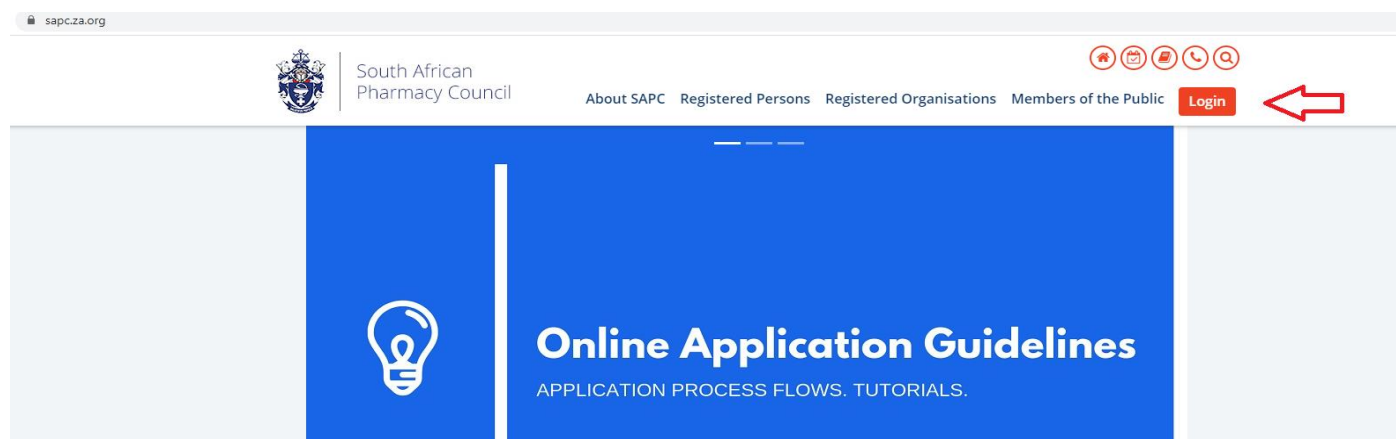# Continuing Professional Development

Go to www.sapc.za.org. Click on the [**Login**] button on the top right hand side of the web page [FIG.1]. This will redirect to the different member type login options.

FIG 1.

Click the [**Registered Person**] icon [FIG 2.]. Enter your [**User Name**], [**National Id/Passport No.],** [**Password**] and click the [**Enter**] button [FIG 3.].
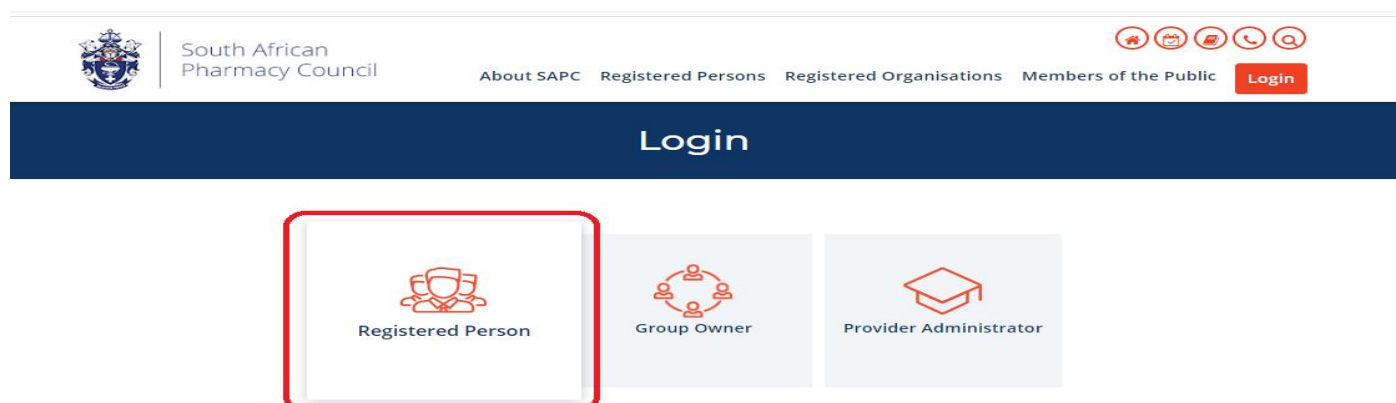
FIG 2.

FIG 3.

FOR INTERNS

On a successful login, a user will be redirected to the SAPC secure section were the CPD pages can be accessed. Click the [**CPD**] menu item on the left hand side of the page to be redirected to CPD pages. NB- Only interns registered from January 2020 will be redirected to the new CPD platform [FIG 4.].

[FIG 4.]
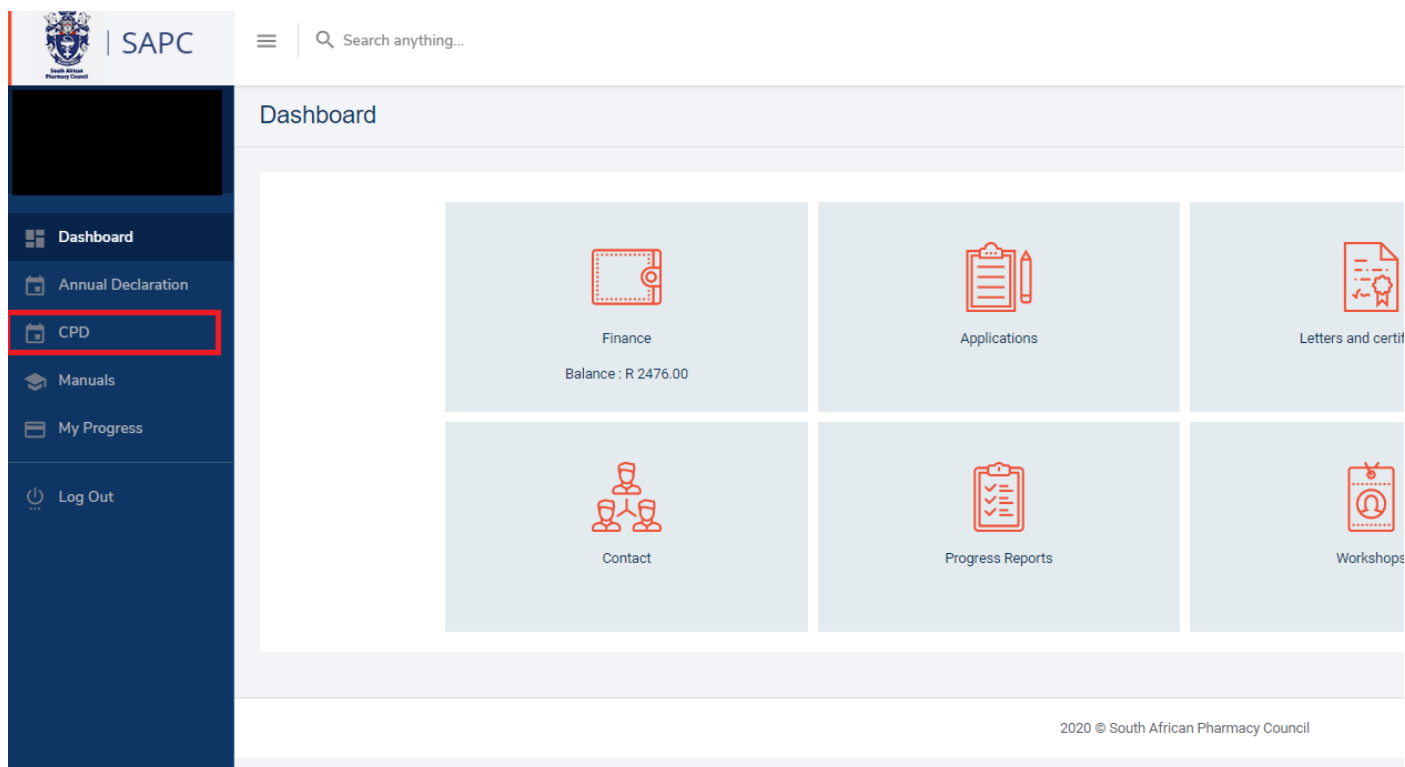
OTHER ROLES

On a successful login, a user will be redirected to the SAPC secure section were the CPD pages can be accessed. Select the [**CPD**] top menu item and click the **>>Continuing Professional Development** in the [**CPD Online System Block**] to be redirected to CPD pages [FIG 5.].
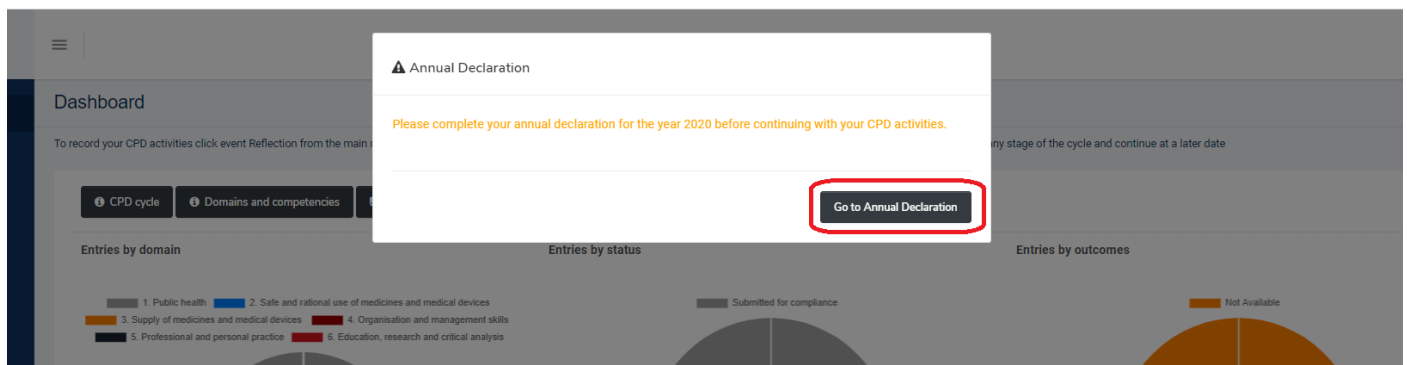
[FIG 5.]

ANNUAL DECLARATION

If a user's annual declaration for the current year has not been captured or incomplete, a pop up message will be displayed. Click the [**Go to Annual Declaration**] button to complete. NB- A user will not be able to enter any CPD activities if the annual declaration is incomplete [FIG 6.].

FIG 6.

Click the [**New declaration**] button on the Annual Declaration screen to complete [FIG 7.]

FIG 7.
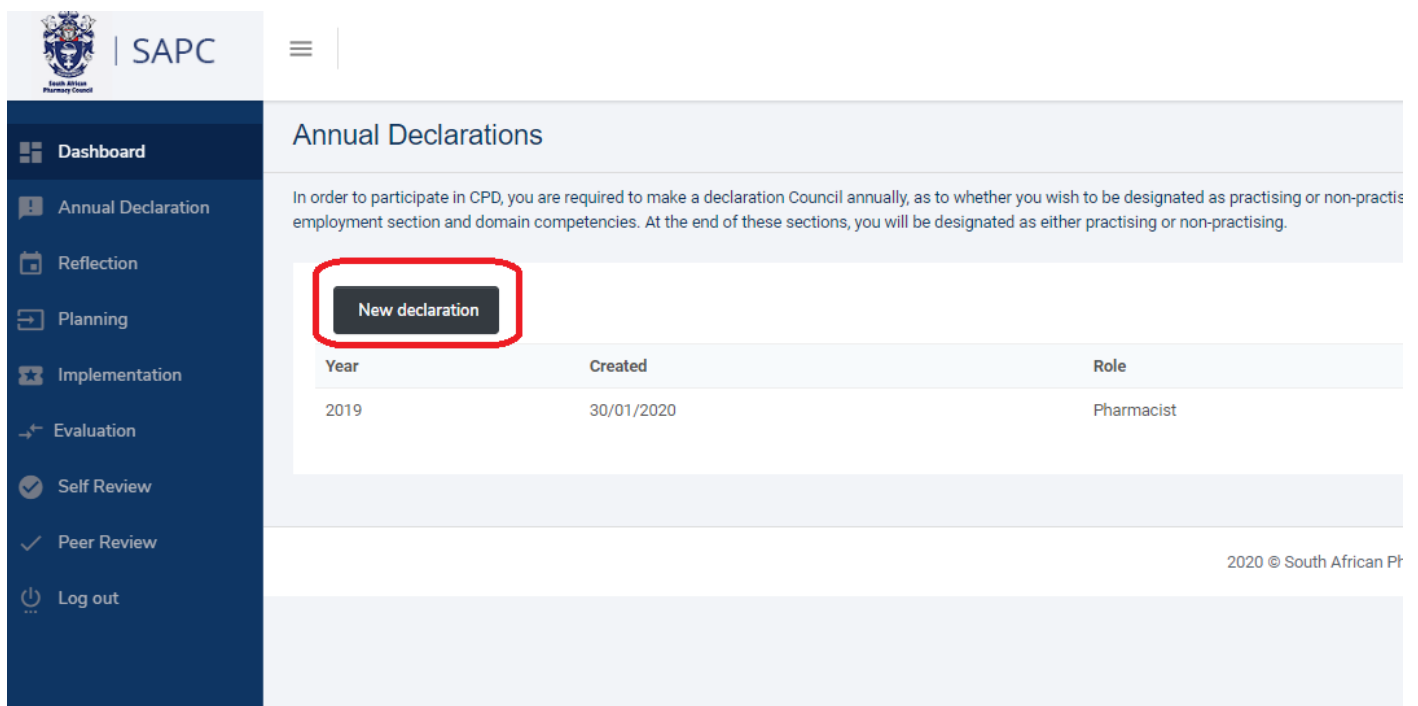
Complete all sections of the annual declaration.

1 . Employment

Choose options presented in the dropdowns for Primary area of practise, Primary employment status and Sector of practise. Secondary areas of practise is not compulsory, but one or many selections can be made. Click [**Continue**] to move to the next section. NB- Primary area of practise, Primary employment status will be disabled for Interns, Responsible pharmacist, Community Service Pharmacist and tutors - as these selections are linked to the practical training site or the pharmacy to which the Responsible pharmacist is linked [FIG 8.].

[FIG 8.]

2 . Domain Competencies

Choose options presented for domain competencies and click the [**Continue**] button to move to the next list of domain competencies. Repeat the process until all 6 domains and competencies are complete [FIG 9.]. A "Successfully saved" message will be displayed after each competency option is selected. Click the [**Back**] button to return to a previous domain competencies [FIG 10].

FIG 9.

FIG 10.

At the end of the domain competencies, a popup message will be displayed informing the user whether they are considered "Practising" or "Non-Practising". This is determined by the competency selection – If a user has selected "I never do this " for all domain competencies, the system assumes the user is a non-practising member. The user then has the option to [**Agree**] or [**Disagree**]. [**Agree**] will move to the final step of the annual declaration, [**Disagree**] will remain on the Domain Competency section were modifications can be made [FIG 11.].

[FIG 11]

3 . Assessment Criteria

This is the third and final step of the annual declaration were there assessment criteria is displayed. Review the assessment criteria and click [**I accept**] to complete [FIG 12.]. Once complete, the user will be redirected to the Annual Declaration screen, where all declarations are listed. [FIG 13.]

FIG 12.

FIG 13.

ADDING CPD ACTIVITIES

Step 1. Reflection

To add a new Reflection, click the [**Reflection**] menu item on the left hand side of the screen. This will redirect to the reflections page [FIG 14.] Click the [**Identify a new learning need**] button, complete the form and click the [**Save**] button at the bottom of the screen [FIG 15.]

FIG 14.

FIG 15.

Once successfully saved, a popup message will appear prompting the user to move to the next step (Planning) or to remain on the Reflections list page [FIG 16]. On the Reflections List Page – Click the record of the newly added Reflection to expand where options to edit or proceed to the next step (Planning) [FIG 19] will be displayed. Status of all for steps is also displayed.

- R – Reflection
- P – Planning
- I – Implementation
- E – Evaluation

✖ incomplete and a ✔ for completed steps. [FIG 17.]

FIG 16.
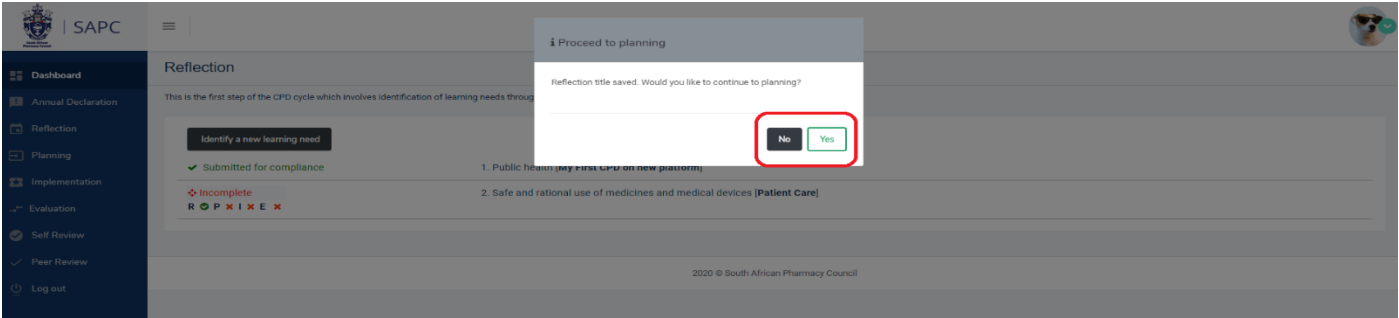
FIG 17.
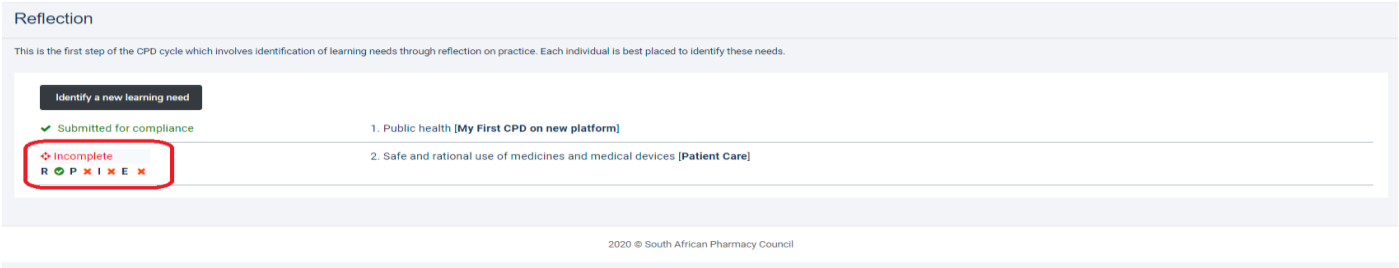
FIG 19.
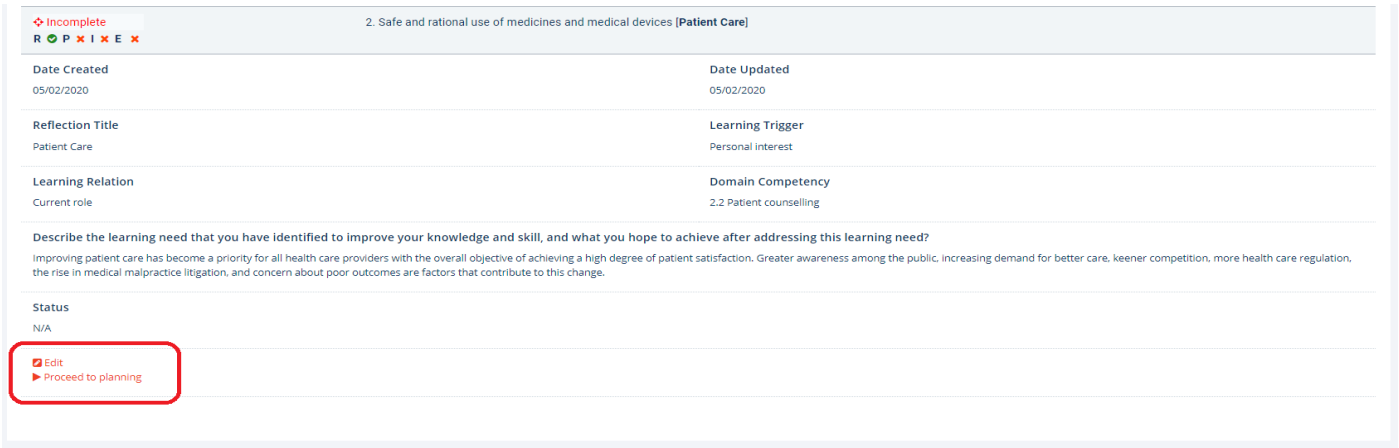
Step 2. Planning

To add a new Plan, click the [**Planning**] menu item on the left hand side of the screen. This will redirect to the Planning page. Click the [**Identify a new learning plan**] button, complete the form and click the [**Save**] button at the bottom of the screen [FIG 20.]

FIG 20.

Once successfully saved, a popup message will appear prompting the user to move to the next step (Implementation) or to remain on the Planning list page . On the Planning List Page – Click the record of the newly added Plan to expand where options to edit or proceed to the next step (Implementation) [FIG 21] will be displayed. Status of all for steps is also displayed.

FIG 21.

Step 3. Implementation

To add a new Implementation, click the [**Implementation**] menu item on the left hand side of the screen. This will redirect to the Implementation page. Click the [**Record a new learning activity**] button, complete the form and click the [**Save**] button at the bottom of the screen [FIG 22.]

FIG 22.

Once successfully saved, a popup message will appear prompting the user to move to the next step (Evaluation) or to remain on the Implementation list page . On the Implementation List Page – Click the record of the newly added activity to expand where options to edit or proceed to the next step (Evaluation) [FIG 23] will be displayed. Status of all for steps is also displayed. NB : For Interns and B Pharm Students an option to upload documents (supporting Evidence) option will be available.

FIG 23

Step 4. Evaluation

To complete the forth and final step - on the Implementation List Page, Expand the record to evaluate and click the [**Proceed to evaluation**] link [FIG 23 (above)]. This will redirect the user to the Evaluation Page, where the Learning Title will be pre-selected. Complete the form and click one of the following options [FIG 24.]

- Save – Evaluation record will be saved and remain on a status of [**Awaiting submission**].
- Submit for Compliance - Evaluation record will be saved and moved to status of [**Submitted for Compliance**]. This locks the entry. Entry will not be editable.
- Self Review - Evaluation record will be saved and moved to status of [**Submitted for Self Review**].
- Submit for peer review - - Evaluation record will be saved and moved to status of [**Submitted to peer for Review**]. Here the user will be prompted to select a peer.

FIG 24.

Submission List

Click the [**Evaluation**] menu item on the left hand side of the screen to be redirected to the Submissions List page. Here all entries are displayed with current status. Click the entry record to expand details of the entry. Options will be available to return to Reflection, Submit for compliance, Submit to peer for review or to Archive the entry [FIG 25.] Archiving moves the entry status to Archived. These entries can only be viewed in the archive bin, which is available on the [**Dashboard**] [FIG 26.]

FIG 25.

FIG 26.

2 Step CPD Activity

The 2 Step CPD Activity allows a user to submit an entry in 2 steps instead of the traditional 4 steps. To record a 2 step entry, click the [**2 Step CPD Activity**] menu item on the left hand side of the screen. Complete [**Step 1 of 2**] form and click the [**Go To Step 2**] button at the bottom of the screen [FIG 27.]

FIG 27.

Complete [**Step 2 of 2**] form and click the [**Save**] button. This will redirect to the [**CPD Submissions**] list where the entry status can be updated [FIG 28.] NB. 2 Step CPD Activity is available for all roles except intern and B Pharm Students. Only 3- 2 Step CPD Activities allowed annually.

Complete the form and click one of the following options [FIG 24.]

- Save – Evaluation record will be saved and remain on a status of [**Awaiting submission**].
- Submit for Compliance - Evaluation record will be saved and moved to status of [**Submitted for Compliance**]. This locks the entry. Entry will not be editable.
- Self Review - Evaluation record will be saved and moved to status of [**Submitted for Self Review**].
- Submit for peer review - - Evaluation record will be saved and moved to status of [**Submitted to peer for Review**]. Here the user will be prompted to select a peer.

FIG 28.

Peer Reviewers

To add peer reviewers, click the [**My Peers**] menu item on the left hand side of the screen. This will redirect to the [**Peer Reviewer**] page. Search your peer using a P number. Click the link [**Add peer reviewer**] to add the peer to the peer reviewer list [FIG 27.] Click the [**Activate**] link to sent the new peer reviewer an SMS prompting him/her to [**Accept/Decline**] the request. Once your peer has accepted, this will give access to your entries submitted for review [FIG 28.]. Your peer will be able to access these entries by clicking [**Peer Review**] menu item on the left hand side of the screen. When submitting an entry for review, the newly added peer will appear on the [**Peer Reviewer**] dropdown [FIG 30.]

FIG 27.

FIG 28.

FIG 29.

FIG 30.

To review your peer, click the [**Peer Review**] menu item on the left hand side of the screen. This will redirect to the [**Peer Review**] page. Here a list of all linked peers will be displayed [FIG 31.]

FIG 31.

Click [**View**] link to display your peers entries and [**Review**] link to assess (review) [FIG 32.]

FIG 32.

Choose the appropriate outcome from the [**Outcome**] dropdown and click the [**Continue**] button at the bottom right hand side of the page. Repeat the process for the remaining CPD entry steps [FIG 33.]

FIG 33.

Once completed the [**Summary**] page will be displayed. Click [**Done**] to be redirected to the [**Peer Reviewer list**] [FIG 34.]

FIG 34.

Tutor Verification

Interns will submit entries for verification by their tutor. Tutors can then verify these entries by clicking the [**Verification**] menu item on the left hand side of the screen. This will redirect the user to the interns list page. Here all linked interns will be displayed [FIG 40.]

FIG 40.

To verify entries, click the [**View**] link on the intern record. This will redirect to the intern entry list page where all entries submitted by the intern will be displayed. Click the [**Verify**] link to begin verification [FIG 41].

FIG 41.

Here step details and assessment criteria is displayed. The tutor can view details of the entry. Clicking the [**Continue**] button will move to the next step of the CPD entry [FIG 42.]

FIG 42.

To view the complete entry, the tutor can click the [**Title**] section which expands allowing full view of entry details. Click [**Continue**] to move to the next step [FIG 43]

FIG 43.

On the final step of verification, the tutor then has the option of returning the entry to the intern for fixes or to submit the entry for assessment. [**Return to intern**] moves the entry status to [**Awaiting submission**], [**Submit for assessment**] moves the entry status to [**Submitted for assessment**]. Once Submitted for assessment the entry cannot be reversed.

[FIG 44.]