



SCHOOL OF PHARMACY

POST GRADUATE DIPLOMA IN HOSPITAL PHARMACY MANAGEMENT

Department of Public Health Pharmacy and Management

School of Pharmacy, Sefako Makgatho Health Sciences University

The Post Graduate Diploma in Hospital Pharmacy Management (PG Dip HPM), offered by the Department of Public Health Pharmacy and Management is accredited by the South African Qualifications Authority, and registered on the National Qualifications Framework. The programme aims to provide students with a broad-based theoretical and practical knowledge of hospital pharmacy management.

Public sector hospital pharmacists in many countries, including South Africa and other Southern African countries, are required to have a variety of skills if they are to function effectively in bringing pharmaceutical products and services to those who need them, and in ensuring that they are appropriately used, particularly in underserved areas. One of the most important areas of all is hospital pharmacy management and supervision.

This programme is therefore targeted specifically at the management training needs in pharmaceutical services in the institutional sector of pharmacy. Currently there is a need in South Africa, with the implementation of the National Health Insurance (NHI) for pharmacists to have the necessary skills and expertise to apply management principles in the delivery of pharmaceutical services to the population.

The Postgraduate Diploma in Hospital Pharmacy Management is designed to meet the needs of hospital pharmacists who have completed the BPharm degree (or equivalent) and who wish to further their competencies in the field of pharmaceutical services and develop their careers in the hospital pharmacy management. An increase in the number of pharmacists with specialised knowledge in hospital pharmacy management will contribute to capacity building in this field, for the overall development of healthcare in South Africa.

Overview of the qualification

1. **Duration:** Minimum one year part-time; maximum two years.
2. **Purpose of the qualification:**

This qualification is targeted at qualified pharmacists who wish to practise in the field of hospital pharmacy management. The purpose of the qualification is to extend the competencies of pharmacists and prepare them to practise as hospital pharmacy managers and to provide them with comprehensive management skills to manage a hospital pharmacy effectively. Integrated teaching and learning is used to facilitate holistic thinking from the pharmacist. The main aims of the programme include the following:

- To provide management training to hospital pharmacists already employed, especially in the underserved areas

- To equip hospital pharmacy managers and future managers with the ability to focus on the application of their knowledge and skills in the workplace
 - To improve management processes in hospital pharmacies to contribute to pharmaceutical services management and deliver services to patients in the most cost-, time- and resource effective manner
3. **Objectives of the qualification:** The qualification is inherently a practice-based degree with a significant component of work-integrated learning. After completion of this programme, the student will be able to demonstrate the following attributes:
 - Perform sound management processes, styles and skills in managing a hospital pharmacy
 - Provide well-managed human resources in the hospital pharmacy
 - Manage the hospital pharmacy as a cost-effective unit
 - Manage supply and use of medicines so that medicines are efficient, safe, suitable and available
 - Display synthesis of learning through a research or quality improvement project in the working environment
 4. **Accreditation:** The qualification is accredited by the South African Qualifications Authority (SAQA), and registered on the National Qualifications Framework (NQF) at Level 8.
 5. **Credits:** The qualification carries a total number of 120 credits.

Course content

The programme is offered with emphasis on the institutional pharmacy environment and presented as five modules over one academic year. The first module of the programme i.e. 'The Management Process' is the fundamental module, which provides the knowledge base or foundation blocks for the core modules.

The core modules are the pillars or building blocks for further exposure to the different functional management areas of pharmaceutical services management. In these modules human resource management, financial management and medicines management are explored in the effective management of pharmaceutical services functions for the safe and effective use of medicines to maximise therapeutic outcomes for public health. With the core module covering the research process there is a topic elective, i.e. students will have an option to choose between at least two different research topics. All modules will be presented within the governance and legal framework and the pharmaceutical public health environment.

Table 1: Modules, credits and notional hours at NQF Level 8 for the Postgraduate Diploma in Hospital Pharmacy Management

Learning	Module Code	Module	Credits at NQF Level 8	Notional Hours
Fundamental	MHOA180	The Management Process	24	240
Core	MHOB180	Human Resources Management	24	240
Core	MHOC180	Financial Management	24	240
Core	MHOD180	Medicines' Management	24	240
Core (Topic elective)	MHOE180	Research Process	24	240
		TOTAL	120	1200

Table 2: Exit level outcomes for the Postgraduate Diploma in Hospital Pharmacy Management

Module Code	Exit Level Outcomes	Associated Assessment Criteria
MHOB180	<u>Exit Level Outcome 1:</u> Perform sound management processes, styles and skills in managing a hospital pharmacy	<ul style="list-style-type: none"> • Appropriate tools are in place to analyse him/herself as being a manager • Relevant management types and styles are identified according to existing tools in the marketplace • Own management skills are assessed accurately according to existing assessment instruments • Sound management processes, styles and skills are used in managing a hospital pharmacy • Effectiveness of the use of management processes used in a hospital pharmacy is analysed with reference to assessment tools for planning, organising, leading and control
MHOB180	<u>Exit Level Outcome 2:</u> Provide well-managed human resources in the hospital pharmacy	<ul style="list-style-type: none"> • A strategy exists that will enable the hospital pharmacy to perform all the necessary duties • Well organised staff complement, effective communication system, effective task structuring and multi-tasking, effective record-keeping system, problem solving through effective counselling • Sound selection criteria are developed from job analysis and sound selection methods are used. Correct termination procedures are followed • Accurate needs analysis is performed and essential and productive induction, training and developmental opportunities are provided • Each aspect of the performance management cycle is handled correctly, i.e. task structuring, equipping, monitoring of work, performance appraisal (formative and summative), dealing with outcomes of appraisal • Satisfactory and fair labour relations exist as a result of honouring all aspects of labour relations systems and laws • Decisions comply with the organisation's remuneration policy • Statistics are interpreted correctly and possible problem areas are identified • Wellness programmes are in place to develop positive organisational behaviour
MHOC180	<u>Exit Level Outcome 3:</u> Manage the hospital pharmacy as a cost-effective unit	<ul style="list-style-type: none"> • Compliance with the organisation's financial system, legal and policy framework • Bookkeeping, accounting and financial accounting principles are explained • A business plan is designed according to accepted financial concepts and principles • All the necessary financial controls are included in a financial

		control plan of a hospital pharmacy <ul style="list-style-type: none"> Existing systems are used and additional information systems are initiated Appropriate cost analysis for the hospital pharmacy is performed regularly Appropriate risk management is instituted in a hospital pharmacy
MHOD180	<i>Exit Level Outcome 4:</i> Manage supply and use of medicines so that medicines are efficient, safe, suitable and available	<ul style="list-style-type: none"> The pharmacy and therapeutics committee performs all functions required with its main focus on medicines and therapeutics related aspects All measures are applied appropriate to a particular hospital pharmacy's situation to ensure rational medicines use Pharmaco-economic principles are evident from proper decision-making Reports on the rational use of medicines are prepared, analysed and acted upon Procurement operations are driven in a systematic, productive and effective manner Information required can be retrieved from the Health Information System
MHOE180	<i>Exit Level Outcome 5:</i> Display synthesis of learning through a research or quality improvement project in the working environment	<ul style="list-style-type: none"> A research protocol is written for submission to an ethics committee Proper research methodology is applied to investigate problems and measure the effectiveness of interventions Data is analysed, interpreted and presented in a written research report A project is completed in own working environment to indicate synthesis of learning

Minimum requirements for entry to the qualification

The following are the minimum requirements for entry to the programme

- A Bachelor's or Honour's degree in Pharmacy (NQF level 8) or equivalent from a recognised university
- Registration with the South African Pharmacy Council as a pharmacist post community service
- At least three years' experience of working as pharmacist in a hospital pharmacy setting

Learning assumed to be in place:

Applicants for this qualification should be competent in operating as registered pharmacists within all sections of a hospital pharmacy.

This qualification recognises, through the submission of portfolios of evidence, the formal/non-formal/informal prior knowledge which learners who register for the programme bring to the learning situation.

Preference will be given to candidates in hospital pharmacy management positions

Contact information

For more information on the programme, please feel free to contact the following people:

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