



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Prescribed Medicines Issuing for Pharmacist Assistants

Health Sciences and Social Services / Curative Health

Unit Standard 256557 · NQF Level 4 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips pharmacist assistants with the competencies required to issue prescribed medicines to patients in compliance with South African pharmacy legislation and ethical standards. It covers the interpretation of prescriptions, patient counselling, and accurate dispensing procedures to ensure safe and effective medicine use.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	256557
Accreditation	SAQA Accredited · NQF Level 4 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Interpret and verify prescriptions for completeness, legality, and appropriateness.
- Apply pharmaceutical calculations to determine correct dosages and quantities.
- Demonstrate accurate dispensing procedures including labelling, packaging, and record-keeping.
- Communicate effectively with patients and healthcare professionals regarding medicine use and potential side effects.
- Evaluate patient-specific factors to identify and manage potential medicine-related problems.
- Implement infection control and safety measures during the dispensing process.

WHO SHOULD ATTEND

- Pharmacist assistants and pharmacy support personnel working in community, hospital, or institutional pharmacy settings who are responsible for dispensing prescribed medicines under the supervision of a pharmacist.

COURSE OUTLINE

Day 1: Introduction to Pharmacy Practice and Legal Framework

- Overview of the pharmacy profession and team roles.
- Introduction to the Medicines and Related Substances Act (Act 101 of 1965).
- Good Pharmacy Practice (GPP) standards.
- Ethical considerations in pharmacy.
- Pharmacy layout, stock areas, and workflow.
- Documentation and record keeping basics.

Day 2: Pharmaceutical Terminology and Drug Classification

- Pharmaceutical abbreviations and symbols.
- Drug nomenclature: generic, brand, and chemical names.
- Scheduling of medicines in South Africa.
- Schedule 0, 1, 2, 3, 4, 5, and 6: examples and restrictions.
- Legal requirements for each schedule.
- Reading and interpreting medicine labels.

Day 3: Prescription Processing and Validation

- Parts of a prescription: patient details, prescriber, medicine, directions, repeats.
- Legal requirements for a valid prescription.
- Checking for drug interactions, allergies, and contraindications.
- Handling illegible or incomplete prescriptions.
- Electronic vs. paper prescriptions.
- Prescription filing and storage.

Day 4: Medicine Preparation and Labeling

- Dispensing process: selection, counting, pouring, packing.
- Label content: patient name, medicine name, dosage, directions, warnings.
- Auxiliary labels: "shake well", "refrigerate", "may cause drowsiness".
- Child-resistant packaging.
- Expiry date checking and rotation.
- Special packaging for controlled substances.

Day 5: Controlled Substances and Special Medicines

- Definition and examples of controlled substances.
- Legal requirements for ordering, receiving, storing, and dispensing.
- Controlled substance register: entries and balance checks.
- Security measures: locked cabinets, access control.
- Disposal of expired or unwanted controlled substances.
- Reporting theft or loss.

Day 6: Patient Counseling and Communication

- Communication skills: active listening, empathy, clear language.
- Counseling on dosage, side effects, and storage.
- Use of patient information leaflets.
- Managing difficult conversations.
- Cultural sensitivity and language barriers.

- Referral protocols for pharmacist intervention.

Day 7: Over-the-Counter (OTC) Medicines and Self-Care

- Common OTC categories: analgesics, antacids, cold remedies, etc.
- Protocols for recommending OTC medicines.
- Red flags: symptoms requiring medical attention.
- Contraindications and interactions with prescription medicines.
- Record keeping for OTC sales.
- Promoting responsible self-care.

Day 8: Inventory Management and Stock Control

- Stock ordering: minimum and maximum levels.
- Receiving goods: checking invoices, expiry dates, condition.
- Stock rotation and FIFO.
- Conducting stock takes.
- Handling damaged or expired stock.
- Use of inventory software (basic).

Day 9: Safety and Error Prevention

- Types of dispensing errors: wrong drug, dose, patient, etc.
- Root cause analysis.
- Look-alike/sound-alike medicines.
- Double-check systems.
- Incident reporting and learning from errors.
- Creating a culture of safety.

Day 10: Infection Control and Hygiene

- Hand hygiene and glove use.
- Cleaning and disinfection of surfaces.
- Safe handling of cytotoxic and hazardous medicines.
- Waste disposal: sharps, pharmaceutical waste.
- PPE: gloves, masks, aprons.
- Regulatory requirements for infection control.

Day 11: Computer Systems and Technology in Pharmacy

- Overview of pharmacy management systems.
- Patient registration and prescription entry.
- Label printing and barcode scanning.
- Stock management modules.
- Generating reports.
- Data privacy and POPIA compliance.

Day 12: Integration, Assessment, and Professional Development

- Simulated dispensing scenarios.
- Final practical assessment.
- Review of key legal and ethical points.
- Continuing professional development (CPD).
- Scope of practice and career progression.
- Course evaluation and feedback.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	R 41,000.00
1	In-House	R 53,300.00	R 53,300.00
1	On-Campus (Pretoria)	R 61,500.00	R 61,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	31 Aug 2026	On-Campus	Mauritius
17 Aug 2026	01 Sep 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	01 Sep 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 256557) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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