

CONTINUING PROFESSIONAL DEVELOPMENT

The South African Pharmacy Council (SAPC) is pleased to share with the profession the promulgated Continuing Professional Development (CPD) as introduced in 2010. The *Regulations relating to continuing professional development* were published in the Government Gazette on 17 May 2019.

The continuing professional development system has been developed by the SAPC and will be used for the submissions of the CPD entries. The registered persons will do so by recording all their lessons on this system. All registered persons are required to keep an electronic portfolio of evidence against all CPD entries which the SAPC may request for submission from time to time.

What is CPD

CPD is defined as processes by which registered persons maintain and enhance their competence throughout their professional careers. It encompasses a range of activities including continuing education and supplementary training.

SAPC's intention is to ensure that registered persons safeguard the public and enhance the dignity and integrity of the profession by identifying the learning needs relevant to their existing and future roles in the profession, and updating their knowledge, skills and behaviours.

SAPC Activities

Council will conduct workshops and roadshows countrywide to educate members of the profession about the CPD system and processes. A CPD app will be developed which will make it easier for individuals to do their CPD's online.

A Board Notice will be published to specify which categories of persons registered in terms of section 14 of the Act are required to record their continuing professional development activities as provided for in these Regulations.

CPD Requirements

The following will apply to registered persons required to record their CPD entries:

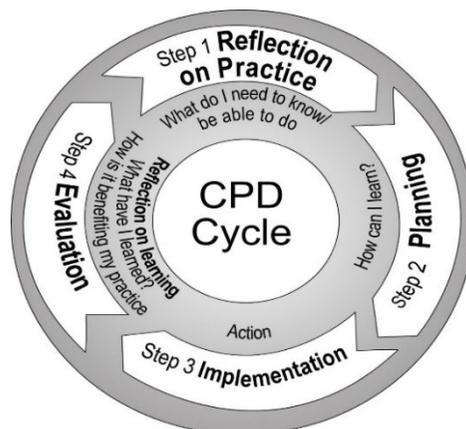
- All the required entries relating to a person's CPD activities for the preceding year (1 January to 31 December) must be submitted on the database by 1 February of the following year;
- A three-month grace period for submission will be allowed. Council will monitor the level of activity of persons required to record CPD activities on an ongoing basis;
- An audit trail will be available for practising persons to view the history of their data capturing on the database; and
- SAPC will send CPD entry reminders to all practising persons via SMS/email.

Making the CPD cycle work for you

By now, you should be familiar with the CPD cycle.

The four stages of the CPD process are:

- Reflection on practice
- Planning
- Implementation
- Evaluation



This easy to follow formula is all you need to fulfil your obligation to promote the provision of pharmaceutical care which complies with universal norms and values, with the goal of achieving definite therapeutic outcomes for the health and quality of life of patients, by ensuring that the general public receive maximum therapeutic benefits from medicines, medical devices and In Vitro Diagnostic medical devices (IVDs).

NB: Keep an electronic portfolio of evidence for all your CPD entries.

STEP 1: Reflection on practice

Identify your own learning needs, knowledge and skills gaps.

You can do this by answering the following questions:

- What do I need to know?*
- What do I need to be able to do?*

There are many ways in which one can identify skills, attitudes and behaviours needed to broaden their knowledge. One can identify the learning needs relevant to current or future roles.

STEP 2: Planning

Plan your development according to the identified learning needs.

You can do this by answering the following questions:

- How can I learn and where do I begin?*
- Do I need to look for a course?*
- Is there practical work involved?*
- Can I do some self-study?*
- Can I contact an expert in the field?*

STEP 3: Implementation

Put your plan into effect.

This may involve, but is not limited to:

- Self-study
- Calling an expert

- Attendance of a journal club, lecture or symposium
- Attendance of courses and workshops

STEP 4: Evaluation – Reflection on learning

Evaluate what you have learned.

The following questions may be asked:

- *Did I achieve what I was hoping to learn?*
- *Am I able to apply the knowledge and the skills acquired?*
- *Am I able to transfer the skills acquired?*
- *Do I have any further learning gaps?*

Examples of learning gaps analysis

Example 1: A pharmacist working in a community pharmacy can on a seasonal basis strive to educate the public about seasonal diseases in their vicinity of practice to ensure public awareness. This individual will then have to educate themselves as to what type of pharmacist-initiated therapy can be offered and which home remedies are best suited to prevent or cure that disease.

Evidence: The kind of evidence in this scenario will be the learning material used, notes, as well as the leaflets developed by the registered person to train the public.

Example 2: A pharmacist working in a wholesale pharmacy experienced a deviation that they never had before. In this case, an investigation will be done to find the root cause and Corrective Action Preventive Action (CAPA) plan will be developed. In the process of all this, a lot of lessons will be learned that will result in personal and professional development. A Standard Operating Procedure (SOP) will also be developed to train all the affected individuals.

Evidence: The root cause, the CAPA and the SOP.

Example 3: A registered person is preparing for an interview for a job in a sector of practice they are not familiar with. This individual will analyse the type of work done in that place and carefully select the Acts, regulations and all legislation related to that sector as well as all the required information they may need to prepare for the interview.

Evidence: Learning material used.

Example 4: A registered person wanting to develop their skills by registering for a Master's degree or a short course.

Evidence: Certificate of competence.

The CPD regulations and guidelines are available on the SAPC website.

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CPD



**SOUTH AFRICAN
PHARMACY COUNCIL**