted with applications, or as soon as possible thereafter.
5. Copies of the applicant's ID or Passport must be submitted with applications.
6. The applicant's choice of hospitals (a maximum of 5) must be given with the application. No guarantee can be given though, that this choice will be acceded to and an alternate placement may be offered to the applicant.
7. Where an applicant is seeking only 400 hours of internship i.e. to supplement an Academic or industrial internship this must be clearly stated in the application.
8. Where the applicant has a bursary from the KZN Department of Health, this must be clearly stated in the application. The District that provided the bursary must be stated.
9. Please use only **one** staple to clip all the documents together. CVs should not be bound.
10. Applications must be marked "**Pharmacist Intern Application 2016**" and sent to:

<u>Postal address:</u>	<u>Physical address:</u>
Pharmaceutical Services	Pharmaceutical Services
KZN Department of Health	Capital Towers (14 th floor)
Private Bag X9051	121 Chief Albert Luthuli Street
Pietermaritzburg	Pietermaritzburg
3200	3201

11. **Applications must be submitted before 30 September 2015**

PLACEMENTS

Because of the large number of applications for internships, and the fact that these are positions for a fixed period of training and not permanent employment, applicants will not be interviewed. Placement will be based on what posts are available at the time, the needs of the hospitals and Department and the availability of tutors. The following may also be taken into account:

1. Nationality - preference will be given to South African Citizens or those with Permanent Residents status, and to persons resident in the Province of KwaZulu-Natal. Foreign students will be placed if sufficient places are available. These persons will, however, have to produce written permission from the Foreign Workforce Management Programme (FWMP) of the National Department of Health in Pretoria to apply for an Internship. Any subsequent job offer will have to be endorsed by the FWMP before the intern can be appointed. A valid study/work permit from Foreign Affairs will also be required.
2. Bursary Holders – while the internship year is not taken as a bursary payback year, KZN DOH bursary holders will be given preference when placements are undertaken.
3. A willingness to work in presently under-serviced areas.
4. Requirements of the Employment Equity Plan.
5. Academic record - consistency as well as performance. Copies of each year's results must be submitted with applications.

NOTE: Further study during 2016 will not be taken into account when making placements. Registration for postgraduate studies will not ensure placement in a pharmacy close to an Academic Institution.

INTERNSHIP

A Pharmacy Internship is compulsory for those who have completed a B Pharmacy (or equivalent) degree and who wish to register with the SA Pharmacy Council (SAPC) as a Pharmacist. Students/applicants should familiarize themselves with the requirements and obligations for internship. The SAPC requires Internship to cover a full 12 months. Vacation leave (22 days) and sick leave is included in this period. Any additional time away from work e.g. unauthorized absence from work, unpaid leave (i.e. approved leave in excess of the allowed 22 days' vacation leave) will result in the period of internship being extended. Abuse of sick leave will be viewed in a serious light. Interns are required to work a 40-hour week (minimum).

An academic or industrial internship needs to be supplemented by 400 hours of internship undertaken in a community or hospital pharmacy. These 400 hours can be undertaken in a KZN hospital should there be enough posts and tutors available after the 12 month internship placements have been made.

CONDITIONS

1. Registration with the SA Pharmacy Council as a Pharmacist Intern – The prospective Intern will be responsible for registering with the SAPC, including the payment of the relevant fees. It would be in the interests of the intern to confirm with the SAPC within two weeks of assuming duty that they have been successfully registered.
2. Internships are normally offered as a fixed contract for the period 1 January to 31 December of each year.
3. Successful applicants must be available to begin work on the first working day of January 2016. Those who have to write a supplementary examination or for other reasons cannot start their internship at the beginning of January will be deemed not to have accepted any offer of an internship made by the Department and the post may be re-allocated. A late start may be negotiated between the applicant and the tutor, but is not guaranteed.

TRAINING INSTITUTIONS

The lists at the end of this document are given as a guide to where internships may be offered. These lists will change from time to time, dependent on availability of posts and tutors, etc.

ACCOMMODATION AND TRANSPORT

Accommodation and transport to and from work during the internship are the responsibility of the intern. Some institutions may have accommodation at the hospital, but this cannot be guaranteed. The prospective intern should contact the hospital directly to ascertain if accommodation will be available and the costs involved. Any arrangement in this regard is between the intern and hospital management and not Head Office.

IMPORTANT NOTES

1. All students are aware that they need to do an internship after completing the academic section of the pharmacy course. It is therefore in their own interests to investigate various opportunities for internships. They are welcome to make themselves known to the Pharmacy Managers at KZN DOH Health facilities. This will enable the student to obtain some indication at an early stage whether he or she would like an internship at a provincial hospital and what services are offered at particular hospitals.
2. It is vital to note that the number of applications received will, in all probability, exceed the number of posts available in the KZN Department of Health. Applicants are thus warned not to presume that a post will be available for them. They are encouraged to make enquiries in other sectors of pharmacy as well.
3. **Placements** are made by the Provincial Head Office, in consultation with training facilities.
4. **Appointments** are done locally by each facility.

5. **Transfers** are negotiated between facilities. Head Office will not find places for those who wish to move after the initial appointment. Fees payable to the SAPC to cede an internship to another tutor will be payable by the Intern.

TIME FRAMES:

Closing date for applications:	30 September 2015
Placements finalized:	30 October 2015
Confirmation of acceptance:	within 21 days of receipt of offer

CONTACT DETAILS:

Pharmaceutical Services

Tel: 033 846 7267

Fax: 033 846 7280

Email: pharmacy.ho@kznhealth.gov.za

Internet: <http://www.kznhealth.gov.za>

KZN DEPARTMENT OF HEALTH INSTITUTIONS

The attached list in the appendix is given only as a guide to those applying to undertake a pharmacist internship with the KZN Department of Health. No guarantee can be given that an internship will be available at any institution.

Yours sincerely

Signed copy available on request

**MR VC DLAMINI
HEAD: PHARMACEUTICAL SERVICES
KWAZULU-NATAL DEPARTMENT OF HEALTH**