



## COVID-19 UPDATE

# PHARMACY PROCESS

## PAYMENT AND SCHEDULING OF PHARMACISTS SUPPORTING THE VACCINE SITES

### General principles

- The lead pharmacist or site coordinator is responsible to ensure that there are enough GCP pharmacists on the allocated days at the site they coordinate.
- The scheduling of the private sector pharmacists is coordinated through the central Private Hospital Pharmacy leaders group at the big vaccine sites e.g. Milpark, Medforum and Melomed.
- The local pharmacy manager coordinates the scheduling at some of the smaller sites.

If one of our GCP pharmacists work at the vaccination site the following will apply:

- If the person is **seconded** there for the day during their **on-duty time**, **no extra payment** will be due.
- If a person takes **leave or is off on the day to assist at the site**, the person will be paid through **MHR as COVID GCP Pharm** that equals the Pharmacist rate as per region.
- It is critical that everybody that needs to be paid through MHR gets loaded on MHRM in the **department Vaccination clinic** through the MHR coordinator on site.
- It is important that the names of the pharmacists who are going to work as GCP pharmacists are send through to **MHR prior to booking** them so that MHR can load the COVID GCP Pharm on their profile or if they are not yet registered on MHR send registration documents to be completed.

## **Request for and booking of GCP pharmacists to work on site**

- Site coordinators request pharmacist support from the pharmacy leads.
- They offer names of people wanting to work.
- The following information is needed:
  - Date
  - Start and end time
  - Place e.g. Melomed, Milpark etc.
  - Number of pharmacists needed
- Pharmacy manager schedules pharmacist for Off-site work,
- Pharmacist on leave or off on day of work:
  - Paid through MHR
  - Pharmacy manager to send booking request to MHR Coordinator at hospital or to MHR Branch (see process under locums at vaccination site)

## **Process at the site**

Site coordinator at the vaccination site check if pharmacists have worked by means of letting the pharmacist sign the register at the end of their shift and indicates the correct start and end time

- Site coordinator to hand in register with hospital representative responsible for signing of Kronos
- Hospital representative to approve on Kronos. Hospital to determine who that person must be it must be the person who have access on Kronos to this department
- Kronos approval follow the normal process as currently used by hospital.

## **Booking process for locum that fill the hospital pharmacy shift when GCP pharmacist is seconded to site**

A locum may be used to fill the shift at the hospital of a seconded GCP pharmacist

Locums should be booked through MHR as follows:

- Pharmacy manager sends the locum name to the MHR coordinator at hospital or MHR
- MHR coordinator to book the locum in the department Vaccination Clinic as Pharmacist or Pharmacists' Assistant

The locum will get paid through MHR at the MHR Pharmacist or MHR Pharmacist assistant rate as per region

## **Locums that work as GCP Pharmacist on the vaccination site**

- Book locum to fill a Mediclinic slot at the vaccination site
- Send Locum Booking request to MHR Coordinator at hospital or MHR Branch
- MHR Coordinator book Locum as COVID GCP Pharm on MHRM in department Vaccination Clinic of the client
- Bookings on MHRM will pull through to Kronos to department Vaccination Clinic for approval
- Pharmacy manager approve the timecard daily of the locum on Kronos
  - The Vaccination Clinic is available on Kronos under the labour account in the transfer details of the timecard.

- Please note that when a Pharmacist is pre-booked on the MHRM system the schedule will import automatically into Kronos. The Pharmacy manager will need to add the in and out times worked on the timecard as the pharmacist will be unable to clock in and out on a remote site.
  - MHR will process the Kronos register as normal
- The person will get paid as COVID GCP Pharm that equals the Pharmacist rate as per region.

### Example of Booking on MHRM

Client Mediclinic Pietermaritzburg  
 Dept Vaccination Clinic  
 Date 17/03/2021  
 Hours 07:00 – 09:00

**Work Register Placement Details**

Panel Member [Redacted]  
 Client / Department Mediclinic Pietermaritzburg / Vaccination clinic  
 Job Description a. Pharmacist - COVID GCP Pharm (2380)  
 Date 17/03/2021  
 Time From 09:00  
 Time To 17:00

Item	Period	Qty	NPH	C Rate	PM Rate
2003	Day	8.00	0.00		
2003	Day Allowance	8.00	0.00		

Buttons: Add Line Item, Remove Tariff, Change, Convert, Finalize

### Import of MHRM booking into Kronos Timecard

**TIMECARD**  
 Loaded: 13:29  
 Name & ID [Redacted]  
 Time Period 17/03/2021, Specific Date

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports | Leave

Date	Pay Code	Amount	In	Transfer
Tue 16/3				
Wed 17/3			8:44	...MEDICLINIC PIETERMARITZBURG/VACCINATION CLINIC/Agency Pharmacist/MHR/GS/246/2/CMHR-2/MHR-1035/Agency 30mL UnPaid 17:03
Thu 18/3				

## Costs

Tariffs will be paid as per the specific Hospital tariff for:

COVID19 – GCP Pharm	Pharmacist tariff for pharmacist working as GCP Pharmacist on the vaccination site
MHR Pharmacist	The locum pharmacist covering the hospital shift for the seconded GCP pharmacist
MHR Pharmacist assistant	The locum pharmacist assistant covering the hospital shift for the seconded GCP pharmacist
Payment for travel	If a person working travels more than 20 km to a vaccination site

## Support:

On Kronos: Francois du Toit @ [francois.dutoit@mediclinic.co.za](mailto:francois.dutoit@mediclinic.co.za)

MHR: MHR coordinator at hospital

Pharmacist scheduling at site: Andriette van Jaarsveld