

# **CPD Verification Training**



**South African  
Pharmacy Council**

# Verification of CPD entry by tutor

- ▶ Go to [www.sapc.za.org](http://www.sapc.za.org)
- ▶ Click on [**Login**] on the top right-hand side [**FIG.1**].

This will redirect you to the different member login options.



FIG 1

# Login process of a registered person.

- ▶ Click on [Registered Person]

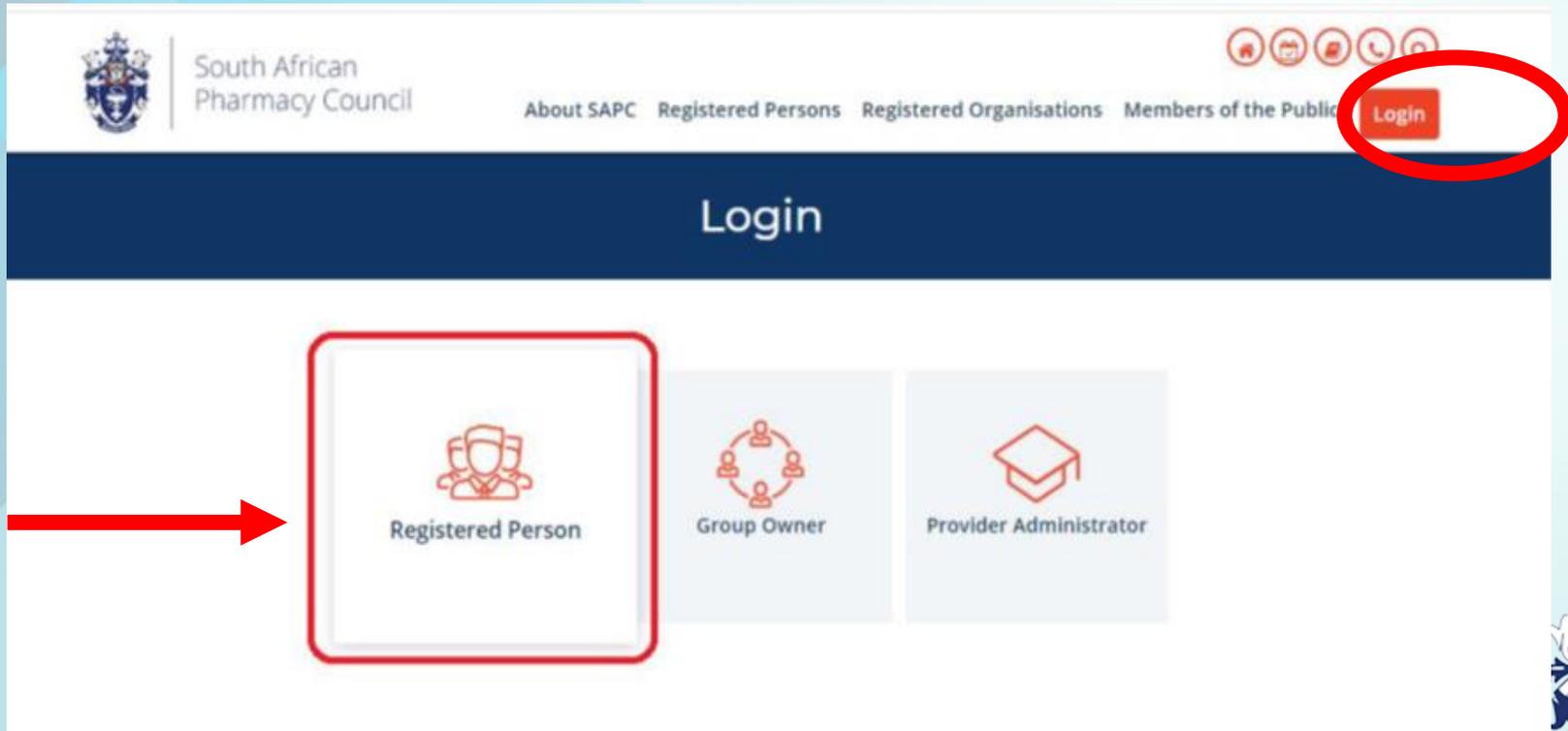
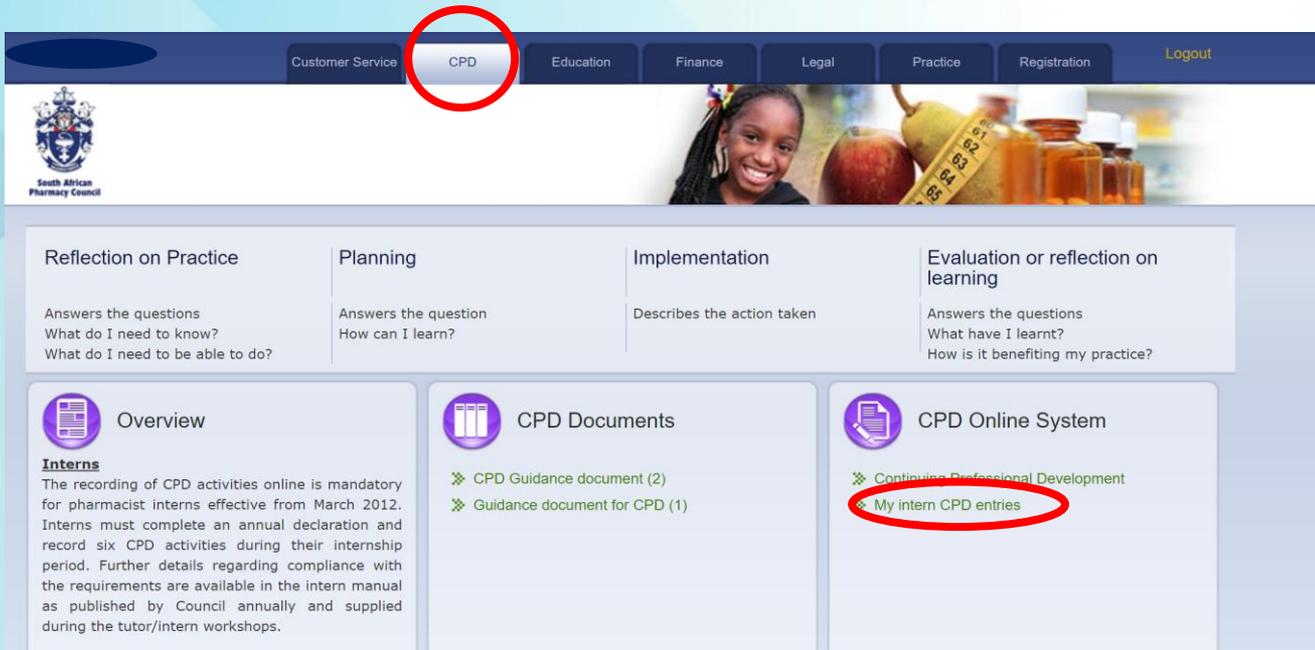


FIG 2



# Tutor's Profile

- ▶ Once successfully logged in, user will be redirected to the SAPC secure site where the CPD pages can be accessed.
- ▶ Click on **[CPD]** on the top menu
- ▶ Under the CPD Online System page click on **[My Intern CPD Entries]** to be redirected to the CPD pages [FIG 4.].



The screenshot displays the SAPC website interface. At the top, a dark blue navigation bar contains several menu items: 'Customer Service', 'CPD', 'Education', 'Finance', 'Legal', 'Practice', 'Registration', and 'Logout'. The 'CPD' menu item is circled in red. Below the navigation bar is a banner image featuring a smiling woman, a red apple, and several glass vials. The main content area is divided into four columns, each with a title and a brief description: 'Reflection on Practice', 'Planning', 'Implementation', and 'Evaluation or reflection on learning'. Below these columns are three main sections: 'Overview', 'CPD Documents', and 'CPD Online System'. The 'CPD Online System' section contains a list of links, with 'My intern CPD entries' circled in red. The South African Pharmacy Council logo is visible in the bottom right corner of the page.

FIG 3



# Log on to CPD

- ▶ Click on **[logon to CPD]** under the CPD tab which will lead to the verification page

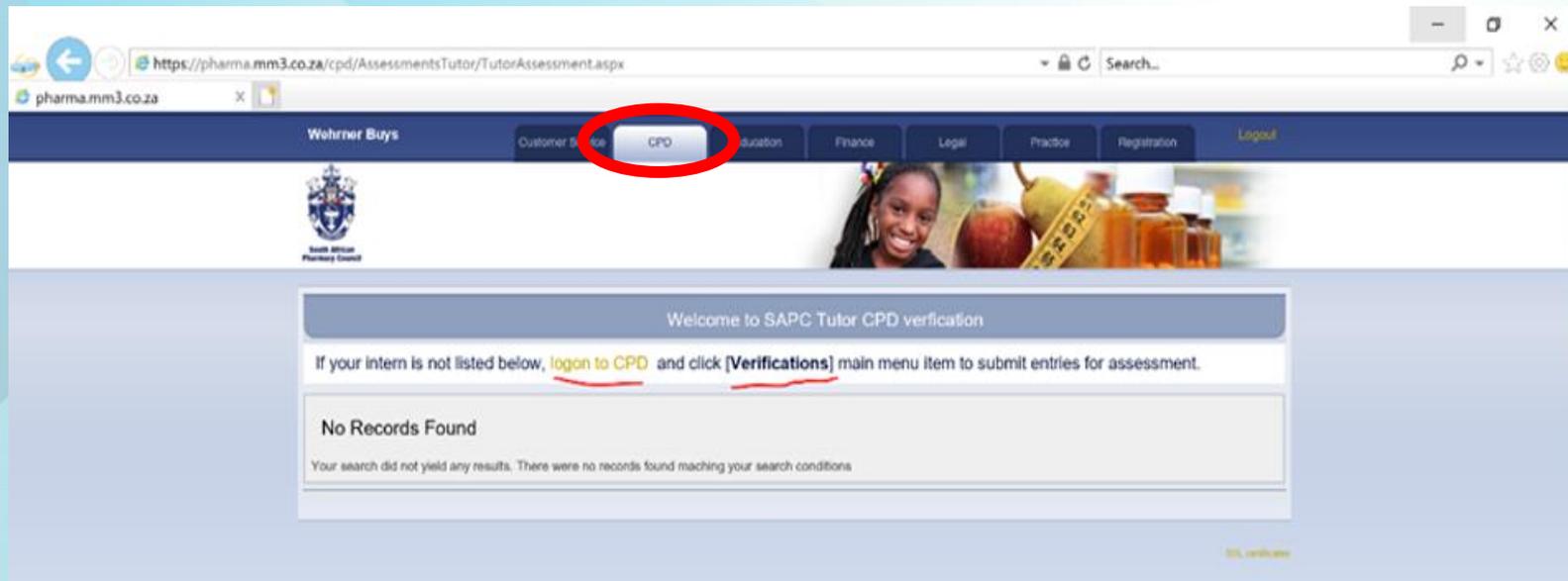


FIG 4



# Verification

- ▶ Click on [Verification] on the dashboard which will lead to the intern CPD entry

The screenshot displays the SAPC Admin - CpdWelcome dashboard. The browser address bar shows the URL: <https://interns.pharma.mm3.co.za/MyCpd/Home/DashBoard>. The dashboard header includes the SAPC logo and a search bar. The main content area is titled "Dashboard" and contains a navigation menu on the left and a main panel with buttons for "My submissions", "CPD cycle", "Domains and competencies", and "Archive". The main panel also features three charts: "Entries by domain", "Entries by status", and "Entries by outcomes". The "Entries by domain" chart shows a legend with six categories: 1. Public health (0), 2. Safe and rational use of medicines and medical devices (0), 3. Supply of medicines and medical devices (0), 4. Organisation and management skills (0), 5. Professional and personal practice (0), and 6. Education, research and critical analysis (0). The "Verification" menu item in the left sidebar is highlighted with a red circle and a red arrow pointing to it. The footer of the dashboard reads "2020 © South African Pharmacy Council".

FIG 5



# View

- ▶ Click **[View]** on the verifications page to view the interns CPD entries

The screenshot shows a web browser window with the URL <https://interns.pharma.mm3.co.za/MyCpd/Verifications?assessorTypeId=5>. The page title is "SAPC Admin - Verifications". The SAPC logo is visible in the top left. A dark blue sidebar on the left contains a menu with items: Dashboard, Annual Declaration, Reflection, Planning, Implementation, Evaluation, My submissions, Self Review, Peer Review, My Peers, 2 Step CPD Activity, Verification, and Log out. The main content area is titled "Verifications" and includes a note: "A tutor must verify for quality all activities submitted by the intern before the due date for submission". Below this is a table with the following structure:

P Number	Name	Entries	Verified
[Redacted]	[Redacted]	2	0

In the "Verified" column of the first row, there is a red "View" button with a magnifying glass icon. A red arrow points from the "Entries" value "2" to this button. The footer of the page reads "2020 © South African Pharmacy Council".

FIG 6



# Verify

- ▶ Click on **[Verify]** to verify the CPD entry by the intern.

The screenshot shows the SAPC Admin interface for Verifications (Entries). The page title is "Verifications (Entries)" and it includes a note: "A tutor must verify for quality all activities submitted by the intern before the due date for submission".

Domain	Competency	Title	Date	Submissions	Status	Verified	Outcome
1.					Pending	N/A	Incomplete
1.			28 Mar 2020	1	Submitted for verification by tutor	N/A	Verify

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# Submission by tutor

## After verifying CPD entries

- ▶ Tutor will submit CPD entries to Council for assessment
- ▶ Tutor will send back the CPD entries to the intern for correction

**Evaluation Verification**

A tutor must verify for quality all activities submitted by the intern before the due date for submission

Evaluation	Assessment Criteria
I have learnt to evaluate what the patient is presenting with and the approach to take when deciding which medicines to dispense. I have learnt that asking about allergies, medical history and medication usage is critical during pharmacist initiated therapy (PIT). I have learnt to educate patients about the correct use of the medicine before dispensing. I have achieved my learning need as I am now able to demonstrate the behavioral statements. This has impacted on my ability to help patients make informed healthcare decisions and ensure the optimal use of medicines. This has impacted in the way that I interact with patients as I now have more confidence in my practice. I have applied this learning to other patients that have presented with flu. I have also applied this learning to dispense over the counter medications such as nasal sprays, inhalers and eye drops. My future learning need is generic substitution of over the counter medication as a cheaper alternative during PIT.	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.

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