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Continuing Professional Development (CPD)

2023 Virtual CPD Masterclass

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Opening & Welcome

Ms Tinyiko Mhangwana

Good evening and welcome to the CPD Masterclass. The purpose of the workshop is to assist all pharmacist to comply with CPD requirements.

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Welcome to the CPD Masterclass

Please take note of the following:

- To ask questions, please use the Q&A function on Teams or the comment section if you are joining us on YouTube or Facebook.
- The session is 2hrs, please stay until the end to get all the information first-hand.
- Towards the end of the workshop, you will be requested to complete a survey to confirm your attendance and rate the workshop.
- The presentations will be available on the website on the 29 September 2023.

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Outline

- What is Continuing Professional Development
- CPD Compliance Requirements
  - Annual declarations
  - Designation of persons
- CPD Essentials
  - Competency Standards (CS)
  - Domains
  - CPD platform
- How to learn
  - What constitutes a good CPD activity
  - Learning method/Activities
  - Portfolio of Evidence
- Submission process
- Common errors and challenges
- System navigation
- Highlights

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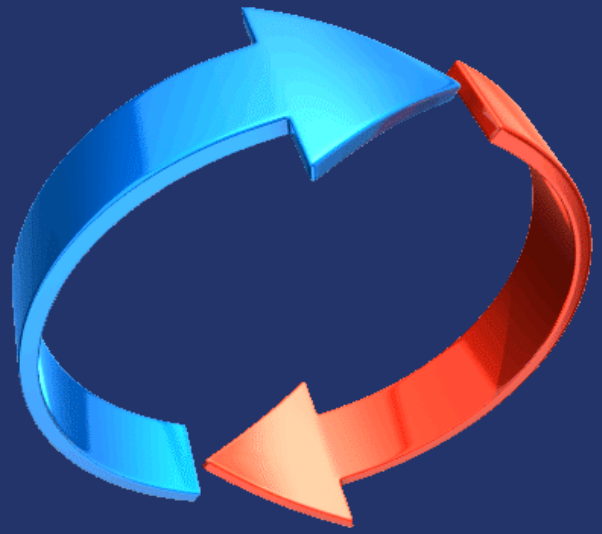
What is continuing professional development?

- Definition: The process by which registered persons maintain and enhance their competence throughout their professional careers.
- Encompasses a range of activities including continuing education and supplementary training.
- CPDs enable registered persons to develop in their area of practice and demonstrate competence.



CPD is a cyclical activity

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CPD Compliance Requirements

- Completion of the online annual declaration by 1 February each year;
- Recording of at least six (6) CPD activities; and
- Maintaining an electronic portfolio of evidence.

No manual submissions

Not to be uploaded

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The Annual Declaration

- Annual Declaration is made up of three components:
  - Employment (scope of practice)
  - Domain Competencies (6 domains)
  - Assessment Criteria (4-step CPD cycle)

- Results in designation as practising or non-practising.

- To be submitted by 1 February each year.

Auto-designation to practising

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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.

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It is important to familiarise yourself with the domains, domain competencies and behavioural statement (refer to 2018 Competency Standards)

Competency Standards (CS)

Competency Standards are made up of:

- Domain
- Domain Competencies
- Behavioural statements
  - Entry level ← New in the particular field
  - Intermediate practice
  - Advanced practice ← More experienced

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Domains

- Public health
- Safe and rational use of medicines and medical devices
- Supply of medicines and medical devices
- Organisation and management skills
- Professional and personal practice
- Education, critical analysis and research

There are 6 domains

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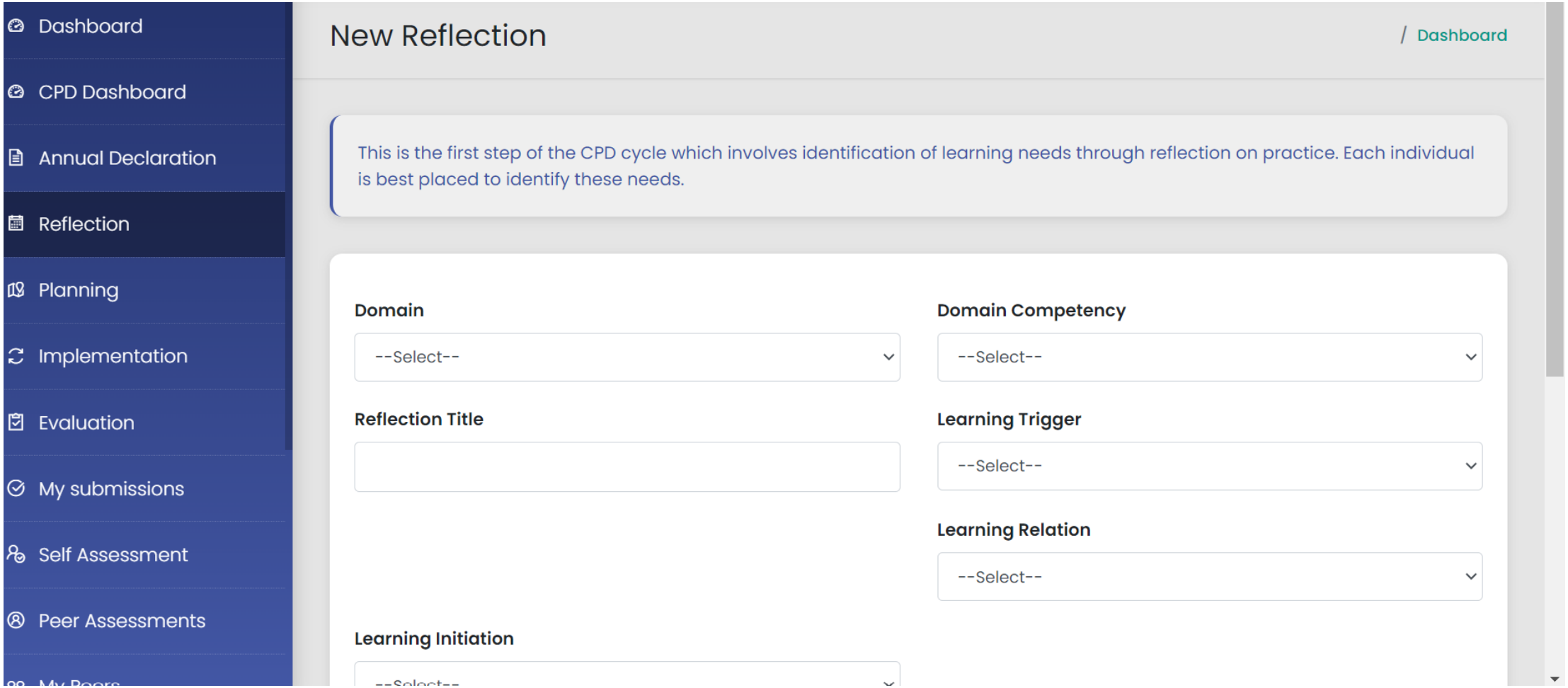
CPD platform



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How to Learn

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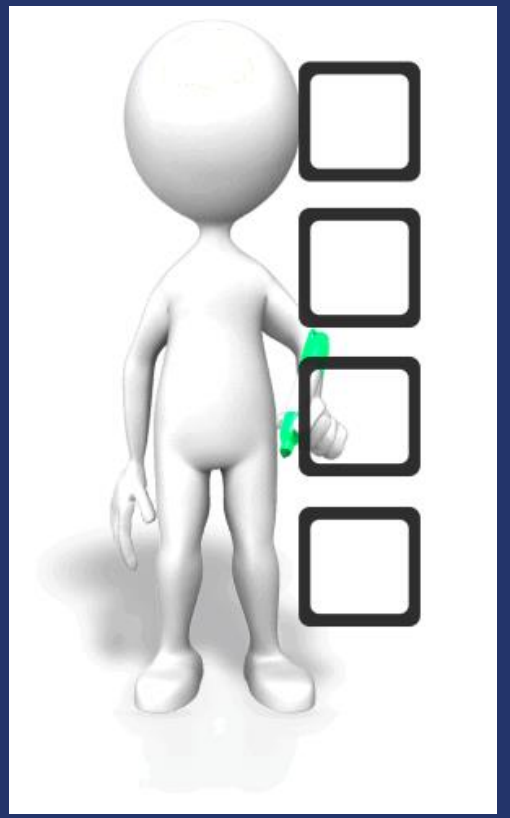
What constitutes a good CPD activity?

- **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?



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Learning Methods / Activities

1

Self study, case study, conferences, etc.

2

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

3

Diploma, postgraduate studies.

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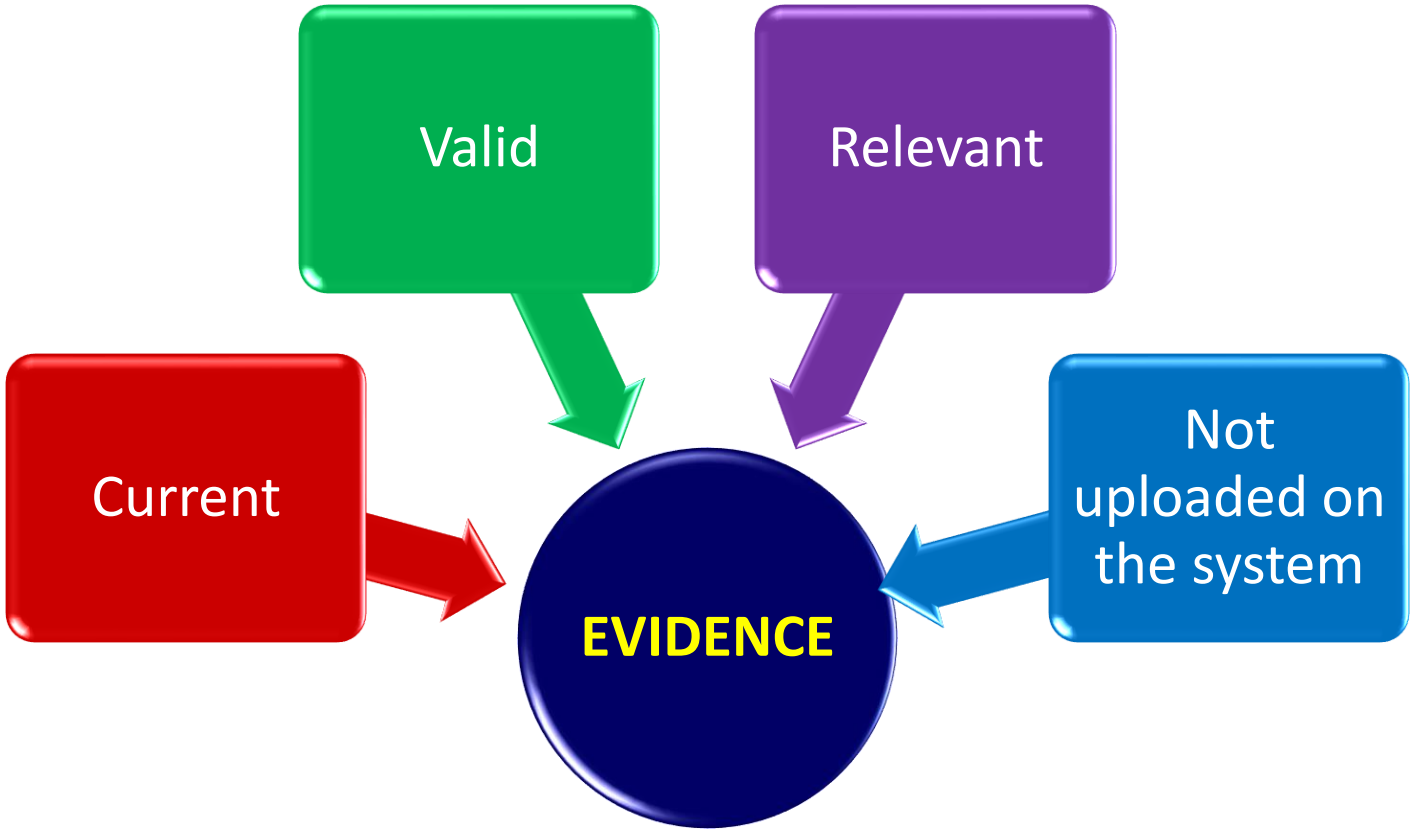
Portfolio of Evidence



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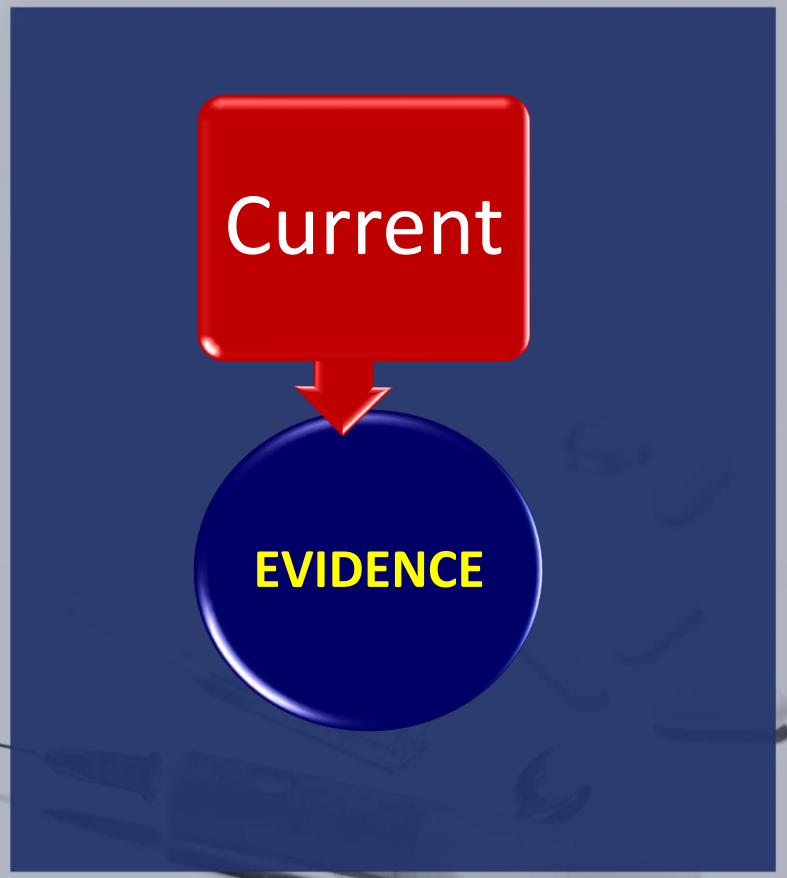

- CPD entry must relate to learning DURING the current year.
- Evidence can be any documents acquired in the learning process.
- Do not upload your evidence on the CPD system.

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CPD submission process

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CPD Submission Process

- There are two different processes to pick from:

1. **4-Step CPD cycle**
   - ➢ No limitations on the CPD entries submitted
   - ➢ Requires prior planning and outline
   - ➢ Allows submission once all four steps are completed
2. **2-Step CPD cycle**
   - ➢ Limited to three (3) CPD activities per year
   - ➢ Instant
   - ➢ Follows no thought process

No evidence to be uploaded

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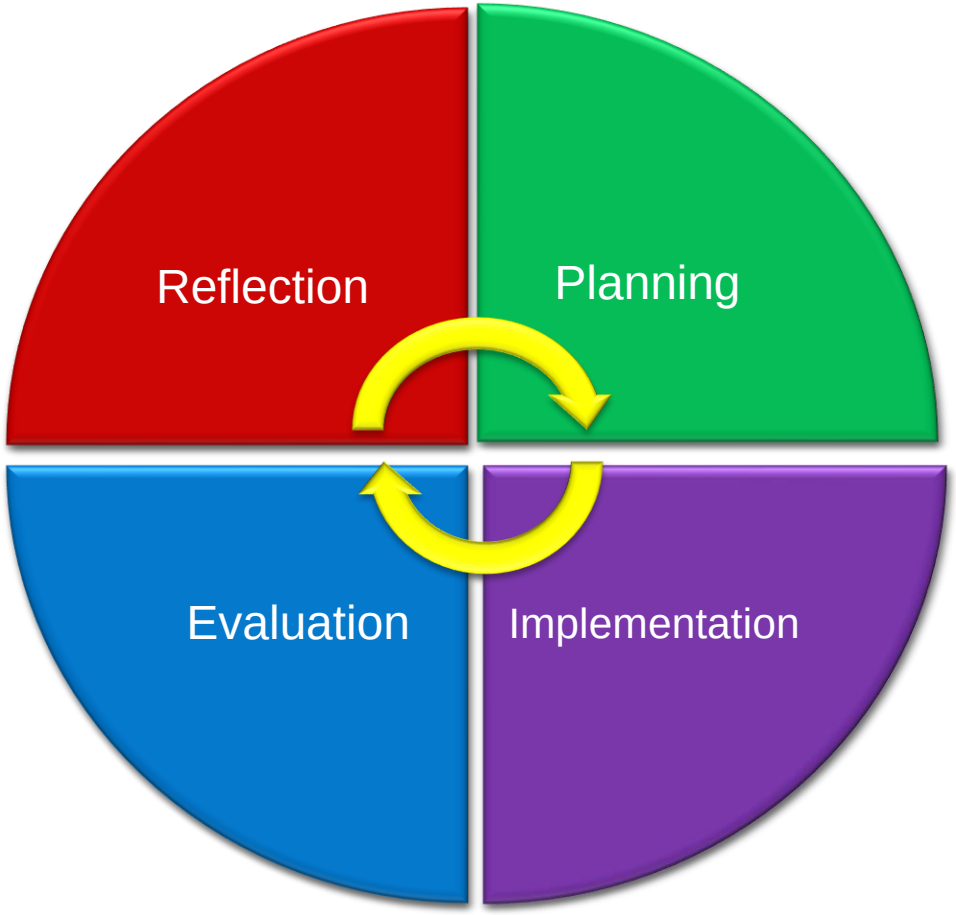
The 4-Step CPD Cycle



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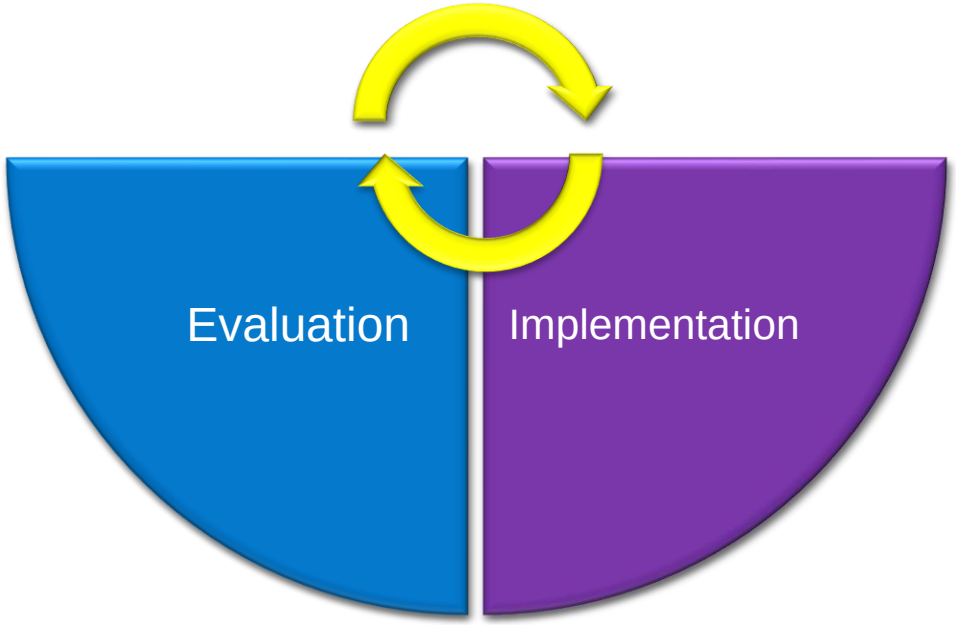
The 2-Step CPD Cycle



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Common errors and challenges with CPD submissions

- System error
  - Increased volumes of CPD entries on the last day of submission
- Human error
  - More than 3 CPD entries submitted following the 2-step process
  - The use of the same title for different CPD entries resulting in the second entry not being counted (i.e system identifying it as a duplicate)

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System navigation

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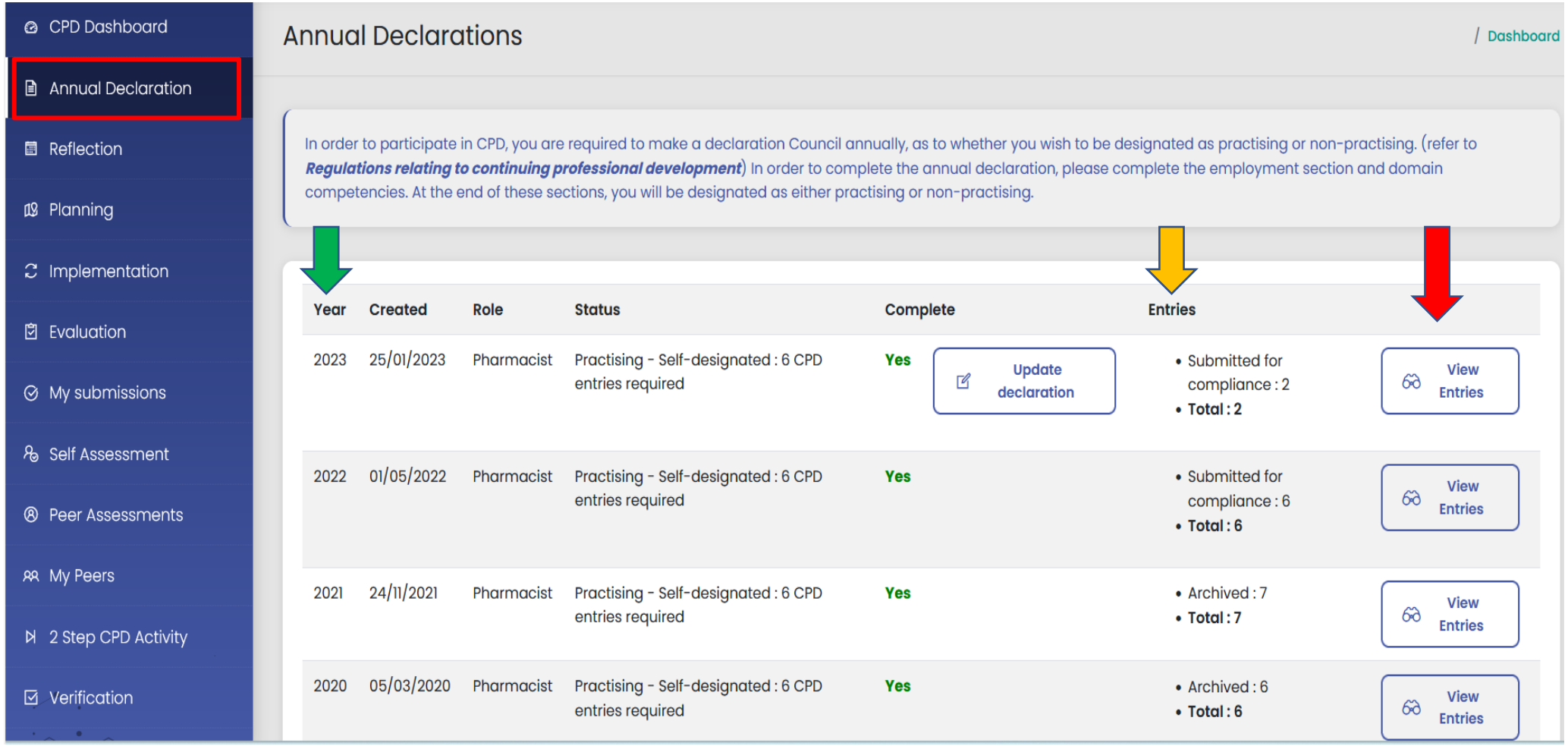
Compliance, Archives and View



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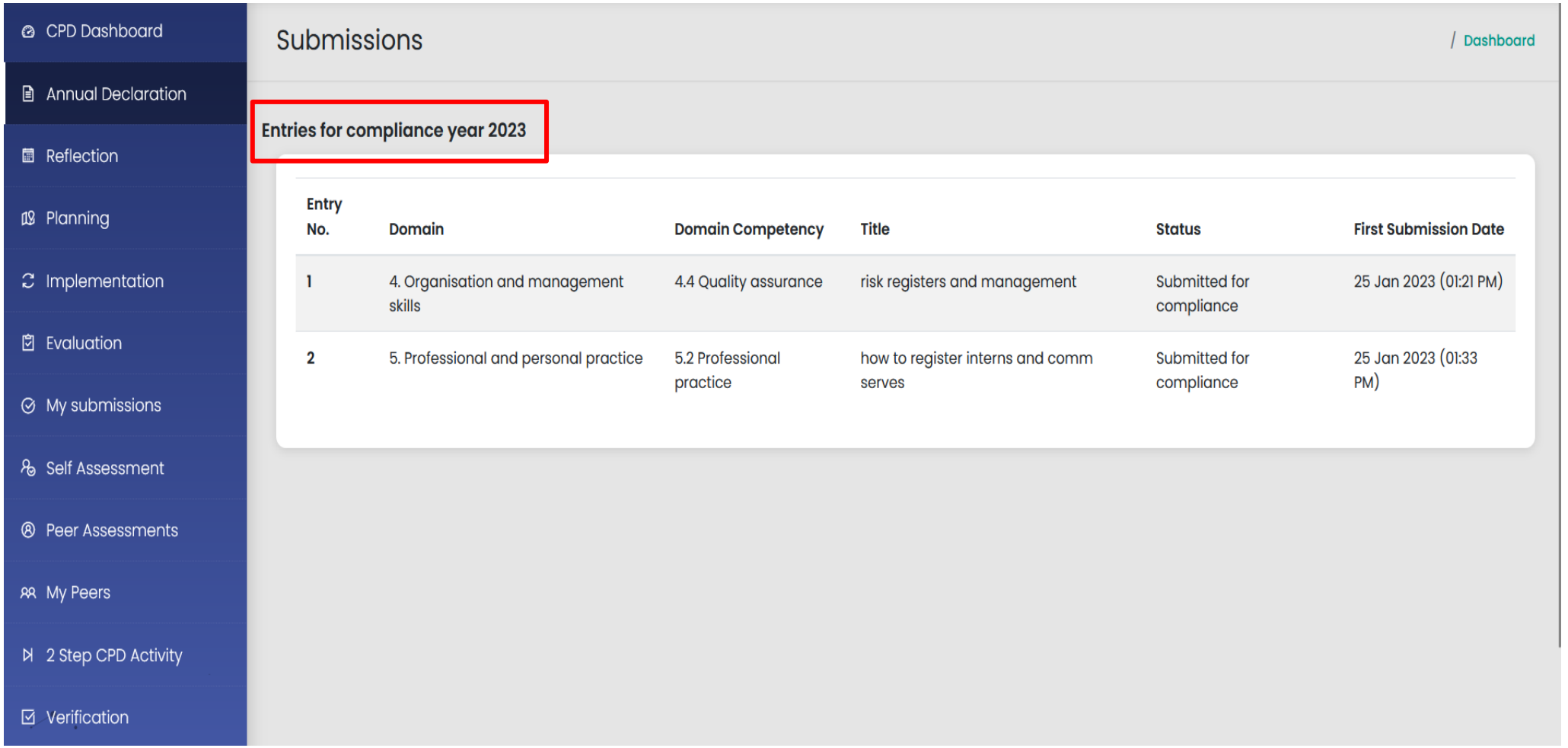
Compliance, Archives and View



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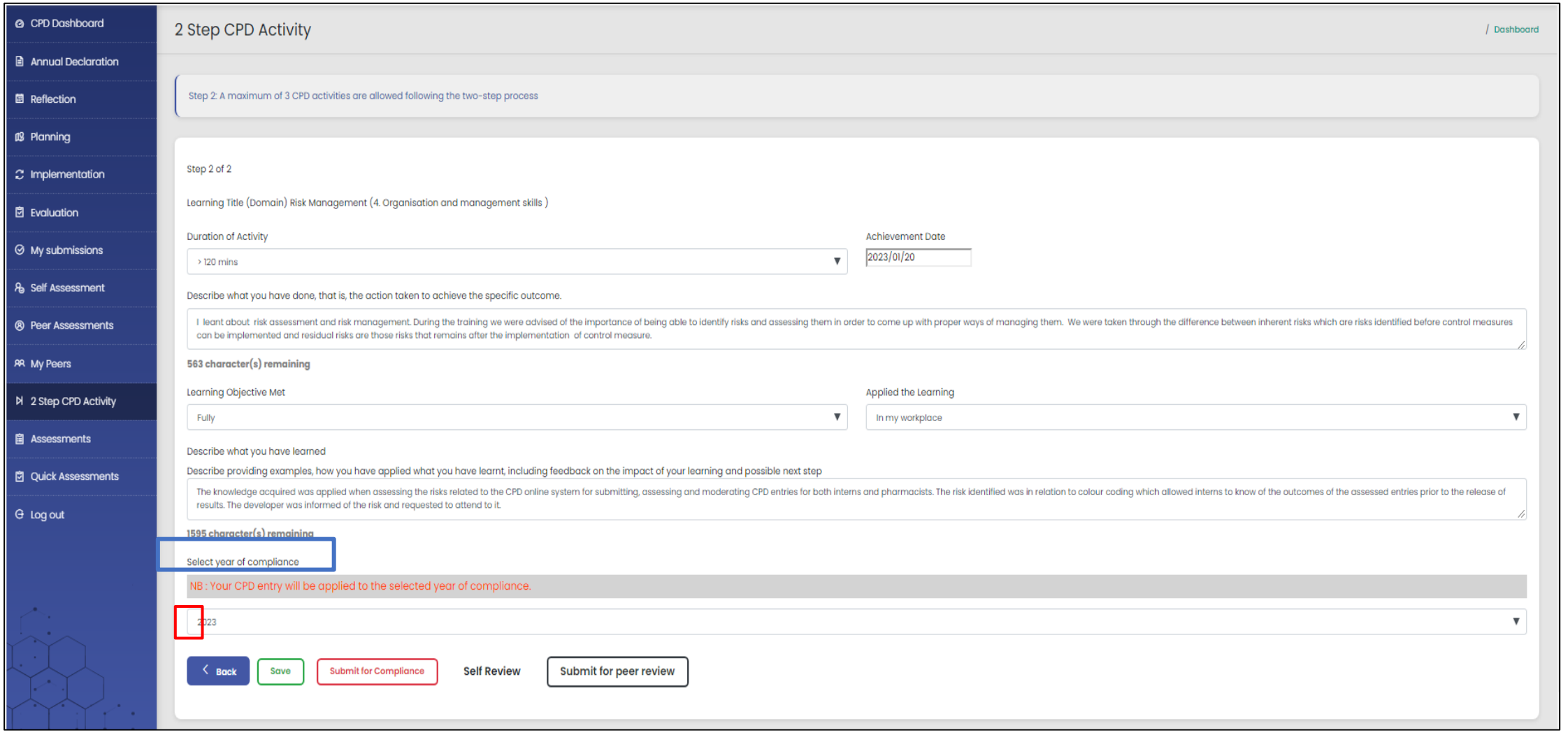
Selection of Compliance Year



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CPD Submission Deadlines

- **2023 CPD Compliance Year**
  - Submission deadline – 31 December 2023

Note: SAPC recommends that at least 1 entry be submitted every 2 months from January to December.

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CPD submission statuses

- **Pending** – not all CPD steps are completed, CPD entry cannot be submitted.
- **Awaiting submission** – all CPD steps are completed but CPD entry has not been submitted.
- **Submitted for compliance** – all CPD steps are completed and CPD entry is submitted successfully.
- **Achieved** – CPD entry submitted for the previous years of compliance.

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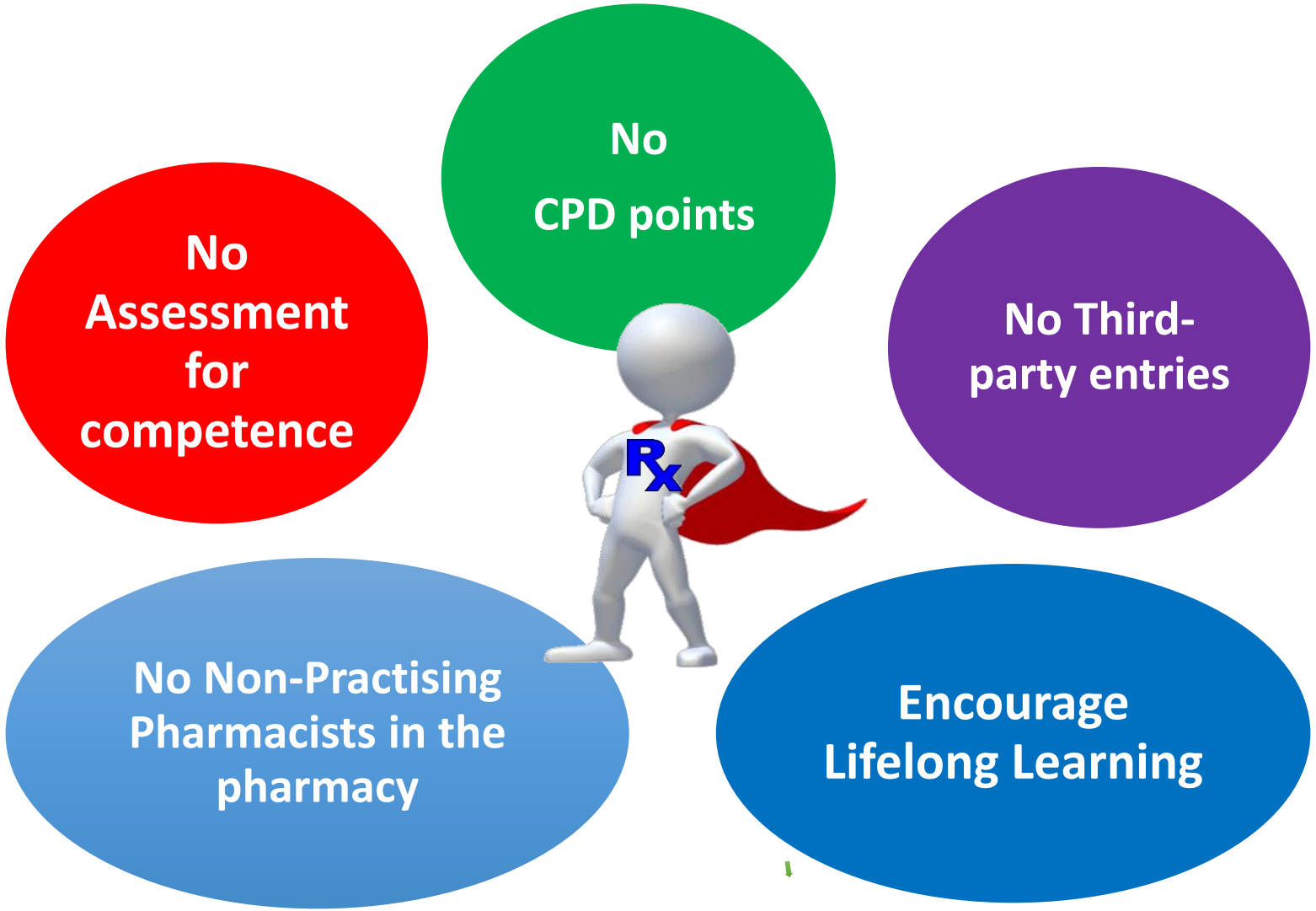
Highlights



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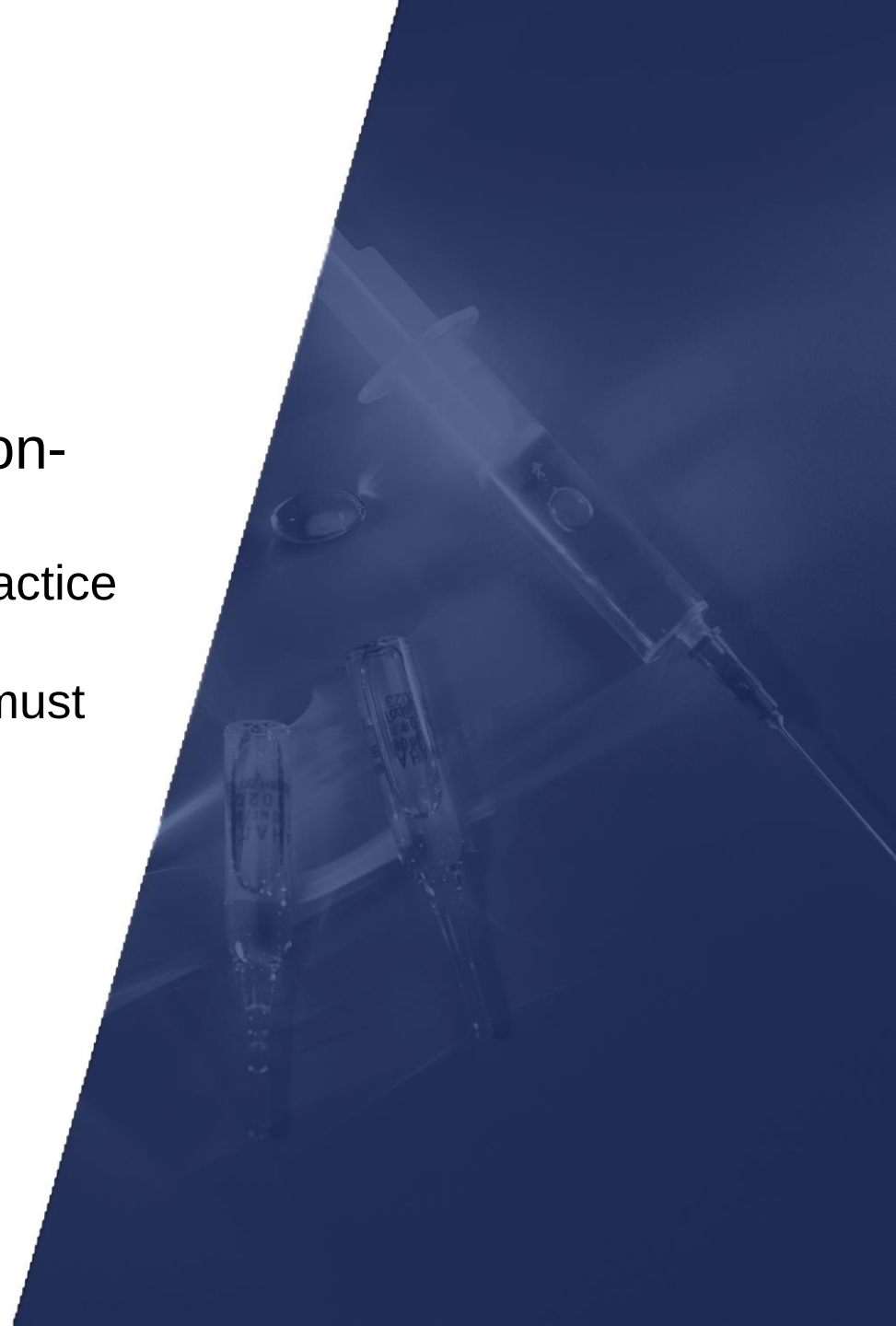
Consequences for non-compliance

- Non-compliant pharmacists – designated as non-practising
  - May not practice activities related to the scope of practice of a pharmacist
  - May apply to change the designation to practising- must submit outstanding entries
- If RP or tutor - referral for disciplinary action
  - Liable for a sanction imposed by DCs

Note: HOPs will be notified of non-compliant pharmacists



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Frequently Asked Questions

Pharmacists not working in clinical care tend to ask

- I only develop Regulations
- I am a Pharmacist but not working directly with patients
- I research drug-interaction and drug usage
- I train Pharmacists/PSP

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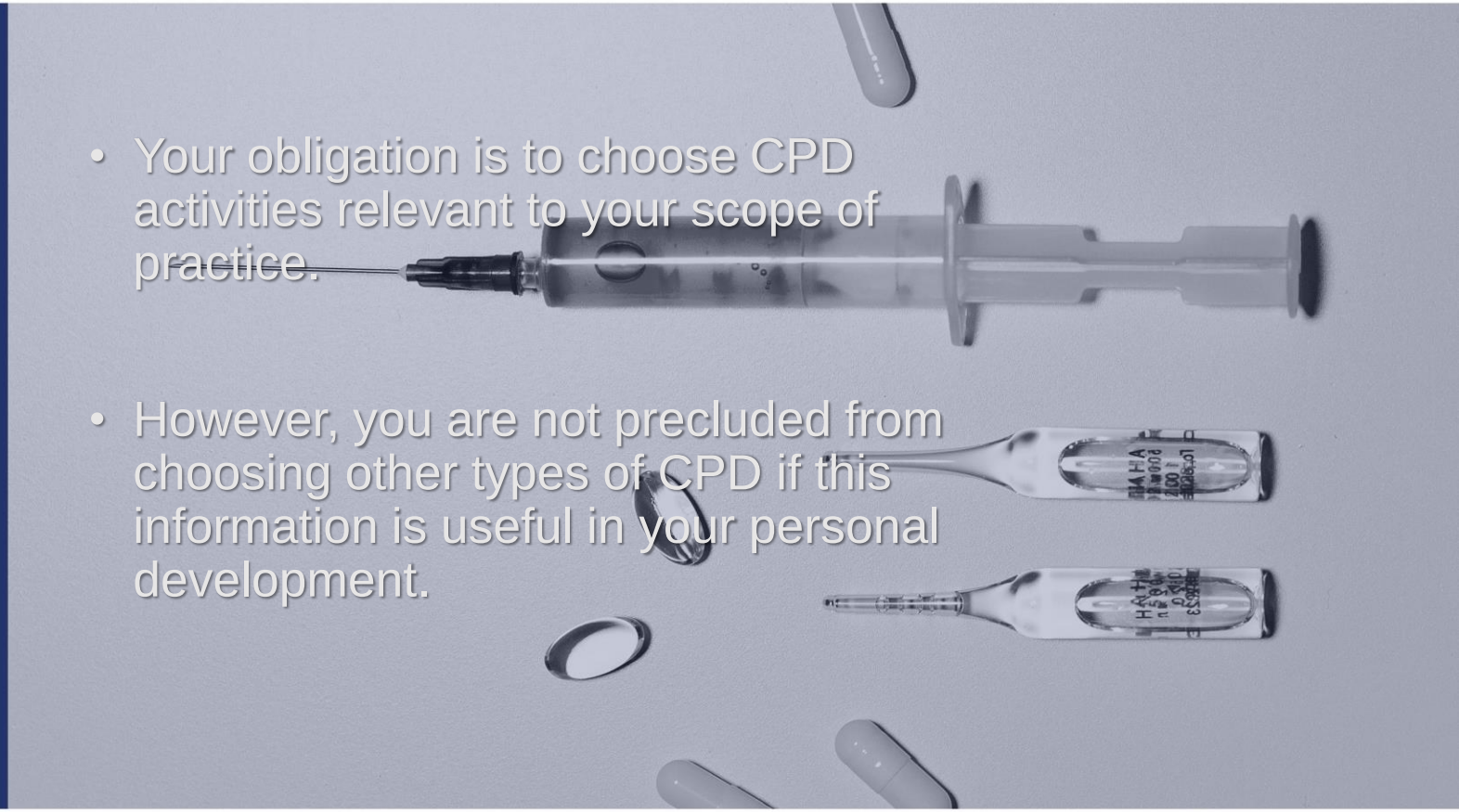
Facts

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

- 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 impact on the safe, effective delivery of services in the profession.



- Your obligation is to choose CPD activities relevant to your scope of practice.
- However, you are not precluded from choosing other types of CPD if this information is useful in your personal development.

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Any questions?

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Attendance Survey

- Please complete the survey as proof of attendance https://forms.office.com/r/uGfEHan3yF

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The Registration App

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

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Thank you!