



## Understand the basics of CPD recording

The reality of compliance with continuing professional development (CPD) requirements for pharmacists in South Africa was entrenched in legislation on 17 May 2019 with the publication of the *Regulations relating to Continuing Professional Development* ('CPD Regulation') in terms of section 33(1)(0) of the Pharmacy Act, 53 of 1974, by the Minister of Health. From the date of publication, CPD was compulsory for pharmacists in South Africa, however this publication did not contain details on who, where and when CPDs needed to be submitted. Instead the publication indicated that the process still required action by the South African Pharmacy Council (SAPC), in terms of sub-regulation 2(1) of the CPD Regulation.

SAPC through its CPD committee, commenced with the development of a Guidance Document which was based on the framework of the CPD Regulation but contained the necessary details for each of the sections mentioned. This document was published for comment on 27 September 2019 and the final document has not yet been published for implementation. Once published around mid-year, it will be circulated to members via a PSSA Newsletter.

SAPC also published on 27 September 2019 the categories of persons registered in terms of section 14 of the Pharmacy Act, who are required to record their CPD activities as provided in the CPD Regulations. However, this Board Notice was repealed on 10 December 2019 without stating the reason(s) for doing so, and the new Board Notice stated that all pharmacists will have to submit six CPD activities per calendar year.

In January 2020, SAPC informed all pharmacists that the new CPD platform will be operational as from 1 February 2020. This platform looks different to the one previously used by pharmacist interns and tutors for documentation of their CPD entries. For this reason, information is provided in this edition of the *SAPJ* to assist pharmacist members in complying with this new legal requirement and to find their way when recording CPD activities online. Please note that this publication does not override any communication from SAPC and pharmacist interns should follow the instructions as shared by SAPC during the Intern/Tutor workshops earlier this year.

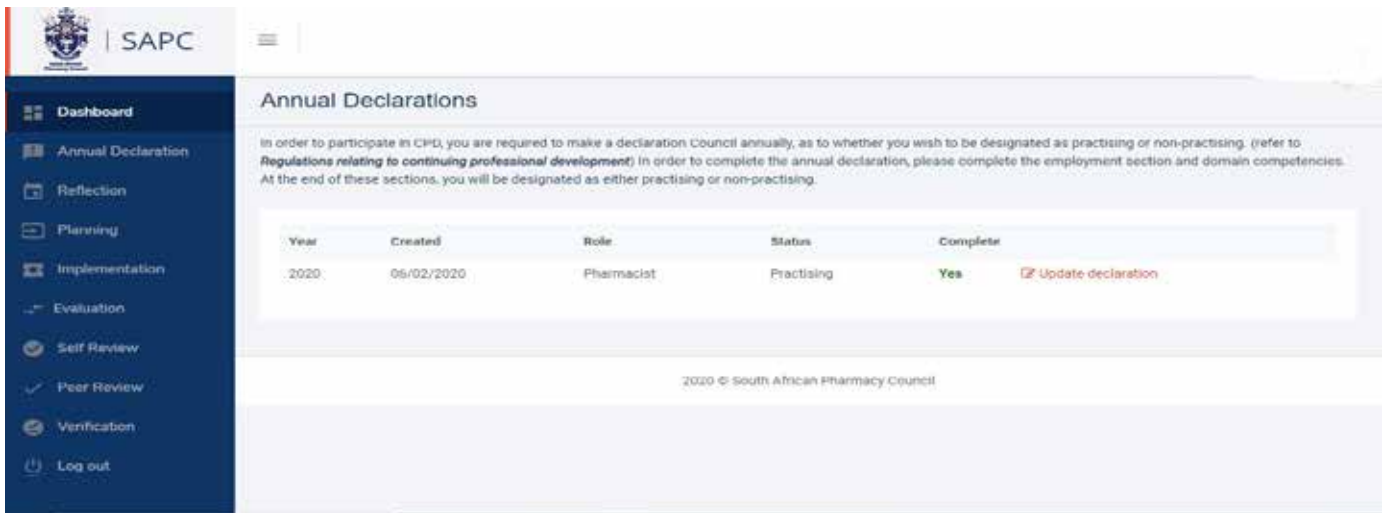
### Step 1: Access the new CPD online platform

To record your CPD activity, you have to log into the SAPC website ([www.sapc.za.org](http://www.sapc.za.org)) with your P-number, ID number and password. Once in the secure site, select the CPD tab on the top of the page and then Continuing Professional Development in the CPD online section to the right of the page.



### Step 2: Annual declaration

When you access the CPD dashboard for the first time, a pop-up notice will direct you to first complete your annual declaration before you can proceed. This declaration will only be required once a year. Recent communication from SAPC requested that this should be done before 1 May 2020.



The purpose of the annual declaration is to confirm employment details and the type of activities you perform as a pharmacist, as the combination of activities will differ among pharmacists. You are requested to indicate which of the listed competency standards you perform, if any. By performing at least one of these competency standards, you are considered a practising pharmacist. If you do not perform any of these activities, you are not a practising pharmacist.

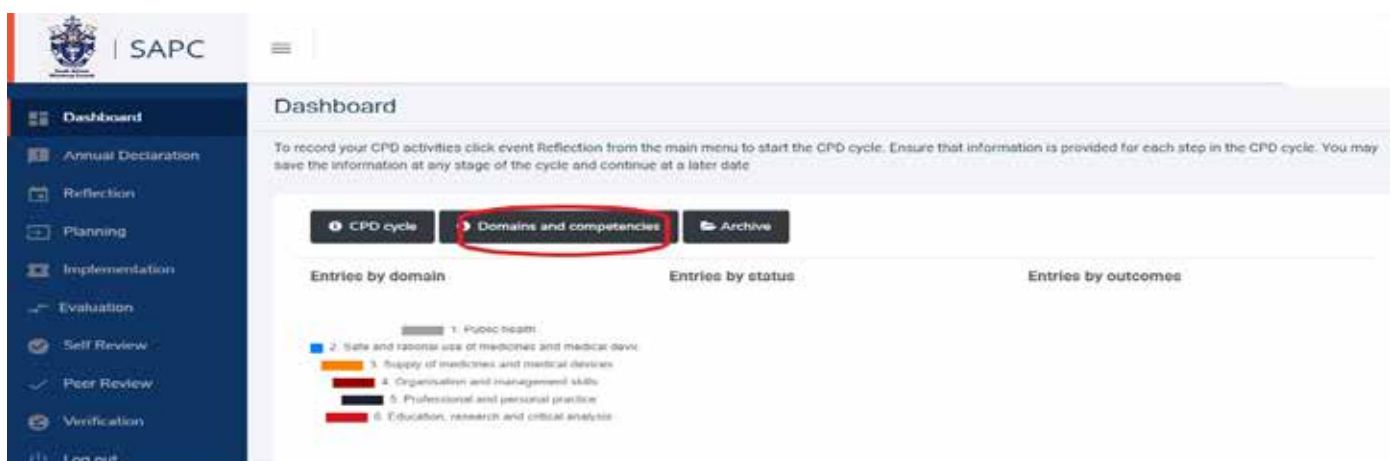
**Step 3: Understand the new competency standards**

The competency standards for pharmacists in South Africa were published on 11 May 2018. These are the qualities or characteristics of a pharmacist related to effective or superior performance. These standards consist of six (6) domains namely:

- Public health
- Safe and rational use of medicines and medical devices
- Supply of medicines and medical devices
- Organisation and management skills
- Professional and personal practice
- Education, research and critical analysis

Each of these domains has a number of domain competencies as subsections, indicated as 1.1, 1.2, etc. Each of these domain competencies (subsections) is divided into three levels of behavioural statements:

- a. Entry level into practice: generally recognised as the first three years of practice.
- b. Intermediate practice: generally recognised as between three and seven years of practice.
- c. Advanced practice: generally recognised as more than seven years of practice.



Each domain competency (subsection) has a number of activities listed, indicated as a, b, c, etc. When selecting a specific domain competency, all the activities listed for that domain competency should form part of the CPD and not only one of these activities, e.g. not only a or only b but both. Also, the content of your CPD activity should align with your level of practice. Example: a pharmacist with more than 10 years of practice no longer just 'participates in screening and disease prevention programmes and campaigns' (item 1.6.2.1) but 'advocates for lifestyle changes that may prevent communicable and non-communicable diseases and/or improve the outcome of medicinal therapy' (item 1.6.2.3).

For each of the six domains, information is provided to describe the domain, highlight capabilities and outcomes but also to list to whom this domain applies. It is important that you familiarise yourself with the domain competencies.

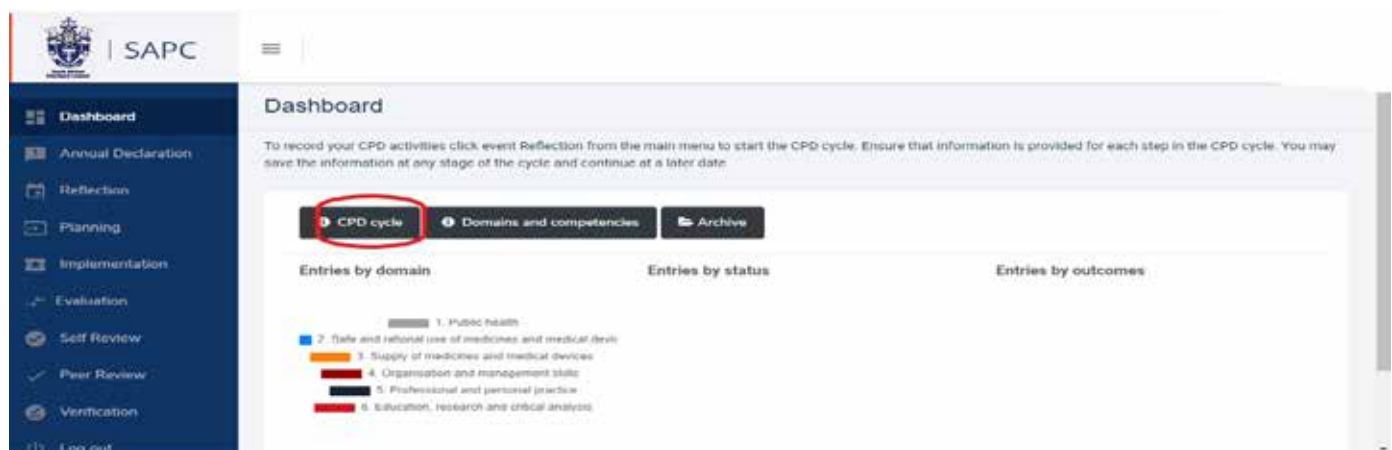
#### Step 4: The CPD cycle

Pharmacist interns and tutors are already familiar with the four-step CPD cycle which consists of

- Reflection
- Planning
- Implementation
- Evaluation

Information on the background to each step of the CPD cycle, as well as the assessment criteria, is included on the CPD platform. It is mandatory for pharmacist interns to submit six (6) CPDs during their internship year, one from each of the six domains and to be competent in all six entries, as indicated in the Intern/Tutor manual. Pharmacists will also submit six (6) CPD activities but they will come from the domain competencies which the pharmacist indicated during the annual declaration, they do "some" or "most" of the time option. There is no point in submitting a CPD in an area that is not part of your current or future practice.

In very specialised sectors of the profession, pharmacists may find that for most of the competency standards they will choose the "never" option. Remember that no matter where you work, everyone participates in change management domain competence (4.5), professional practice (5.2), ethical and legal practice (5.3), continuing professional development (5.4), decision-making (5.6), self-management (5.7) and communication (5.9).



#### Step 5: Record a CPD activity

It is easy to navigate between the different steps in the CPD cycle online. After completion of the annual declaration, you will select Reflection (step 1 of the CPD cycle) from the list of options on the left, and commence with 'Identifying a new platform learning need'. Entries can also be saved at the end of each of the four steps if needed to be completed later.

For more assistance with how to actually complete and submit a CPD the following tools can be accessed from SAPC's website:

- CPD brochure
- How to submit CPDs online
- An ideal CPD

**Step 6: Evidence of CPD**

Unlike pharmacist interns, pharmacists will **not** upload any evidence of their learning activity on the online CPD platform at the time of recording the entry. You have to keep your evidence, either electronically or paper based in a portfolio, until such time as your CPD is evaluated and evidence is requested.

It is further important to note what type of evidence will be valid. Although the answer to this question is not available directly, pharmacists should keep the purpose of CPD in mind when collecting evidence. Does a 'certificate of attendance' prove learning or just attendance? This links with the main reason why pharmacists are not required to collect CPD points, because the attendance of events does not automatically indicate proof of learning or improved practice.

To assist members to facilitate their learning better, the North-West Branch of the PSSA developed a CPD recording tool which all members can use, either hard copy or electronically, during a CPD event or learning activity to document their learning. This tool is aligned with the questions that must be answered on the SAPC CPD online platform. Therefore, if you use this recording tool during the CPD event, the recording of your CPD onto SAPC's website will be very easy and quick as you have documented, selected and described all the necessary areas of your learning activity. This recording tool can be accessed on the member login site ([www.pssa.org.za](http://www.pssa.org.za)). This tool will also be distributed or handed out at PSSA organised CPD events.

**Step 7: Review and evaluation of CPD entries**

At the end of recording your CPD activity you will be asked to self-review your entry. This is to ensure that you are satisfied with your

effort and quality of work. This will then be followed by a peer-reviewed process where you will nominate a colleague, who has knowledge of that type of CPD activity, who will then review your CPD for quality. Note that your colleague will have the opportunity to accept or decline this invitation, so ensure that you liaise with them first to find out their willingness to act as peer reviewer.

If you are a tutor to a pharmacist intern, there is also a tab on the CPD online platform where you will review and verify your intern's CPD entry before submitting to the SAPC for evaluation.

For information on how the evaluation will take place, the SAPC website offers a CPD process flow.

The PSSA would like to remind members that your login into the SAPC and CPD website should always be kept confidential and members should under no circumstances ever share their login details with a 3<sup>rd</sup> party/another person.

**References:**

1. National Department of Health. 2019. Regulations relating to Continuing Professional Development. Government Gazette no. 42464 of 17 May 2019. Pretoria: Government Printers.
2. South African Pharmacy Council. 2019. Guidance document for Continuing Professional Development (CPD). Board Notice 171 of 2019. Pretoria: South African Pharmacy Council.
3. South African Pharmacy Council. 2019. Regulations relating to Continuing Professional Development (CPD). Board Notice no. 174 of 2019. Pretoria: South African Pharmacy Council.
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5. South African Pharmacy Council. 2018. Competency Standards for Pharmacists in South Africa. Government Gazette No 41621 of 11 May 2018. Pretoria: South African Pharmacy Council.
6. South African Pharmacy Council. 2020. Intern and Tutor Manual for the Pre-registration Experience of Pharmacist Interns. [https://www.sapc.za.org/Media/Default/Documents/2020%20Intern%20and%20Tutor%20Manual\\_Final\\_v2.pdf](https://www.sapc.za.org/Media/Default/Documents/2020%20Intern%20and%20Tutor%20Manual_Final_v2.pdf).
7. South African Pharmacy Council. 2020. How to submit CPD's online. [https://www.pharm-council.co.za/Pharmacists\\_CPD](https://www.pharm-council.co.za/Pharmacists_CPD).

# The PSSA/Alpha Pharm distance learning programme 2020

*The PSSA/Alpha Pharm distance learning programme continues to offer pharmacists useful, practical, up-to-date information that enables them to provide optimal pharmaceutical care to their patients.*

## Module 1/2020 – Common eye problems

Vision is our dominant sense. Some 70% of all the sensory receptors in the body are in the eyes. Common eye problems may range from tired, red eyes through to deteriorating vision. Patients often visit community pharmacies with eye complaints, and pharmacists are well-placed to advise them. This module identifies the more common eye problems that may present in the community pharmacy setting and their management.

After completing this module, you will:

- Have a basic understanding of the anatomy of the eye and the physiology of vision.
- Be able to advise customers on everyday eye care to maintain eye health.
- Be able to advise on the appropriate use and care of contact lenses.
- Be able to recognise the patient presenting with an acute red eye that can be managed with OTC medicines and the patient that requires referral to the doctor.
- Be familiar with the causes, symptoms and treatment of common eye problems including conjunctivitis and dry eye.
- Be able to advise patients on the correct use of eye drops and eye ointments.

*For more information about this programme contact Gill or Glynis at Insight Medicine Information on 011 706 6939 or email: cpdalphapharm@insightmed.co.za.*

# The PSSA/Alpha Pharm clinical education programme 2020 for pharmacy staff

*The PSSA/Alpha Pharm pharmacy staff clinical education programme continues to offer front-shop assistants or pharmacist's assistants up-to-date information that enables them to provide optimal pharmaceutical care to their patients. All pharmacy staff need to be familiar with the use of unscheduled medicines and should be reminded of when it is necessary to refer the patient to the pharmacist.*

## Module 1/2020 – Common eye problems

Patients often visit the community pharmacy with eye complaints. The pharmacy staff are well-placed to inform customers about maintaining healthy eyes as well as about managing common eye problems. This module discusses the presentation, the signs and symptoms and the treatment of common eye conditions, such as conjunctivitis and blepharitis.

This module will enable you to:

- Have a basic knowledge of the structures of the eye.
- Know the steps that can be taken to help ensure that the eyes remain healthy.
- Appropriately refer patients presenting in the pharmacy with a red eye to the pharmacist or doctor.
- Learn about the three main causes of conjunctivitis and the management of these common eye disorders.
- Know which are suitable products for patients complaining of mild dry eye disease.
- Learn about two common eyelid problems and their management.
- Show patients how to use eyedrops and eye ointments.

*If you would like to participate in the PSSA/Alpha Pharm pharmacy staff clinical education programme please contact Gill or Glynis for further information on 011 706 6939 or email: cpdalphapharm@insightmed.co.za.*