



SOUTH AFRICAN SOCIETY OF PHYSIOTHERAPY
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REQUIREMENTS FOR COURSE ACCREDITATION AS A NON-ACCREDITED SERVICE PROVIDER (NASP)

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 Continuous Professional Development (CPD) activities. Although the guidelines from the Health Professions Council of South Africa (HPCSA) allow us to accredit any course of interest to any health care professional, it became evident that many of our members see us as the "gatekeeper" for applicable, worthwhile and evidence-based courses, with high value for development of the physiotherapy profession. 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 committee, approved by the National Executive Committee (NEC) in 2012/13, to be more selective in accrediting courses and workshops. Additionally, to safeguard the public and our profession, the SASP® would like to make it clear that, when specifically teaching components of physiotherapy, subsequent use of those components may only be done by a qualified physiotherapist, physiotherapy assistant (under supervision of a qualified physiotherapist) in adherence to the Society policies, guidelines, standards and the HPCSA Code of Ethics.

The Society urges all service providers applying for CPD activities to familiarise themselves with and strictly adhere to both the HPCSA and the SASP CPD guidelines which are available on our website. Please note: changes will take place with regards to the accreditation of questionnaires and online activities after the next HPCSA meeting in June - these will be communicated to all stakeholders.

1. **Accreditation cost for 2016 is R 182.40 (including VAT) per CEU point, payable into the SASP account, once you have received the invoice;**
2. A NASP number (PPB00/00---) will be allocated once the activity is approved and should be printed on the CPD certificates to be provided by the CPD activity service provider following each activity. Important: All certificates **MUST** specify the HPCSA registration number and name of the practitioner on the certificate before being issued;
3. As per the HPCSA's rules, we are unable to accredit courses retrospectively;
4. **Please refer to the following new rulings from the HPCSA;**

Ruling 1: Target Audience

- 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.

- 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.

Ruling 2: Articles used for CPD activities

- i. It is not the responsibility of the Accreditor to ensure that permission was obtained from the author to use the article;
- ii. Providers be informed that articles could not be amended in any way;
- iii. 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.

Ruling 3: International speakers

- i. Need to obtain temporary registration at HPCSA when working on patients in South Africa during practical sessions. In such cases the application should reach the SASP at least 3-4 months before the time. Please contact us for the requirements.

To apply, submit the following to the CPD Committee via cpd@saphysio.co.za or fax to 0865598237 at least 3 weeks before the course or lecture:

❖ **HPCSA 2A activity form:**

Please ensure that the following appears correctly on your form

- ✓ Activity name, type (seminar, workshop, course etc) correctly
- ✓ For repeated activities, specify the first date and venue for that year)
- ✓ Target and related target audiences correctly
- ✓ Pre-requisite to attend the course
- ✓ Number of delegates per presenter or assistant

❖ **Declaration form for presenter (MUST be signed by the presenter)**

❖ **"SASP additional information" form**

❖ **Full agenda/programme/course content with start, finish, lunch and tea times**

❖ **The name of the presenter with a brief CV of the presenter**

❖ **A copy of the advert for your course - The HPCSA requires that the name of the accreditor appears on your advert**

Please remember to also send the **signed attendance register** as soon as possible after the activity has been completed (template available on our website)