

## **6 TIPS FOR DEMYSTIFYING CPD AND HELPING YOU BREATHE EASIER WHEN AUDITED**

By: SANATA CPD committee (2020)

### **Overview**

This article aims to demystify the HPCSA CPD process and hopefully ease any fears too, helping you to understand what is expected of you and how to prepare for and keep calm when you are audited for CPD compliance. This will be achieved in this article by expanding on six key tips.

### **Tips in brief**

TIP #1: Have a basic understanding of what CPD is all about

TIP #2: Know what qualifies for CPD points

TIP #3: Familiarise yourself with CPD providers in your community and online

TIP #4: Know how long you have when audited

TIP #5: Keep your CPD records up to date

TIP #6: Invest in SANATA as a CPD provider and accreditor

### **TIP #1: Have a basic understanding of what CPD is all about**

A basic understanding is where the 'demystification' of CPD begins. Here is a brief explanation to support this understanding.

CPD or Continuing Professional Development is an HPCSA requirement for registered practitioners to refine, update and develop their knowledge and professional abilities. It is made up of Continuing Education Units or CEU's of which you need 30 per year (made up of 25 CEU's that are your choice of profession-relevant CPD activities, provided by an accredited service provider and 5 CEU's that pertain to ethics).

You need to keep an up-to-date record of 2 years of CPD activity (60 CEU's). This is referred to as the 'shelf life' of CEU's in that they are valid for a 24 month period from the date that the activity took place or ended. Details of what to include in this record are included below under the tip for keeping your CPD

record up to date regularly.

It can be helpful to remember that CPD can be interesting and a big support to professional development so you might enjoy the process of keeping up and sometimes catching up with your points.

### **TIP #2: Know what qualifies for CPD points**

CPD activities are divided into 2 levels. You are free to choose activities at any level to make up your annual CEU's.

#### **LEVEL 1: Once off activities with non-measurable outcomes**

These are once-off or regular group activities without measurable outcome. CEUs are allocated according to time with one CEU awarded per hour to a maximum of eight CEUs per day.

Presenters of such activities can be allocated double CEUs. Note that presenters and co-presenters can only claim once for CEUs if the same activity is presented more than once.

Some examples include:

- Presentations (only in professional context – presentations or publications to the public do not qualify)
- Peer or interest groups meeting regularly (with minimum of 6 meetings per year)
- Formally organised special purpose lectures or teaching/learning ward rounds.
- Profession-specific supervision, peer supervision, mentoring
- Conferences, symposia, refresher courses, short courses without a measurable outcome
- International conferences or accredited professional or academic meetings or activities attended internationally can be recognised for CPD purposes. Keep proof of attendance for submission to local accreditor for conversion into HPCSA CEU's.
- Workshops, lectures, seminars on ethics (one CEU per hour)

Also included as Level 1 are specific activities managed within rules of an accredited structure (such as a professional organisation). Some examples:

- Principal author of a peer reviewed publication or chapter in a book (15 CEU's)
- Co-author/editor of a peer reviewed publication or chapter in a book (5 CEU's)
- Review of an article/chapter in a book/journal (3 CEU's)
- Principal presenter/author of a paper/poster at a congress/symposium/refreshers course (10 CEU's or 5 CEU's if you are co-presenter/co-author)
- Guest/occasional lecture at an accredited institution (3 CEU's)
- Review of an article/chapter in a book/journal accredited through CPD accrediting body (such as SANATA) (3 CEU's)

## **LEVEL 2: Structured learning on formal program with measurable outcome**

Level 2 activities include education, training, research and publications as well as activities associated with formally structured learning programmes. The programs need to be evaluated offered by an accredited training institution, evaluated by an accredited assessor and have a measurable outcome. Some examples:

- Postgraduate degrees, diplomas and certificates recognised as additional qualifications by the relevant professional board (possible to claim 30 CEU's per year).
- Short courses with a minimum of 25 hours with additional clinical hands-on-training, plus a formal assessment of the outcome (30 CEU's on successful completion)
- Short courses less than 25 hours, with a measurable outcome earn 1 CEU per hour.

For a complete list of CPD activities under levels 1 and 2, refer to the HPCSA CPD guidelines. Here is a link for a downloadable pdf of the full CPD guidelines (last updated in 2017).

[https://www.hpcsa.co.za/Uploads/Professional\\_Practice/CPD/CPD%20Guidelines%20Sept%202017.pdf](https://www.hpcsa.co.za/Uploads/Professional_Practice/CPD/CPD%20Guidelines%20Sept%202017.pdf)

## Answers to 3 frequently asked questions

- **Yes CEU's from any relevant discipline do apply.** In other words you may obtain your CEU's from within your own discipline or from other relevant disciplines (such as psychology) provided there is relevance to your scope of practice. According to the CPD guidelines, referring to cross-recognition of CEU's: "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 practitioners 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."
- **Yes you can convert CEU's obtained internationally,** such as from a non-local course, seminar or conference. What you will need is a letter of proof of attendance and the amount of hours attended and CEU's granted. You can be granted a maximum of 8 CEU's per day (as for level 1). If CEU's are not granted from the course provider, submit a letter of proof of attendance, description of course and number of hours to your local accreditor (for Arts Therapists this is SANATA) for accreditation and the granting of CEU's). According to the HPCSA guidelines: "When health practitioners who are actively practising in South Africa attend an accredited professional or academic meeting or activity internationally, it will be recognised for CPD purposes. An accreditor in South Africa should accredit the activity attended internationally if not accredited/ recognised for CEUs equivalent in the country where it was held."
- **How do I know I am getting ethics points?** Ethics point will usually be indicated in presentation or course outlines or if you are accrediting a course or presentation you can motivate for ethics points for the whole or part of the course or presentation. Note that the ethics category of CPD also includes human rights and health law as might be applicable to your area of practice. You need to accrue 5 points per year in the category of ethics, human rights or health law.

## Examples of what does not qualify for CEU'S:

The HPCSA CPD guidelines also includes a list of activities that do not qualify for CEU's. Some examples include:

- 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
- Presentations and publications to the public

### **TIP #3: Familiarise yourself with CPD providers in your community and online**

To find CPD activities, inquire or keep a look-out for offerings through your professional networks and local institutions. Also note that SANATA is a provider of CPD activities. The final tip in this article expands on SANATA as a CPD accreditor and provider.

You could also refer to online CPD activity providers, usually requiring your purchasing of CEU's earned by completing their accredited course/s or reading an article followed by answering a quiz about the article.

Here are a few examples of local providers. (Note that this is not a comprehensive list. Please feel free to do your own Google searches to add to this list.)

- Focus on health
- Cpd Express
- Consult Cpd (Psychology)
- eCPD
- CPD Well (Stellenbosch University)
- Cpd psych
- Ethics simplified

**Strapped for cash?** Contact your local universities, mental health institutions or hospitals to find out about free offerings that are accredited for CEU's like talks or seminars and that sometimes can earn you ethics points too.

#### **TIP #4: Know how long you have when audited**

The HPCSA has offered a reassuring message to each of us, that they are not trying to catch us out by auditing us. Their intention is only to support us in maintaining our professional development. It is also helpful to realise that if you are non-compliant (as many practitioners are at the time of audit) you will be granted six months to become compliant. In the words of the HPCSA CPD guidelines stipulates: "Health practitioners who are non-compliant or who do not submit their CPD records will be given a six months' extension."

When you are audited, the email message that you will receive is that you need to submit the information requested to the CPD section within 21 days on receipt of notification of being selected for an audit. But know that you can apply for an extension of the six months that we all are eligible for, to have a good chance to catch up on your points towards compliance.

To get this extension, you can send an email to the HPCSA audit contact person or committee, letting them know that you are in the process of acquiring some outstanding CEU's or that you are in the process perhaps of tracking down CPD certificates or other documentation that might not have been issued timeously following a CPD activity. Without further question you are likely to be granted the 6 month extension.

To know what it is that the HPCSA requires to see from you as proof of CPD compliance, see the following tip on keeping up your CPD records.

The three possible methods for you to provide these records to HPCSA include:

- A paper copy of the Excel spreadsheet record of your CPD Activity submitted by post to the CPD Section at HPCSA at PO Box 205, PRETORIA, 0001
- An electronic copy of the Excel spreadsheet record of your CPD Activity Record (Form CPD 1 IAR - [https://www.hpcs.co.za/Uploads/Professional\\_Practice/CPD/CPD%201%20%20IAR.pdf](https://www.hpcs.co.za/Uploads/Professional_Practice/CPD/CPD%201%20%20IAR.pdf) ) submitted electronically to the CPD Section at HPCSA at [cpd@hpcs.co.za](mailto:cpd@hpcs.co.za); Or you can submit an electronic copy of the Excel spreadsheet that has been captured and held by arrangement between the health practitioner and a relevant individual or business (such as an online CPD provider) and submitted electronically to the CPD Section at HPCSA at [cpd@hpcs.co.za](mailto:cpd@hpcs.co.za);or
- Fax to (012) 328 -5120

## **TIP #5: Keep your CPD records up to date**

The better we are at keeping up a regular record of our CPD activities, perhaps in a folder that we create on our computer, the more prepared we will be and the easier the process will be when we are audited. For this reason you are invited to become disciplined in this way and open a folder on your computer to regularly drop in any proof of CPD activity as you accumulate it. Most CPD providers can email certificates so this is easier these days than it might have been some years ago.

### **What is a certificate of attendance?**

This is a certificate issued following a CPD activity by the CPD provider (or in the case of international CEU's converted into a local certificate by a local accreditation body like SANATA). All health practitioners need to ensure that they are in possession of a certificate of attendance for every CPD activity they have attended. These need to be kept for at least two years so that our certificates are available in the event that we are audited. Nowadays certificates are usually emailed and so are easy to save or drag over into our computer's CPD folder.

Here is what the HPCSA want to see per CPD activity (that is usually displayed on the CPD certificate):

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

According to the HPCSA guidelines, this record is the only data required of individual health practitioners should they be selected randomly for an audit and needs to reflect the previous 24 months from the date of the audit.

Note that if you are non-compliant at the time of the audit, the 6 month extension is to cover compliance for the audited 24 month period only, to fulfil the required 60 points for that time frame. This is even though CEU's may be accrued through CPD activities carried out during the 6 month extension period.

### **Documenting CPD on the HPCSA website (your portal)**

You will also need to fill in a summary of your CPD activity on your HPCSA portal, documenting what is called your **HPCSA Individual CPD Activity Record (Form CPD 1 IAR - link: [https://www.hpcsa.co.za/Uploads/Professional\\_Practice/CPD/CPD%201%20%20IAR.pdf](https://www.hpcsa.co.za/Uploads/Professional_Practice/CPD/CPD%201%20%20IAR.pdf))**. This simply involves transferring the relevant information over from your records into this form.

#### **TIP #6: Invest in SANATA as a CPD provider and accreditor**

This applies particularly to those registered with the HPCSA as Arts Therapists. SANATA, or the South African National Arts Therapies Association, is the professional association that represents the interests of Arts Therapists and the four Arts Therapy professions of art, music, drama and dance movement therapy, across South Africa.

SANATA is both a CPD accreditor, such as of your courses, presentations and articles, as well as a provider of activities that can earn you CEU's. SANATA has the potential to grow in its capacity as a provider, to serve its members and the broader mental health and general health provider communities by growing the number of accredited CPD activities offered through SANATA. One area for growth is online articles about the Arts Therapies that can be accredited and accessed by all for CEU's on a need for basis. This article contributes in that way and please do submit any articles you think might be relevant together with a 10 question quiz (multiple choice preferable) that can be accredited and offered. This will make SANATA even more of a go-to option for Arts Therapy support.