



**CONTINUING PROFESSIONAL DEVELOPMENT  
GUIDELINES FOR THE HEALTH CARE PROFESSIONALS**

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## **GLOSSARY**

**Accreditor** is a group or institution that is appointed by a Professional Board, once it has met the criteria set out by the HPCSA CPD Committee. The role of the Accreditor is to review and approve applications for the provision of CPD activities (within its profession's ambit) by organizations and individuals without accredited service provider status; to monitor these activities; and to revise continuing education units (CEUs) allocated where the provider failed to comply with the rules and regulations of the CPD guidelines. Professional Boards may delegate their responsibility for accrediting service providers to Accreditors with the mutual agreement of the Accreditor. The criteria and processes to be followed as well as the procedures for record keeping are contained in the **Criteria and Guidelines for Accreditors** document.

**Accredited Service Providers** are the profession specific higher education institutions and departments, professional associations or formally constituted professional interest groups who meet the specified criteria and have been accredited by the Board/ or its designated Accreditor to present learning activities for Continuing Professional Development.

**Attendance register** is the record of attendees at the learning activity reflecting the names, the HPCSA registration numbers of those present and their signatures on completion of the activity. This register must be held by the presenting organisation or institution for three years following the activity; the original register may be audited in a compliance check.

**Compliance checks** on a randomly selected sample of health professionals from every register are undertaken by the CPD Section of the HPCSA every two months. The health professionals should submit the information requested to that Department within 21 days on receipt of notification of being selected.

**Continuing Education Units** (CEUs) indicate the value attached to a learning activity for Continuing Professional Development.

### **Continuing Professional Development**

In terms of Section 26 of the Health Professions Act, 1974 (Act No. 56 of 1974) the HPCSA may from time to time make rules which prescribe –

- (a) conditions relating to continuing education and training to be undergone by persons registered in terms of this Act in order to retain such registration;

- (b) the nature and extent of continuing education and training to be undergone by persons registered in terms of this Act; and
- (c) the criteria for recognition by the HPCSA of continuing education and training courses and education institutions offering such courses.

**CPD Section** of the CPD, Registrations and Records Department at the HPCSA administers and monitors the CPD process.

**Criteria and Guidelines for Service Providers** details the criteria for and requirements of Service Providers; the nature of the learning activities and the CEUs at each level of the hierarchy; the process to be followed to publicise, present and record the activities.

**Deferment** is formal permission sought by the health professional and granted by the HPCSA CPD Committee to suspend/postpone CPD requirements for a period of time. There are conditions for re-entry into practice.

**Ethics, Human Rights and Medical Law is** an understanding of the bioethical principles that determine how health professionals perform research and interact with patients/clients and society and is also described in Chapter I and II of the Constitution. Health care is a constantly advancing field and with these advances conflicts often arise within the arenas of politics, law, religion, philosophy and economics. An understanding of bioethics helps us to recognise, admit and sometimes resolve these conflicts.

**HPCSA CPD Committee, which is accountable to Council**, comprises representatives from each Professional Board. Together with the Professional Boards the Committee develops policy proposals for Continuing Professional Development.

**HPCSA Individual CPD Activity Record (Form CPD IAR 1)** is the document held by individual health health professionals as a record of every learning activity attended or completed. It should be accompanied by the Attendance Certificates for each event or series of events. For level 3 qualifications, a certified copy of the qualification is required. The record must be regularly updated and kept current. In the event that a health professional's name is drawn in the compliance check, the Individual CPD Activity Record (Form CPD IAR 1) for the previous two years, together with the attendance certificates and copies of qualifications that may have been obtained during this period, must be sent to the CPD Section of Council within 21 days on receipt of notification requiring such information.

**Learning activity/ies** are the CPD activities for which Continuing Education Units are obtained. There are three levels of activities: those with non-measurable outcomes; those with measurable outcomes that do not necessarily constitute a full year of earned CEUs (including education, training, research and publications; and those associated with formally structured learning programmes.

**Learning Portfolio (Level 3 Activity)** is the record of a health professional's learning and self development over time, reflecting the health professional's growth and improved practice.

**National Accreditors Forum** is the body which has representatives from among the Accreditors, and which meets regularly to deliberate on policy and issues of common concern. Feedback is provided to the HPCSA CPD Committee.

**Non-compliance** is the failure of an individual to annually obtain 30 CEUs (or the required CEUs for their register as determined by their Professional Board) which includes at least 5 CEU's for Ethics, Human Rights and Medical Law. There are various penalties, which will be applied in the event of non-compliance, by individual Professional Boards in collaboration with the HPCSA CPD Committee.

**Practice Audit** involves a health professional undertaking a systematic review of aspects of patient care and comparing these against explicit criteria.

**Recognition of CEUs** refers to the fact that if a CPD activity has been accredited by an Accreditor for a specific Professional Board, all health care professionals may attend that activity **if it is relevant to their specific scope of practice**. Health professionals will therefore not need to apply for that activity to be re-accredited by their own Professional Board in order to claim the CEUs accrued for attending that activity.

**Restoration after erasure** occurs once the conditions for restoration to the register have been met. The conditions vary, and depend upon the duration for which the health professional has been erased from the register, and the requirements of the relevant Professional Board.

**Service Providers** are individuals/institutions/organisations/societies who have to submit each of their learning activities to an accreditor for review and accreditation prior to presenting the CPD activity.

**Shelf life** refers to the time the CEUs will be valid, which is 24 months from the date that the activity took place or ended, thus the CEUs have a 'shelf life' of 24 months.

## PREAMBLE

Ethical practice of the health professions requires consistent and ongoing commitment from all concerned to lifelong learning to update and develop the knowledge, skills and ethical attitudes that underpin competent practice. This perspective protects the public interest and promotes the health of all members of the South African society.

Guided by the principle of **beneficence**, health professionals aspire to standards of excellence in health care provision and delivery. The Health Professions Act, 1974 (Act No. 56 of 1974) (as amended) endorses Continuing Professional Development (CPD) as the means for maintaining and updating professional competence, to ensure that the public interest will always be promoted and protected, as well as ensuring the best possible service to the community. **CPD should address the emerging health needs and be relevant to the health priorities of the country.**

In this spirit of dedication to best practice and a desire to act and serve wisely and well, the following Guidelines for Continuing Professional Development, through engagement with continuing education activities is presented for all health professionals who are registered with the Health Professions Council of South Africa. The hierarchy of activities detailed include traditional learning experiences such as attendance at conference presentations and workshops, as well as structured courses and quality assurance audits of practices or groups of professionals in their work environments. CPD providers are encouraged to offer learning activities in line with adult education principles and greater learner involvement, with the goal of not only acquiring new or updating knowledge, but also of improving competence and ultimately the performance of the health professional with an end benefit to the patient/client.

The CPD system is based on trust. The HPCSA believes that health professionals will commit themselves to meeting the requirement for continuing education in the belief that both they and their patients/clients will reap the benefits of ongoing learning, and personal and professional development.

# 1 ROLES AND RESPONSIBILITIES

## 1.1 HEALTH PROFESSIONALS

The purpose of CPD is to assist health professionals to maintain and acquire new and updated levels of knowledge, skills and ethical attitudes that will be of measurable benefit in professional practice and to enhance and promote professional integrity. The beneficiary will ultimately be the patient/client. All registered health professionals are required to complete a series of accredited continuing education activities each year. The activities are clustered together to represent a hierarchy of learning. Health professionals may select activities at any level of learning that meet their particular needs and the demands of their practice environments.

Any health professional who registers for the first time as a health care professional after 1<sup>st</sup> January of a particular year will commence with his or her CPD programme immediately. Health administrators who are not in clinical practice are required to comply with CPD requirements, unless they are registered on the non-clinical register.

When health professionals who are actively practising in South Africa attend an accredited professional or academic meeting or activity abroad it will be recognised for CPD purposes. The activity attended abroad should be accredited by an Accreditor in South Africa if not accredited/recognised for CEU equivalent in the country where it was held.

### 1.1.1 Continuing Education Units (CEUs)

Each registered health professional is required to engage in CPD and accumulate **30 CEUs** per 12 month period of which at least **5 CEUs should be for ethics, human rights and medical law.** CEUs accrued for CPD activities will be valid for a period of 24 months from the date that the activity took place/ended. Thus health professionals should aim to accumulate a balance of 60 CEUs by the end of their second year of registration and thereafter “top up”. The requirement for compliance is to reach and MAINTAIN a level of 60 CEUs (of which at least 10 CEUs should be for ethics, human rights and medical law) at all times.

Health professionals who are registered in two professions from two Professional Boards are required to obtain **30 CEUs per profession with the 5 CEUs for ethics, human rights and medical law (per 12 month period) being credited to both professions.** Health professionals registered in more than one category **within the same Professional Board** should accrue 30 CEUs per profession with the 5 CEUs for ethics, human rights and medical law per 12 month period applicable to both professions.

**Cross Recognition of CEUs:** If a CPD activity has been accredited by an Accreditor for a specific Professional Board, all health care professionals may attend that activity **if it is relevant to their specific scope of practice**. Health professionals will therefore not need to apply for that activity to be re-accredited by their own Professional Board in order to claim the CEUs accrued for attending that activity already in the document at the definitions under **Recognition**.

The number of CEUs to be accumulated by the following health professionals per year who are on the **assistant or supplementary registers** was determined by the relevant Professional Boards:

#### **DENTAL THERAPY AND ORAL HYGIENE**

DA	Dental Assistant	15 CEUs (incl 2 ethics CEUs)
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#### **EMERGENCY CARE PRACTITIONERS**

BAA	Basic Ambulance Assistant	15 CEUs (incl 2 ethics CEUs)
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#### **MEDICAL AND DENTAL BOARD**

AN	Anaesthetist's Assistant	15 CEUs (incl 2 ethics CEUs)
HA	Health Assistant	15 CEUs (incl 2 ethics CEUs)
CA	Clinical Associates (Effective 2015)	30 CEUs (incl 6 ethics CEUs)

#### **MEDICAL TECHNOLOGY**

GT	Medical Technicians	15 CEUs (incl 2 ethics CEUs)
LA	Laboratory Assistants	<b>10 CEUs</b> (incl 1 ethic CEU)
SLA	Supplementary Laboratory Assistant	<b>10 CEUs</b> (incl 1 ethic CEU)

#### **OCCUPATIONAL THERAPY AND MEDICAL ORTHOTICS/PROSTHETICS**

AOS	Assistant Medical Ortho Prosthetics & Leatherworker	15 CEUs (incl 2 ethics CEUs)
OSA	Orthopaedic Technical Assistant	15 CEUs (incl 2 ethics CEUs)
OTB	Occupational Therapy Assistant	15 CEUs (incl 2 ethics CEUs)
OTT	Occupational Therapy Technician	15 CEUs (incl 2 ethics CEUs)
OB	Orthopaedic Footwear Technician	15 CEUs (incl 2 ethics CEUs)

#### **OPTOMETRY AND DISPENSING OPTICIANS**

OR	Orthoptists	15 CEUs (incl 2 ethics CEUs)
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#### **PHYSIOTHERAPY, PODIATRY AND BIOKINETICS**

PTA	Physiotherapy Assistants	15 CEUs (incl 2 ethics CEUs)
PTT	Physiotherapy Technicians	15 CEUs (incl 2 ethics CEUs)
MA	Masseurs	15 CEUs (incl 2 ethics CEUs)
RM	Remedial Gymnasts	15 CEUs (incl 2 ethics CEUs)

#### **RADIOGRAPHY AND CLINICAL TECHNOLOGY**



EE	Electro-Encephalographic Technician	15 CEUs
RLT	Radiation Laboratory Technologist	15 CEUs (incl 2 ethics CEUs)
SDR	Supplementary Radiographer	15 CEUs (incl 2 ethics CEUs)
RSDR	Restricted Supplementary Diagnostic Radiographer	15 CEUs (incl 2 ethics CEUs)
SEE	Supplementary Electro-Encephalographic Technician	15 CEUs (incl 2 ethics CEUs)
SRLT	Supplementary Radiation Laboratory Technologist	15 CEUs (incl 2 ethics CEUs)

## **SPEECH, LANGUAGE AND HEARING PROFESSIONS**

STB	Speech Therapy Assistant	15 CEUs (incl 2 ethics CEUs)
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### **1.1.2 Certificate of Attendance**

All health professionals shall ensure that they are in possession of a certificate of attendance for every activity they have attended. They shall keep these for at least two years so that their certificates will be available if required for a random compliance check.

### **1.1.3 CPD Activity Record**

Every health professional shall maintain a record of their own learning activities and document these on an official **HPCSA Individual CPD Activity Record (Form CPD 1 IAR)** which includes the following:

- The name and registration number of the health professional;
- The name and number of the Accredited Service Provider or individual activity accreditation number;
- The topic of the activity (ethics, human rights and medical law must be specified separately);
- The level of the activity;
- The number of CEUs; and
- The attendance/completion date.

This record is the only data required of individual health professionals. It should be duly completed so that it accurately reflects a health professional's CPD activities for the previous 24 months. This is the record that needs to be submitted should the health professional be selected in the randomly selected audits.

An individual drawn in the audit may submit the data and copies of CPD certificates in one of the following three ways:

- A paper copy of the Excel spreadsheet record of his/her Individual CPD Activity Record (submitted by post to the CPD Section at HPCSA at P O Box 205, PRETORIA, 0001);
- Electronic copy of the Excel spreadsheet record of his/her Individual CPD Activity Record (Form CPD 1 IAR) (submitted electronically to the CPD Section at HPCSA at cpd@hpcsa.co.za);
- An electronic copy of the Excel spreadsheet that has been captured and held by arrangement between the health professional and a relevant individual or business (submitted electronically to the CPD Section at HPCSA at cpd@hpcsa.co.za).

Health professionals who are non-compliant or who do not submit their CPD records will automatically be included in the next audit.

## 1.2 ACCREDITORS

**Accreditors** are groups or institutions appointed by a Professional Board on the basis that they meet the criteria set out by the HPCSA CPD Committee. The role of the Accrerator is to review and approve applications for the provision of CPD activities (within its profession's ambit) by organizations and individuals without accredited service provider status; to monitor these activities; and to revise continuing education units (CEUs) allocated where the provider failed to comply with the rules and regulations of the CPD guidelines. Professional Boards may delegate their responsibility for accrediting service providers to Accreditors with the mutual agreement of the Accrerator. The criteria and processes to be followed as well as the procedures for record keeping has been developed by the HPCSA CPD Committee in consultation with the Accreditors and are contained in the **Criteria and Guidelines for Accreditors** document. These guidelines enable the Accreditors to standardise the process of accreditation and to fulfil their mandate effectively and timeously.

**Accreditors** who have been approved by a Professional Board will continue to function for the duration of the Board's term of office. Potential Accreditors should apply to the relevant Professional Boards for registration as an Accrerator on Form CPD4. Professional Boards shall, within their first year of office, review the existing Accreditors and appoint new Accreditors or re-appoint the existing Accreditors for a further period of five years.

## 1.3 SERVICE PROVIDERS

There are 2 categories of service providers namely (1.3.1) accredited service providers, and (1.3.2) service providers who are not accredited.

### **1.3.1 Accredited Service Providers**

**Accredited Service Providers** are the profession specific higher education institutions and departments, professional associations or formally constituted professional interest groups who meet the specified criteria and have been accredited by the Board/Accreditor to present learning activities for Continuing Professional Development. **Accredited Service Providers** are required to apply annually on Form CPD 2 to a Professional Board or its designated Accreditor to be formally accredited to offer CPD activities. Accredited Service Providers will be allocated a Service Provider specific identification number linked to the relevant profession.

### **1.3.2 Service Providers**

All interested parties (who are not Accredited Service Providers) who wish to be a Service Provider and present CPD activities, must submit an application (Form CPD 2A) for accreditation of each CPD activity, as well as all the relevant documentation and fees to the profession-specific Accreditor designated by the Professional Board or to the Professional Board if no external accreditors have been appointed by the Board. The Service Provider will be allocated a Board specific activity number, which should appear on the documentation for the particular activity.

### **1.3.3 Responsibilities of Accredited Service Providers/Service Providers**

An Accredited Service Provider/Service provider shall publicise the proposed activity together with its CEUs. The activity will take place as advertised. An Accredited Service Provider/Service Provider shall keep a record that reflects attendance at the entire event / completion of activity and should retain these **for a period of three years after the activity** as these may be required in a compliance audit. Following the CPD activity an Accredited Service Provider/Service Provider shall issue to all health professionals who attended the activity, an attendance certificate containing:

- the accreditation and activity number (a board specific identification) (eg. MDB001/12/09/2008);
- the topic of the activity (ethics, human rights and medical law must be specified separately);
- the level of the activity;
- the number of CEUs for that activity;
- the attendance/completion date; and
- the name and HPCSA registration number of the attendee.

**An Accredited Service Provider/Service Provider shall provide the certificates to attendees on completion of the activity/event or a series of events.** If these are not available on the day/on completion of the activity or event the certificate/s should be sent to attendees **within one month**. (Note: In those instances where a health professional completes a structured learning programme for degree or certification purposes, the health professional may be constrained by the administrative processes of the provider institution with respect to a delay between the completion and the formal recognition of the programme of study. The CPD Section will take this into consideration if the health professional is selected in a compliance audit).

#### **1.4 PROFESSIONAL BOARDS**

**Professional Boards** shall appoint profession-specific Accreditors and approve Accredited Service Providers in accordance with the HPCSA CPD Committee's criteria and guidelines. A Professional Board shall ensure that high standards are set and maintained for their Accreditors and Accredited Service Providers. A Professional Board or designated functionary will be responsible for conducting quality checks from time to time on the activities presented to their respective health professionals.

#### **1.5 NATIONAL ACCREDITORS FORUM**

The National Accreditors Forum comprises representatives from the Accreditors of each Professional Board. The Forum meets regularly to deliberate on policy and issues of common concern. Representatives of the Forum shall consult with the HPCSA CPD Committee on such matters applicable to all Accreditors across all the Professional Boards.

#### **1.6 HPCSA CPD COMMITTEE**

The HPCSA CPD Committee together with the Professional Boards develops policy proposals for a uniform but flexible system of CPD that will accommodate the diversity of health professions; facilitates continuing development of all health professionals registered with the HPCSA and the Professional Boards; addresses all CPD related issues within the existing policy parameters of the Council and the Professional Boards; and reports thereon to the Council and the Professional Boards

The CPD committee takes cognizance of Section 26 of the Health Professions Act, 1974 (Act No. 56 of 1974) whereby the Council may from time to time make rules which prescribe:

- a) conditions relating to continuing education and training to be undertaken by persons registered in terms of this Act in order to retain such registration;
- b) the nature and extent of continuing education and training to be undertaken by persons registered in terms of this Act; and
- c) the criteria for recognition by the Council of continuing education and training courses and of education institutions/professional associations offering such courses.

## **1.7 HPCSA CPD SECTION**

The HPCSA CPD System will be administered and monitored by the **CPD Section** of the Council. The **CPD Section of the CPD, Registrations and Records Department at the HPCSA** will randomly select individual health professionals for compliance checks every two months. The sample size will depend on the number of health professionals on the register. Health professionals are obliged to submit the required documents within 21 working days on receipt of notification of being selected. The results of the compliance check will be submitted to the HPCSA CPD Committee as well as to the relevant Professional Boards for their further action, if any.

## **2 HIERARCHY OF LEARNING ACTIVITIES**

There are three levels of activities, those with non-measurable outcomes, those with outcomes that do not necessarily constitute a full year of earned CEUs, and those associated with formally structured learning programmes. **A health professional may obtain CEUs at any level depending on personal circumstances and individual learning needs.**

### **Level 1**

These are activities that do not have a clearly measurable outcome and are presented as a once off non-continuous basis. CEUs are allocated according to time, 1 CEU per hour to a maximum of 8 CEUs per day.

Presenters/co-presenters can only claim once for CEUs if the same presentation is given more than once.

These activities include:

- (a) Breakfast meetings or presentations;
- (b) Formally arranged hospital or inter-departmental meetings or updates;
- (c) Case study discussions;
- (d) Formally organised special purpose teaching/learning ward rounds (not including routine service ward rounds);
- (e) Formally organised special purpose lectures that are not part of a business meeting;
- (f) Mentoring/supervision and activities that are specific to certain professions;
- (g) Conferences, symposia, refresher courses, short courses without a measurable outcome, international conferences (must be approved by a South African Accreditor if not accredited/recognised for CEU equivalent in the country where it was held).
- (h) Interest groups meeting less than six times per year.

Presenters of such activities can be allocated double CEUs, eg. if attendee receives one CEU, presenters can get two CEUs excluding presenters at large group activities who would be allocated CEUs from level 2.

## **Level 2**

This level includes activities that have an outcome but do not constitute a full year of earned CEUs. It includes education, training, research and publications. (Teaching and examination of undergraduate and postgraduate students will not be accredited if these activities fall within a registered health professional's job description).

		<b>CEUs</b>
a	Principal author of a peer reviewed publication or chapter in a book	15
b	Co-author/editor of a peer reviewed publication or chapter in a book	5
c	Review of an article/chapter in a book/journal	3
d	Principal presenter/author of a paper/poster at a congress/symposium/refresher course.	10

e	Co-presenters/co-authors of a paper/poster at a congress/symposium/course/refresher course	5
f	Presenters of accredited short courses	10
g	Co-presenters of accredited short courses	5
h	Interactive skills workshop with an evaluation of the outcome	5
i	All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 70%.	3 per questionnaire
j	Guest/occasional lecturer at an accredited institution	3 per lecture
k	Health personnel who supervise undergraduates/interns/postgraduates in clinical/technical training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	2 per student (max 16 CEUs per calendar year)
l	External examiner of Masters and Doctoral thesis	5 per thesis
m	Workshops, lectures, seminars on ethics (not including general presentations with a so-called component of ethics)	2 per hour
n	Single modules of Masters degrees with part-time enrolment for study for non-degree purposes	5 on completion of module
o	Professional Interest Groups (this could include Journal Clubs if compliant with the criteria) that are formally constituted and present a regularly recurring programme that extends for one year with a minimum of 6 meetings per year. These activities should be ongoing or have a measurable outcome that is assessed according to criteria determined by the group, which may be interdisciplinary.	3 per meeting

### **Level 3**

This level comprises structured learning, i.e. a formal programme that is planned and offered by an accredited training institution, is evaluated by an accredited assessor and has a measurable outcome.

Successful completion of an activity at this level will earn 30 CEUs.

Activities include:

- (a) Postgraduate degrees and diplomas that are recognised as additional qualifications by the relevant Professional Board. At the end of each year of study (not exceeding the normal duration of the degree), 30 CEUs may be claimed upon submitting an academic report on progress. An additional 30 CEUs may be claimed on successful completion of the qualification;
- (b) Short courses with a minimum of 25 hours with additional clinical hands-on training, plus a formal assessment of the outcome.

#### Other Activities

- (c) Learning portfolios;
- (d) Practice audit.

Guidelines for the latter two activities are available on the HPCSA website. Health professionals will need to submit documentation/portfolios to an Accreditor to obtain the 30 CEUs for these activities.

<b>3      ACTIVITIES THAT DO NOT QUALIFY FOR CEUs</b>
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The following activities do not qualify for CEUs:

- time spent in planning, organising or facilitating any activity;
- published congress proceedings;
- non-referenced letters to the Editor of accredited journals;
- daily ward rounds;
- written assignments;
- compilation of student training manuals for internal use;
- staff and/or administrative meetings;
- tours and/or viewing of exhibits and technological demonstrations;
- membership of professional bodies, Professional Boards or associations;
- holding a portfolio on the professional body's executive or council structure; and
- presentations and publications to the public.



Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices (including assistive device technology) or their representatives purely for the purpose of **marketing and/or promoting their products** are not eligible for accreditation. Activities for the purpose of training in the use of company products or technological devices may be presented by arrangement with an Accreditor or Accredited Service Provider.

#### **4 NON-COMPLIANCE**

The CPD Section:

- a. will on receipt of a non-compliant audit or request for extension –
  - i. automatically afford the health professional with a six months' extension in which they can attempt to be compliant. After the period of six months those practitioners will again be audited, where after the names of *bona fide* non-compliant health professionals will be submitted to the Professional Boards for noting, and to the HPCSA CPD Committee for action according to (c) below;
  - ii. health professionals who have not submitted their portfolios as requested will be regarded as non-compliant and –
    - a letter will be sent to the health professional requesting a reason for not responding to the audit. The health professional will be required to furnish the CPD Section with a letter of explanation or with his/her CPD portfolio within 21 days of the date of the letter. Should the explanation be acceptable, the health professional will be given 6 months to comply with the CPD requirements if found to be non-compliant.
    - Those health professionals will be audited again after 6 months.
- b. Should the health professional in respect of a(i) found to still be non-compliant after the 6 months extension period, then -
  - i. The name of the health professional will be submitted to the relevant professional board for action, which might be any of the following:

- Changing the category of registration to Supervised practice; until proof of compliance with the CPD requirements are submitted;
  - Successfully passing a Board exam;
  - Suspension from the register until submission of proof of compliance with the CPD requirements are submitted; or
  - Any other resolution by the relevant professional board
- c. Should the health professional in respect of a(i) and a(ii) still not submit their portfolios when audited six months' later, then –
- i. a registered letter will be sent to the health professional to inform him/her that if his/her portfolio of CPD activities is not received within 21 days of the letter dated, the following steps will be taken:
- a) The health professional will be suspended from the register in terms of Section 19A(1)(d). The health professional will then have to apply to be restored to the register by duly completing the application form, Form 18. Upon receipt of the application for restoration the practitioner will have to pay the applicable restoration fee according to the restoration regulations applicable at that time.
  - b) The health professional **may not perform** any duties related to his/her profession. Medical Aids will be informed of the suspension and so no claims by the professional will be paid by the Medical Aids during this time.
  - c) The health professional will be audited again in the year of restoration to ensure compliance with the CPD requirements.
  - d) Upon restoration proof of any CEU's accrued will need to be submitted.
  - e) Action as recommended by the relevant Professional Board will apply.

<b>5</b>	<b>DEFERMENT</b>
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Health professionals may apply for deferment of CPD and the HPCSA CPD Committee will review such applications individually on an *ad hoc* basis. The application should be strongly motivated with appropriate evidence/documentation.

Deferment may be granted in the case of:

- a) a health professional who is outside South Africa for a period of time exceeding 12 months **and is not practising his/her profession;**
- b) a health professional who is outside of South Africa and practising in a country where there is no access to CPD activities;
- c) a health professional who is registered for an additional qualification but is of the view that s/he will not meet the outcome within two years and thus will not be able to claim CEUs for such qualification.

Deferment may be granted for a maximum period of three years. Deferment will not be granted for a period of less than 12 months (in view of the fact that a professional may collect CEUs in a following year).

Any health professional mentioned in the above paragraphs wishing to re-enter the system after deferment will be subject to the following conditions:

- If deferment was granted for more than 12 months but less than two years, proof of full employment in the profession during that time should be submitted and the health professional will, on review by the HPCSA CPD Committee, be allowed to recommence the CPD year immediately.
- If deferment was granted for more than two years but less than three years, the health professional must submit proof of his/her employment during that time and the health professional will, on the recommendation of the HPCSA CPD Committee, be required to complete a period of supervised practice as determined by the Professional Board in his/her area of practice, and will recommence the CPD year immediately.
- If deferment was granted for longer than 12 months and the health professional did not practice his/her profession during the deferment period, he/she will be required to complete a period of supervised practice as determined by the Professional Board in his/her area of practice.

- If deferment was granted because the health professional was engaged in formal education and training for an additional qualification, CEUs will not be allocated for obtaining the said additional qualification. Proof of the additional qualification must be supplied to the CPD Section and the health professional will recommence the CPD year immediately.

## **6 HEALTH PROFESSIONALS ABROAD**

Health professionals who are practising abroad in countries where a continuing professional development system is in place **should comply** with the requirements in that country. They should retain documentary proof of attendance at CPD activities for submission in the event of being drawn in the sample audit. For re-registration purposes documentary proof of compliance must be submitted for continuing professional development purposes in South Africa. This proof may be in the form of a letter from the accrediting authority in the country concerned.

When health professionals who are actively practising in South Africa attend an accredited professional or academic meeting or activity abroad it will be recognised for CPD purposes. The activity attended abroad should be accredited by an Accreditor in South Africa if not accredited/recognised for CEU equivalent in the country where it was held.

## **7 RETIREMENT, ILLNESS AND NON-CLINICAL PRACTICE**

Deferment will not be granted to health professionals who are retired or health professionals who are not practising due to ill health. Health professionals who are registered in the non-clinical practice register will be exempted from complying with Continuing Professional Development. Applications for returning to the clinical registers must be submitted to the specific Professional Board

## **8 COMMUNITY SERVICE AND INTERNSHIP**

Health professionals in internship and community service are not required to comply with CPD requirements during the internship and community service years but are encouraged to attend and may accrue CEUs which will be to their credit for the full 24 months from date of accrual.

## 9 VOLUNTARY REMOVAL FROM REGISTER: DE-REGISTRATION

A health professional must apply in writing to the HPCSA before the **last day of March** for voluntary removal of his/her name from the register in terms of Section 19(1) (c) of the Act.

## 10 RESTORATION AFTER ERASURE

1. If a health professional's name was erased from the register in terms of Sections 19(1)(b), (c) or (d) and the health professional **was practising** his/her profession, the following has to be submitted:
  - Application for restoration (Form 18 – available on HPCSA website)
  - Applicable restoration fee (ONLY annual fee if health professional's name was erased in terms of Section 19(1)(c))
  - Recent (not older than 3 months) Certificate of Good Status from the country where he/she has practised
  - Proof of CPD activities attended
2. If a health professional's name was erased from the register for a period less than 2 years and the health professional was **NOT practising** his/her profession, the following has to be submitted:
  - Application for restoration (Form 18)
  - Applicable restoration fee (ONLY annual fee if health professional's name was erased in terms of Section 19(1)(c))
3. If a health professional's name was erased from the register in terms of Sections 19(1)(b), (c) or (d) for a period exceeding TWO years and the health professional was NOT practising his/her profession please refer to Annexure B for resolutions as per the respective Professional Boards.

### **Secretariat:**

The secretariat for CPD is located in the CPD, Registrations and Records Department of the HPCSA. All correspondence relating to CPD (**but not applications for accreditation of activities or Service Providers**) should be addressed to the CPD Officer, HPCSA, P O Box 205, Pretoria 0001 or electronically to cpd@hpcsa.co.za.



Name of Provider	Description of Activity/Accreditation Number	Date		Lev 1	Lev 2	Lev 3	Ethics, Human Rights or Medical Law	Total
		From	To					
TOTAL								

I, the undersigned, certify that the information contained in this Individual Activity Record and the attached certificates are correct in all respects.

\_\_\_\_\_  
**SIGNATURE**  
 /hds

\_\_\_\_\_  
**DATE**

**ANNEXURE B: RESTORATION OF HEALTH PROFESSIONALS WHO WERE OFF THE REGISTER FOR 2 YEARS AND WHO HAVE NOT PRACTISED THEIR PROFESSION**

<b>Professional Board</b>	<b>Resolution</b>
<p><b>Dental Therapy and Oral Hygiene</b></p> <p>DA     Dental Assistant            OH     Oral Hygienist            SDA    Dental Assistant (Supplementary Register)            TT     Dental Therapist</p>	<ul style="list-style-type: none"> <li>• Restoration Form (Form 18)</li> <li>• Restoration Fees and any other fees outstanding</li> <li>• Work under supervision for at least six months under a senior health professional who is registered in the same category ( a senior health professional is a health professional who has been registered with the board and practised for at least 3 years and the registration must be active)</li> <li>• A letter confirming successful completion of the supervised period of 6 months must be submitted to the Council by the supervisor</li> </ul>
<p><b>Dietetics</b></p> <p>DT     Dietician            SDT    Supplementary Dietician</p>	<p>Health professionals who have been erased for more than 2 yrs up to 4 yrs may be restored under the following conditions:</p> <ul style="list-style-type: none"> <li>• Submission of proof of payment of the restoration fees and the duly completed application form, Form 18;</li> <li>• Health professionals have to obtain the necessary 30 CEU's within 12 months of restoration;</li> <li>• Health professionals will then be audited after 12 months to ensure that they have accrued the CEUs;</li> </ul> <p><b>Health professionals who have been erased for more than 4 years may be restored after successful passing of the Board examination.</b></p>
<p><b>Emergency Care Personnel</b></p> <p>ANA    Ambulance Emergency Assistant            ANT    Paramedic            BAA    Basic Ambulance Assistant            ECP    Emergency Care Practitioner            ECT    Emergency Care Technicians            ECA    Emergency Care Assistants            OECO   Operational Emergency Care Orderly</p>	<p><b>RESTORATION GUIDELINES</b></p> <ol style="list-style-type: none"> <li>i. Persons whose names have been erased/suspended from the register or did not register in the relevant register for 2 years and more, but less than four years have to successfully complete a refresher course at an accredited education and training provider;</li> <li>ii. Persons whose names have been erased/suspended from the register or did not register in the relevant register for 4 years and more, but less than 8 years have to successfully complete the full set of final examinations at an accredited education and training provider;</li> </ol>



	<ul style="list-style-type: none"> <li>iii. Basic Ambulance Assistants, Ambulance Emergency Assistants and Paramedics (CCAs) who completed the short course training and whose names have been erased/suspended from the register or did not register in the relevant register for 8 years and longer have to redo the full course at an accredited education and training provider;</li> <li>iv. Persons who obtained the National Diploma, the B Tech degree and the Bachelor degree in Emergency Medical Care and are registered as Paramedics and Emergency Care Practitioners and whose names have been erased / suspended or did not register in the relevant registers for 8 years and longer have to undergo an examination/assessment, to be determined by the Board.</li> <li>v. The Emergency Care Providers referred to in (i). to(iv). above will also be required to accrue the necessary Continuing Education Units (CEU's) according to the CPD guidelines and will be included in an audit within a year of restoration.</li> </ul>
<p><b>Environmental Health Practitioners</b>          FI Food Inspector          HI Environmental Health Officer</p>	<ul style="list-style-type: none"> <li>• All applications must be submitted to the Board Manager who will submit it to the Education Committee of the Board. The applications should include the proof of payment of the restoration fees and duly completed Form 18.</li> </ul>
<p><b>Medical and Dental Profession</b></p> <p>AN Anaesthetists' Assistant          BE Biomedical Engineer          DP Dentist          GR Genetic Counsellor          HA Health Assistant          KB Clinical Biochemist          MP Medical Practitioner          MW Medical Biological Scientist          PH Medical Physicist          SMW Supplementary Medical Scientist</p>	<p>In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) whilst the <b>practitioner was actively practising his/her profession abroad</b>: Such applications be dealt with administratively and restored to the register on receipt of penalties paid as well as a recent Certificate of Good Standing and proof of having worked as a medical or dental practitioner, medical scientist or clinical associate.</p> <p>In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) for a <b>period of more than two years and not practicing their profession</b>: Such applications would be submitted to the Education and Registration Committee (of which five (5) members would constitute a decision), for consideration of the following conditions:</p> <ul style="list-style-type: none"> <li>i. Completion of required restoration forms and payment of fees.</li> <li>ii. A detailed letter motivating the reasons for restoration.</li> <li>iii. An updated curriculum vitae.</li> <li>iv. Documentary evidence of all related activities engaged in since the date of erasure.</li> <li>v. Whether an assessment of competence was required and what such an assessment</li> </ul>

	<p>would entail.</p> <ul style="list-style-type: none"> <li>vi. A period of supervised practise to be decided upon.</li> <li>vii. Frequency of supervisory reports (quarterly/annually etc.)</li> <li>viii. Compliance with Continued Professional Development.</li> <li>ix. Practitioner’s name to be included in the CPD Audit after a period of one year after restoration of his/her name to the register.</li> <li>x. Once all requirements have been met, the practitioner may apply to have his name restored to the register for independent practice.</li> </ul>
<p><b>Medical Technology</b></p> <p>CT Cyto-Technician          GT Medical Technician          MT Medical Technologist          MLS Medical Laboratory Scientist          SGT Supplementary Medical Technician</p>	<ul style="list-style-type: none"> <li>• Restoration Form (Form 18).</li> <li>• Restoration Fees and any other fees outstanding.</li> <li>• The applicant be restored in terms of supervised practice immediately on submission of the application form and payment of penalty fees;</li> <li>• They have to work under supervision of a registered Medical Technologist at an accredited laboratory, for a period of at least twelve (12) months;</li> <li>• The supervisor should on completion of the period of 12 months, submit a progress report with a recommendation as to the lifting of restrictions or a further period of supervised practice; and</li> <li>• The progress report will be considered by the Chairperson of the Professional Board or Education Committee.</li> </ul>
<p><b>Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy</b></p> <p>AOS Assistant Medical Orthotist and Leatherworker          AT Arts Therapist          OB Orthopaedic Footwear Technician          OS Medical Orthotist and Prosthetist          OSA Orthopaedic Technical Assistant          OT Occupational Therapist          OTB Occupational Therapy Assistant          OTE Single Medium Therapist (Occupational Therapy)          OTT Occupational Therapy Technician          SOS Supplementary Medical Orthotist and Prosthetist)</p>	<p><b>A. Restoration after Removal or Suspension of name from the register for a period of three years or less</b></p> <p>If a practitioner’s name was removed from the register or his or her registration suspended for a period of <u>three years or less</u> – irrespective of whether he or she practised or not - the restoration application will be dealt with administratively subject to submission of the following:</p> <ul style="list-style-type: none"> <li>• Completion of required restoration form (Form 18)</li> <li>• Payment of the applicable fees and any other outstanding fees</li> </ul> <p>The Board reserves the right to institute disciplinary action against practitioners who had practised their profession in South Africa without being registered.</p> <p><b>B. Restoration after Removal or Suspension of name from the register for a period</b></p>

SOT Supplementary Occupational Therapist

**of more than three years – (Practising)**

If a practitioner's name was removed from the register or his or her registration suspended for a period of more than three years and he or she **was practising the profession** (within or outside South Africa) his or her name will be restored without further requirements subject to receipt of the following:

- Completion of required restoration forms (Form 18 and Form 18 A OCP)
- Payment of the applicable fees and any other outstanding fees
- A summary of activities during the period of erasure
- Information regarding employment issued by the relevant employers. Evidence regarding experience and appointments held must specify the exact nature and extent of work performed and the periods during which the appointments were held
- A summary of CPD activities completed during the period of erasure as per the Continuing Professional Development policy of Council
- Original documentary evidence of undergraduate and / or postgraduate studies since erasure of name from the register (if applicable).
- If the applicant was registered outside South Africa since erasure of his/her name from the register, an original Certificate of Status (Certificate of Good Standing), issued by the foreign registration authority within the preceding three months.

**C. Restoration after Removal or Suspension of name from the register for a period of more than three years – (Non-practising)**

If a practitioner's name was removed from the register or his or her registration suspended for a period of more than three years and he or she **was not practising** the following procedure would apply:

- Completion of the required application forms (Form 18 and Form 18 A OCP)
- Payment of restoration fees.
- The practitioner would be restored in the category supervised practice for a period of at least six months (Equivalent to at least 1000 hours)
- Apply to the Board as per the guidelines in Form 18 B OCP for approval of the supervising practitioner by completing and submitting Form 18 C OCP
- Once the Education subcommittee had granted approval of the supervising practitioner the period of supervised practice could commence
- Submission of a report by the supervisor upon completion of period of supervised

	<p>practice – Form 18 D OCP Supervisory Report</p> <ul style="list-style-type: none"> <li>• If the standard of the report is not accepted by the Board a portfolio should be compiled as per Form 18 E OCP Portfolio Guidelines</li> <li>• Submission of the portfolio by the supervising practitioner as per Form 18 F OCP Portfolio Submission Form.</li> </ul> <p>Upon receipt of a positive supervisory report or portfolio by the supervisor to the satisfaction of the Education Subcommittee, his or her name will be restored to the category of registration that applied prior to the erasure of his or her name from the register.</p> <p><b>D. Restoration of Names of Assistants and Technicians</b></p> <p>Separate guidelines apply in the case of the restoration of names of assistants and technicians in view of the fact that they are only entitled to practise under supervision.</p>
<p><b>Optometry and Optical Dispensing</b></p> <p>OD    Dispensing Optician          OP    Optometrist          OR    Orthoptist          SOD   Supplementary Optical Dispenser          SOP   Supplementary Optometrist</p>	<ul style="list-style-type: none"> <li>• Restoration Form (Form 18)</li> <li>• Restoration Fees and any other fees outstanding</li> <li>• A health professional may be restored in the category Supervised Practice for a period of at least six months</li> <li>• Submission of a report by the supervisor to the Chairperson of the Education Committee as to the competency of the health professional or whether a further period of supervised practice is recommended</li> <li>• Upon submission of a successful report from the supervisor, the health professional may be restored to the category Independent Practice if he/she was registered in that category prior to the erasure</li> <li>• Accrue the necessary CEUs as per the CPD Guidelines</li> <li>• The health professional be included in a CPD Audit after the period of supervised practice to ensure that this requirement is adhered to</li> </ul> <p><b>Practitioners who were off the register and had been out of clinical work for longer than 5 years need to pass the Board exam before they may be restored to the register.</b></p>
<p><b>Physiotherapy, Podiatry and Biokinetics</b></p> <p>BK    Biokineticist          OH    Podiatrist          MA    Masseur</p>	<ul style="list-style-type: none"> <li>• Restoration Form (Form 18).</li> <li>• Restoration Fees and any other fees outstanding.</li> <li>• Restored under supervision for a period of 6 months;</li> <li>• Submission of report by supervisor regarding competency of health professional or whether a further period of supervision is needed;</li> </ul>

<p>PT Physiotherapist  PTA Physiotherapy Assistant  PT-T Physiotherapy Technician  RM Remedial Gymnast  SBK Supplementary Biokineticist  SCH Supplementary Podiatrist  SPT Supplementary Physiotherapist</p>	<p>a. a registered practitioner in the relevant profession had to supervise him or her during this period and report to the Board regarding his or her competence upon completion of the period of supervised practice by submitting a <u>portfolio</u> in respect of his or her activities during the period of supervised practice. The report should include an indication whether a further period of supervision was required. In the case of a negative report the Executive Committee of the Board would deal with the matter;</p> <p>b. the supervisor had to be registered with the Council and practising in South Africa for a minimum period of at least two years. The applicant is not required to apply to the Board for approval of the supervisor.</p> <ul style="list-style-type: none"> <li>• The <u>portfolio to be submitted by the supervisor upon completion of supervised practice over a period of six months</u> (Form 18 PPB Portfolio) should amongst others reflect the number and summary of cases and conditions to which they had been exposed, treatment modalities used as well as CPD activities performed during the period of supervised practice. (Please also see detailed Guidelines in this regard)</li> <li>• Health professional should be included in CPD audit after supervision to ensure requirement is adhered to.</li> </ul> <p><b><u>Restoration of names of Assistants / Technicians:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Restoration Form (Form 18)</u></li> <li>• <u>Restoration Fees and outstanding annual fees (if any)</u></li> <li>• <u>Restore without further requirements (supervised practice)</u></li> </ul>
<p><b>Psychology</b></p> <p>PM Psycho-Technician  PMT Psychometrist  PRC Registered Counsellor  PS Psychologist</p>	<ul style="list-style-type: none"> <li>• Restoration Form (Form 18)</li> <li>• Restoration Fees and any other fees outstanding</li> <li>• Submit written request to sit for the Board exam.</li> <li>• Restored upon successful completion of the Board Examination</li> </ul>
<p><b>Radiography and Clinical Technology</b></p> <p>DR Radiographer  EE Electro-Encephalographic Technician  KT Clinical Technologist  KTG Graduate Clinical Technologist  RLT Radiation Technologist  RSDR Restricted Supplementary Diagnostic Radiographer</p>	<ul style="list-style-type: none"> <li>• Restoration Form (Form 18)</li> <li>• Restoration Fees and any other fees outstanding</li> <li>• Restored under supervision for a period of 6 months;</li> <li>• Submission of report by supervisor regarding competency of health professional or whether a further period of supervision is needed;</li> <li>• Upon submission of successful supervisory report, health professional may request to work Independently again;</li> <li>• Health professional has to accrue necessary CEUs as per CPD Guidelines; and</li> </ul>

SDR Supplementary Diagnostic Radiographer SEE Supplementary Electro-Encephalographic Technician SKT Supplementary Clinical Technologist SRLT Supplementary Radiation Technologist	<ul style="list-style-type: none"> <li>Health professional should be included in CPD audit after supervision to ensure requirement is adhered to.</li> </ul>
<p><b>Speech, Language and Hearing Professions</b></p> AM Audiometrician AU Audiologist GAK Hearing Aid Acoustician SAU Supplementary Audiologist SGAK Supplementary Hearing Aid Acoustician SGG Community Speech and Hearing Workers SGK Speech and Hearing Correctionist SSTA Supplementary Speech Therapist and Audiologist ST Speech Therapist STA Speech Therapist and Audiologist STB Speech Therapy Assistant	<ul style="list-style-type: none"> <li>Restoration Form (Form 18)</li> <li>A detailed letter motivating the reasons for restoration</li> <li>An updated Curriculum Vitae</li> <li>Restoration Fees and any other fees outstanding</li> <li>Documentary evidence of all related activities engaged in since the date of erasure</li> <li>A period of supervised practice to be decided upon</li> <li>Submission of a report by the supervisor to the Chairperson of the Education Committee as to the competency of the health professional or whether a further period of supervised practice is recommended</li> <li>Upon submission of a successful report from the supervisor, the health professional may be restored to the category Independent Practice if he/she was registered in that category prior to the erasure</li> <li>Accrue the necessary CEUs as per the CPD Guidelines</li> <li>The health professional be included in a CPD Audit after the period of supervised practice to ensure that this requirement is adhered to</li> <li>Once all requirements have been met, the practitioner may apply to have his/her name restored to the register for independent practice</li> </ul> <p><b>Applicants, who had been off the register and had not been practicing their profession and had not been engaged in CPD for more than 5 years, have to pass the Board exam before they may be restored to the register.</b></p>

**PRACTITIONERS WHO WERE ERASED FROM THE REGISTERS FOR 2 YEARS OR MORE AND HAVE PRACTISED THEIR PROFESSION - RESTORE UPON RECEIPT OF THE FOLLOWING**

- Duly completed application for restoration form (Form 18) and applicable Restoration Fees
- Proof of practising their profession – CV or letter from the previous employer confirming employment with dates specified.
- COS (Recent certificate of good status issued by the Regulatory authority in the country where he/she had been practising) not older than 3 months.
- Proof of CPD attended to during preceding 24 months.