



## How to enrol for the SPEL Programme for support personnel in Namibian pharmacies

Health Science Academy welcomes you to this very interesting course for pharmacy support personnel that is offered in co-operation with the Pharmaceutical Society of Namibia (PSN).

The modules can be studied, printed or downloaded from our electronic portal.

### STEPS TO ENROL FOR THE SPEL PROGRAMME

- Read the welcoming letter
- Complete the attached application form
  - Fill in your personal details
  - Fill in the name and address of your pharmacy
  - Indicate the modules that you are interested in
  - To start with, you can choose from the modules in the Knowledge Sector - Commercial and Medical at the basic level
  - Sign the form and insert the date.
- E-mail the form to [edudesk@psn.com.na](mailto:edudesk@psn.com.na)
- The co-ordinators for the course will then send you a link to a website and a voucher code.
- Once you have entered the website, insert the voucher code to get access to the course material.
- Here you can study the material, download or print it.
- Study the manual and then complete the questionnaire on the website.
- The questions will be different for each learner.
- You have 6 weeks to complete each module.
- You can only proceed to a new module if the first one was successfully completed and you were assessed as competent (C).
- Should you wish to do further modules, just send a new application form to [edudesk@psn.com.na](mailto:edudesk@psn.com.na) and Tel: 061 292 6303 with your further choices.

### RULES

- You have 6 weeks to complete each module. If you have not completed the module, then a reregistration fee is applicable to proceed.
- You will have two chances to complete the questionnaire for each module.
- If you still have not achieved the pass rate and was deemed Not Yet Competent (NYC), you will have to pay a rewrite fee to proceed.
- No cheating will be allowed and guilty learners will be suspended from the programme.

### CO-ORDINATORS

For any questions, please contact PSN on [edudesk@psn.com.na](mailto:edudesk@psn.com.na) or Tel: 061 292 6303

Ms Anna Andreas



Presented in collaboration with  
Pharmaceutical Society of  
Namibia (PSN)