

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.

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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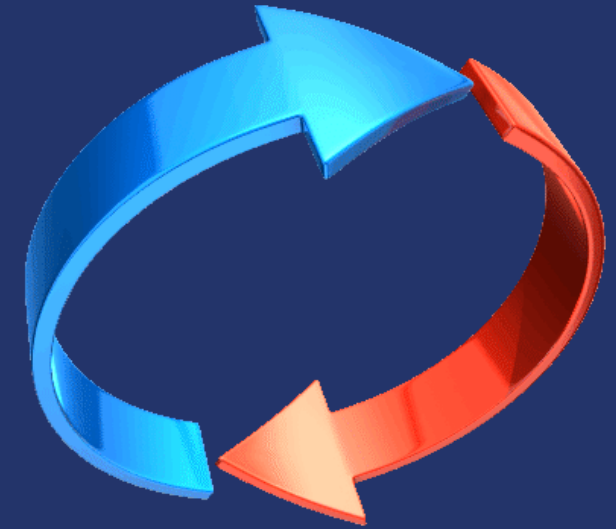
Outline

- 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



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

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

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



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

 Dashboard

 CPD Dashboard

 Annual Declaration

 Reflection

 Planning

 Implementation

 Evaluation

 My submissions

 Self Assessment

 Peer Assessments

 My Peers

New Reflection

[/ Dashboard](#)

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.

Domain

--Select--

Domain Competency

--Select--

Reflection Title

Learning Trigger

--Select--

Learning Relation

--Select--

Learning Initiation

--Select--



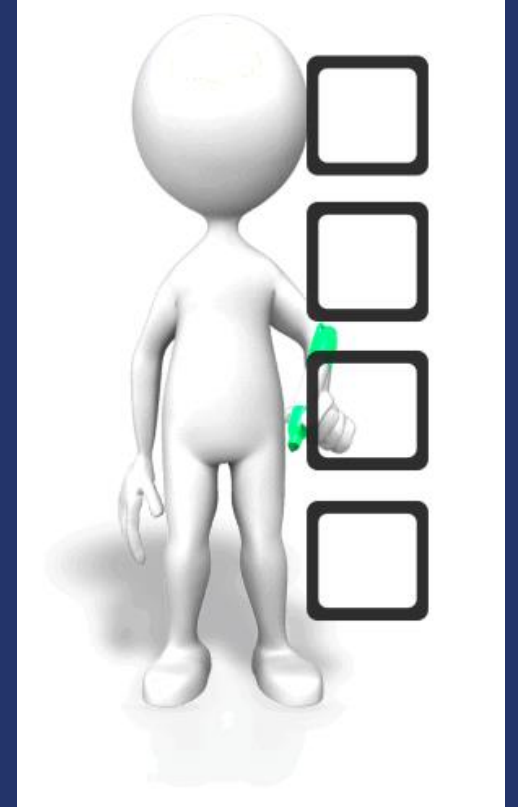
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How to Learn



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?



Learning Methods / Activities

1

Self study, case study, conferences, etc.

2

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

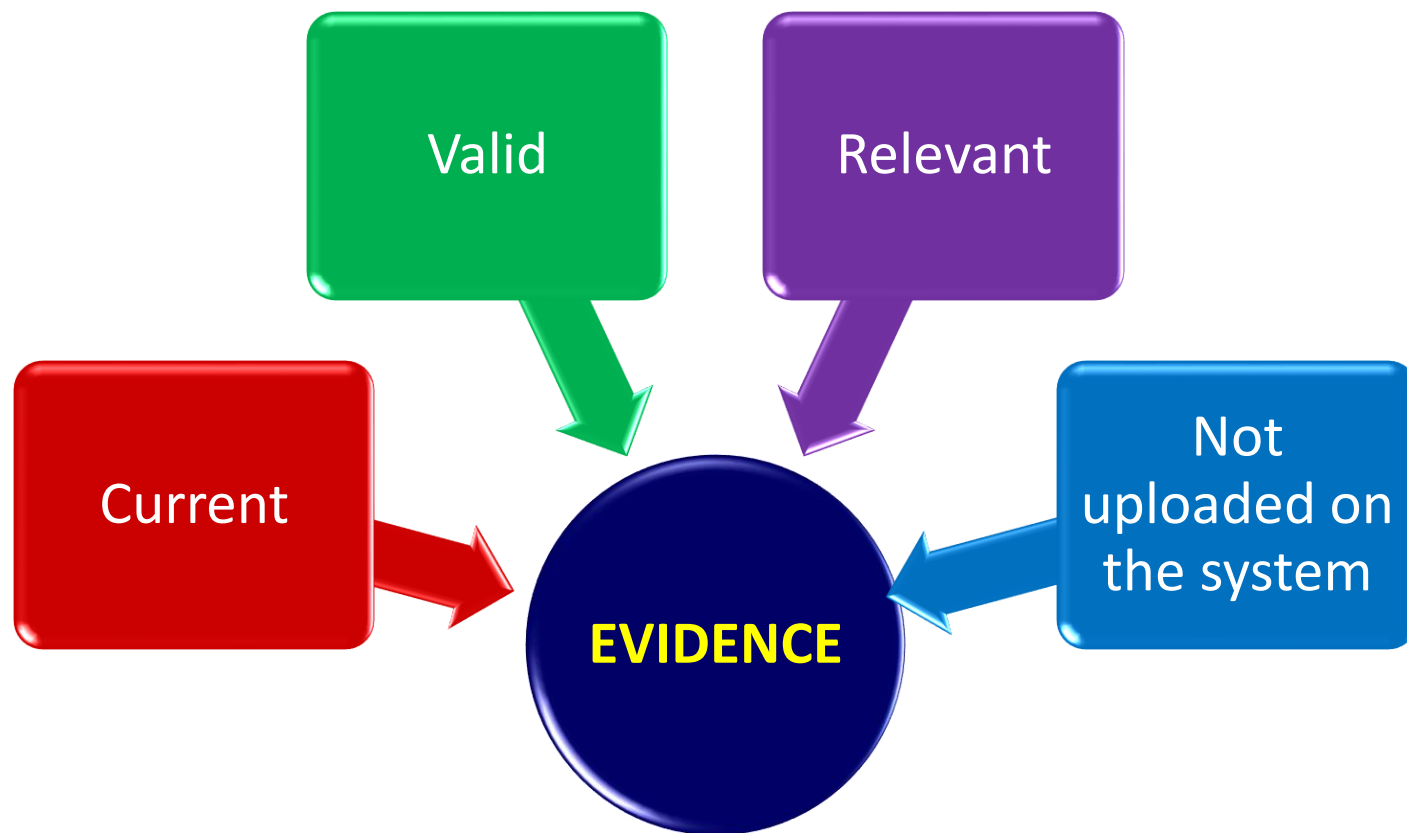
3

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.





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

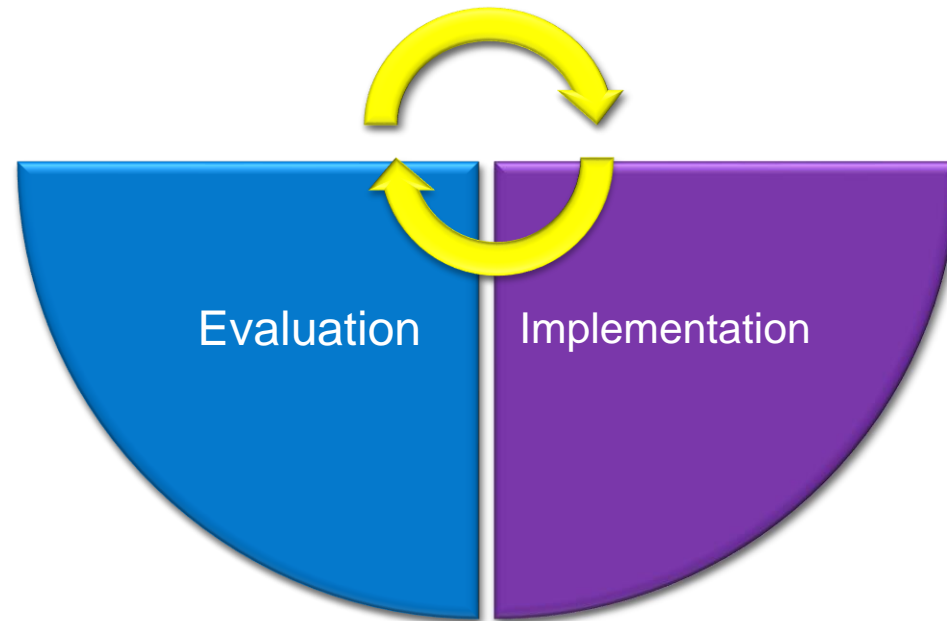
- Limited to three (3) CPD activities per year
- Instant
- Follows no thought process

No evidence to be uploaded

The 4-Step CPD Cycle



The 2-Step CPD Cycle



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



Compliance, Archives and View

CPD Dashboard

Annual Declaration

Reflection

Planning

Implementation

Evaluation

My submissions

Self Assessment

Peer Assessments

My Peers

2 Step CPD Activity

Verification

Annual Declarations

/ Dashboard

In order to participate in CPD, you are required to make a declaration Council annually, as to whether you wish to be designated as practising or non-practising. (refer to **Regulations relating to continuing professional development**) In order to complete the annual declaration, please complete the employment section and domain competencies. At the end of these sections, you will be designated as either practising or non-practising.



Year	Created	Role	Status	Complete	Entries
2023	25/01/2023	Pharmacist	Practising - Self-designated : 6 CPD entries required	Yes Update declaration	<ul style="list-style-type: none">Submitted for compliance : 2Total : 2 View Entries
2022	01/05/2022	Pharmacist	Practising - Self-designated : 6 CPD entries required	Yes	<ul style="list-style-type: none">Submitted for compliance : 6Total : 6 View Entries
2021	24/11/2021	Pharmacist	Practising - Self-designated : 6 CPD entries required	Yes	<ul style="list-style-type: none">Archived : 7Total : 7 View Entries
2020	05/03/2020	Pharmacist	Practising - Self-designated : 6 CPD entries required	Yes	<ul style="list-style-type: none">Archived : 6Total : 6 View Entries



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Compliance, Archives and View

🏠 CPD Dashboard

📄 Annual Declaration

📅 Reflection

📅 Planning

🔄 Implementation

✅ Evaluation

👍 My submissions

👤 Self Assessment

👤 Peer Assessments

👤 My Peers

📅 2 Step CPD Activity

✅ Verification

Submissions

/ [Dashboard](#)

Entries for compliance year 2023

Entry No.	Domain	Domain Competency	Title	Status	First Submission Date
1	4. Organisation and management skills	4.4 Quality assurance	risk registers and management	Submitted for compliance	25 Jan 2023 (01:21 PM)
2	5. Professional and personal practice	5.2 Professional practice	how to register interns and comm serves	Submitted for compliance	25 Jan 2023 (01:33 PM)



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Selection of Compliance Year

CPD Dashboard

Annual Declaration

Reflection

Planning

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My Peers

2 Step CPD Activity

Assessments

Quick Assessments

Log out

2 Step CPD Activity

Step 2: A maximum of 3 CPD activities are allowed following the two-step process

Step 2 of 2

Learning Title (Domain) Risk Management (4. Organisation and management skills)

Duration of Activity

> 120 mins

Achievement Date

2023/01/20

Describe what you have done, that is, the action taken to achieve the specific outcome.

I learnt about risk assessment and risk management. During the training we were advised of the importance of being able to identify risks and assessing them in order to come up with proper ways of managing them. We were taken through the difference between inherent risks which are risks identified before control measures can be implemented and residual risks are those risks that remains after the implementation of control measure.

563 character(s) remaining

Learning Objective Met

Fully

Applied the Learning

In my workplace

Describe what you have learned

Describe providing examples, how you have applied what you have learnt, including feedback on the impact of your learning and possible next step

The knowledge acquired was applied when assessing the risks related to the CPD online system for submitting, assessing and moderating CPD entries for both interns and pharmacists. The risk identified was in relation to colour coding which allowed interns to know of the outcomes of the assessed entries prior to the release of results. The developer was informed of the risk and requested to attend to it.

1595 character(s) remaining

Select year of compliance

NB : Your CPD entry will be applied to the selected year of compliance.

2023

< Back

Save

Submit for Compliance

Self Review

Submit for peer review

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.



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

**No
Assessment
for
competence**

**No
CPD points**

**No Third-
party entries**

**No Non-Practising
Pharmacists in the
pharmacy**

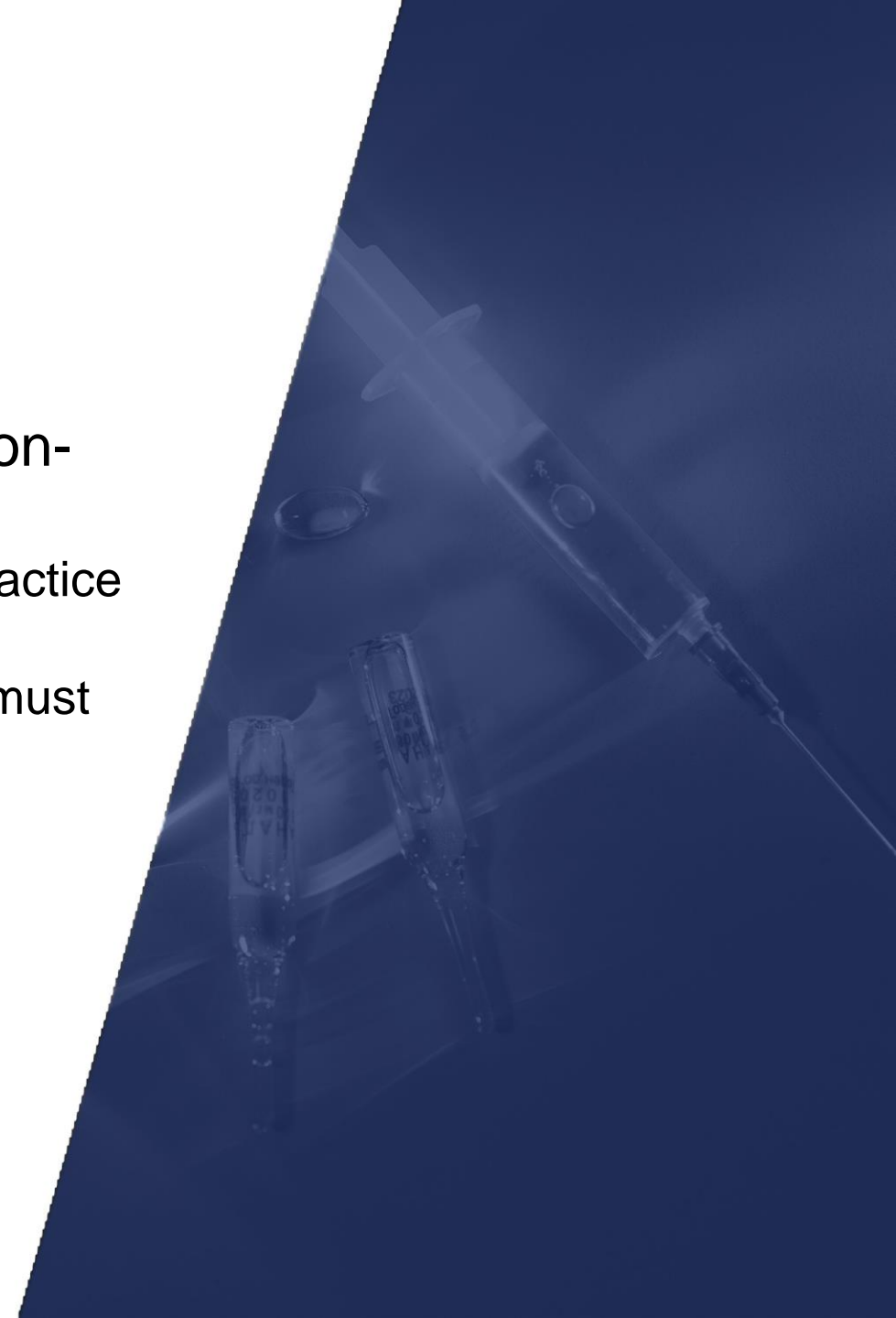
**Encourage
Lifelong Learning**



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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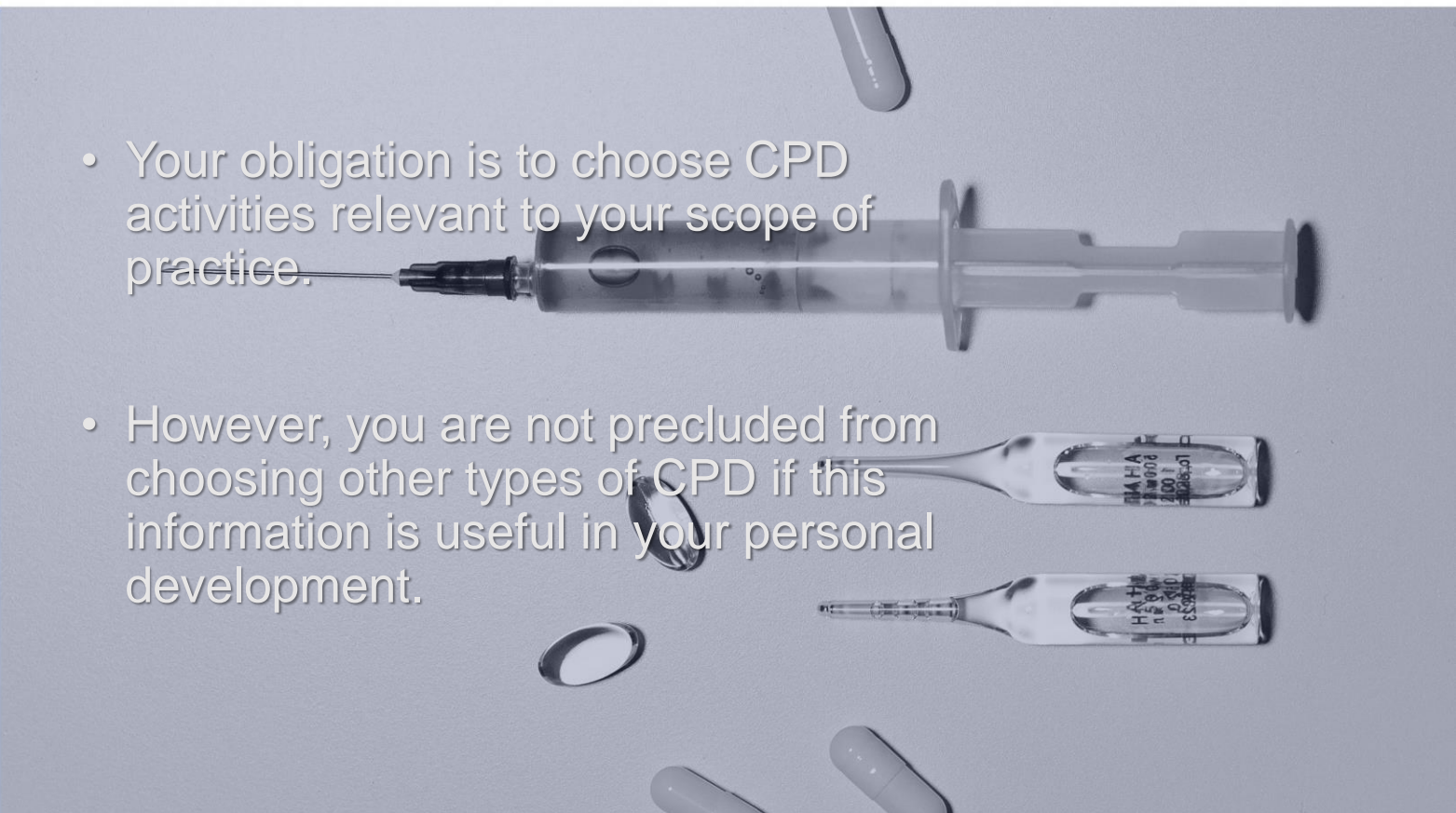
Facts

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?



Attendance Survey

- Please complete the survey as proof of attendance

<https://forms.office.com/r/uGfEHan3yF>

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.



Contact Us



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Thank you!