

Intern CPD User Manual

Go to www.sapc.za.org and click the [Login] button on the top right hand side of the screen. Select the [Registered person block] where you will be requested to enter your login details (P number, ID and Password). Fig 1.1 → 1.3

Fig. 1.1



Fig.1.2

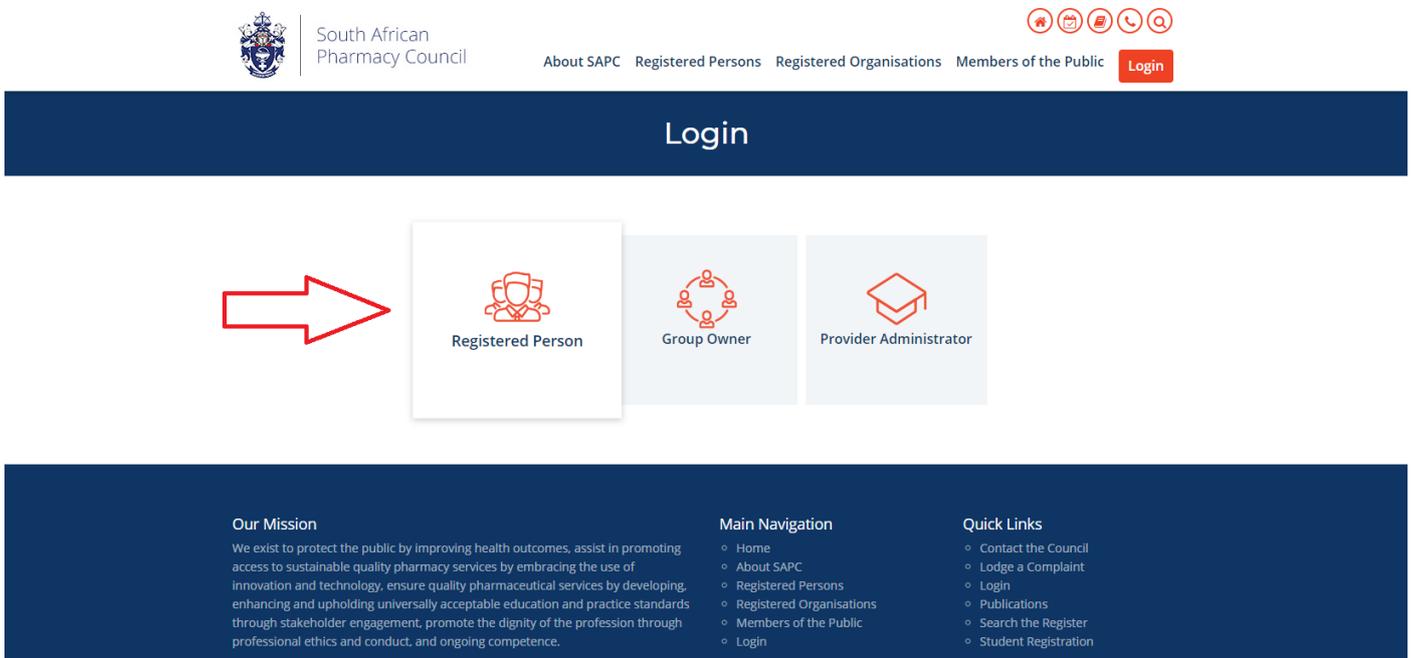


Fig.1.3

Registered Persons

P Number

ID/Passport Number

Password

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial, click here](#)

On a successful login, you will be redirected to the secure section dashboard page. Here a number of transactions can be performed including personal information updates, online applications, payments, workshop bookings etc. Fig.1.4

Fig.1.4

SAPC

Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out

Dashboard

 Finance Balance : R	 Applications	 Letters and certificates	 Pre-registration examinations
 Contact	 Progress Reports	 Workshops	 Telecommunication

Annual Declaration

In order to add a CPD entry, you need to submit an Annual Declaration for the current year. If no Annual Declaration has been submitted, you will not be able to access the CPD pages. To complete an Annual Declaration – Select the [Annual Declaration] link on the left hand side of the screen (main menu). Complete all 3 steps by clicking the [Next] button. Once successfully completed, a message will be displayed under the [4. History] section. Fig.2.1, Fig.2.2

Fig.2.1

Annual Declaration

1 Employment 2 Practise Profile 3 Competency Standards 4 History

Primary area of practice: Community Pharmacy

Primary employment status: -Select-

Employment sector: -Select-

Secondary areas of practice (if applicable):

- Academic Institution
- Clinical trials and research
- Community Pharmacy
- Consultant Pharmacy
- Institutional Private
- Institutional Public
- Managed care
- Manufacturing Pharmacy
- NGO's
- Statutory Council
- Wholesale Pharmacy Private
- Wholesale Pharmacy Public

Next

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Fig.2.2

Annual Declaration History

1 Employment 2 Practise Profile 3 Competency Standards 4 History

Thank you for completing the annual declaration. Your name has been recorded in the registers of Council, under the category practising!

Year	Primary Role	Primary Area Of Practice	Status	Date Completed
2018	Intern	Community Pharmacy	Practicing	25/07/2018

Add a CPD entry

To add a CPD entry, click the [CPD] link on the left hand side of the screen (main menu). You will be redirected to the [CPD] main page. Here a brief explanation is given on how to complete an entry. To proceed, Click the [Continue to CPD] button on the bottom right had side of the screen. This will redirect to the [CPD Dashboard] page. To start a new Reflection, select the [Reflection] block. Fig.3.1, Fig.3.2

Fig.3.1

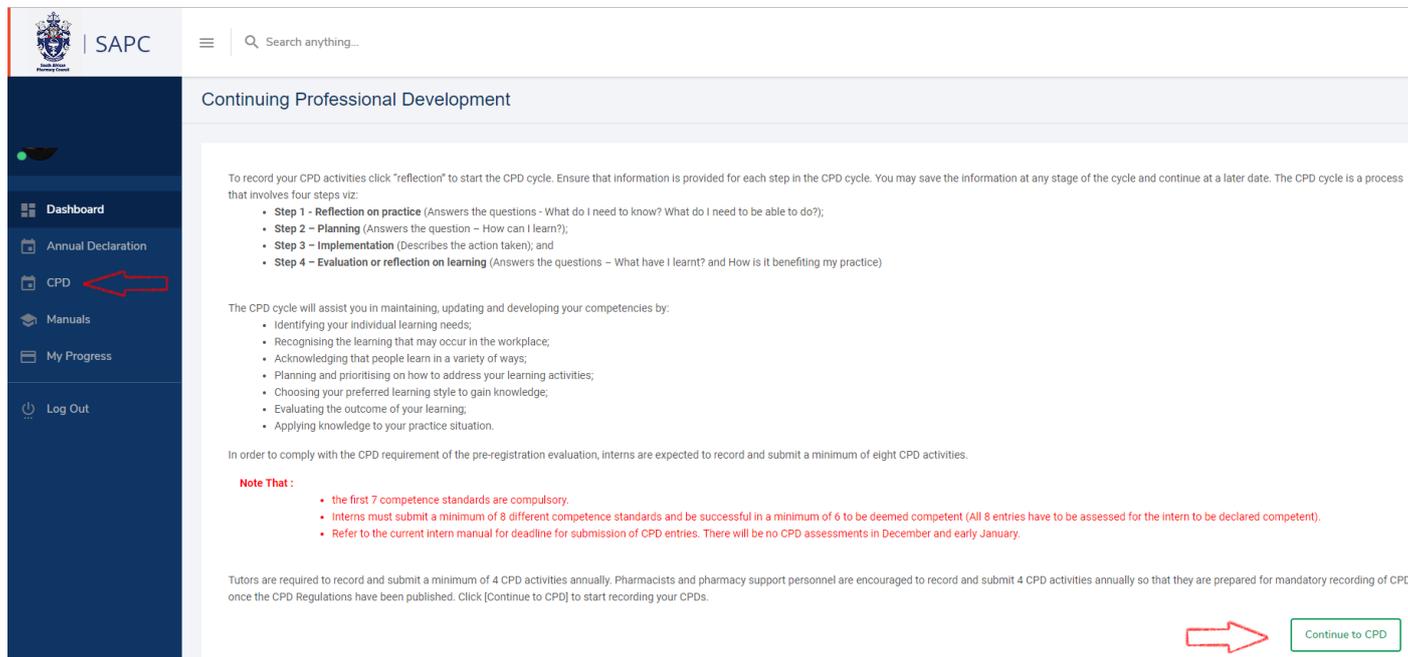
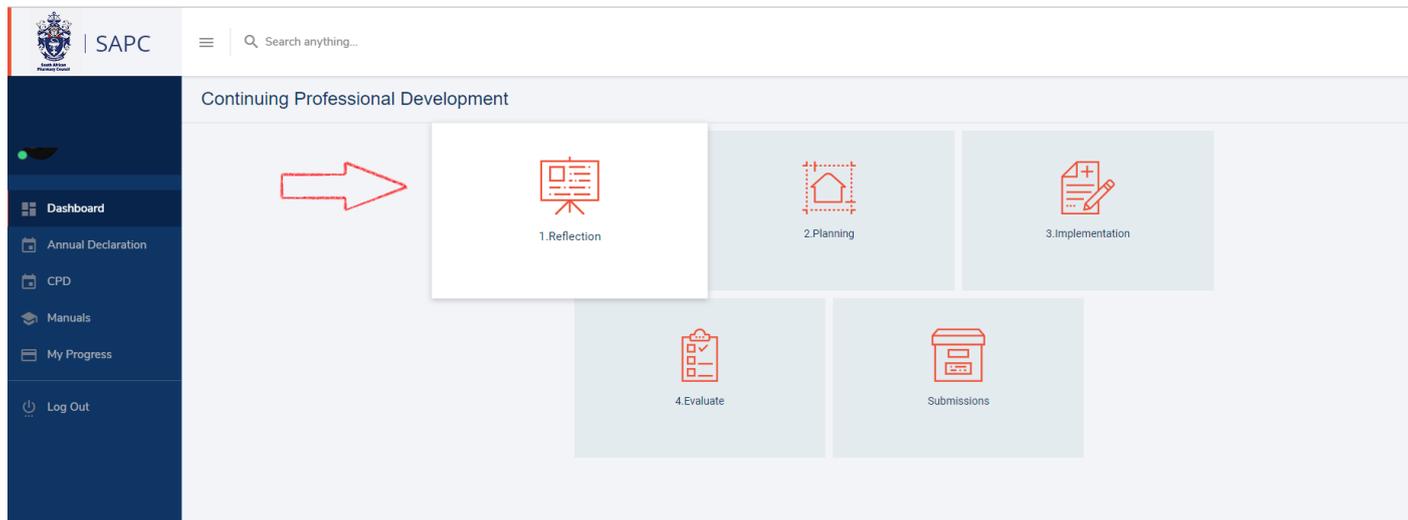


Fig.3.2



Reflection

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. Use the **[Reflection Action]** button arrow to identify a new learning need, proceed to planning or return to your CPD dashboard. On the [identify a new learning need] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Reflections] where the newly added core competence record will be displayed. Fig.4.1, Fig.4.2

Fig.4.1

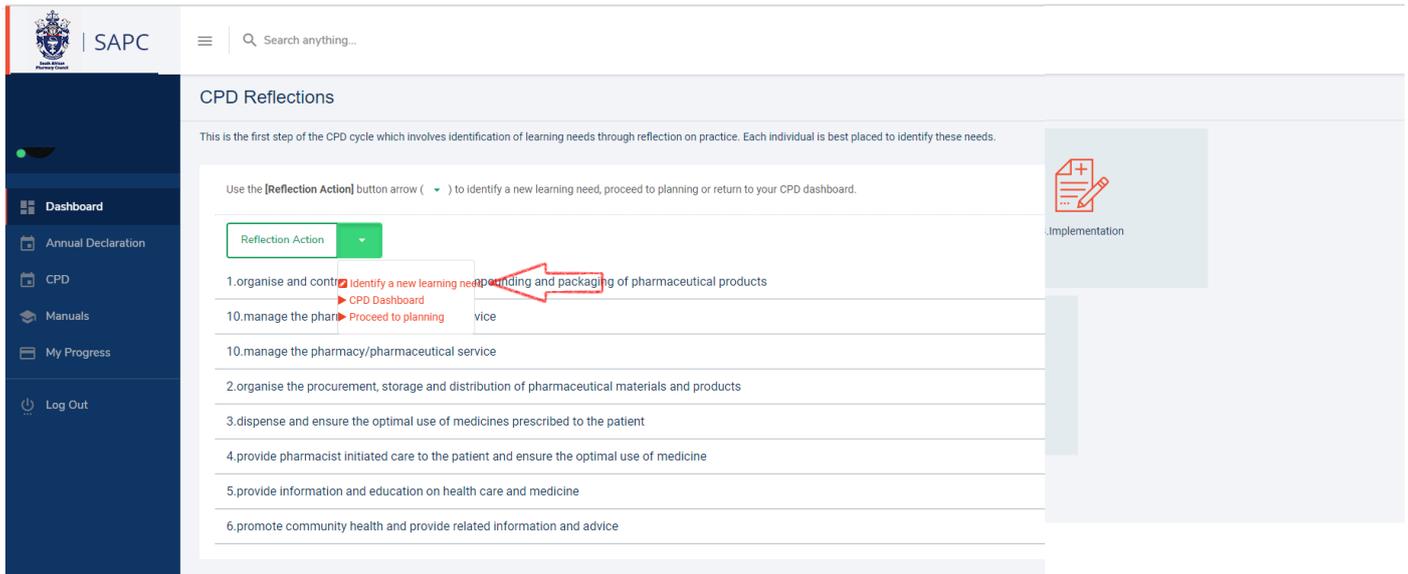
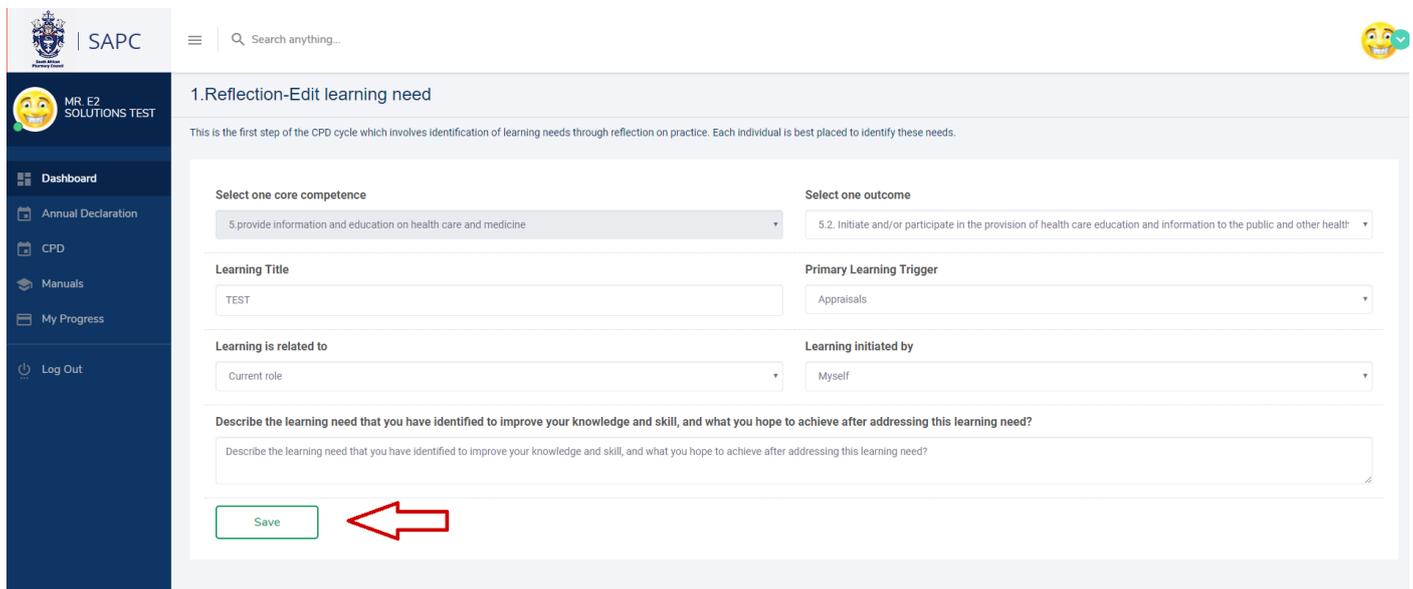


Fig.4.2



To edit a Reflection, select the core competence record link which displays details of the reflection. Click the drop down arrow on the [Action] button to edit or proceed to Planning. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.4.3

Fig.4.3

MR. E2 SOLUTIONS TEST

Dashboard

Annual Declaration

CPD

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My Progress

Log Out

Use the [Reflection Action] button arrow () to identify a new learning need, proceed to planning or return to your CPD dashboard.

Reflection Action

5.provide information and education on health care and medicine

Date	Title
25/07/2018	TEST

Trigger	Related To
Appraisals	Current role

Outcome	Result
5.2. Initiate and/or participate in the provision of health care education and information to the public and other health care professionals information on request	Not Available

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Action

9.practise and ethically

- Edit
- Proceed to planning

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Planning

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome. Use the **[Planning Action]** button arrow to identify a new learning plan, proceed to implementation or return to your CPD dashboard. On the [identify a new learning plan] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Planning's] where the newly added planning record will be displayed by the learning title. Fig.5.1, Fig.5.2

Fig.5.1

SAPC

MR. E2 SOLUTIONS TEST

Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out

CPD Plannings

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Use the [Planning Action] button arrow () to identify a new learning plan, proceed to implementation or return to your CPD dashboard.

Planning Action

My First Learning T

- Identify a new learning plan
- CPD Dashboard
- Proceed to implementation

Fig.5.2

SAPC | MR. E2 SOLUTIONS TEST

2.Planning-Identify a new learning plan

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Select a Learning Title (dropdown: TEST) | **Start Date** (date which you started or the date you are going to start your learning activity) (2018/07/26)

Primary Learning Channel (dropdown: Measurable) | **Primary Activity** (dropdown: Others- please specify)

Primary learning channel -Other (please specify)
A new learning channel

Briefly describe the reasoning behind your planning selections
Type description here.....
974 characters left

Save (highlighted with a red arrow)

To edit a Plan, select the learning title record link which displays details of the plan. Click the drop down arrow on the [Action] button to edit or proceed to Implementation. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.5.3

Fig.5.3

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CPD Plannings

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Use the [Planning Action] button arrow () to identify a new learning plan, proceed to implementation or return to your CPD dashboard.

Planning Action (dropdown)

My First Learning Title
TEST (highlighted with a red arrow)

Learning Title	Start Date (date which you started or the date you are going to start your learning activity)
TEST	26/07/2018

Primary Learning Channel	Primary Activity
Measurable	Others- please specify

Briefly describe the reasoning behind your planning selections
Type description here.....

Action (dropdown) (highlighted with a red arrow)
- Edit
- Proceed to Implementation (highlighted with a red arrow)

Implementations

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. Use the **[Implementation Action]** button arrow to record a new learning activity, proceed to evaluation or return to your CPD dashboard. On the [new learning] page , complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Implementations] where the newly added planning record will be displayed by the learning title. Fig.6.1, Fig.6.2

Fig.6.1

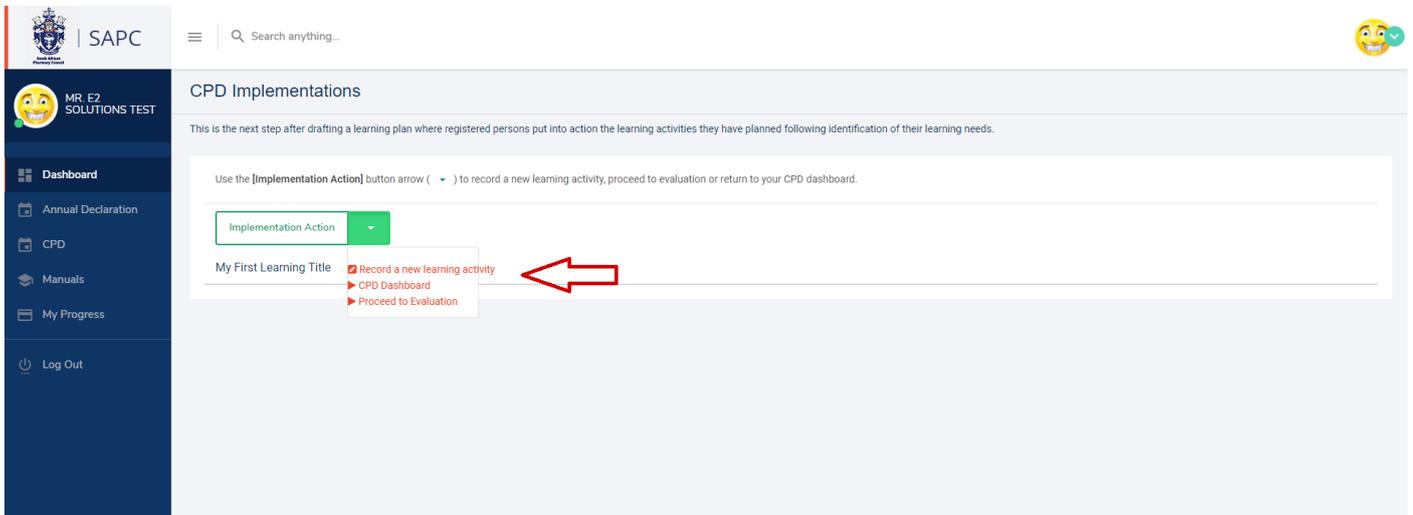
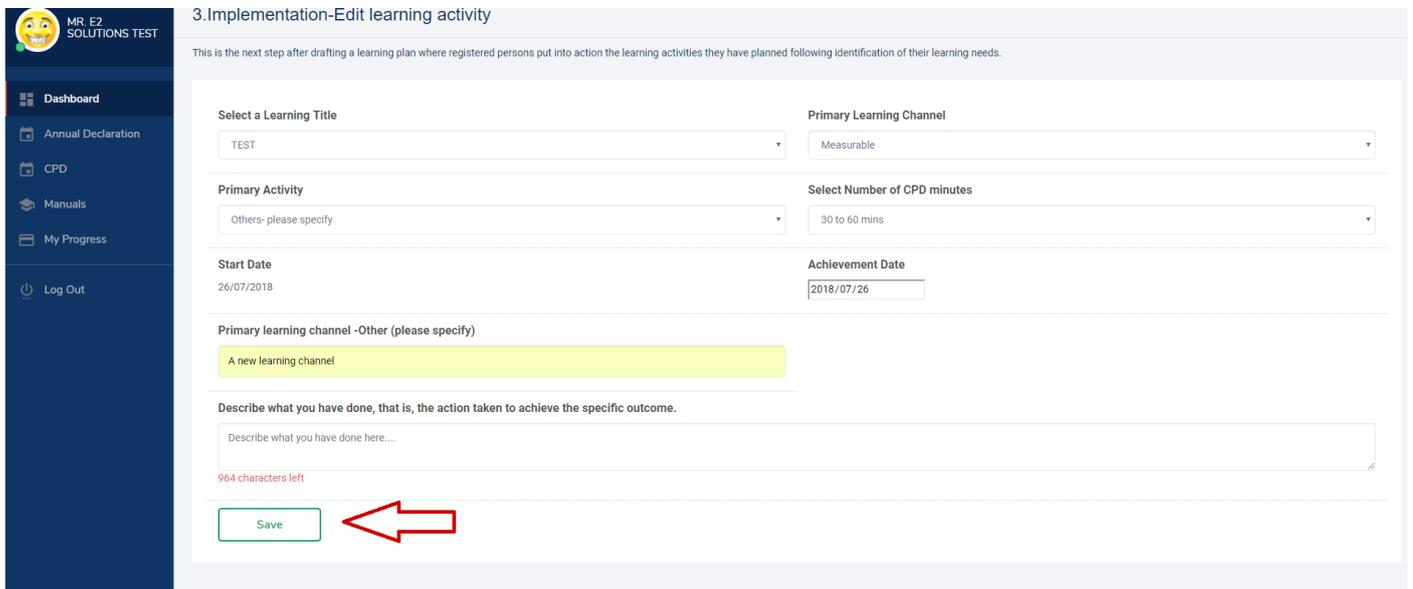
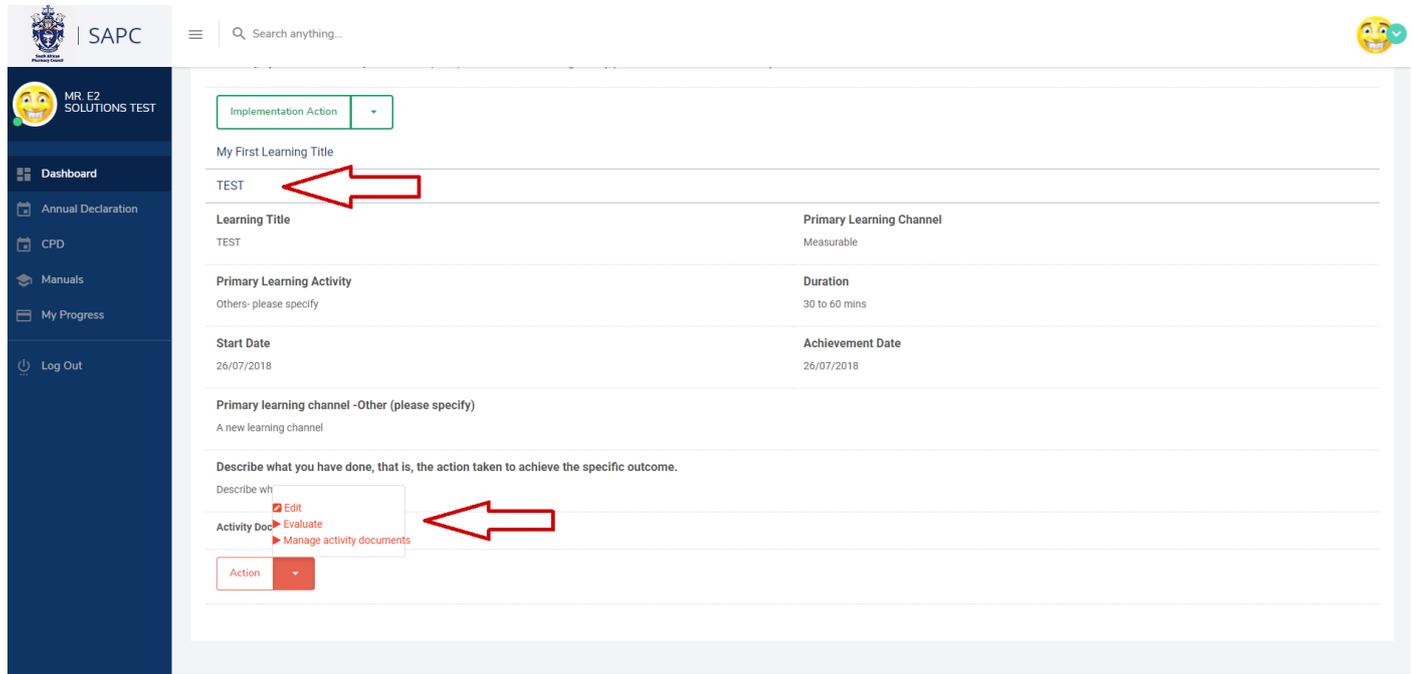


Fig.6.2



To edit an Activity, select the learning title record link which displays details of the activity. Click the drop down arrow on the [Action] button to edit, manage activity documents or proceed to evaluation. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.6.3,6.4

Fig.6.3



To manage activity documents, click [Manage activity documents] on the [Action] button. On the [Documents], browse/choose the document from your local machine and click the [Upload] button. The newly added document will appear with a [Remove] button. To update the document, click the remove button and repeat the process. Click the [**<< Implementations**] link to return to implementations where the activity documents can also be viewed. Fig.6.4, Fig.6.5, Fig.6.6

Fig.6.4

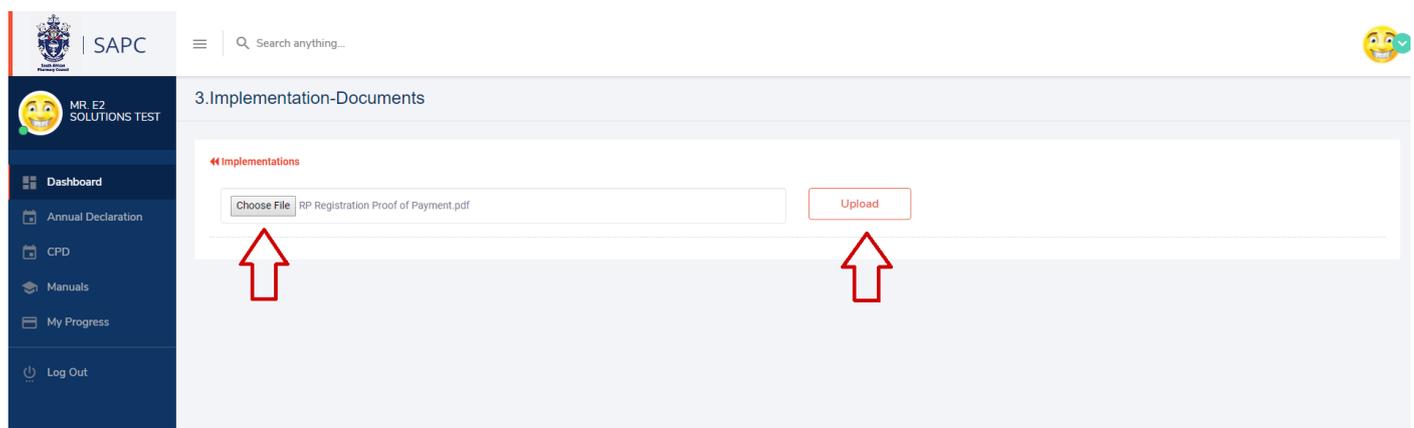


Fig.6.5

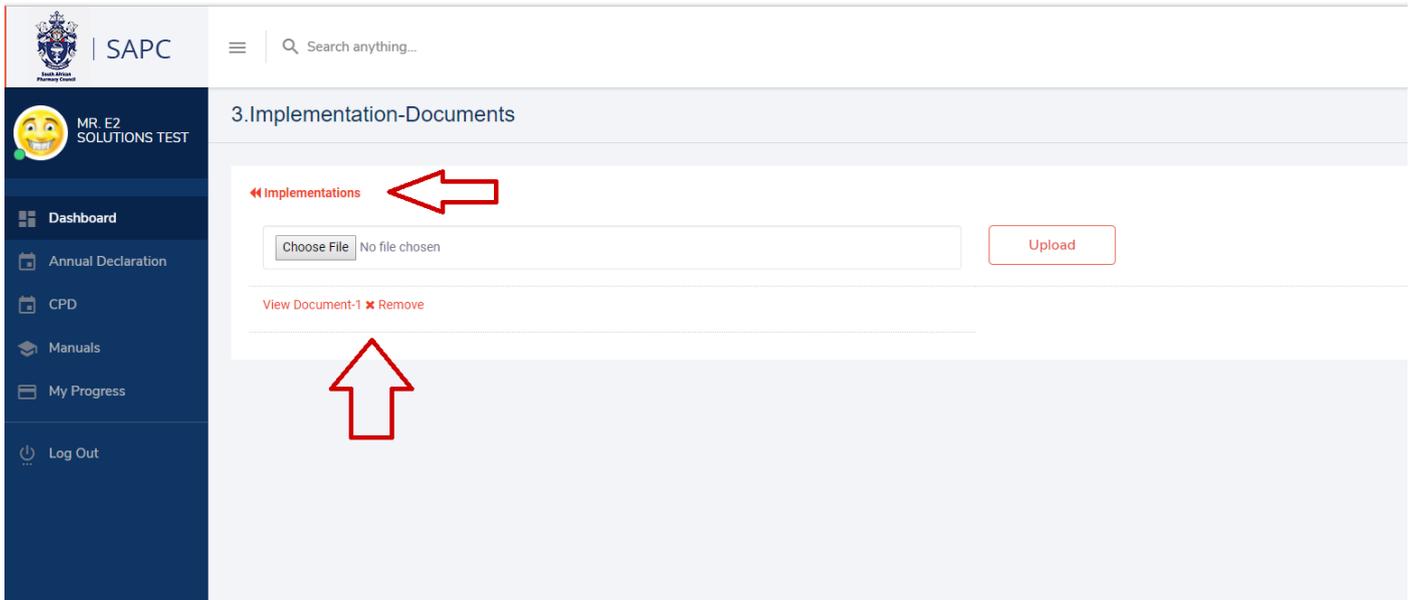
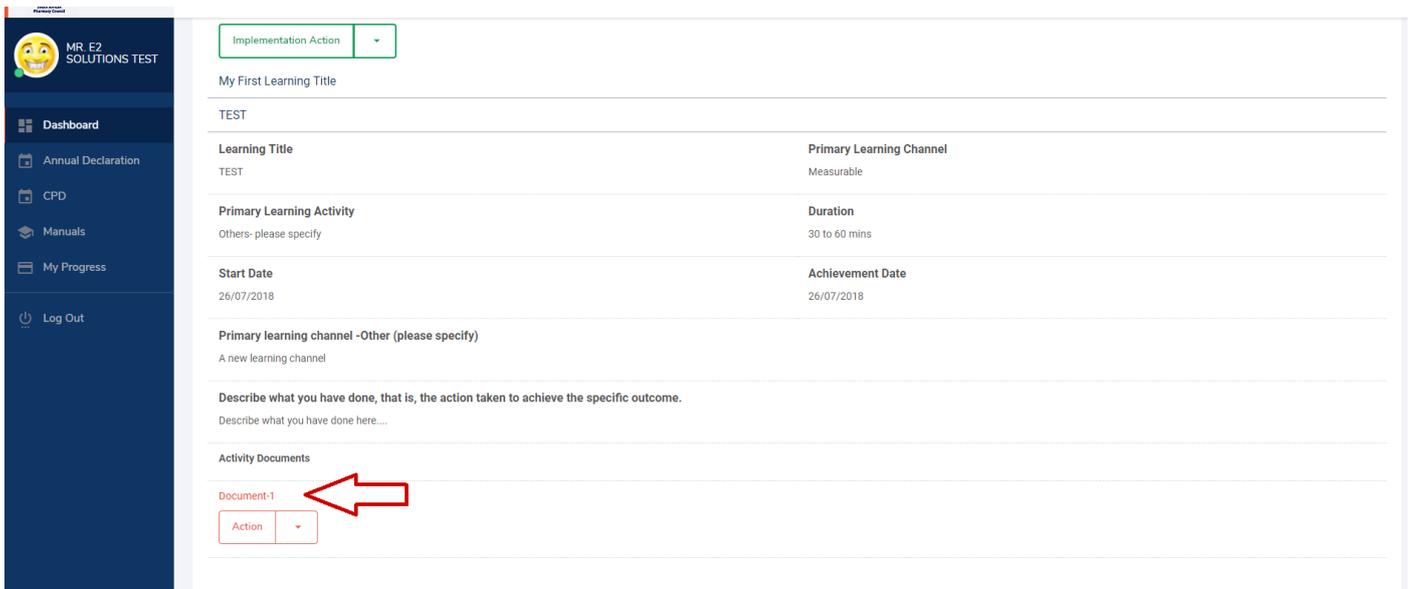


Fig.6.6



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. On the [Evaluations] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Submissions] where all CPD entries are displayed. Fig.7.1, Fig.7.2

Fig.7.1

The screenshot shows the '4. Evaluation-Evaluate a learning activity' page. The left sidebar contains navigation options: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area has a search bar and a user profile icon. Below the title, there is a brief description of the evaluation process. The form consists of several sections: 'Select a Learning Title' with a dropdown menu showing 'TEST'; 'Learning Objective Met' with a dropdown menu showing 'Fully'; 'Applied the Learning' with a dropdown menu showing 'In my workplace'; and 'Describe what you have learned' with a text input field and a character count of '1966 characters left'. A green 'Save' button is located at the bottom left of the form, with a red arrow pointing to it.

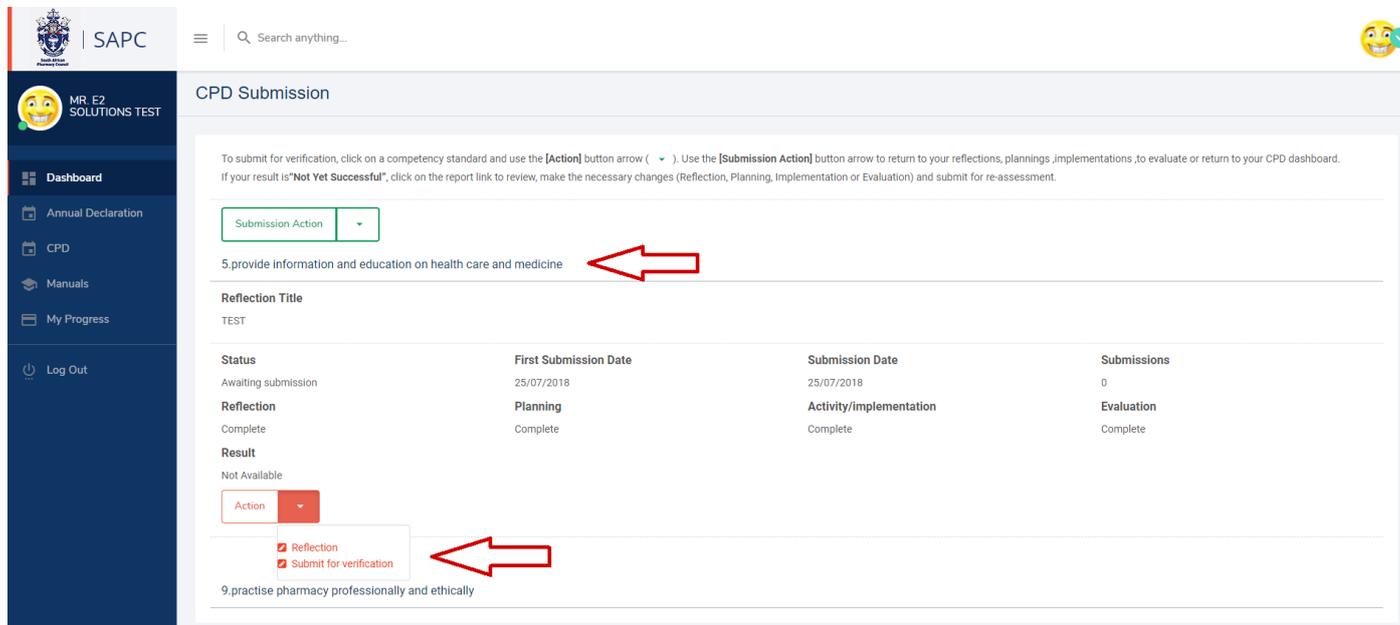
Fig.7.2

The screenshot shows the 'CPD Submission' page. The left sidebar is the same as in Fig.7.1. The main content area has a search bar and a user profile icon. Below the title, there is a brief instruction: 'To submit for verification, click on a competency standard and use the [Action] button arrow (). Use the [Submission Action] button arrow to return to your reflections, plannings, implementations, to evaluate or return to your CPD dashboard. If your result is "Not Yet Successful", click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.' Below this, there is a 'Submission Action' dropdown menu with a green arrow icon. The dropdown menu is open, showing options: 'Reflections', 'Plannings', 'Implementations', 'Evaluate', and 'CPD Dashboard'. A red arrow points to the 'Evaluate' option.

Submissions

Use the **[Submission Action]** button arrow to return to your reflections, planning, implementations, to evaluate or return to your CPD dashboard. To submit for verification, click on a **[Competency Standard]** link. This displays details of the CPD entry status. Use the **[Action]** button arrow to return to reflection or to submit for verification by your tutor. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.8.1

Fig.8.1



The screenshot shows the SAPC CPD Submission page. The left sidebar contains navigation options: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area is titled "CPD Submission" and includes a search bar and a "Submission Action" dropdown menu. Below this, there is a list of CPD entries. The first entry is "5.provide information and education on health care and medicine" with a red arrow pointing to it. Below the entry list, there is a table with the following data:

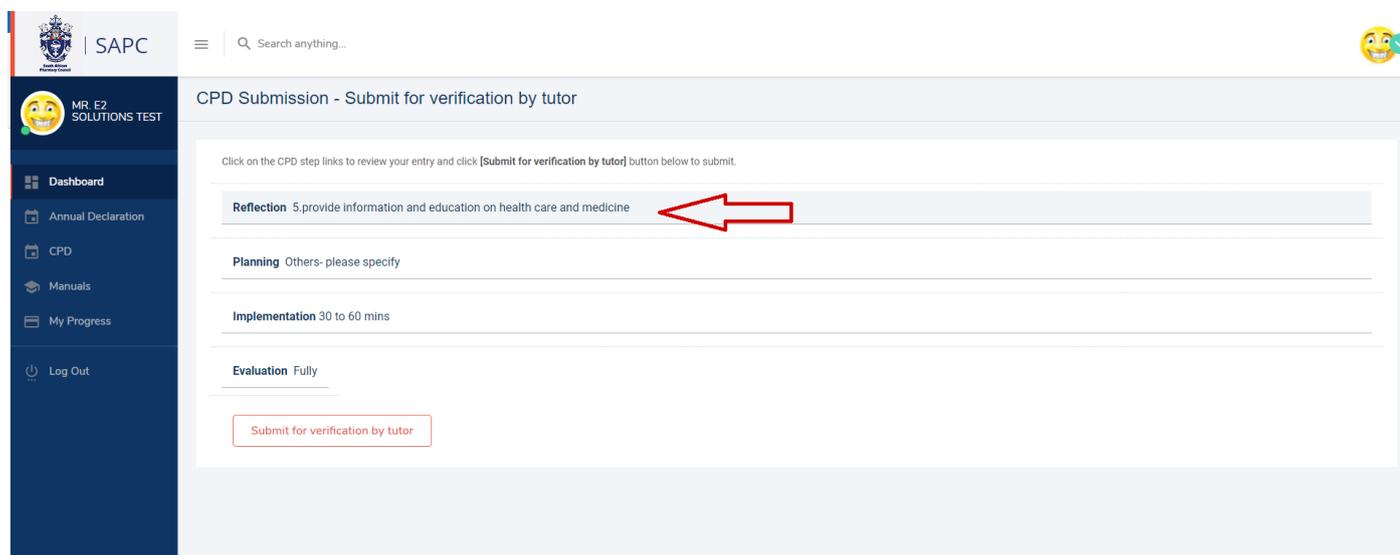
Status	First Submission Date	Submission Date	Submissions
Awaiting submission	25/07/2018	25/07/2018	0
Reflection	Planning	Activity/implementation	Evaluation
Complete	Complete	Complete	Complete

Below the table, there is a "Result" section with "Not Available" and an "Action" dropdown menu. The dropdown menu is open, showing "Reflection" and "Submit for verification" options, with a red arrow pointing to it. The second entry in the list is "9.practise pharmacy professionally and ethically".

Submit for verification

The **[Submit for verification]** page displays details of all the CPD steps. Click the **[Step]** link to view and use the action button to edited if needed. Click the **[Submit for verification]** button to submit for verification. On a successful submission, you will be redirected to the **[Submission]** page where the status of the CPD entry will reflect as "Submitted for verification". Fig.8.2, Fig.8.3

Fig.8.2



The screenshot shows the SAPC CPD Submission - Submit for verification by tutor page. The left sidebar is the same as in Fig.8.1. The main content area is titled "CPD Submission - Submit for verification by tutor" and includes a search bar and a "Submit for verification by tutor" button. Below this, there is a list of CPD steps for the entry "5.provide information and education on health care and medicine". The steps are: Reflection (Others- please specify), Planning (Others- please specify), Implementation (30 to 60 mins), and Evaluation (Fully). A red arrow points to the "Reflection" step. At the bottom of the page, there is a "Submit for verification by tutor" button.

Fig.8.3

The screenshot displays the SAPC CPD Submission interface. At the top left is the SAPC logo. A search bar is located at the top center. The user profile 'MR. E2 SOLUTIONS TEST' is shown at the top right. The main content area is titled 'CPD Submission' and contains instructions for submitting for verification. Below the instructions is a 'Submission Action' dropdown menu. The main content area is divided into two sections: '5.provide information and education on health care and medicine' and '9.practise pharmacy professionally and ethically'. A table shows the submission details for the first section, with a red arrow pointing to the 'Submitted for verification by tutor' status.

Status	First Submission Date	Submission Date	Submissions
Submitted for verification by tutor	25/07/2018	25/07/2018	1

Reflection	Planning	Activity/Implementation	Evaluation
Complete	Complete	Complete	Complete

Result
Not Available