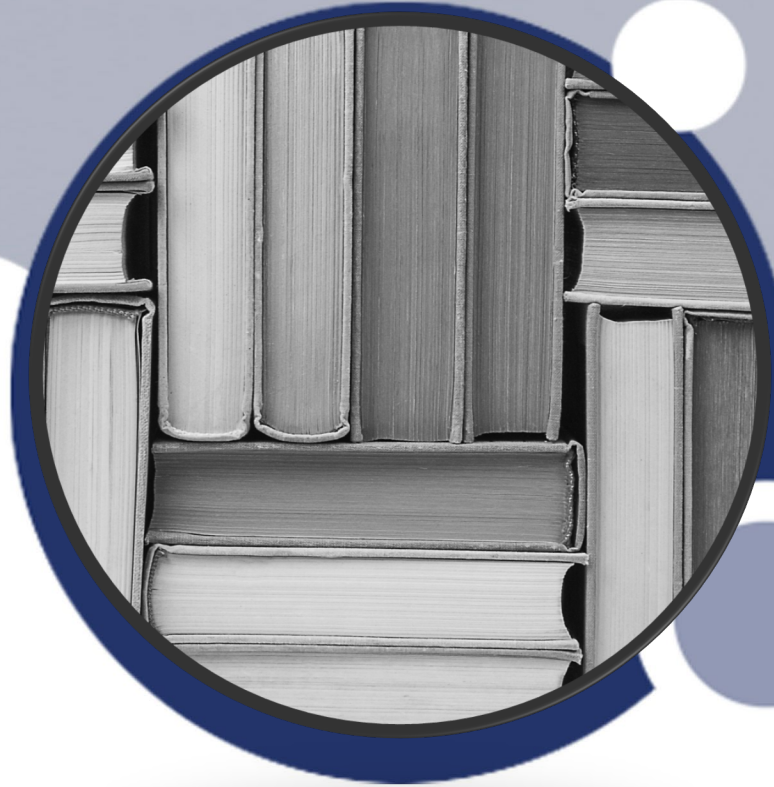




South African
Pharmacy Council
www.sapc.za.org



Launch of Continuing Professional Development (CPD) for Pharmacy Support Personnel

04 June 2026



South African
Pharmacy Council
www.sapc.za.org

Outline

Opening and Welcome

Message from the COO – Ms Mojo Mokoena

Legislative Framework and Requirements

- Purpose
- Compliance requirements
- Annual declaration

CPD Essentials

- Competency Standards (CS)
- Domains and competencies
- Other SAPC CPD documents

CPD Submission Deadlines

How to Learn

- What constitutes a good CPD activity
- Learning activities
- Evidence

Submission of CPD entry - How to successfully submit a CPD entry

Submitted CPD entry - Compliance, Archives and View

Highlights

The Registration App





South African
Pharmacy Council
www.sapc.za.org

Opening and Welcome

Lifelong learning is a core principle for professional practice.

“The pursuit of knowledge is key to a competent, flexible, responsive and sustainable health workforce.”

- Lifelong Learning in Pharmacy

Through the continuous development of knowledge and skills, pharmacy support personnel (PSPs) are better equipped to provide safe, effective, and patient-centred care, ultimately improving health outcomes and contributing to the well-being of the communities they serve.





South African
Pharmacy Council
www.sapc.za.org

Message from the Chief Operating Officer: Ms MM Mokoena





South African
Pharmacy Council
www.sapc.za.org

Legislation and requirements

- In terms of the *Regulations relating to continuing professional development* (GNR. 668, published on 17 May 2019), Council introduced Continuing Professional Development (CPD) for registered persons to encourage and enhance career development and safeguard the rights of the general public to universally acceptable standards of pharmacy practice.



South African
Pharmacy Council
www.sapc.za.org

Continuing Professional Development



Definition: A process through which registered persons maintain, develop, and enhance their competence throughout their professional careers.



CPD encompasses a range of activities, including continuing education and supplementary training.



CPD enables registered persons to develop within their area of practice and demonstrate ongoing competence.



CPD is a cyclical activity



South African
Pharmacy Council
www.sapc.za.org

CPD Requirements





South African
Pharmacy Council
www.sapc.za.org

Compliance Requirements

The CPD system enables PSPs to submit and manage their CPD entries, familiarise themselves with the system, and maintain records of their CPD activities.

- Completion of the online annual declaration each year
- Recording CPD activities for the relevant compliance year.
- Maintaining an electronic portfolio of evidence.

No manual submissions

Not to be uploaded



South African
Pharmacy Council
www.sapc.za.org

The Annual Declaration

- The Annual Declaration comprises three components:
 - Employment (scope of practice)
 - Domain Competencies (four (4) Domains)
 - Assessment Criteria (four (4) step CPD cycle)
- Results in designation as either “practising” or “non-practising”;
- The Annual Declaration must be submitted by 01 June each year (pending Council approval).

Auto designation to
practising



South African
Pharmacy Council
www.sapc.za.org

Designation of Persons

- According to Regulation 4(1) of the *Regulations relating to continuing professional development*, a person may choose to be designated as either practising or non-practising.
 - **“Practising”** - the registered person is currently providing one or more of the services, or performing one or more of the acts, pertaining to their scope of practice.
 - **“Non-practising”** - the registered person is currently not providing one or more of the services, or performing one or more of the acts, pertaining to their scope of practice.



South African
Pharmacy Council
www.sapc.za.org

CPD Submission Deadlines-CPD Grace Period

Participation on the
CPD platform by

31 December 2026

Record all four (4)
activities



**Compliance year- 2027 by way
of BN**

PSPs to submit at least one (1)
entry every *three (3) months to
stay on track.*

Submission deadline for
compliance (TBA)

Compliance grace period- 2
months (TBA)

Failure to submit CPDs by the deadline will result in a change of designation to non-practising. Once the mandatory Board Notice is published.



South African
Pharmacy Council
www.sapc.za.org

CPD Essentials

- Competency Standards for Pharmacy Support Personnel in South Africa ([Board Notice 276 of 2022](#))

How to complete CPD online

- CPD process flow
 - An ideal CPD
- SAPC Registration App

A Board Notice will be published to specify which categories of persons registered in terms of Section 14 of the Pharmacy Act are required to record their CPD activities.





South African
Pharmacy Council
www.sapc.za.org

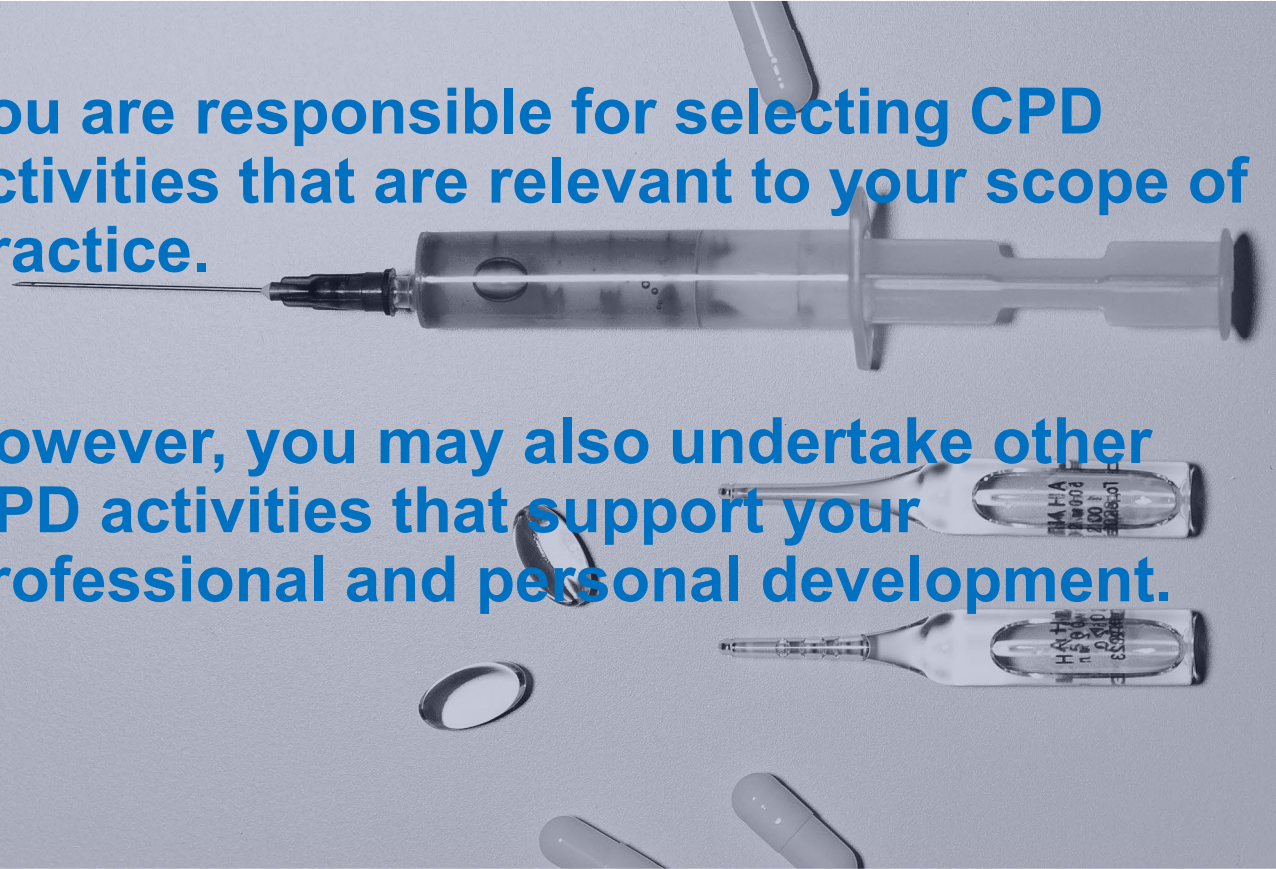
Key Facts

Pharmacy practice is not restricted to the provision of direct clinical care.

- It includes working in a direct non-clinical relationship with clients, administration, education, research, advisory, regulatory or policy development roles; and
- Any other roles that contribute to the safe and effective delivery of pharmaceutical services.

- **You are responsible for selecting CPD activities that are relevant to your scope of practice.**

- **However, you may also undertake other CPD activities that support your professional and personal development.**





South African
Pharmacy Council
www.sapc.za.org

Annual Declaration

https://secure.sapc.e2.co.za/MyCpd/Home/DashBoard

South African Pharmacy Council

Annual Declaration

Please complete your annual declaration for the year 2025 before continuing with your CPD activities.

[Go to Annual Declaration](#)

Dashboard

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

My submissions

CPD cycle

Domains and competencies

Archive

Entries by domain

Entries by status

Entries by outcomes



South African
Pharmacy Council
www.sapc.za.org



CPD Submission Process

There are two (2) CPD cycles to choose from:

- **4-Step CPD Cycle**

- No limitations on the CPD entries submitted.
- Requires prior planning and an outline.
- Allows submission once all four steps are completed.

- **2-Step CPD Cycle**

- Limited to three (3) CPD activities per year
- Allows immediate submission.
- Follows no thought process

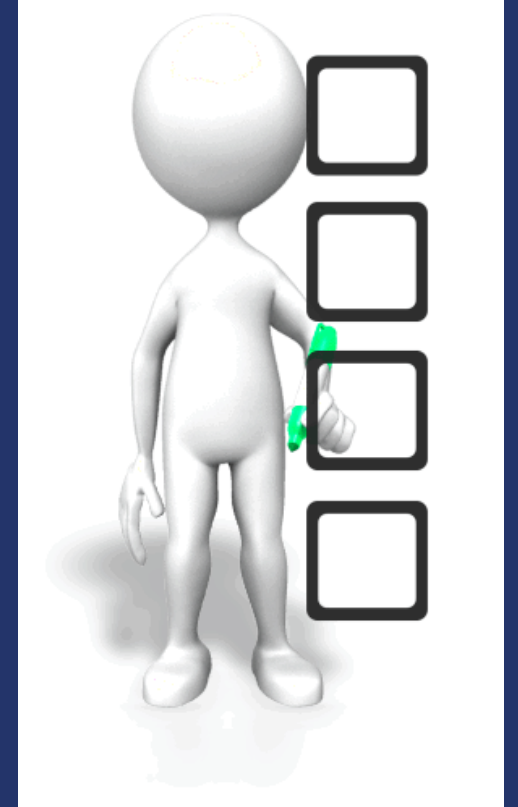
No evidence to be uploaded



South African
Pharmacy Council
www.sapc.za.org

What constitutes a good CPD activity?

- **Learning title:** Ensure that the title is appropriate and relevant to the domain.
- **Learning need:** What knowledge gaps do you seek to fill?
- **Learning method/activity:** Will this be measurable, non-measurable or structured?
- **Learning outcome:** What have you learnt, and how did it improve your skills?





South African
Pharmacy Council
www.sapc.za.org

How to Learn





South African
Pharmacy Council
www.sapc.za.org

Learning Methods / Activities

1

Self study, case study, conferences, etc.

2

Short course, review an article, invited guest, etc.

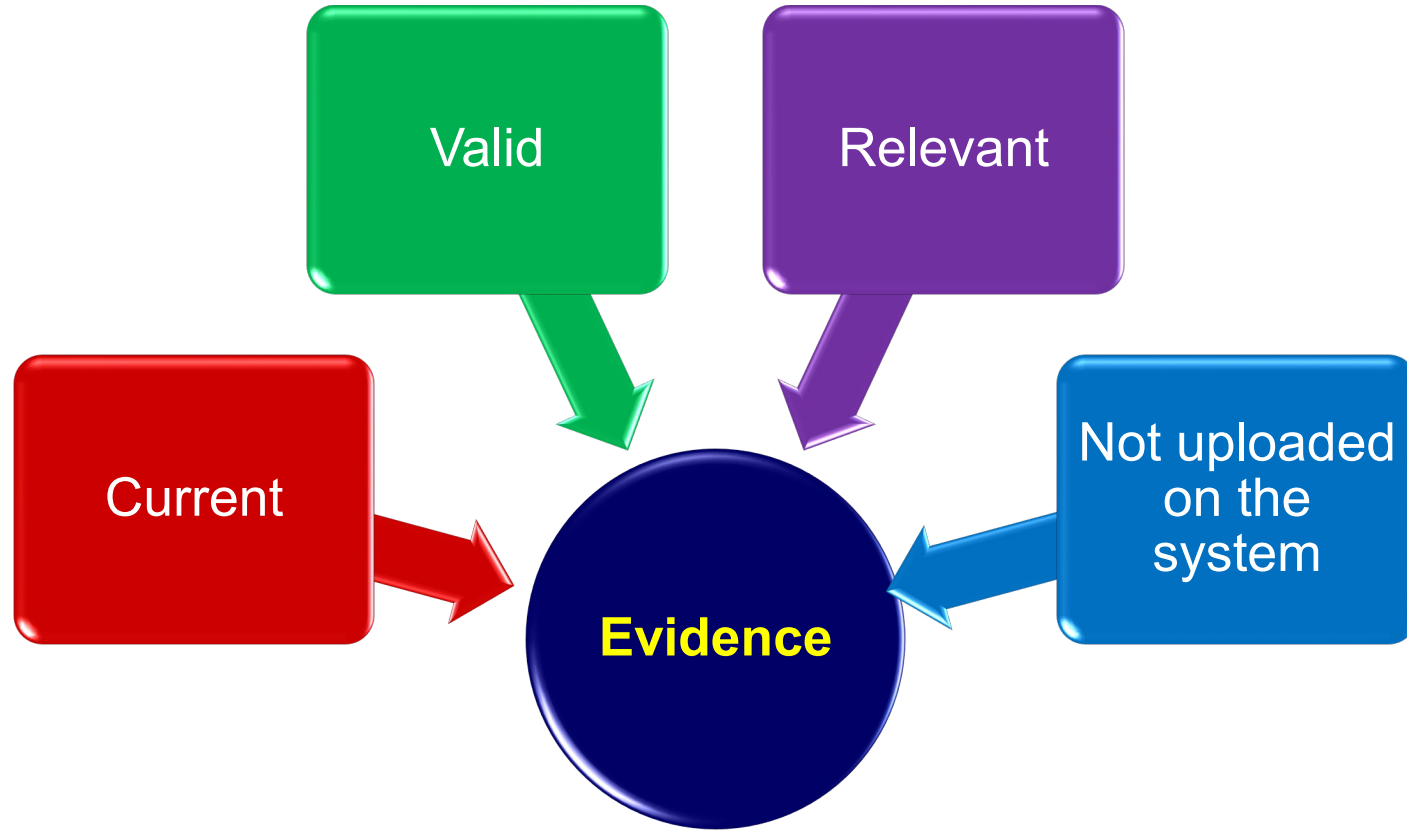
3

Diploma, postgraduate studies.



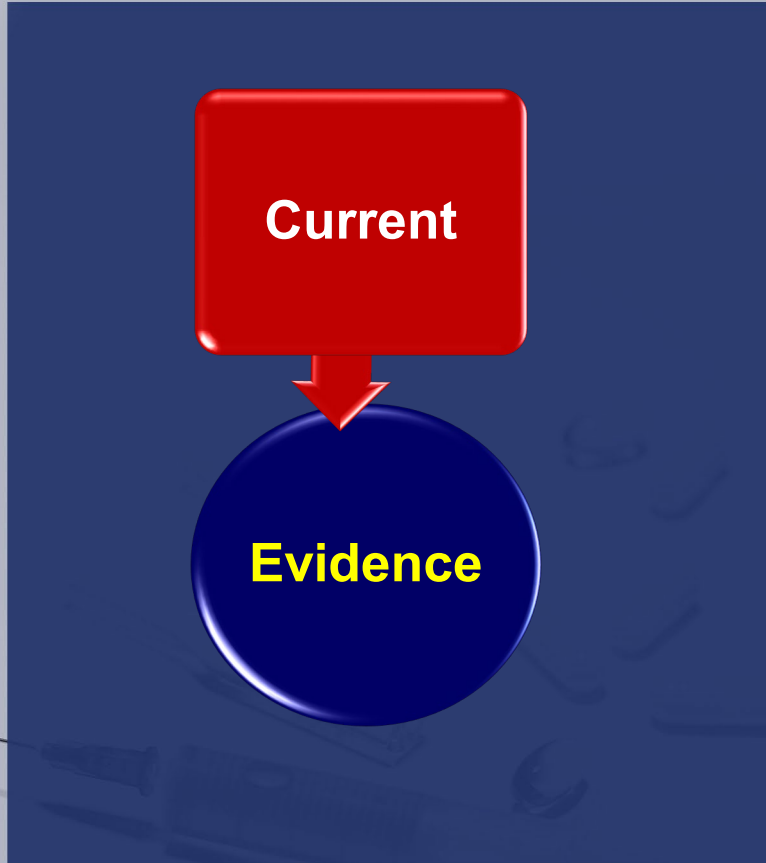
South African
Pharmacy Council
www.sapc.za.org

Portfolio of Evidence





South African
Pharmacy Council
www.sapc.za.org



- The CPD entry must relate to learning undertaken during the current compliance year.
- Evidence can be any documents acquired in the learning process.
- Do not upload evidence to the CPD system.





South African
Pharmacy Council
www.sapc.za.org

Submission of a CPD Entry

CPD entries may be submitted under the following domains:

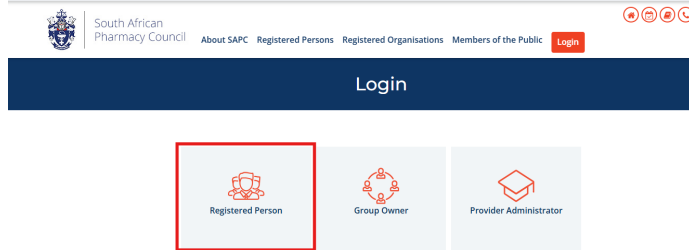
1. Public health
2. Safe and rational use of medicines and medical devices
3. Supply of medicines and medical devices
4. Professional and personal practice



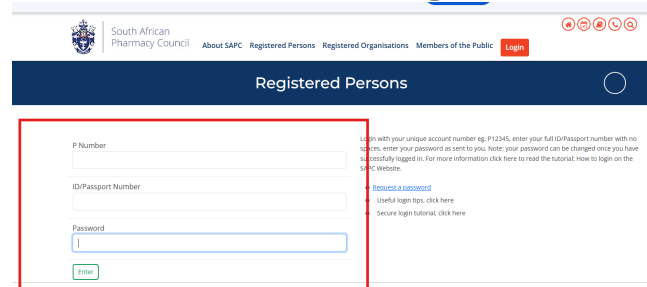
South African
Pharmacy Council
www.sapc.za.org

How to Successfully Submit a CPD Entry

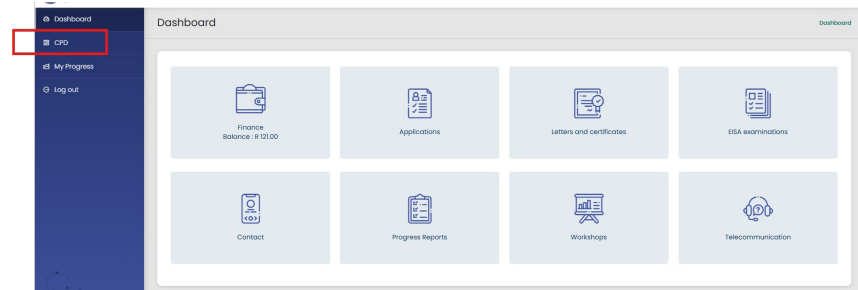
Step 1: Go to the SAPC Website



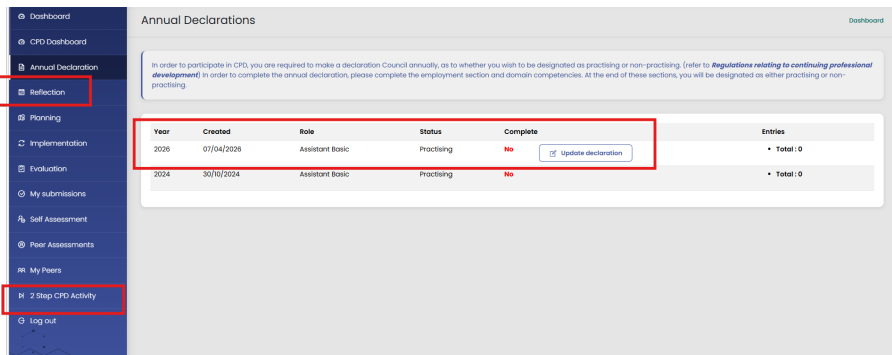
Step 2 - Login



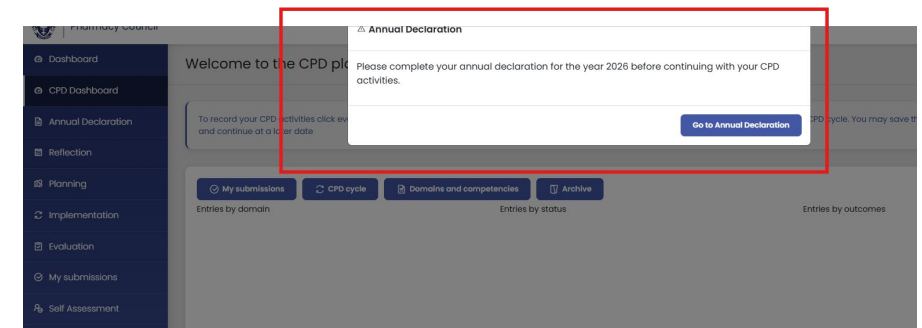
Step 3: Click on CPD



Step 5: Complete annual declaration



Step 4: Click on Annual Declaration





South African
Pharmacy Council
www.sapc.za.org

How to Successfully Submit a CPD Entry

CPD Submission



Welcome to the CPD platform

To record your CPD activities click event Reflection from the main menu to start the CPD cycle. Ensure that information is provided for each step in the CPD cycle. You may save the information at any stage of it and continue at a later date

Assessments by Intern | Assessments

My submissions | CPD cycle | Domain and competencies | Archive

Entries by domain | Entries by status | Entries by outcomes

- 1. Public health (17)
- 2. Safe and rational use of medicines and medical devices (8)
- 3. Supply of medicines and medical devices (2)
- 4. Organisation and management skills (3)
- 5. Professional and personal practice (4)
- 6. Education, research and critical analysis (6)

Legend: Pending (2), Not Available (2)

Reflections

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs.

Identify a new learning need

Incomplete R P I E

1. Public health [Weight management through the use of Mounjaro]

Date Created: 09/02/2025 | Date Updated: 09/02/2025

Reflection Title: Weight management through the use of Mounjaro

Learning Trigger: Talking to colleagues

Learning Relation: Current role

Domain Competency: 11 Promotion of health and wellness

Describe the learning need that you have identified to improve your knowledge and skills, and what you hope to achieve after addressing this learning need? (Identified a need to strengthen my understanding of the evidence supporting liposoluble for weight management, its mechanism of action, and the pharmacist's role in counselling, monitoring and supporting patients. Enhancing this knowledge will enable me to provide evidence-based patient expectations, and promote safe and rational use of this medicine within the South African regulatory and clinical context.

Status: N/A

Process to planning

Incomplete R P I E

1. Public health [Understanding meningococcal disease in South Africa]



4. Evaluation-Evaluation

Evaluation is the step where registered persons assess the progress made towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they are able to apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle.

ASSESSMENT CRITERIA

Provide a description of how the learning has been applied and feedback on the impact on practice. Provide examples of where the knowledge and skills acquired have been applied.

Select a Learning Title: Weight management through the use of Mounjaro (Public health)

Learning Objective Met: --select--

Applied the Learning: --select--

Select year of compliance: 2025

Describe what you have learned: 1000 characters

Submit for Completion | Self Review | Submit for peer review

South African Pharmacy Council

Plannings

Identify a new learning plan

Incomplete R P I E

1. Public health [Weight management through the use of Mounjaro]

Incomplete R P I E

1. Public health [Understanding meningococcal disease in South Africa]

Proceed to implementation

Planning saved. Would you like to continue to implementation?

No | Yes



South African
Pharmacy Council
www.sapc.za.org

Submitted CPD Entry

Implementation

Dashboard

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs.



Record a new learning activity



Submitted for compliance

1. Public health [Understating the use of Methotrexate]

+

Submitted for compliance

1. Public health [Appropriate initiation of Isotretinoin] 2 Step CPD Activity

+

Submitted for compliance

1. Public health [Hospital use of Amphotericin B]

+

incomplete

R P I E

1. Public health [Insomnia in the mental health care user]

+

Submitted for compliance

2. Safe and rational use of medicines and medical devices [Appropriate use of oxycodone]

+

Submitted for compliance

2. Safe and rational use of medicines and medical devices [The use of Domperidone] 2 Step CPD Activity

+

Submitted for compliance

3. Supply of medicines and medical devices [Understanding the use of suxamethonium]

+



Compliance, Archives and View

Dashboard

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

My submissions

Self Assessment

Peer Assessments

My Peers

2 Step CPD Activity

Assessments

Quick Assessments

Log out

Submissions

Dashboard

Entries for compliance year 2025

Entry No.	Domain	Domain Competency	Title	Status	First Submission Date
1	1. Public health	1.2 Medicines information	Probiotic use in patient care	Archived	31 Dec 2025 (07:22 PM)
2	6. Education, research and critical analysis	6.6 Research	Impact of antibiotics on gut microbiota and implications for patient care	Archived	31 Dec 2025 (07:29 PM)
3	1. Public health	1.1 Promotion of health and wellness	Understanding Meningococcal Disease in South Africa	Archived	31 Dec 2025 (07:45 PM)
4	1. Public health - 2 Step CPD Activity	1.2 Medicines information	Rational Use of Oxycodone	Archived	31 Dec 2025 (07:49 PM)
5	1. Public health - 2 Step CPD Activity	1.2 Medicines information	Rational Use of Oxycodone	Archived	31 Dec 2025 (07:51 PM)
6	1. Public health - 2 Step CPD Activity	1.2 Medicines information	Rational Use of Buprenorphine	Archived	31 Dec 2025 (07:56 PM)
7	1. Public health	1.1 Promotion of health and wellness	Understanding Pseudoephedrine in Common Cold, Flu, and Allergy	Archived	31 Dec 2025 (07:59 PM)



South African
Pharmacy Council
www.sapc.za.org

Highlights

**No
Assessment
for
competence**

**No
CPD
points**

**No third
party entries**

**No Non-practising
Pharmacy Support
Personnel in the
pharmacy.**

**Encourage
Lifelong Learning**





South African
Pharmacy Council
www.sapc.za.org

The Registration App

- Council developed a registration mobile application to allow for:
 - Amendment of personal details;
 - CPD system-record activities and submit;
 - Digital registration card;
 - Uploading of pictures.



SAPC Registration App

REGISTRATION AT YOUR FINGERTIPS

Features:

- Submit CPDs
- Amend personal details
- View and manage registration
- View and display your digital registration card

Download the App

Google Play App Store



South African
Pharmacy Council
www.sapc.za.org

4th National Pharmacy Conference (NPC)



4TH NATIONAL
PHARMACY CONFERENCE

4th National Pharmacy Conference will be held later this year

Date: 11 – 13 October 2026

Venue: Inkosi Albert Luthuli International Convention Centre Complex
(commonly known as “Durban ICC”)

Theme: “A Glimpse into the Future: Advancing Pharmacy Towards 2050”



South African
Pharmacy Council

4th National Pharmacy Conference 2026

A GLIMPSE INTO THE FUTURE:
ADVANCING PHARMACY TOWARDS 2050

11 – 13 OCTOBER 2026 | DURBAN ICC, SOUTH AFRICA





South African
Pharmacy Council
www.sapc.za.org

Attendance Register

<https://forms.cloud.microsoft/r/G7FRiWF0m3>

2026 PSP CPD Webinar - 09 June
2026 (Tuesday) - Attendance
Register





South African
Pharmacy Council
www.sapc.za.org

Pharmacy Council WhatsApp Channel

- SAPC WhatsApp Channel to share latest updates and announcements.
- This is not an interactive WhatsApp line, meaning you cannot send messages to us, but instead, you will be able to see the latest updates, i.e. *Board Notices*, *SAPC e-Notes*, etc.
- **Scan the QR Code to follow the channel**





South African
Pharmacy Council
www.sapc.za.org

Any questions?





South African
Pharmacy Council
www.sapc.za.org

Contact Us



customercare@sapc.za.org



0861 7272 00
or
012 319 8500



@OfficialSAPC



South African
Pharmacy Council
www.sapc.za.org

Thank you!