



**Association of Palliative Care Centres
(APCC) and the Western-Cape Hospice
Palliative Care Association (WC-HPCA)
Membership Process**

Step 1 is to determine the need for a palliative care centre (a.k.a. a Hospice by many) in your area:

1. Conduct a needs analysis of the community and a community profile.
2. Consider existing palliative care services. Is there any group or organization already providing a palliative care service? APCC website has a list of current member Palliative Care Centres <https://apcc.org.za/>
3. Consider other care services in the community (organizations you would network with). Is there:
 - a. a hospital (state and / or private)
 - b. a community clinic
 - c. an oncology unit/clinic
 - d. a private nursing service
 - e. Cancer Association of South Africa (CANSA)
 - f. a facility for the aged with/without frail care
 - g. a children's home
 - h. HIV/AIDS support, care and educational organizations (NAPWA, Aids Action, TAC, ATTIC etc.)
 - i. Step down in-patient care facilities
 - j. Lifeline, FAMSA or other psychosocial support organizations
 - k. Welfare organizations (soup kitchens, ACVV etc.)
 - l. Faith Based Organizations
- Analyze the information collected in points 1 to 3 above. Consider if your community needs a hospice palliative care service.
- NOTE: When doing the above needs analysis please remember that your area will be made up of several communities and not only the one you are a part of.

Step 2 is to determine the resources required vs the resources needed to provide holistic palliative care in your area

- Conduct a simple SWOT analysis to determine feasibility of such an organization
- Do you have or have access to palliative care trained staff available that can offer holistic care? (Doctor, professional nurse, social worker, spiritual counsellor, carers)
- Will this be a no-cost (to patient) organization? Will patients be billed? Will claims be submitted to medical aid? (Where relevant and can only be done if have a 079 BHF number. <https://bhfglobal.com/pcns/how-to-apply-for-practice-number/>)
- How will the organisation be funded? Is this model sustainable?

Step 3 is to set up the structure of your organisation. Please note, currently only non-profit organisations can become members of APCC. This could change in future.

- Click on the link that provides detail on the process - <https://www.dsd.gov.za/index.php/npo/about-us>
- Click on the link to register: <https://www.npo.gov.za/>
- You can also watch this YouTube video created by the DSD. <https://youtu.be/jm10JK7ZXLU?si=tomoFVSL4SJzp6Xs>

- Here are the steps to register a Non-Profit Organization (NPO) in South Africa:
 - **1. Choose Your Legal Structure**

You need to decide on the legal structure for your organization:

 - **Voluntary Association:** The most common and popular choice for NPOs, where you submit a constitution to the DSD.
 - **Non-Profit Trust:** You'll register with the Department of Justice first, then the DSD.
 - **Non-Profit Company:** You'll need to register with the CIPC and then with the DSD.
 - **2. Prepare Your Documents**
 - Application Form: A completed NPO application form.
 - Founding Document: Two copies of your founding document:
 - For a voluntary association: a constitution. The DSD offers a model constitution you can use.
 - For a trust: a deed of trust.
 - For a non-profit company: the memorandum and articles of association and a CIPC registration letter.
 - **3. Submit Your Application**
 - Submit the application form and your founding documents either by post or online (online recommended). The South African Government website provides options for online application. See link above.
 - **4. Receive Your Certificate**
 - Once your application is approved and registered, you will receive an NPO registration certificate, a letter of registration, and a copy of your constitution.
 - **5. Important Post-Registration Requirements**
 - After registration, your NPO must submit annual reports (narrative, financial statements, and an accounting officer's report) to the DSD within nine months of the end of the financial year. Failure to do so can lead to the cancellation of your registration.
 - **6. Non-profit Company (NPC)**
 - Link to CIPC website: https://www.cipc.co.za/?page_id=2132
 - Ensure you visit this website to understand the requirements to registers as an NPC.
 - See extract from CIPC website:
 - *A non-profit company is a company incorporated for public benefit or other objective relating to one or more of cultural, social activities, communal or group interest.*
 - *The income and property of a non-profit company is not distributed to its incorporators, members, directors, officers or persons relating to any of them and must be used to advance the purpose for which it was created, as set out in its memorandum of incorporation.*

Step 4 is to become a member of APCC and its regional organisation. In the Western Cape, this is the Western-Cape Hospice Palliative Care Association (WC-HPCA).

- APCC: Who and what is the APCC? <https://apcc.org.za/>
- The Association of Palliative Care Centres (APCC) has been established to promote and provide for the best interests and needs of its members. This is given expression through the following activities:
 - Promote quality Palliative Care for all persons living in South Africa.
 - Represent the interests of Members of the Company
 - Support Members and Partner Organisations to deliver quality Palliative Care
 - Be the custodian of Palliative Care Standards and Ethical Principles
- APCC membership is conditional on the following:
 - The member or applicant has as one of its objects the provision of Palliative care.
 - Organisations applying for membership must comply with the APCC Criteria for Membership as set out in the Governance Operating Manual (GOM) or otherwise determined by the Board from time to time. This GOM is available from APCC.
 - Organisations applying for membership must be able to be compliant with the expectations of the MOU between APCC and APCC members (a draft copy of which will be emailed to all applicants on request).
 - Membership of APCC requires membership of a provincial/regional structure.
 - The applicant must be of a charitable nature (registered as an NPO/NPC or charitable trust).
- The application process with APCC and WC-HPCA runs parallel:
 - APCC: Complete the application forms along with the required documents.
 - WC-HPCA: Provincial eligibility screening by provincial/regional chairperson: The purpose of this is to assess if there is any potential conflict with current members, to assess how the applicant will fit into the provincial and/or regional context, and to set out the requirements of provincial membership. (Fees, reporting etc.)
 - See step 5:
 - Once the outcome of the Self-Assessment has been made, and the on-site verification report has been received, the regional chairperson will make a recommendation to the WC-HPCA association regarding membership. This outcome will be communicated to the applicant. If that is successful, a MoU between WC-HPCA and the applicant will be signed, and membership becomes official. The WC-HPCA association meets quarterly where all applications are submitted for approval.
 - The regional chairperson will then make a recommendation for membership of APCC at the next APCC board meeting. If that is successful, a MoU between APCC and the applicant will be signed, and membership becomes official. The Board meets quarterly
 - It is key to remember that one of the following palliative care services must be provided as a pre-requisite for membership to WC-HPCA and APCC: (Source: <https://apcc.org.za/palliative-care/hospice-care/>)
 - **Home based care** (at place of residence) – mobile teams of professionally supervised trained community caregivers travel to people's homes and support and teach families to provide care at home. This is the primary means of service delivery for patients who are home-bound. Not only is this cost effective, but it also allows the patient to be at home where they often prefer to be.
 - **Community centres** – many members work from established bases within the community. At these bases they will meet with groups of people who have palliative care needs. The type of patient who would attend these

meetings is still reasonably well and mobile. Doctors, nurses, social workers and other professionals will attend the centres regularly to assist those with individual needs. These centres provide excellent forums for those facing life-limiting illnesses to connect meaningfully with others in support groups. At many such centres, a variety of skills are also taught, and income-generating projects are initiated.

- **In-patient units** – some APCC members have in-patient units. This is a facility that provides 24-hour palliative care. Usually, these units have a small number of beds and have specific criteria for admission. A patient who has pain that is difficult to control at home, or a patient whose family need respite, or a patient who has absolutely no support systems at home, are some of those who may be admitted at such an in-patient unit.

Step 5 is work towards meeting APCC Palliative Care Standards

- Members will start (phase 1) with an online self-assessment process, managed by APCC. The aim of this is to ensure that members provide quality palliative care, measured against the Palliative Care Health Standards (See link: <https://apcc.org.za/standards-for-palliative-healthcare-services/>)
- APCC and WC-HPCA will provide guidance and mentorship to support members in this process.
- Once the self-assessment report has been generated and the minimum requirements are met, a site visit will be done to verify the online assessment.
- The outcome report will be made available with recommendations and areas for improvement.
- Ongoing development is a key requirement for APCC and WC-HPCA membership.

Bibliography

Association of Palliative Care Centres, 2021. How to start a Hospice.

Association of Palliative Care Centres, 2025. Application for membership process.