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IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
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4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwnonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.





DO use the new Adobe Forms for your notice request. These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

DO attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment)

DO specify your requested publication date.

DO send us the electronic Adobe form. (There is no need to print and scan it).

DON'T submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

DON'T print and scan the electronic Adobe form.

DON'T send queries or RFQ's to the submit.egazette mailbox.

DON'T send bad quality documents to GPW. (Check that documents are clear and can be read)



Form Completion Rules

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> o 0123679089 o (012) 3679089 o (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software <ul style="list-style-type: none"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.
	e.g. 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.	



You can find the **new electronic Adobe Forms** on the website www.gpwonline.co.za under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email info.egazette@gpw.gov.za

Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov

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GOVERNMENT NOTICE

DEPARTMENT OF HEALTH

No. R. 433

25 May 2015

HEALTH PROFESSIONS ACT, 1974 (ACT NO.56 OF 1974)

REGULATIONS DEFINING THE SCOPE OF PRACTICE OF CLINICAL ASSOCIATES

The Minister of Health intends, under section 61(1)(k) of the Health Professions Act, 1974 (Act No. 56 of 1974) and after consultation with the Health Professions Council of South Africa, to make the Regulations in the Schedule.

Interested persons are invited to submit any substantiated comments in writing on the proposed amendments to the Director-General: Health, Private Bag X828, Pretoria, 0001 (for the attention of the Director: Public Entities Governance), within three months from date of publication of this notice.

SCHEDULE

Definitions

1. In these regulations, "Act" means the Health Professions Act, 1974 (Act No. 56 of 1974), and any word or expression to which a meaning has been assigned in the Act shall have that meaning, unless the context otherwise indicates -

"professional board" means the Medical and Dental Professions Board established in terms of Section 15 of the Act; and

"supervision" means the acceptance of liability by a supervising practitioner for the acts of another practitioner.

Acts deemed to be acts pertaining to the scope of practice of Clinical Associates

2. The following acts are deemed to be acts pertaining to the scope of practice of

Clinical Associates:

- (a) Obtaining a patient history and performing a physical examination of the patient in accordance with his or her level of education, training and experience;
- (b) Ordering and/or performing diagnostic and therapeutic procedures for common and important conditions in South Africa and in accordance with his or her level of education, training and experience;
- (c) Performing and/or ordering and interpreting, inter alia, the following investigations:

INVESTIGATIONS	
Performing fingerprick blood tests (on accreditation compliant instrumentation under the guidance of an accredited laboratory according to Point of Care Testing guidelines).	HIV (including counselling), Haemoglobin, blood glucose, blood type, etc.
Ordering and interpreting X Rays.	
Performing/ordering and interpreting ECG.	
Performing/ordering urine tests and interpreting results.	Dipstix, pregnancy test, Microscopy, Culture and Sensitivity (MC&S), etc.
Ordering stool tests and interpreting results.	MC&S, etc.
Performing throat swab, ordering tests and interpreting results.	MC&S, etc.
Collecting sputum samples, ordering tests and interpreting results.	Acid Fast Bacillus (AFB) , MC&S, etc.
Ordering blood tests and interpreting results.	Full Blood Count (FBC).
	Liver Function Tests (LFT).
	Urea and Electrolytes (U&E).

	C-reactive protein (CRP), etc.
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- (d) Interpreting findings and formulating a diagnosis for common and emergency conditions referred to in paragraph (b) in accordance with his/her level of education, training and experience;
- (e) Performing, inter alia, the following procedures under supervision of a registered medical practitioner and in accordance with his/her level of education, training and experience:-

PROCEDURE	AGE GROUP	PROCEDURE	AGE GROUP
Antenatal care	adult	Incision and drainage of paronychia.	adult
Apply Plaster of Paris (POP) - arm long.	adult	Instruction in use of crutches.	adult
Apply POP -arm short.	adult	IV Infusion.	adult
Apply POP -full leg.	adult	Incision and drainage of superficial abscess.	adult
Apply POP -stove pipe.	adult	Incision of thrombosed haemorrhoid.	adult
Arterial blood gas - radial, femoral.	adult	Intra- and post-operative observation.	adult
Aspiration and incision and drainage of abscess.	adult	Intrauterine contraceptive device insertion.	adult
Assist in Caesarean Section.	adult	Knee examination.	adult
Assist in closed fracture reduction.	adult	Leg ulcer chronic dressing.	adult
Assist in diathermy/cautery.	adult	Lymph node biopsy.	adult
Assist in emergency laparotomies.	adult	Lumbar Puncture.	adult
Assist in epidural anaesthesia.	adult	Meibomian abscess removal.	adult
Assist in knee and other joint aspiration.	adult	Mental health examination.	adult
Assist in medico-legal examination.	adult	Mental Health History.	adult

Assist in open reduction of fractures.	adult	Mini Mental State (MMS)examination.	adult
Assist in/perform reduction of joint dislocations.	adult	Normal vaginal delivery.	adult
Assist in spinal anaesthesia.	adult	Oral airway/Laryngeal mask airway/other airway devices.	adult
Assist in tubal ligation.	adult	Oral endotracheal intubation.	adult
Bag and mask ventilation.	adult	Packing of nose.	adult
Basic life support.	adult	Paracentesis.	adult
Bladder catheterisation – female.	adult	PAP smear.	adult
Bladder catheterisation – male.	adult	Portable ventilation.	adult
Blood transfusion.	adult	Pre-op assessment.	adult
Bone marrow aspiration.	adult	Pleural tap; Pleural biopsy.	adult
Cardiopulmonary resuscitation (CPR).	adult	Preparation of malaria smear.	adult
Cardiotocographic fetal heart monitoring.	adult	Reduction of shoulder dislocation.	adult
Cautery/excision of condylomata.	adult	Removal of K-wire.	adult
Central line insertion-externaljugular vein, femoral vein, subclavian vein.	adult	Regional Blocks – penile.	adult
Circumcision – uncomplicated.	adult	Regional blocks - ring blocks.	adult
Close surgical incisions (all layers).	adult	Removal of foreign body – ear, eye, eyelid and vagina.	adult
Cricothyroidotomy.	adult	Restraining a patient.	adult
Cryotherapy.	adult	Sedating a patient.	adult
Debridement of minor limb injuries.	adult	Skin applications (Podophyllin).	adult
Dilatation &Curettage.	adult	Skin biopsy.	adult
Dilatation of pupil.	adult	Skin grafts – small.	adult
Drainage of simple hydrocele.	adult	Sputum collection.	adult
Dry mopping of ear.	adult	Stool specimen collection.	adult

Episiotomy – perform and suture (including repair of vaginal tears).	adult	Suture lacerations.	adult
Eye staining.	adult	Suturing ear.	adult
Excision of skin glands/cysts/masses/lesions.	adult	Suturing eyelid.	adult
Fine Needle Aspiration –breasts and nodes.	adult	Tamponade of epistaxis.	adult
Full spine immobilization & log roll.	adult	Trauma survey (primary &secondary).	adult
Genital swabs.	adult	Triage.	adult
Glasgow Coma Scale (GCS)assessment.	adult	Venous cutdown.	adult
Glue lacerations.	adult	Wound care and debridement.	adult
Incision and drainage of Quinsy.	adult		

PROCEDURE	AGE GROUP	PROCEDURE	AGE GROUP
Apply Gallows traction.	child	Assist in Intraosseous access.	child
Assist at lumbar puncture – Neonate.	child	Assist in Neonatal Resuscitation.	child
Lumbar puncture – Children.	child	Assist in Paediatric Resuscitation.	child
Hearing Screen.	child	Road to Health Chart.	child
Immunisations.	child	Weighing Babies.	child
Integrated Management of Childhood Illness (IMCI).	child		

PROCEDURE	AGE GROUP	PROCEDURE	AGE GROUP
Administration of Oxygen.	all	Injections – Intradermal.	all
Acute debriefing/Sharing bad news.	all	Injections – Intramuscular.	all
Administration of nebulisation.	all	Injections – Subcutaneous.	all
Apply POP - all types.	all	Mantoux.	all

Check for union of fractures.	all	Medical condition notification.	all
Cranial Nerve II-XII Exam.	all	Metered Dose Inhaler technique and demonstration.	all
Completion of J88 Assault Form.	all	Nasogastric Tube Insertion.	all
Counselling - bad news.	all	Paraphimosis reduction.	all
Counselling – death.	all	Patient referral.	all
Counselling - family/mental health.	all	Peak Flow Meter use and Interpretation.	all
Counselling – HIV.	all	Pulse Oximeter.	all
Counselling – Pregnancy.	all	Removal of foreign body –ear and nose.	all
Defibrillation Automatic Emergency Defibrillator (AED)/ manual.	all	Removal of POP.	all
Death notification.	all	Sick leave certification.	all
Dress abrasions and burns.	all	Snellen Visual Chart Exam.	all
Foreign body removal – ear and nose.	all	Suprapubic aspiration/catheter insertion.	all
Gastric Lavage.	all	Syringe of ear/Ear irrigation.	all
Intravenous line insertion.	all	Venipuncture.	all

- (f) Developing, implementing and monitoring a comprehensive management plan for common and important conditions;
- (g) Issuing sick certificates for a period not exceeding 3 days and that should contain the name and contact details of the supervising registered medical practitioner;
- (h) Prescribing medicines for common and important conditions according to the primary health care level Essential Drug List (EDL) and up to schedule IV, except in emergencies when appropriate drugs of higher schedules may be prescribed. The prescription must contain the name of the supervising registered medical practitioner. In the case of drugs not on the EDL the prescription must be countersigned by a registered medical practitioner;
- (i) Being the required assistant at surgery;
- (j) Making appropriate admissions, discharges and referrals;

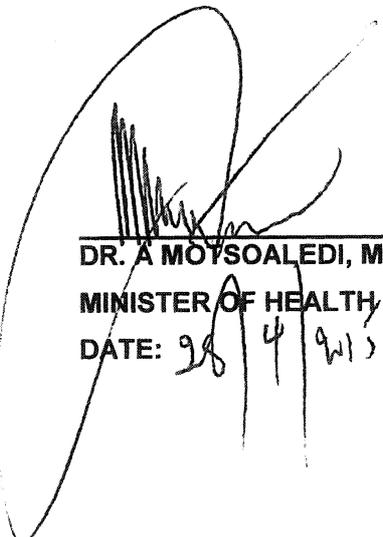
- (k) Performing any act delegated by the supervising medical practitioner in accordance with the education, training and experience of the Clinical Associate;
- (l) Assisting medical practitioners within district level health care services and with the focus on primary health care.

Restriction for Clinical Associates

- 3. Clinical Associates shall not conduct an independent private practice.
- 4. Clinical Associates shall not act as a substitute for a medical practitioner.
- 5. The acts referred to in Regulation 2 must be performed under the continuous supervision of a medical practitioner. The supervising medical practitioner must be identified by the service in which the Clinical Associate is working and must be available to the Clinical Associate at all times.

Identification of Clinical Associate

- 6. The Clinical Associate will be identified by the title of Clinical Associate (abbreviation: ClinA) and should always be identifiable as such by patients and co-workers.



DR. A MOISOLEDI, MP
MINISTER OF HEALTH
DATE: 28/4/2015

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