

GUIDELINES FOR THE SUBMISSION OF APPLICATIONS TO CONDUCT RESEARCH AT THE SANC

Approved by Council in the meeting held on 27-28 June 2024

1. Introduction

The guidelines are designed to assist researchers in crafting applications to conduct research at the South African Nursing Council (SANC). Following these guidelines will ensure a smooth and efficient review process, ultimately leading to approval to commence the research project.

2. Eligibility

- Students as part of fulfilling their academic requirements
- External researchers
- SANC staff and Councillors.

3. Application Submission Process

- Applications must be submitted electronically through this email address: tramasunzi@sanc.co.za
- The application must be accompanied by the following documents:
 - **Cover Letter** addressed to the Registrar and CEO of the SANC. The cover letter must briefly describe the research project, highlighting the research question, the methodology to be used, and the anticipated timeline for project completion.
 - **Detailed Research Proposal.** This is a detailed document that serves as the foundation of your application. It should provide a clear and well-structured overview of the research project. The consent form and information leaflet to be used must be attached.
 - **An Ethical Clearance certificate** from a recognized university or research body indicating full ethics approval.

4. Review Process and Timeline

- Applications are reviewed by a designated Research Committee comprised of experts with knowledge and experience in research. The committee ensures a fair and objective evaluation process.
- The Research Committee assesses the application based on a set of established criteria, including:
 - Research proposal submitted with the letter to the gatekeeper (Registrar and CEO)
 - Evidence of Ethical Clearance from a recognised university or research body indicating full ethics approval
 - Indication of the purpose of access to the SANC data management system
 - Scientific merit and feasibility of the proposed methodology
 - Experience (qualifications) of the research team
 - Adequacy of the budget and the proposed timeline for project completion
 - Letter of information
 - Consent form
 - Ethical considerations
 - Data management
 - Dissemination of findings
 - If the request does not pose legal or reputational risk to SANC.
- The **time-frame for processing the applications is two months**; therefore, ensure timely submission of your application.

5. Communication of Decisions

- Applicants will be promptly notified of the Review Committee's decision regarding the application within eight weeks.
- The notification will outline the Committee's feedback and next steps.

6. Additional Information

- For any inquiries related to the application process or clarification on specific requirements, please feel free to contact Ms. Thandiwe Ramasunzi at tramasunzi@sanc.co.za or 012 420 1055. Our dedicated staff is happy to assist you.
- By following these guidelines and submitting a well-prepared application, you can increase your chances of securing approval to conduct the research project.



SANC meeting U.S. Nursing and Healthcare Delegation: A Collaborative Exploration of Nursing & Healthcare in South Africa

By: Dr M Tshabalala and Ms J Mabala



In an exciting collaboration between South Africa and the United States (US), the South African Nursing Council (SANC) met with an esteemed delegation of nursing and healthcare professionals from the US organized by Keira Powers, the South African partner responsible for the US delegation content. Led by Dr. Evette M. Wilson, a distinguished professor from Arizona College of Nursing, the delegation arrived in South Africa to gain valuable insights into the country's nursing and healthcare systems. This pivotal meeting, held on 16 August 2024, at the Southern Sun Hyde Park Hotel in Sandton, Johannesburg, aimed to foster a deeper understanding of South Africa's nursing profession and healthcare landscape.

Dr. Wilson, whose illustrious career spans over 31 years, is renowned for her expertise in medical-surgical nursing, leadership, and wellness coaching. She is currently a successful entrepreneur and highly sought-after leadership consultant. The delegation, comprised of prominent figures including Mr. Cristian, Ms. Goodwin, Dr. George, Ms. Hetman, Prof. Vivian, Dr. Weatherford, Ms. Bryson, and Dr. Heckman, who embarked on this initiative driven by Dr. Wilson's passion for global health and cultural diversity. Their objective was to enhance understanding of diverse healthcare systems, particularly in South Africa, with a focus on nursing education, training, practice, and regulation.

The SANC delegation was comprised of Ms SJ. Nxumalo (Deputy Registrar), Ms J. Mabala (Senior Manager: Provider Affairs), and Ms G. Ash (Manager: Professional Practice). Ms. SJ. Nxumalo, SANC's Deputy Registrar delivered an insightful presentation on education and training matters, while Ms. Ash addressed critical professional practice-related issues.

Key topics included learner registration, Nursing Education Institution (NEI) compliance, and fee structures. The US delegation actively engaged, identifying many parallels between the South African and American nursing systems.

This exchange underscored a mutual commitment to addressing global healthcare challenges. Dr. Wilson's delegation left inspired by the resilience and innovation within South Africa's nursing sector. During the meeting, Dr. Wilson emphasized the importance of learning from South Africa's nursing system to better understand the dynamics shaping its healthcare landscape.

Appointment of Senior Manager: Provider Affairs



Ms Jaftalina Mabala

Mrs. Jaftalina Mabala has been appointed as the Senior Manager for Provider Affairs with effect from 01 July 2024

She is a dedicated nurse with over 30 years of experience in the nursing field. She earned her Diploma in Nursing and Midwifery at a local college of nursing (Lebone College of Nursing) in 1991. Her qualifications include a Master's degree in Nursing and Bachelor of Nursing (education & Administration) from the University of Pretoria.

Mrs. Mabala is also a passionate Nurse Educator with over 15 years' experience in the field of nursing education, both as a lecturer and a manager. Her managerial positions included Head of Department Student Counselling, Head of Department Student Affairs, Vice-Principal for a Nursing College Campus, and Assistant Manager Nursing for Clinical Education and Training Unit. She has also worked as a Professional Advisor at the South African Nursing Council and has been instrumental in compiling the Competencies for Mental Health Nursing.

Mrs. Mabala has a strong background in Mental Health Nursing and is a certified Advanced Psychiatric Nurse. She also published a research paper in the International Journal of Psychiatric and Mental Health Nursing.

Where on the SANC website will you find...

Information regarding the Annual Practising Certificate:

Go to: <https://www.sanc.co.za/apc/>

Home About Us > Publications > News and Events > Public > Registered Nurses & Midwives > Students > Contact Us >

Contents:

- What is an Annual Practising Certificate?
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- When must the annual fee be paid?
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 - Paying the annual fee at any FNB (First National Bank)
 - Paying the annual fee by debit order/bullet
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 - Paying the annual fee at the Council offices
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 - Standard Bank internet banking clients – please note
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Annual Practising Certificates 2025

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ANNUAL FEES FOR 2025

1. NORMAL ANNUAL FEES
The annual fees for the calendar year 2025 for different categories of practitioners are provided in the table below:

| CATEGORY | ANNUAL FEE FOR 2025 |
|--------------------------------|---------------------|
| Registered Nurses and Midwives | R820.00 |
| Enrolled Nurses and Midwives | R490.00 |
| Enrolled Nursing Auxiliaries | R350.00 |

1.2.2 (5 YEARS) OF AGE AND OLDER ON 01 JANUARY 2025 (50% REDUCTION)

| CATEGORY | ANNUAL FEE FOR 2025 |
|--------------------------------|---------------------|
| Registered Nurses and Midwives | R410.00 |
| Enrolled Nurses and Midwives | R245.00 |
| Enrolled Nursing Auxiliaries | R175.00 |

NB: To qualify for the discount amounts, practitioners may be required to submit a certified copy of their identity.



Client Service Survey -
SANC service standards

**YOUR
OPINION
IS REQUIRED**



SANC SERVICE STANDARDS SURVEY

Subsequent to the launch of the SANC Service Standards Charter in 2023, you are kindly requested to partake in a survey to measure how clients perceive the SANC's adherence to the service standards as encapsulated in the Service Standards Charter.

The Service Standards Charter can be read here:
www.sanc.co.za/sscharter/

Please click on the link below to take this quick survey:
<https://www.sanc.co.za/client-services-survey/>

Annual Practising Certificate (APC) 2025

ANNUAL PRACTISING CERTIFICATE (APC) 2025

WHAT YOU NEED TO KNOW

1

The annual fees for 2025 must be received by the SANC on or before **31 December 2024**

2

Remember: Bank transfers from different banks take up to **3 working days** - pay well in advance to meet the **31 December 2024** deadline

3

* Request **voluntary removal** if you are not practising as a nurse = reduced restoration fees to be re-registered

4

eRegister: Acceptable legal means to verify your registration status with the SANC, in the absence of a physical certificate.

Visit: www.sanc.co.za/eRegister.aspx

5

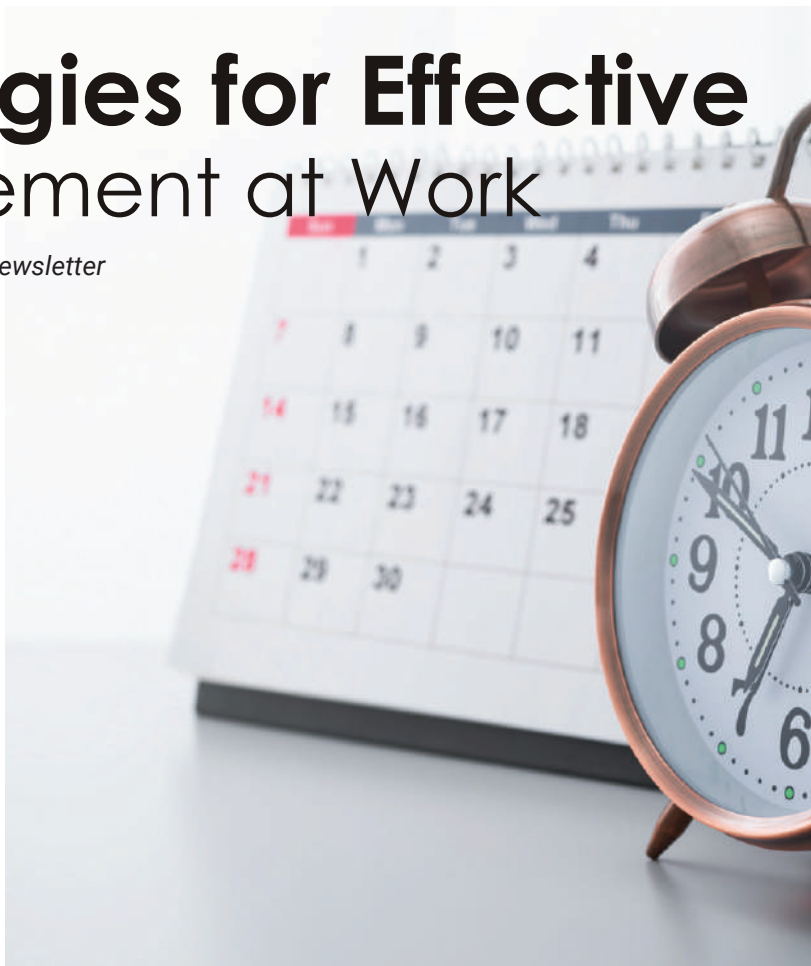
Community Service: Your registration fee code is: REGFPRA, **not** ANLFEEs (e.g. 12345678REGFPRA)

6

APC Delivery: An option to deliver your APC by courier is available at a cost of R70.00 (subject to increase) which must be paid together with your 2025 annual fee

Eight Strategies for Effective Time Management at Work

Source: Moso Consulting Service Industry Newsletter
March 2024



1 **Time blocking**, facilitated by tools like Google Calendar, aids in focus, structure, prioritization, and time estimation. It helps minimize distractions, avoid overcommitment, prioritize tasks, and improve time management for increased productivity.

2 **Two minute rule for small tasks.** If a task takes less than two minutes, do it immediately. This rule helps avoid procrastination and stress by completing small tasks promptly. It maintains momentum, leading to a sense of accomplishment and motivation for larger tasks.

3 To make the most of available time, **focus on one task at a time** without distractions like phones or social media. Play instrumental music to create a productive environment.

4 **Batching tasks** can improve productivity and quality outcomes. For instance, scheduling meetings on one day allows for deep-focused work during the week. Similarly, allocating specific times for email management reduces distractions and frees up time for other tasks.

5 **The Pomodoro Technique** involves 25-minute work intervals with short breaks, leading to increased focus and energy. It helps manage time efficiently, prevents burnout, and allows for recharging to maintain productivity.

6 Utilizing **asynchronous collaboration** in the workplace can save time, promote deep work, and reduce the need for unnecessary meetings. It allows team members to focus on tasks without interruption, fostering innovation and creativity. Tools like Mural, Figma, and Loom facilitate fast and accurate communication, enabling thoughtful feedback and contributions within teams.

7 **Closing tabs**, try to maintain a five-tab maximum on your work computer at any given time. This saves time by limiting distractions or the temptation to hop around from task to task as soon as you get bored with your current task.

8 Setting **timers** helps to stay focused and use time efficiently by limiting distractions and maintaining productivity, as demonstrated when setting up a client's books.