

HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

NEW ORGANISATIONAL DESIGN AND CONTACT DETAILS FOR DIFFERENT SUPPORT AREAS OR DIVISIONS

Following the Business Process Re- engineering process (BPR) undertaken, a Division “Executive Company Secretariat” was established with the primary function to provide administrative and secretariat support to the Board and its Committees. These functions are performed by Deputy Company Secretaries, Committee Coordinators, Administrators and Secretaries.

A Department “Core Operations” was established with the following Divisions:

1. Education and Training
2. Registration
3. Professional Practice

Education and Training Division

The division deals with the execution and operationalisation of decisions of the Board and its Committees in terms of –

- Education and Training
- Internships
- Applications for registration of non- SA qualified practitioners
- Examinations (SA and foreign qualified)
- Evaluation of higher educational programmes and intern facilities.

Registrations Division

All registration and restorations related matters are being dealt with by the Registrations Department

Professional Practice Division

All matters related to scope, ethical and professional practice as well as CPD queries are dealt with by the Division Professional Practice.

Contact details for the relevant sections are reflected below:

NATURE OF QUERY	CONTACT
HPCSA Call Centre	Tel: (+27) 12 338 9300
All registration related matters	Email: kgomotsom@hpcsa.co.za
Annual fee payments, Practicing Cards, Restorations to the register	Email: kgomotsom@hpcsa.co.za
Certified Extracts from the register. Certificates of Status, Verification of Licensure	Email: Vutomi Maluleke VutomiM@hpcsa.co.za
Applications for Registration (Foreign Qualified)	Matshidiso Mokoka MatshidisoM@hpcsa.co.za
Higher Educational Institutions (HEI) Evaluations, approval of programmes and other programme related issues Board Examinations	HOD: Education and Training- Ms O Mabotja Matshidiso Mokoka: Education and Training Coordinator Email: MatshidisoM@hpcsa.co.za
Internship Training and education related matters	HOD: Education and Training: Ms O Mabotja Matshidiso Mokoka – Education and Training Coordinator Email: MatshidisoM@hpcsa.co.za
Scope, ethical, professional practice related and CPD queries	HOD: Professional Practice- Mr M Mbodi: Email: Professionalpractice@hpcsa.co.za zamangement@hpcsa.co.za helenad@hpcsa.co.za
Lodging of complaints against registered practitioners	Email: Legalmed@hpcsa.co.za
HPCSA Ombudsman Office	Email: Ombudsman@hpcsa.co.za
Inspectorate Office- Dealing with non-registered persons	Email: Inspectorate@hpcsa.co.za
Statistical Information and data bases	Email: Yvetted@hpcsa.co.za

Executive Company Secretariat	<p>Board and Committee Secretariat, arrangements and facilitation of Board, Committee and Task Team meetings. Policy Development, review and update of policies and guidelines, report writing. Board Newsletter and stakeholder engagement and advocacy.</p> <p>Operationalisation and implementation of Board 5-year strategy, development and maintaining of Board Annual Performance Plan (APP), Risk Register and maintaining of risk treatment actions plans.</p>
	<p>Secretary: Mrs Nurse Mabena Email: nursem@hpcsa.co.za</p>
	<p>Administrator- Vacant</p>
	<p>Ms Hilda Baloyi– Committee Coordinator email: HildaB@hpcsa.co.za</p>
	<p>Ms Portia Khati - Deputy Company Secretary Email: portiak@hpcsa.co.za</p>