

Intern CPD User Manual

Go to www.sapc.za.org and click the [Login] button on the top right hand side of the screen. Select the [Registered person block] where you will be requested to enter your login details (P number, ID and Password). Fig 1.1 → 1.3

Fig. 1.1

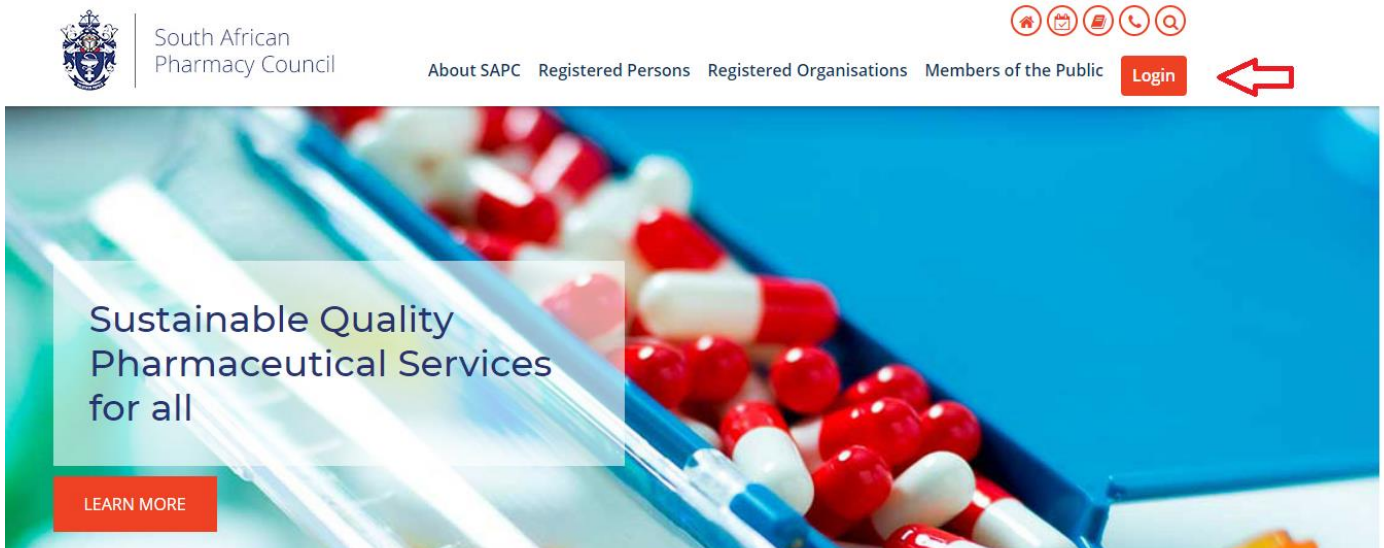


Fig.1.2

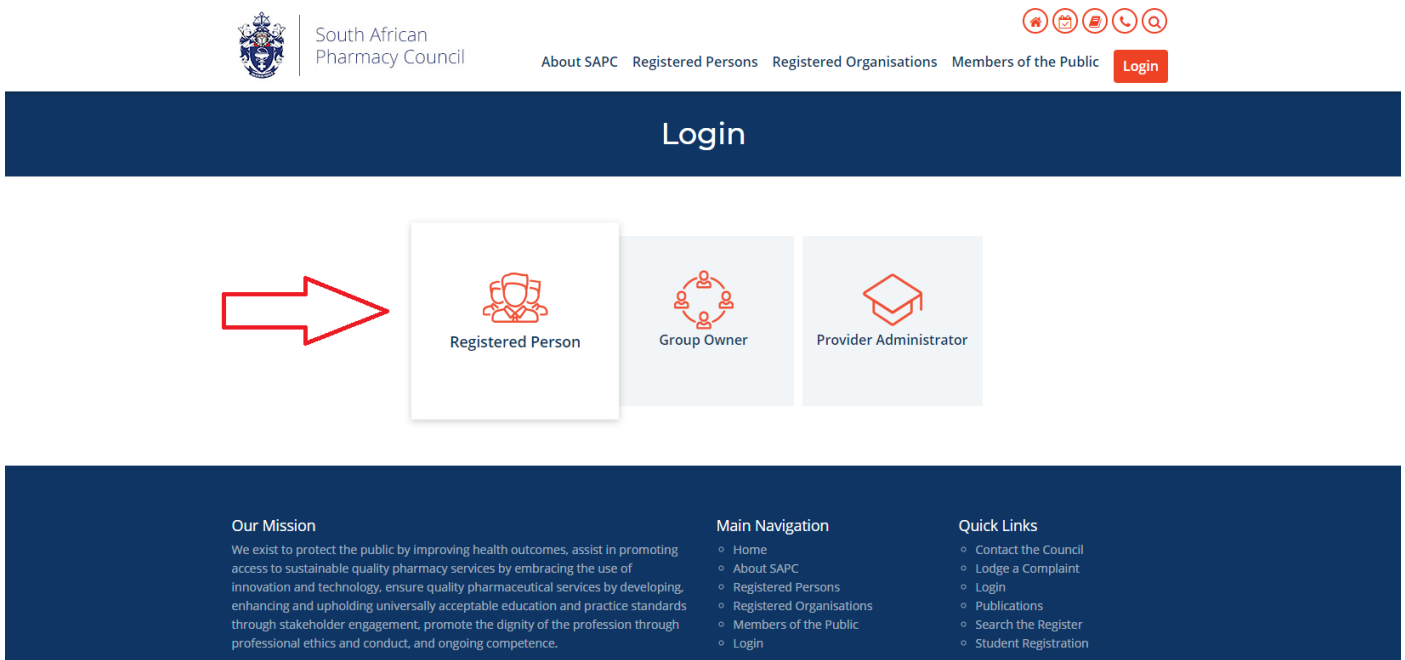


Fig.1.3

Registered Persons

P Number

P999999999

ID/Passport Number

999999999999999999

Password

Enter

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.


Request a password


Useful login tips, click here

Secure login tutorial, click here


On a successful login, you will be redirected to the secure section dashboard page. Here a number of transactions can be performed including personal information updates, online applications, payments, workshop bookings etc. Fig.1.4


Fig.1.4



SAPC





Dashboard


 Dashboard


 Annual Declaration

 CPD

 Manuals


 My Progress

 Log Out




Finance


Balance : R




Applications




Letters and certificates




Pre-registration examinations




Contact



Progress Reports



Workshops



Telecommunication

Annual Declaration

In order to add a CPD entry, you need to submit an Annual Declaration for the current year. If no Annual Declaration has been submitted, you will not be able to access the CPD pages. To complete an Annual Declaration – Select the [Annual Declaration] link on the left hand side of the screen (main menu). Complete all 3 steps by clicking the [Next] button. Once successfully completed, a message will be displayed under the [4. History] section. Fig.2.1, Fig.2.2

Fig.2.1

Annual Declaration

1 Employment 2 Practise Profile 3 Competency Standards 4 History

Primary area of practice: Community Pharmacy

Primary employment status: -Select-

Employment sector: -Select-

Secondary areas of practice(if applicable):

- ☐ Academic Institution
- ☐ Clinical trials and research
- ☐ Community Pharmacy
- ☐ Consultant Pharmacy
- ☐ Institutional Private
- ☐ Institutional Public
- ☐ Managed care
- ☐ Manufacturing Pharmacy
- ☐ NGO's
- ☐ Statutory Council
- ☐ Wholesale Pharmacy Private
- ☐ Wholesale Pharmacy Public

Next

2018 © South African Pharmacy Council

Fig.2.2

Annual Declaration History

1 Employment 2 Practise Profile 3 Competency Standards 4 History

Thank you for completing the annual declaration. Your name has been recorded in the registers of Council, under the category practising!

Year	Primary Role	Primary Area Of Practice	Status	Date Completed
2018	Intern	Community Pharmacy	Practicing	25/07/2018

Add a CPD entry

To add a CPD entry, click the [CPD] link on the left hand side of the screen (main menu). You will be redirected to the [CPD] main page. Here a brief explanation is given on how to complete an entry. To proceed, Click the [Continue to CPD] button on the bottom right had side of the screen. This will redirect to the [CPD Dashboard] page. To start a new Reflection, select the [Reflection] block. Fig.3.1, Fig.3.2

Fig.3.1

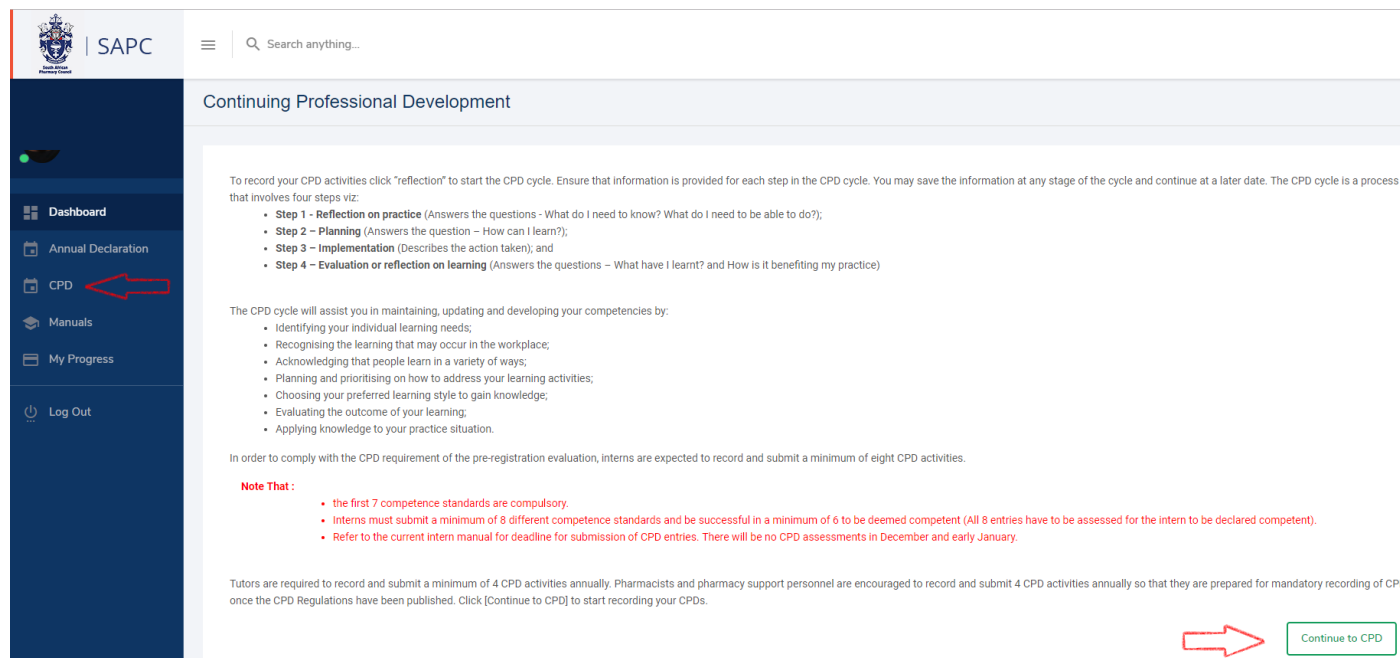
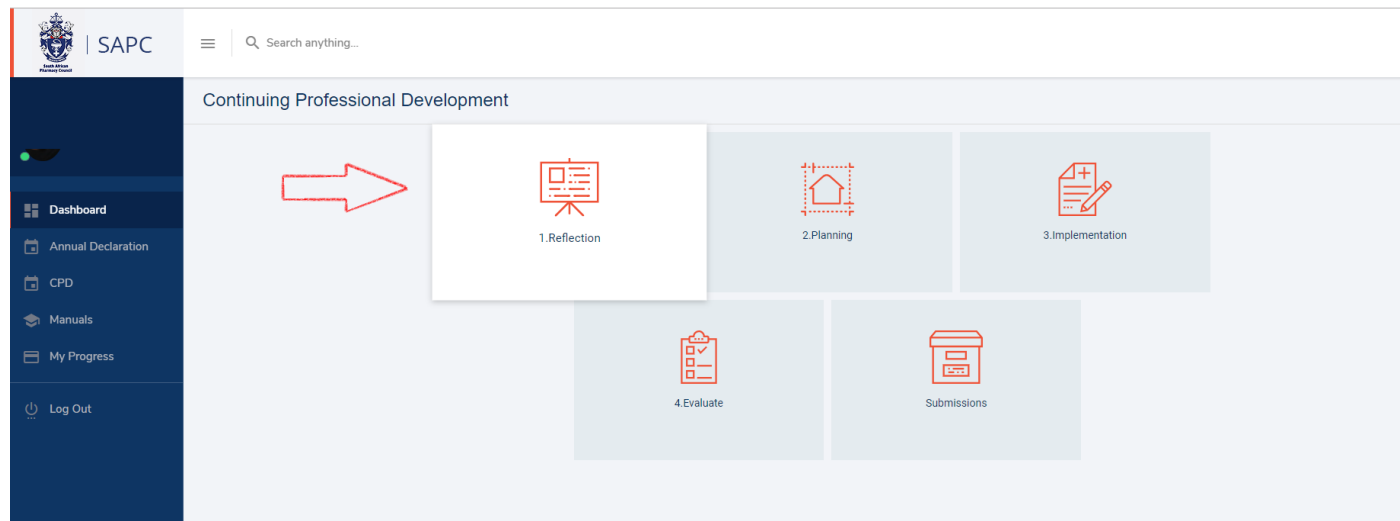


Fig.3.2



Reflection

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. Use the **[Reflection Action]** button arrow to identify a new learning need, proceed to planning or return to your CPD dashboard. On the [identify a new learning need] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Reflections] where the newly added core competence record will be displayed. Fig.4.1, Fig.4.2

Fig.4.1

CPD Reflections

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.

Use the **[Reflection Action]** button arrow (-) to identify a new learning need, proceed to planning or return to your CPD dashboard.

Reflection Action

1. organise and control the ordering and packaging of pharmaceutical products

10. manage the pharmacy/ pharmaceutical service

10. manage the pharmacy/ pharmaceutical service

2. organise the procurement, storage and distribution of pharmaceutical materials and products

3. dispense and ensure the optimal use of medicines prescribed to the patient

4. provide pharmacist initiated care to the patient and ensure the optimal use of medicine

5. provide information and education on health care and medicine

6. promote community health and provide related information and advice

Fig.4.2

1.Reflection-Edit learning need

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.

Select one core competence

5. provide information and education on health care and medicine

Select one outcome

5.2. Initiate and/or participate in the provision of health care education and information to the public and other health

Learning Title

TEST

Primary Learning Trigger

Appraisals

Learning is related to

Current role

Learning initiated by

Myself

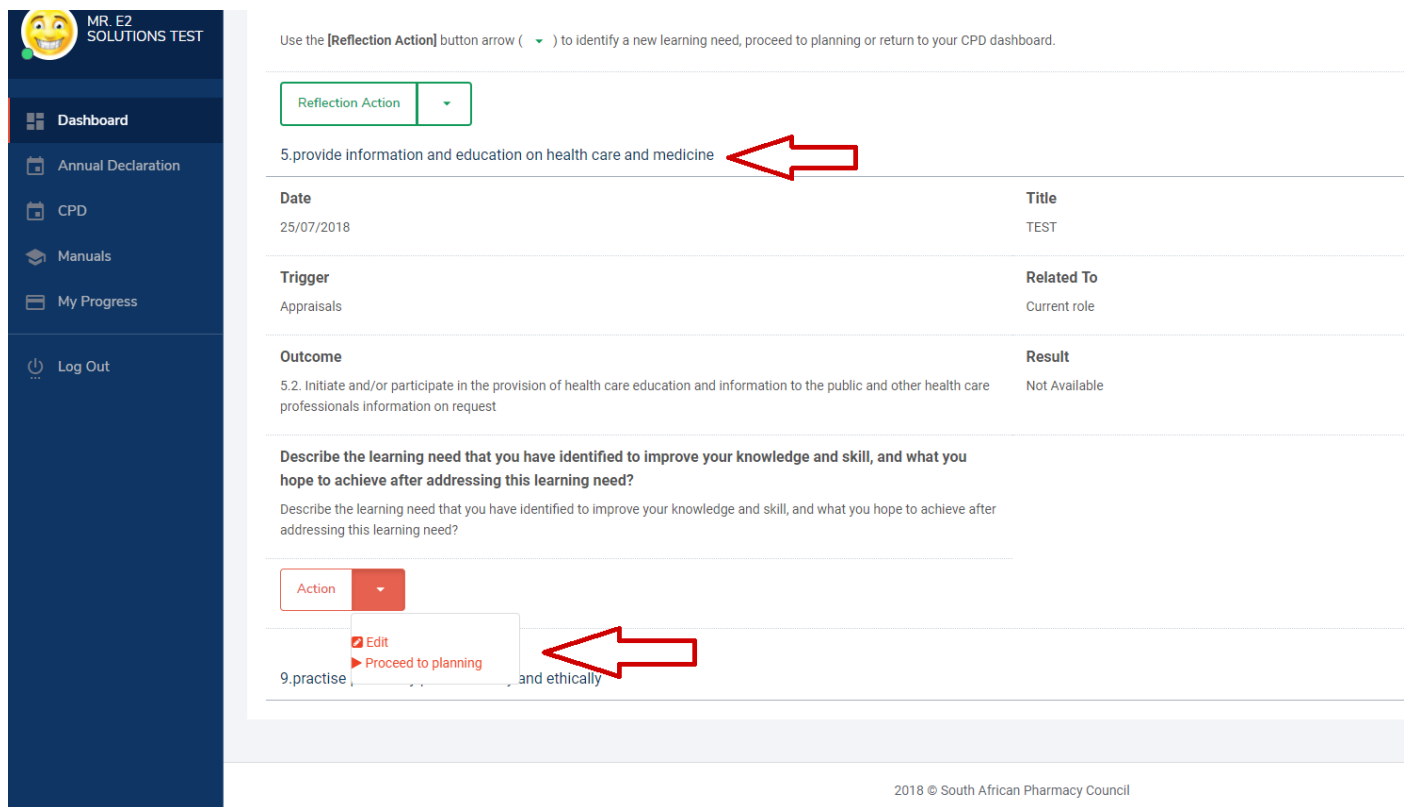
Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Save

To edit a Reflection, select the core competence record link which displays details of the reflection. Click the drop down arrow on the [Action] button to edit or proceed to Planning. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.4.3

Fig.4.3



Use the **[Reflection Action]** button arrow (▼) to identify a new learning need, proceed to planning or return to your CPD dashboard.

Date	Title
25/07/2018	TEST

Trigger	Related To
Appraisals	Current role

Outcome	Result
5.2. Initiate and/or participate in the provision of health care education and information to the public and other health care professionals information on request	Not Available

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

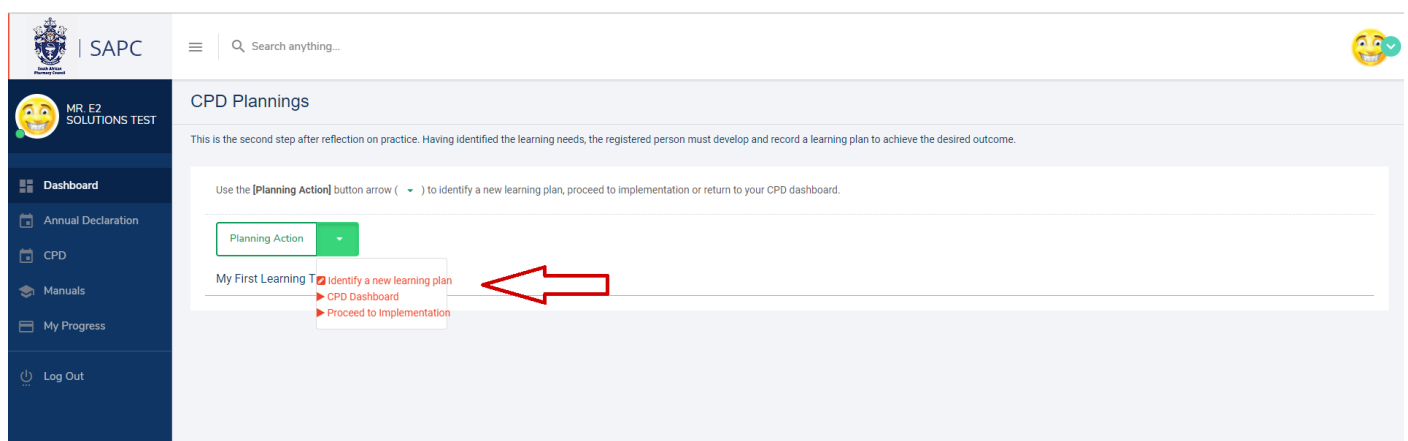
Action
9.practise, and ethically

2018 © South African Pharmacy Council

Planning

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome. Use the **[Planning Action]** button arrow to identify a new learning plan, proceed to implementation or return to your CPD dashboard. On the [identify a new learning plan] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Planning's] where the newly added planning record will be displayed by the learning title. Fig.5.1, Fig.5.2

Fig.5.1



MR. E2 SOLUTIONS TEST

CPD Plannings

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Use the **[Planning Action]** button arrow (▼) to identify a new learning plan, proceed to implementation or return to your CPD dashboard.

Planning Action
My First Learning T

Identify a new learning plan
CPD Dashboard
Proceed to implementation

Fig.5.2

2.Planning-Identify a new learning plan

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Select a Learning Title **Start Date** (date which you started or the date you are going to start your learning activity)

TEST 2018/07/26

Primary Learning Channel **Primary Activity**

Measurable Others- please specify

Primary learning channel -Other (please specify)

A new learning channel

Briefly describe the reasoning behind your planning selections

Type description here.....

974 characters left

Save

To edit a Plan, select the learning title record link which displays details of the plan. Click the drop down arrow on the [Action] button to edit or proceed to Implementation. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.5.3

Fig.5.3

CPD Plannings

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Use the [Planning Action] button arrow () to identify a new learning plan, proceed to implementation or return to your CPD dashboard.

Planning Action

My First Learning Title

TEST

Learning Title **Start Date** (date which you started or the date you are going to start your learning activity)

TEST 26/07/2018

Primary Learning Channel **Primary Activity**

Measurable Others- please specify

Briefly describe the reasoning behind your planning selections

Type description here.....

Action

☒ Edit
☐ Proceed to Implementation

Implementations

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs. Use the **[Implementation Action]** button arrow to record a new learning activity, proceed to evaluation or return to your CPD dashboard. On the [new learning] page , complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Implementations] where the newly added planning record will be displayed by the learning title. Fig.6.1, Fig.6.2

Fig.6.1

CPD Implementations

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs.

Use the **[Implementation Action]** button arrow (-) to record a new learning activity, proceed to evaluation or return to your CPD dashboard.

Implementation Action

My First Learning Title

- Record a new learning activity
- CPD Dashboard
- Proceed to Evaluation

Fig.6.2

3.Implementation-Edit learning activity

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs.

Select a Learning Title

TEST

Primary Learning Channel

Measurable

Primary Activity

Others- please specify

Select Number of CPD minutes

30 to 60 mins

Start Date

26/07/2018

Achievement Date

2018/07/26

Primary learning channel -Other (please specify)

A new learning channel

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

Describe what you have done here...

964 characters left

Save

To edit an Activity, select the learning title record link which displays details of the activity. Click the drop down arrow on the [Action] button to edit, manage activity documents or proceed to evaluation. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.6.3,6.4

Fig.6.3

Implementation Action

My First Learning Title

TEST

Learning Title

TEST

Primary Learning Channel

Measurable

Primary Learning Activity

Others- please specify

Duration

30 to 60 mins

Start Date

26/07/2018

Achievement Date

26/07/2018

Primary learning channel -Other (please specify)

A new learning channel

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

Describe wh

Activity Doc

Edit

Evaluate

Manage activity documents

Action

To manage activity documents, click [Manage activity documents] on the [Action] button. On the [Documents], browse/choose the document from your local machine and click the [Upload] button. The newly added document will appear with a [Remove] button. To update the document, click the remove button and repeat the process. Click the [**<< Implementations**] link to return to implementations where the activity documents can also be viewed. Fig.6.4, Fig.6.5, Fig.6.6

Fig.6.4

3.Implementation-Documents

Implementations

Choose File

RP Registration Proof of Payment.pdf

Upload

Fig.6.5

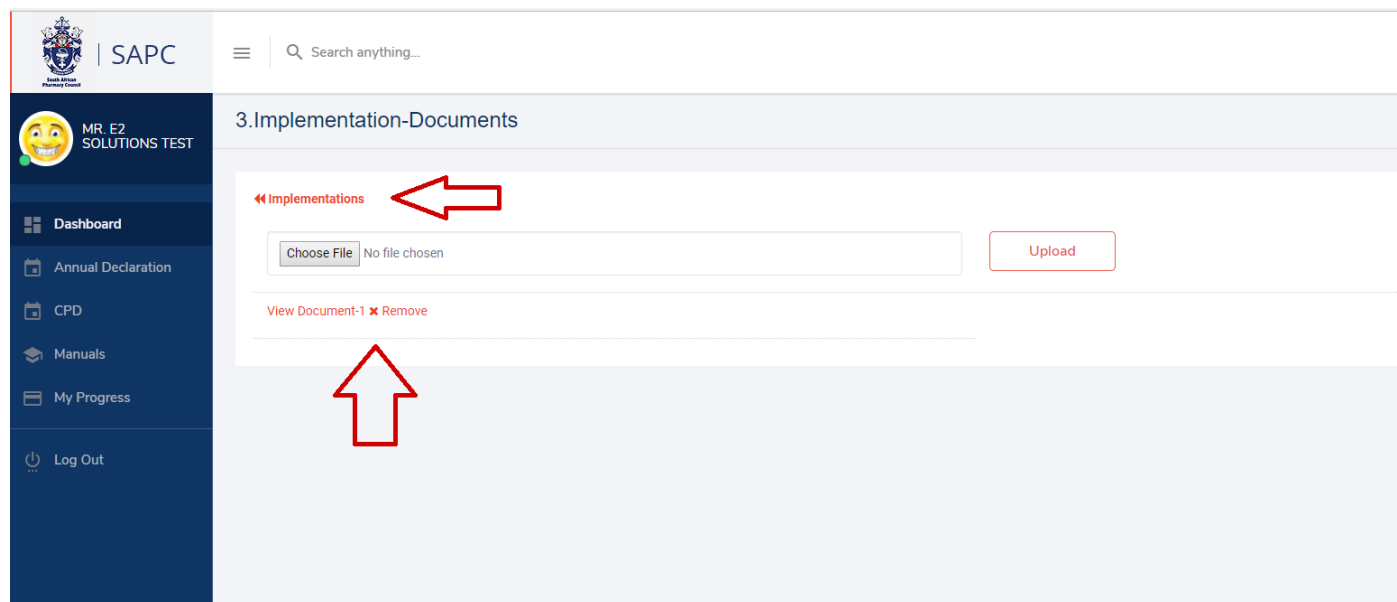
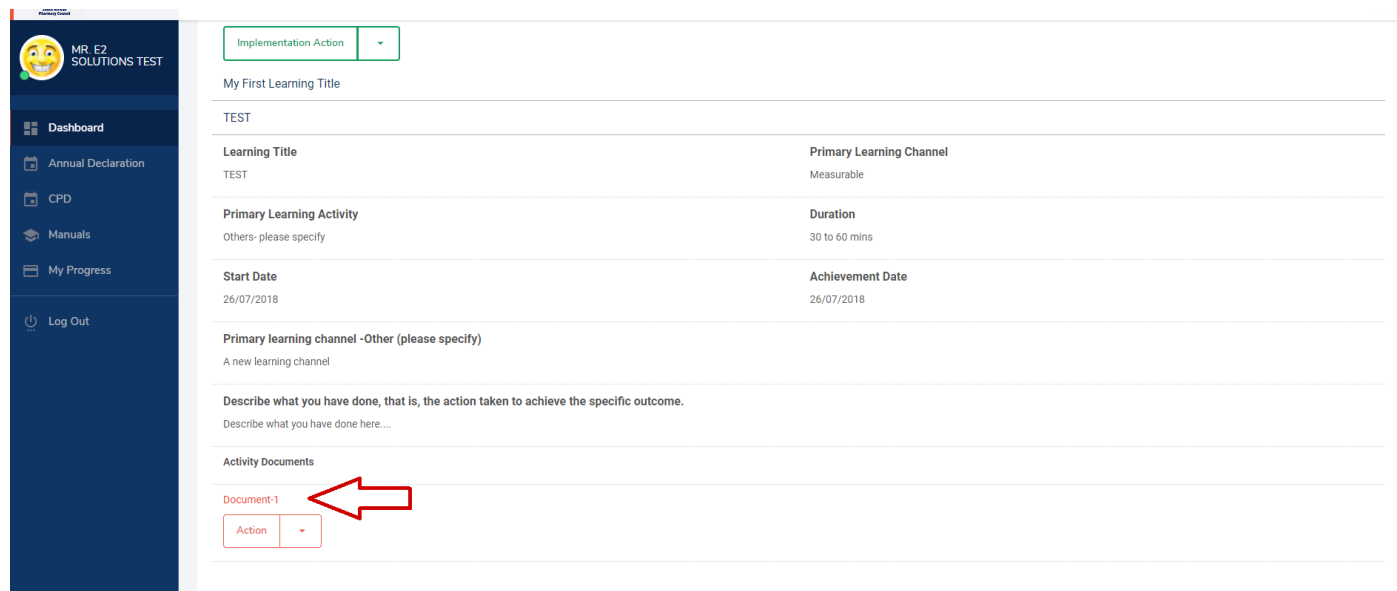



Fig.6.6





Evaluation

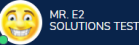
Evaluation is the step where registered persons assess the progress made towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they are able to apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle. On the [Evaluations] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Submissions] where all CPD entries are displayed. Fig.7.1, Fig.7.2

Fig.7.1

 | SAPC







Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out

4.Evaluation-Evaluate a learning activity

Evaluation is the step where registered persons assess the progress made towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they are able to apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle.

Select a Learning Title

TEST

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


Describe providing examples.....


1966 characters left

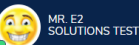
Save

Fig.7.2

 | SAPC







Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out

CPD Submission

To submit for verification, click on a competency standard and use the [Action] button arrow (↗). Use the [Submission Action] button arrow to return to your reflections, plans, implementations, to evaluate or return to your CPD dashboard. If your result is "Not Yet Successful", click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

Submission Action

5.provide information

9.practise pharmacy

Reflections

Plannings

Implementations

Evaluate

CPD Dashboard

Submissions

Use the **[Submission Action]** button arrow to return to your reflections, planning, implementations, to evaluate or return to your CPD dashboard. To submit for verification, click on a **[Competency Standard]** link. This displays details of the CPD entry status. Use the **[Action]** button arrow to return to reflection or to submit for verification by your tutor. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.8.1

Fig.8.1

MR. E2 SOLUTIONS TEST

Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out

CPD Submission

To submit for verification, click on a competency standard and use the **[Action]** button arrow (). Use the **[Submission Action]** button arrow to return to your reflections, plannings ,implementations ,to evaluate or return to your CPD dashboard. If your result is **"Not Yet Successful"**, click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

Submission Action

5.provide information and education on health care and medicine

Reflection Title

TEST

Status	First Submission Date	Submission Date	Submissions
Awaiting submission	25/07/2018	25/07/2018	0
Reflection	Planning	Activity/implementation	Evaluation
Complete	Complete	Complete	Complete
Result			
Not Available			

Action

Reflection

Submit for verification

9.practise pharmacy professionally and ethically

Submit for verification

The **[Submit for verification]** page displays details of all the CPD steps. Click the **[Step]** link to view and use the action button to edited if needed. Click the **[Submit for verification]** button to submit for verification. On a successful submission, you will be redirected to the **[Submission]** page where the status of the CPD entry will reflect as **"Submitted for verification"**. Fig.8.2, Fig.8.3

Fig.8.2

MR. E2 SOLUTIONS TEST

Dashboard

Annual Declaration

CPD

Manuals

My Progress

Log Out

CPD Submission - Submit for verification by tutor

Click on the CPD step links to review your entry and click **[Submit for verification by tutor]** button below to submit.

Reflection 5.provide information and education on health care and medicine


Planning Others- please specify


Implementation 30 to 60 mins

Evaluation Fully

Submit for verification by tutor

Fig.8.3

 | SAPC

 MR. E2 SOLUTIONS TEST

Dashboard

Annual Declaration

CPD


Manuals


My Progress

Log Out

Search anything...

CPD Submission

To submit for verification, click on a competency standard and use the **[Action]** button arrow (). Use the **[Submission Action]** button arrow to return to your reflections,plannings ,implementations, to evaluate or return to your CPD dashboard. If your result is **"Not Yet Successful"**, click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

Submission Action 

5.provide information and education on health care and medicine

Reflection Title	Status	First Submission Date	Submission Date	Submissions
TEST	Submitted for verification by tutor	25/07/2018	25/07/2018	1
	Reflection	Planning	Activity/Implementation	Evaluation
	Complete	Complete	Complete	Complete
	Result			
	Not Available			

9.practise pharmacy professionally and ethically