



The National Accreditors Programme for Continuous Professional Development activities considered by the South African Society of Physiotherapy

General Information and Guidelines

Must be read in conjunction with the HPCSA CPD guidelines

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1. Abbreviations

Accredited Service Providers	ASP
Continuing Education Units	CEUs
Continuing Professional Development	CPD
CPD Accreditation Panel	CPDAP
Curriculum Vitae	CV
Health Professions Council of South Africa	HPCSA
Multiple Choice Questionnaires	MCQs
National Accreditor's Forum	NAF
National Executive Committee	NEC
Non-Accredited Service Provider	NASP
South African Society of Physiotherapy™	SASP®

2. Background

- 2.1. The South African Society of Physiotherapy™ (SASP®) has been an accreditor for many years, as a service to our members and groups, in providing and accrediting Continuing Professional Development (CPD) activities. Although the guidelines from the Health Professions Council of South Africa (HPCSA) allow us to accredit any course in our scope of practice to any health care professional, it became evident that many of our members see the SASP as the “gatekeeper” for applicable, worthwhile and evidence-based courses, with high value for development of the physiotherapy profession.
- 2.2. In light of this perception, and due to the fact that the SASP prides itself in facilitating quality professional development within the broad scope of the profession, it was a decision by the CPD Accreditation Panel (CPDAP), approved by the National Executive Committee (NEC), to be more selective in the accreditation of courses and workshops as from 2012/3. The Society would therefore urge all service providers applying for CPD activities to familiarise themselves with the guidelines and strictly adhere to these guidelines when submitting their activities to the CPDAP.

2.3. The CPD calendar year is from 1 January to 31 December of every year as determined by the HPCSA. Once an activity is accredited for the year and paid for, the activity can be repeated under the same number as many times as is required as long as exactly the same content, number of hours and presenter/s are used. If not, a new application and payment are required.

2.4. Please note the resolution, that was passed at a National Accreditor's Forum (NAF) in October 2011 and reiterated at the NAF meeting on 2 Oct 2013 with the addition of number iv., will be applied by the SASP:

a. *NOTED that some health professionals attended activities which were not related to their scope of practice.*

b. *RESOLVED that*

i. *Accreditors should ensure that before approving an activity that the target audience is profession-related and applicable to the scope of practice of the target audience;*

ii. *Presenters should inform attendees that if they did not have formal training to do certain techniques, etc. they could not perform such techniques;*

iii. *Presenters put a disclaimer of liability on their application forms and the CPD Section also put a disclaimer on the HPCSA's website and inform health professionals that it is unacceptable to practice outside their scope of practice and that attending a CPD activity does not mean that the attendee is fully trained to practise same.*

RESOLVED that the public should be educated and that practitioners should ensure that they practice within their scope of practice with the addition of

iv. *If the course is theoretical all health professionals that could benefit from the course can be allowed. Practical courses must be profession-specific and be within the scope of the particular profession.*

Please note: No new CPD activity applications will be accepted by the CPDAP after 4 December 2020 for finalisation before the end of the CPD calendar year.

3. Type of Activities

The following CPD activities may be considered by the CPDAP for accreditation, but is not limited to:

- Journal clubs
- Workshops
- Lectures
- Courses
- Congresses
- Individual attendances of International and national courses/congresses
- Online webinars
- Questionnaires
- Academic ward rounds

4. Questions answerable to the CPDAP for any Content of Courses/ Lectures/Congresses

The HPCSA expect courses to be evidence informed, therefore we need research evidence for course content as well as a detailed programme and a Curriculum Vitae (CV) to confirm that the presenter is qualified to teach the subject.

4.1. Is there research evidence to back the approach? Please provide a list of references (the majority of references should not be older than five years) Harvard or Vancouver referencing style, and should contain:

- The author/s
- Date of publication
- The name of the journal/book or other origin of the information e.g.
Baron R, Maier C, Attal N, et al. Peripheral neuropathic pain: a mechanism-related organizing principle based on sensory profiles. Pain. 2017; 158: 261-272.

- The references provided should be embedded in the course/ lecture presentation and notes
- 4.2. For journal clubs or where a reference is used for Multiple Choice Questionnaires (MCQs), proof should be provided from the websites where articles could be obtained free of charge – make sure that the permission to use these articles includes the fact that articles could be used for financial gain.
 - 4.3. What is the technique or concept based on?
 - 4.4. What is the approach about?
 - 4.5. Does this course fall within the current ethos and scope or best practice guidelines of physiotherapy or the professionals identified as the target audience?
 - 4.6. Ethics CEU's may be accredited for Ethics, Medical Law and Human Rights. The definition of ethics is "moral principles that govern a person's behaviour or the conducting of an activity"

5. Questions answerable to the CPDAP for the Targeted Audience

- 5.1. Who is invited to attend the activity?
- 5.2. Which other professions will be allowed to attend?
- 5.3. Is the activity practical or theory? A reminder that only professionals, where the practical information falls within their scope of practice, will be allowed.

6. Requirements and Documents to be provided to the CPDAP by Service Providers

The following documents should reach the CPDAP at least three weeks before the date of the event:

- 6.1. HPCSA application form with name of service provider and his/her contact details
- 6.2. Curriculum Vitae/s of presenter/s
- 6.3. Declaration form – completed by and original signature of the presenter/s
- 6.4. Outline of course content (refer to Section 4):
 - 6.4.1. Is the activity predominantly theory or practical or both?
 - 6.4.2. Practical and theoretical components should be specified in the programme

- 6.4.3. If practical techniques are included, how many course participants per lecturer/assistant will be allowed?
- 6.4.4. Number of course attendees that will be allowed on the course/workshop/ lecture?
- 6.5. Course programme with clear indications of starting, tea, lunch and closing times. Please summarise the total number of teaching hours per day.
- 6.6. Prerequisite for course attendees should be mentioned, e.g. state whether the participants must be physiotherapists or must have three years of experience or course not suitable for, or open for all health practitioners registered at the HPCSA, or open to anybody, etc.
- 6.7. An outlay of the advertisement of this activity to participants, e.g. a copy of the flyer /notice sent out to advertise this or a website address where it is advertised. The name of the Accreditor should be on the advertisement.
- 6.8. Service provider's message to attendees who are not physiotherapists: "Attending this course does not allow you to call yourself a physiotherapist unless you have obtained the official qualification as stipulated by the HPCSA. Any skills obtained during this course can only be applied within the scope of practice of your profession. Please note that should you practice outside your scope of practice you will **not** be covered for malpractice (professional indemnity) insurance.
- 6.9. An attendance register, which complies with the rules of the HPCSA, should be emailed to cpd@saphysio.co.za within a week after the activity.
- 6.10. Evaluation form – to be completed by the delegates/attendees and sent to cpd@saphysio.co.za and cpd@hpcsa.co.za;
- 6.11. **Important: All certificates must have the HPCSA registration number and name of the practitioner on the certificate before issued.**

7. Guidelines CPD activities for attending or presenting at an International Congress or Course

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 Continuing Education Units (CEUs) equivalent in the country where it

was held. The committee will rely on your honesty but would require as much information about the activity as possible (e.g. the congress' details, full congress programme, attendance certificate, number of hours attended or any other proof of attending the congress/conference). Refer to Section 14 for the costs involved for these activities.

8. Guidelines for Webinars, Skype and Other Electronic CPD Activities

- 8.1. The organisers of these activities need to give proof of the attendance and participation of the relevant persons, e.g. did the person/s remain online for the duration of the time the activity has been accredited for?
- 8.2. Currently, webinars, up to three hours, need to be accompanied by a questionnaire (min 15 questions) with a 70% pass mark to qualify for three CEUs.
- 8.3. An online course which lasts over three hours, will only be accredited for one CEU per hour, when accompanied with a questionnaire and proof of monitoring full participation.
- 8.4. **Important: All certificates must have the HPCSA registration number and name of the practitioner on the certificate before issued.**

9. Guidelines for Journal Clubs, Small Groups Presentations, Symposia, Ward rounds, Case studies, Mentoring and Supervising

9.1. General information

- 9.1.1. Refer to the HPCSA service provider guidelines for criteria indicated for the different activities. An accreditation number will be allocated per group where one meeting per day is held at a given time.
- 9.1.2. **Please note:** Multi-disciplinary activities are allowed and will fall within the activities of a group as long as these meetings are presented in the same group simultaneously.

Should another group (e.g. the Occupational Therapists or Speech Therapists) have a separate meeting on the same day, another Journal Club application or accreditation number should be applied for, for each of the other groups.

9.2. The process to follow to apply for a journal club

- 9.2.1. The HPCSA does not give any guidance as to how many attendees should form part of a journal club discussion, but it was resolved on 6 Feb 2014 that a minimum of two or more practitioners may form a journal club.
- 9.2.2. Complete the HPCSA application form and email to cpd@saphysio.co.za
- 9.2.3. Provide us with the articles or topics to be discussed (with references), the facilitator (brief CV), venue, start and finish times, example of attendance register and proposed dates
- 9.2.4. It is a requirement to have at least six Journal club meetings per annum, arranged for one to two hours per meeting
- 9.2.5. One CEU is allocated per hour, including for ethics. Dates and activity changes should be communicated to cpd@saphysio.co.za within one week of the date of the activity
- 9.2.6. Once the Journal club has been approved an invoice will be sent to the contact person who needs to pay the amount within one month after receipt of the invoice.
- 9.2.7. Certificates can be handed out at each meeting or at the end of the year for all activities attended
- 9.2.8. Presenter/s, when applicable, at Journal Club events will receive double CEU points per hour; however, if the same lecture is given for different groups CEU's can only be earned for first lecture presented (see 10.3.3)
- 9.2.9. Small groups in SASP branches can arrange Journal Clubs through their branch, but this should be open and advertised to all members of the branch
- 9.2.10. **Important: All certificates must have the HPCSA registration number and name of the practitioner on the certificate before issued**

10. Guidelines for Large Groups

10.1. General

- 10.1.1. Large groups include conferences, symposia and refresher courses Also refer above-mentioned points for large group requirements and point 14 for fee structures.
- 10.1.2. No points will be allocated for times allocated to examinations, welcome and introduction, tea and lunch times.

10.2. CEUs for presenter/s of refresher courses

- 10.2.1. Although the HPCSA service provider document only allows 10 CEUs for presenters of these types of activities, it was resolved at a meeting with the HPCSA on 6 February 2013 that where one person presents at a refresher course for the whole day, double CEU points per hour can be allowed.
- 10.2.2. If more than one presenter/speaker is used at conferences or symposia for example, the CEU presenter allocation of 10 points per presentation applies. If more than one presenter is used at any other activity, the same “two CEU per hour allocation” would apply. In this case, the presenter can also get points for attending if they do attend the rest of the activity. In this scenario such presenters must get two certificates: one for presenting, and one for attending.
- 10.2.3. Presenters can only get points once per year for presenting the same course
- 10.2.4. **Important: All certificates must have the HPCSA registration number and name of the practitioner on the certificate before issued.**

11. Guidelines for Home Studies and Questionnaires

(Please refer to Annexure C below for MCQ guidelines)

This guideline aims to address any matter, which relates to education at online CPD events, as well as the regulation of any CPD activities, both physical and virtual, and should be read in conjunction with the general CPD guidelines.

11.1. Journals with Multiple Choice Questions (MCQs)

- 11.1.1. The content can be clinical or ethical in a peer reviewed journal or stand-alone activity. For every five questions, one CEU may be granted with a maximum of three CEUs per journal volume, regardless of whether the content is clinical or ethical.
- 11.1.2. Pass mark: 70% is required for the award of MCQs based points.
- 11.1.3. **Criteria of content**
- clear and concise, reflecting understanding
 - each MCQ question must contain a minimum of three options, and may be of the 'single-correct answer' or 'single-best' formats
 - maximum of 20% of questions in the MCQs can be true/ false
 - should contain no commercial product promotion and/ or satire

11.2. Online CPD activities

- 11.2.1. The requirements from the CPDAP would therefore be that articles used for home studies and questionnaires should have been published in an official peer-reviewed journal, not longer than five years ago.
- 11.2.2. If references are older than five years, motivation for its use should be given.
- 11.2.3. Information provided for home studies and questionnaires should thus be referenced regarding published sources and publication date.
- 11.2.4. Proof of compliance (a register) is required of the persons who completed the questionnaire successfully and received their allocated CEU points.

11.3. Home Studies

- 11.3.1. Home studies must be accredited each calendar year
- 11.3.2. Home studies previously accredited could be re-accredited at a discounted rate as long as the discounted rate is applied to SASP members and will be decided per individual request.
- 11.3.3. It is the service provider's responsibility to make sure that a person does not complete the same questionnaire twice.
- 11.3.4. No changes or additions should be made to articles used for home studies or questionnaires

11.3.5. Refer to section eight for more information

11.4. Resolution of National Accreditor's Forum Meeting dated 2 Oct 2013

NOTED that some online activities require participants to read articles which are loaded on to the website.

RESOLVED that –

It is not the responsibility of the Accreditor to ensure that permission was obtained from the author to use the article;

Providers be informed that articles could not be amended in any way;

It be recommended to the HPCSA CPD Committee that copyrighted articles could only be approved with the permission from the author and that that permission be included with the application.

12. Demonstrations of Equipment after sale

No CEU points will be allocated for demonstrating the use of a machine as that form part of the sale.

13. Foreign Presenters

13.1. According to Section 29 of the Health Professions Act, National and International Speakers need to have temporary registration at the HPCSA and in our case the Physiotherapy, Podiatry and Biokinetics Board of HPCSA, if techniques or treatments will be demonstrated or done on patients.

13.2. These CPD applications, where International Speakers will be working on patients, need to be completed and sent to the SASP Head Office at least six months in advance to comply with the ACT.

13.3. A list of requirements for a foreign presenter can be obtained from the CPD administrator.

14. Fee structures for CPD Activities

Please note all prices are inclusive of VAT as the SASP is VAT registered.

By an Applicant's completion and signature of an accreditation application, he/she acknowledges that he/she is liable for any payment due to the SASP for accreditation of his/her application, and by submitting such application is aware that a cost is involved for the accreditation of a course/lecture/article etc.

14.1. Accredited Service Providers (ASP)

The per point price below will also be applicable for home studies or questionnaires organised by other official SASP groups

- R 3 360.00 per annum
- R 80.00 per point

14.2. Non-Accredited Service Providers (NASP), Individuals and Outside Companies

(Organising courses for gain)

- R 210.00 per point

14.3. Level 1

14.3.1. **Small groups and Journal Clubs**

Item	Accreditation fee
Journal clubs for SASP members per annum per group	R1 250 per annum per group
Any other NON-SASP or Multi-Disciplinary groups per annum per group	R1 500 per annum per group

Group packages: Where 3 or less groups at a hospital or Institution meet for CPD activities When 4 or more groups meet for CPD activities	R 3650.00 for 3 groups per annum R 5100 for 4 or more groups per annum
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14.3.2. Attending and presenting at International congresses

(no matter the number of points)

Item	Accreditation fee
SASP member attending a World Confederation for Physical Therapy (WCPT) congress or any other congress of a Special Interest Group (SIG) affiliated with WCPT – application for accreditation by the SASP must be submitted within one month of the congress. This applies only if the activity was not accredited in the country where it was hosted.	Free of charge
SASP members attending any other International Congress not related to WCPT – application for accreditation by the SASP must be submitted within one month of the congress. This applies only if the activity was not accredited in the country where it was hosted	R 545.00 per International Congress application
Non-SASP member – attending any WCPT or International Congress -application for accreditation by the SASP must be submitted within one month of the congress. This applies only if the activity was not accredited in the country where it was hosted	R 590.00 per International Congress application

14.3.3. Large group activities

Item	Accreditation fee
Congresses organised by groups affiliated to the SASP	R 120.84 per CEU point
Congresses organised by an outside company	R 241.68 per CEU point

14.3.4. Learning material with Multiple Choice Questions evaluation

- R 547.20

14.3.5. Learning portfolios and practice audit

- 30 CEUs
- R 2416.80

14.3.6. Published article

- Principle author 15CEU's
- Co-author or editor 5 CEU's
- Reviewer 3 CEU's
- R725.04

15. Review History

Name and number of General Information & Guideline	SASP/CPD programme/info-G/vs004
Initial approval date	Dec 2010
Revision number	001
Date reviewed	April 2020
Next review date	April 2021

Annexure A: HPCSA 2A application form

 <p>Form CPD 2A</p>	<p>APPLICATION FOR APPROVAL OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES</p>
<p>Please complete and submit this application to a Profession-specific Accreditor</p> <p>NOTE: The Programme for the Activity and the Presenter's CV must be submitted with this application preceding the activity. No retrospective approval will be made.</p>	
<p>Name of Providing Organisation/Provider (Including Registration Number)</p>	
<p>Postal Address of Providing Organisation/Provider</p>	
<p>Target Audience (eg. Medical Practitioners, Occupational Therapy)</p>	
<p>Contact Person (Providing Organisation/Provider)</p>	
<p>Telephone Number (Including Area Code) (Providing Organisation/Provider)</p>	
<p>Fax Number (Including Area Code) (Providing Organisation/Provider)</p>	
<p>e-Mail Address (Providing Organisation/Provider)</p>	
<p>Activity Title</p>	
<p>Presenter(s)</p>	
<p>The potential of the activity to enhance professional performance (Required for reporting to HPCSA)</p>	
<p>Date(s) of Activity/Programme</p>	
<p>Venue (Full Address) of Activity (If Applicable)</p>	

	Postal code	
Level of Proposed CPD Activity		
Registration Fee involved for participants		
Duration of the learning activity (hours)		
Suggested CEU's (General)	Level 1	
Suggested CEU's in Medical Ethics, Human Rights and Legal Issues pertaining to health sciences	Level 1	
Suggested number of CEU's (Indicate Maximum CEUs in each Level)	Level 1	
Specify intended method of evaluation (e.g. Questionnaire)		
Specify the intended mechanism for monitoring attendance (per hour or per session) for the duration of the activity		
Have you applied to another accreditor to have this activity approved? If yes, to whom and what was the outcome? Provide reason if the application was not approved.	Name of Accrerator: No. Outcome and reason	

Organisations/Providers:

With the submission of this application, I

- a. submit my advertisement
- b. declare that the activity would not be advertised without prior approval of the Accrerator
- c. undertake to monitor the attendance for the duration of the activity and provide the number of attendees to Accreditors for the activity
- d. evaluate the presentations as specified and to inform the accreditors accordingly
- e. recognize the authority of the Board/Accreditors to cancel the accreditation in the event of non-compliance with the criteria.
- f. Declare that there is no conflict of interest

Signature:

Designation:

Date:

FOR THE OFFICIAL USE OF THE ACCREDITOR

This is to certify that(name of Accreditor) -

has agreed to the proposed CPD CEUs as follows:

Level 1	Ethics/Human Rights/Legal Matters

Specify ethical/human rights/health law relating to health sciences

TOTAL:

Specify the reasons why the learning activity has not been accredited:

.....

SIGNATURE ON BEHALF OF DESIGNATED CPD ACCREDITOR

DATE:

NAME AND DESIGNATION:	
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Update: 1 July 2019

Annexure B: Presenter/speaker Declaration Form

1. CPD activity details

CPD Activity name:	
CPD Accreditation no:	
Date of activity:	
Speaker name:	
Speaker contact number/s:	
Speaker email address:	
Target Audience	
Presentation title:	
Outline/abstract of presentation:	

2. Declaration (please tick the relevant box):

		Agree	Disagree
2.1.	The content and/or presentation of the information with which I am involved will promote quality & improvement in practice and will not promote a specific business interest of a commercial nature. Content for this activity, including any presentation of therapeutic options, will be well-balanced, evidence-based and unbiased.		

2.2.	I am not presenting any material which will interfere with copyright infringement or if I do so, I have requested and/or obtained permission from the copyright holder(s) to reproduce/copy, from their work, the portions of my presentation that are protected by copyright laws. I acknowledge that the SASP CPD committee will not be held legally responsible for any misrepresentation on my part regarding copyright infringement.		
2.3.	I understand that the SASP CPD committee may need to review my presentation and/or content prior to the activity, and I will provide educational content and resources in advance as requested.		
2.4.	If I am presenting at a live event, I understand that a SASP CPD committee member may be attending the event to ensure that my presentation is educational, and not promotional in nature otherwise feedback from attendees may be requested.		
2.5.	If I am discussing specific products or services, I will use generic names to the extent possible. If I need to use trade names, I will use trade names from several companies when available, and not just trade names from a single company.		
2.6.	If I have been trained or utilised by a commercial entity or its agent as speaker for any commercial interest, the promotional aspects of that presentation will not be included in any way with/within the activity.		
2.7.	If I am presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods and will not promote the commercial interest of the funding company.		
2.8.	The target audience and related target audience have been discussed with me by the organiser/s and I approve.		
2.9.	The prerequisite for the presentation has been discussed with me by the organiser/s and I approve.		

2.10	I am familiar with the advertisement of the presentation and I approve.		
2.11	The presentation falls within the current ethos and scope or best practice guidelines of the professionals indicated as target audience		

I have carefully read the above information and declare that I am the abovementioned speaker and have completed this form to the best of my ability.

Signature: _____ Date: _____

Annexure C: MCQ Guidelines

1. Aims of an MCQ

- 1.1. Assessment of learning achieved through Continuing Professional Development (CPD) activities.
- 1.2. Assessment of education from the relevant reading material.
- 1.3. No more than three questionnaires to be completed at a single activity or linked to a specific activity. If the MCQ's are part of a take home activity, the points may not be advertised together with the live event.
- 1.4. Allocating CPD, points for MCQ's may only be issued to delegates as a standalone activity. Points may not be allocated to delegates for MCQ's and live presentations. Either the level 1 activity must be accredited or the MCQ not both within 24 hours.
- 1.5. Accreditation numbers are valid for the year they are accredited in only.

2. Setting an MCQ

- 2.1. Accompanying reading material should be of acceptable content/scientific published material, requiring approximately 1 hour of reading – 10 pages
- 2.2. One individual should be responsible for compiling, marking and archiving questionnaires
- 2.3. Reading material, questionnaires and curriculum vitae of Journal Editor(s) should accompany applications for accreditation
- 2.4. Applicants may not issue points to medical professionals for Level 1 and Level 2 activities for the same learning topic within 24 hours. Level 1 applications must be separately accredited not in combination with the questionnaire
- 2.5. 70% is required to successfully complete a questionnaire
- 2.6. On successful completion of the accredited questionnaire, points are issued within HPCSA guidelines

3. Content of the MCQ questionnaire

- 3.1. MCQ must be based on the accompanying reading material which should be published evidence-based material of no older than five years
- 3.2. It must contain a minimum of five MCQ questions
- 3.3. Each MCQ question must contain a minimum of four options
- 3.4. MCQ's may be of the 'single-correct answer' or 'multiple-correct answer' formats
- 3.5. Should contain no commercial product promotion and satire
- 3.6. Maximum of 20% of the questions may contain True or False answers
- 3.7. Each questionnaire must be approved, no annual accreditation numbers

Thank you for using the SASP as your Accreditor.

The CPD Accreditation Panel