

THE ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA



CONTINUING PROFESSIONAL DEVELOPMENT

CRITERIA AND GUIDELINES FOR CPD PROVIDERS FOR THE PROFESSIONS OF ACUPUNCTURE, AROMATHERAPY, AYURVEDA, CHINESE MEDICINE AND ACUPUNCTURE, CHIROPRACTIC, HOMEOPATHY, NATUROPATHY, OSTEOPATHY, PHYTOTHERAPY, REFLEXOLOGY, THERAPEUTIC AROMATHERAPY, THERAPEUTIC MASSAGE THERAPY, THERAPEUTIC REFLEXOLOGY AND UNANI-TIBB

(KINDLY NOTE THAT THE CPD PROVIDER APPLICATION DOCUMENT
(ANNEXURE A) HAS BEEN UPDATED AND IS AVAILABLE UNDER THE TAB >
CONTINUING PROFESSIONAL DEVELOPMENT (CPD).

DEFINITIONS

The following terms are applicable to Continuing Professional Development in general and the document that follows:

“Act” means the Allied Health Professions Act, 63 of 1982 and any word or expression to which a meaning has been assigned in the Act shall bear such meaning, unless inconsistent with the context.

“AHPCSA” means the Allied Health Professions Council of South Africa as constituted by the Allied Health Professions Act, Act 63 of 1982, as amended;

“approval” means AHPCSA **recognition and accreditation** of continuing education and training courses or activities offered by CPD Providers that have met the criteria laid down by the AHPCSA for offering such continuing education and training courses or activities and the word **“approved”** has a corresponding meaning;

“attendance register” is the record of attendees of any form of CPD activity in Levels 1, 2 and 3, which contains all information as stipulated in paragraph 3.3;

“bioethics and jurisprudence” which includes ethics, human rights, patient’s rights and medical law is an understanding of the bioethical principles that determine how practitioners interact with patients and society;

“CPD Committee means the Professional Board (PB) for Ayurveda, Chinese Medicine and Acupuncture and Unani-Tibb (PBACMU); the (PB) for Therapeutic Aromatherapy, Therapeutic Reflexology and Therapeutic Massage Therapy (PBARM); the (PB) for Chiropractic and Osteopathy (PBCO); and the (PB) for Homeopathy, Naturopathy and Phytotherapy (PBHNP) which are responsible for approving CPD courses or activities for their respective professions;

“continuing education units” (CEUs) are the values attached to a learning activity for CPD;

“continuing professional development” means the continuing education and training referred to in section 4(1)(g) of the Act and prescribed in terms of Board Notice 188 of 2012 and the acronym **“CPD”** has a corresponding meaning. This includes **conditions** relating to continuing education and training and the **nature and extent** of continuing education and training and the **criteria for recognition**;

“deferral” means formal permission sought by the practitioner and granted by the CPD Committee relevant to the practitioner to suspend/postpone CPD requirements for a period of time and to consider conditions for re-entry into practice;

“ethics activities” means ethics lecturers and workshops, that expressly excludes the mandatory, bioethics and jurisprudence requirements prescribed by the AHPCSA as set out in Level 2.B.1;

“individual CPD activity record” means the AHPCSA Individual CPD Activity Record that shall be held by the individual practitioner as a record of every learning activity attended or completed. It shall be accompanied by Attendance Certificates for each event or series of events, and the record shall be regularly updated and current;

“jurisprudence” means the study and knowledge of the AHPCSA Act No. 63 of 1982, Regulations, Rules and the application of the principles of law to health and medicine¹.

“learning activity/ies” means activities approved by the AHPCSA for CPD, which includes but are not limited to three levels, namely those encompassing **non-measurable outcomes**

[Level 1], those with **measurable outcomes** [Level 2] and those associated with **formally structured learning programmes** [Level 3], all of which are eligible for accreditation for CPD and from which CEUs are obtained;

“**practitioner**” means any person registered with the AHPCSA in terms of Section 2(a) of the Act and any reference to practitioner also includes any person registered as a **therapist**;

“**recognition of other CPD programme activities**” refers to the process of approval by the AHPCSA of other South African statutory health profession council programmes for CPD;

“**CPD Provider**” means any person, institution, body, facility or organisation that meets the specified criteria and has been approved as a CPD Provider to provide and to present a specific learning activity for CPD, as approved upon individual application, in accordance with the provisions of section 16A of the Act by the AHPCSA;

“**therapist**” means any person registered with the AHPCSA in terms of Section 2(b) of the Act and for the purposes of these Guidelines is included in the term **practitioner**.

CPD PROVIDERS

CPD Providers are any one of the following:

- 1.1 Tertiary training institutions;
- 1.2 Professional associations;
- 1.3 Formally constituted professional interest groups that have a professional identity and are aligned with a training institution, a professional association or an international institution;
- 1.4 Any individual;
- 1.5 Organizations/Institutions/Societies such as:
 - a. public and private hospitals;
 - b. private non-profit groups;
 - c. commercial enterprises or companies that support practitioners through products or services;
 - d. schools; and
 - e. non-governmental organizations.

NOTE: 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 approval as CPD Providers.

2. APPLICATION FOR APPROVAL AS A CPD PROVIDER

- 2.1 Prospective CPD Providers shall submit a written application thirty (30) days in advance of the intended CPD activity directly to the office of the Registrar for consideration by the CPD Committee, as per the CPD Application Form - ANNEXURE A.
- 2.2 Prospective CPD Providers may apply to offer more than one activity but application for each activity shall be made separately and on an individual application form.

- 2.3 In the event that approval is given, the CPD Provider will be allocated a CPD Committee-specific identification number, which number shall appear on all documentation relating to the specific approved CPD programme/s provided by the CPD Provider.
- 2.4 Each approved activity presented by the approved CPD Providers shall be allocated an activity number, which number shall appear on all documentation relating to the approved activity provided by the CPD Provider.
- 2.5 Prospective CPD Providers may apply for CPD activities at any one of the three levels as described in ANNEXURE A.

3 PRESENTATION OF AN ACTIVITY BY AN APPROVED CPD PROVIDER

- 3.1 The approved CPD Provider shall publicise the programme activity/ies together with the CEU allocation for the specific approved activity;
- 3.2 The approved activity shall take place as advertised;
- 3.3 The approved CPD Provider shall keep an attendance register that reflects attendance of any attendee and should retain these for a period of three years after the activity as these may be required in a compliance verification. The attendance register shall contain at least the following information of the attendees:
 - a. Full names and surname;
 - b. South African Identification number;
 - c. Email address;
 - d. Professional registration number / AHPCSA registration number;
 - e. Statutory Health Council registered with;
 - f. Declaration that the person successfully completed the approved activity and/or approved programme; and
 - g. The signature of the person attending.
- 3.4 Following the attendance of the CPD-activity, the CPD Provider shall issue to all practitioners who attended the activity an attendance certificate containing:
 - a. The name of the Approved CPD Provider;
 - b. The CPD Provider's CPD Committee Identification number;
 - c. The activity number;
 - d. The topic of the activity;
 - e. The level of the activity;
 - f. The number of CEUs for that activity;
 - g. The duration of the activity provided by the CPD Provider;
 - h. The attendance/completion date;
 - i. The name and AHPCSA registration number of the attendee; and
 - j. Signature of the CPD Provider.
- 3.5 CPD Providers shall provide certificates to attendees on completion of the activity or event or a series of events.

- a. If these are not available on the day/on completion of the activity or event they shall be sent to attendees within one month from the completion date.
 - b. In those instances where a practitioner completes a structured learning programme for degree or certification purposes, the practitioner might be constrained by the administrative process of the providing institution regarding the time delay between completion and formal recognition of the programme, which shall be taken into consideration by the CPD Committee.
- 3.6 Should any dispute arise between the CPD Provider and any attendee, this shall be referred directly to the CPD Committee for discussion at the next following CPD Committee meeting.

4. CROSS-ACCREDITATION

There is no blanket approval given by the AHPCSA for CPD activities approved by another South African statutory health council or international accrediting body. CPD Providers may, on behalf of registered members, apply for cross-recognition of CEUs through the submission of either a single CPD activity or multiple CPD activities. CPD Providers are required to submit the following information for reaccreditation/approval:

4.1. CPD Provider:

- Name(s)
- Registration number
- Accreditation number
- Contact details

4.2. CPD Committee:

- Name
- Registration number
- Accreditation number
- Contact details

4.3. South African Statutory Health Council / International Accrediting Body:

- Name
- Registration number / Act
- Accreditation number
- CPD registration reference
- Contact details

4.4. CPD Activity Details:

- Nature of the activity
- Duration
- Scope
- List of presenters
- List of topics covered
- Number of CEUs awarded

4.5. CEU Allocation:

- CEUs will be allocated according to the **AHPCSA CPD Guidelines**.

NOTE: Any CPD activity specific to any allied health profession may NOT be approved by any other South African statutory health council, or by any other body delegated by another South African statutory health council, or an international accrediting body. You are required to take care to ascertain that courses specific to allied health professions have been approved by the AHPCSA.

5. INDEMNITY AND LIABILITIES

1. For the avoidance of doubt, the AHPCSA, the CPD Committee or any of its nominees and the CPD Provider shall at all times act as independent entities;

2. The approval of any CPD Provider shall not create and/or constitute a business relationship or an agency nor authorise the CPD Provider to incur any liability on behalf of AHPCSA, the CPD Committee or any of its nominees;
3. Save for any moneys due and payable in terms of the Application of a CPD Provider, the CPD Provider shall defend, indemnify and hold harmless the AHPCSA, the CPD Committee or any of its nominees, its members, officers, employees, agents and assigns, against all suits, actions, claims, judgments, damage, injury, losses or other liabilities, and all costs and expenses which arise from the supply of the activities, training, courses or programmes; and
4. The AHPCSA, the CPD Committee or any of its nominees shall not in any way be liable to the CPD Provider for any loss of profits, consequential, direct, indirect or special damages, whether foreseeable or not.

6. VALIDITY OF CEU's

1. CEUs awarded in respect of approved applications shall remain valid for the duration of the applicable CPD cycle, provided that the following elements remain unchanged:
 - a) the nature of the activity;
 - b) the level of the activity;
 - c) the content of the activity;
 - d) the number of attendees;
 - e) the number of presentations, where multiple dates for the same activity are included in a single application; and
 - f) the presenter.
2. Where any element referred to in paragraph 1(a) to (d) is amended, the activity shall be resubmitted to the relevant CPD Committee for re-accreditation.
3. Where the number of presentations change as referred to in paragraph 1(e), the CPD Committee must be notified of the changes and the reason.
4. Where the presenter referred to in paragraph 1(f) changes, the curriculum vitae of the new presenter shall be submitted to the CPD Committee for approval prior to presentation of the activity.
5. If the activity is postponed and there are no other changes other than the date and if applicable the venue, re-accreditation is not required. However, the CPD Committee must be informed of the changes to update our records.
6. A practitioner shall not claim CEUs for the same activity more than once within the same CPD cycle.
7. Any matter not expressly provided for above may be considered by the CPD Committee upon application submitted in the prescribed manner.

7. COSTS OF APPLICATION

Application costs as per the CPD Schedule of Fees under the Tab > Continuing Professional Development (CPD) and payable immediately after the application is approved.

8. INFORMATION

The name of the specific approved CPD activity, the CEUs allocated, and the CPD provider approved to present the activity will be published on the AHPCSA website (www.ahpcsa.co.za) and may be accessed there.

9. KINDLY NOTE THAT THE CPD APPLICATION DOCUMENT HAS BEEN UPDATED AND IS AVAILABLE UNDER TAB > CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

