

CPD STEP BY STEP

http://qa.mm3.co.za/default.aspx - Microsoft Internet Explorer provided by NMMU ICT Services

http://qa.mm3.co.za/default.aspx

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Shirley-Anne Boschmans Customer Service **CPD** Education Finance Legal Practice Registration Logout

South African Pharmacy Council

Online CPD for Interns live on 13 February 2012

Welcome

Workshops And Events

Update Your Details

Ask the SAPC SAPC Calendar FAQ's

HOW TO CAPTURE – STEP BY STEP PROCESS

SAPC Tutor/Intern Workshop 2012

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South African Pharmacy Council

Overview

CPD Documents

CPD Online System

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HOW TO CAPTURE – STEP BY STEP PROCESS

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CPD STEP BY STEP

Community - Login - Microsoft Internet Explorer provided by NMMU ICT Services

http://qa.mm3.co.za/ cpd cycle

System Login

P Number

ID Number

Password

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HOW TO CAPTURE — STEP BY STEP PROCESS

http://qa.mm3.co.za/cpd/cpdWelcome.aspx - Microsoft Internet Explorer provided by NMMU ICT Services

http://qa.mm3.co.za/cpd/cpdWelcome.aspx cpd cycle

Welcome to the SAPC CPD online recording system

To record your CPD activities click "**reflection**" to start the CPD cycle. Ensure that information is provided for each step in the CPD cycle. You may save the information at any stage of the cycle and continue at a later date.

The CPD cycle is a process that involves four steps viz:

- **Step 1 - Reflection on practice** (Answers the questions - What do I need to know? What do I need to be able to do?);
- **Step 2 - Planning** (Answers the question - How can I learn?);
- **Step 3 - Implementation** (Describes the action taken); and
- **Step 4 - Evaluation or reflection on learning** (Answers the questions - What have I learnt? and How is it benefiting my practice)

It will assist you in maintaining, updating and developing your competencies by:

- Identifying your individual learning needs;
- Recognising the learning that may occur in the workplace;
- Acknowledging that people learn in a variety of ways;
- Planning and prioritising on how to address your learning activities;
- Choosing your preferred learning style to gain knowledge;
- Evaluating the outcome of your learning;
- Applying knowledge to your practice situation.

In order to comply with the requirement relating to CPD, you are expected to record and submit twelve CPD activities annually. Click **Reflection** to start a new CPD cycle

Reflection Planning
Implementation Evaluation

click here

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HOW TO CAPTURE — STEP BY STEP PROCESS

CPD STEP BY STEP

Reflection...Identify a new learning need

Learning Title

Primary Learning Trigger

Learning is related to:

Learning initiated by:

Select one core competence

Select one outcome

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

1000 characters left

Save

CPD Submissions View needs identified

HOW TO CAPTURE — STEP BY STEP PROCESS

Reflection...Identify a new learning need

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Primary Learning Trigger

Learning is related to:

Learning initiated by:

Select one core competence

Select one outcome

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

1000 characters left

Save

CPD Submissions View needs identified

HOW TO CAPTURE — STEP BY STEP PROCESS

CPD STEP BY STEP

Reflection...Identify a new learning need

Learning Title:

Primary Learning Trigger: [Please select...]

Learning is related to: [Please select...]

Learning initiated by: [Please select...]

Select one core competence: [Please select...]

Select one outcome: [Please select...]

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Save

CPD Submissions View needs identified

HOW TO CAPTURE — STEP BY STEP PROCESS

Reflection...Identify a new learning need

Learning Title:

Primary Learning Trigger: [Please select...]

Learning is related to: [Please select...]

Learning initiated by: [Please select...]

Select one core competence: dispense and ensure the optimal use of medicines prescribed to the patient

Select one outcome: [Please select...]

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

CPD Submissions View needs identified

HOW TO CAPTURE — STEP BY STEP PROCESS

CPD STEP BY STEP

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http://qa.mm3.co.za/cpd/cpdReflections.aspx?mode=...

Reflection..Identify a new learning need

Learning Title: Competence Standard 3: Outcome 10: Maintaining records according to GPP

Primary Learning Trigger: Feedback from colleagues

Learning is related to: Current role

Learning initiated by: Top down (employer or contracting information)

Select one core competence: dispense and ensure the optimal use of medicines prescribed to the patient

Select one outcome: Maintain records

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

1000 characters left

Save

CPD Submissions View needs identified

HOW TO CAPTURE — STEP BY STEP PROCESS

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Shirley-Anne Boschmans

Reflection Planning Implementation Evaluation CPD Submissions CPD Regulations Competency Standards

Reflection.. Needs identified – training not yet planned

Date	Learning Title	Learning Trigger	Related to	Core Competence	Outcome	Next Step	Options
04-Feb-2012	Competence Standard 3 Outcome 10: Maintain records according to GPP	Feedback from colleagues	Current role	dispense and ensure the optimal use of medicines prescribed to the patient	Maintain records	Proceed to planning	Delete

CPD Submissions Identify a new training need Proceed to Planning

HOW TO CAPTURE — STEP BY STEP PROCESS

CPD STEP BY STEP

http://qa.mm3.co.za/cpd/cpdPlanning.aspx?mode=new&id=50 - Microsoft Internet Explorer provided by NMMU ICT Servi...

http://qa.mm3.co.za/cpd/cpdPlanning.aspx?mode= cpd cycle

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Planning.. Identify a new learning plan

Select a Learning Title Competence Standard 3 Outcome 10:Main Add a new learning title

Start Date [] The date which you started or the date you are going to start your learning activity

End Date [] The date you intend completing your learning

Primary Learning Channel [Please select...]

Primary Activity [Please select...]

Briefly describe the reasoning behind your planning selections

1000 characters left

Submit

CCPD Submissions View open learning plans

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HOW TO CAPTURE – STEP BY STEP PROCESS

http://qa.mm3.co.za/cpd/cpdPlanning.aspx?mode=new&id=50 - Microsoft Internet Explorer provided by NMMU ICT Servi...

http://qa.mm3.co.za/cpd/cpdPlanning.aspx?mode= cpd cycle

File Edit View Favorites Tools Help

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Planning.. Identify a new learning plan

Select a Learning Title Competence Standard 3 Outcome 10:Main Add a new learning title

Start Date 2012/03/18 The date which you started or the date you are going to start your learning activity

End Date 2012/03/31 The date you intend completing your learning

Primary Learning Channel Non Measurable

Primary Activity [Please select...]

Briefly describe the reasoning behind your planning selections

1000 characters left

Submit

CCPD Submissions View open learning plans

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HOW TO CAPTURE – STEP BY STEP PROCESS

CPD STEP BY STEP

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South African Pharmacy Council

Reflection Planning Implementation Evaluation CPD Submissions CPD Regulations Competency Standards

Planning.. Create a learning plan for an identified need

Learning Title	Start Date	End Date	Learning Channel	Activity	Next Step	Options
Competence Standard 3 Outcome 10 Maintain records according to GPP	18-Mar-2012	31-Mar-2012	Non Measurable	Self study	Implement	Delete

CPD Submissions Identify a new learning plan Proceed to Implementation

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http://qa.mm3.co.za/cpd/cpdImplementation.aspx? cpd cycle

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Implementation .. Record a learning activity

Select a Learning Title Competence Standard 3 Outcome 10:Main Add a new learning title

Primary Learning Channel Non Measurable

Primary Activity Self study

Select Number of CPD minutes [Please select...]

Upload supporting documentation [Please select...]

Achievement Date

Describe what you have learned

1000 characters left

Submit

CPD Submissions View recorded learning's

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CPD STEP BY STEP

Implementation .. Record a learning activity

Select a Learning Title: Competence Standard 3 Outcome 10:Main

Primary Learning Channel: Non Measurable

Primary Activity: Self study

Select Number of CPD minutes: > 120 mins

Upload supporting documentation: Browse

Achievement Date:

Describe what you have learned:

Submit

CPD Submissions View recorded learning's

HOW TO CAPTURE – STEP BY STEP PROCESS

Implementation .. Record a learning activity

Select a Learning Title: Competence Standard 3 Outcome 10:Main

Primary Learning Channel: Non Measurable

Primary Activity: Self study

Select Number of CPD minutes: > 120 mins

Upload supporting documentation: Browse...

Achievement Date: 2012/03/28

Describe what you have learned:

1000 characters left

Submit

CPD Submissions View recorded learning's

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CPD STEP BY STEP

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Implementation .. Record a learning activity

Select a Learning Title: Competence Standard 3 Outcome 10:Main Add a new learning title

Primary Learning Channel: Non Measurable

Primary Activity: Self study

Select Number of CPD minutes: > 120 mins

Upload supporting documentation: Browse...

Achievement Date: 2012/03/28

Describe what you have learned

1000 characters left

Submit

CPD Submissions View recorded learning's

HOW TO CAPTURE – STEP BY STEP PROCESS

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http://qa.mm3.co.za/cpd/cpdImplementation.aspx? cpd cycle

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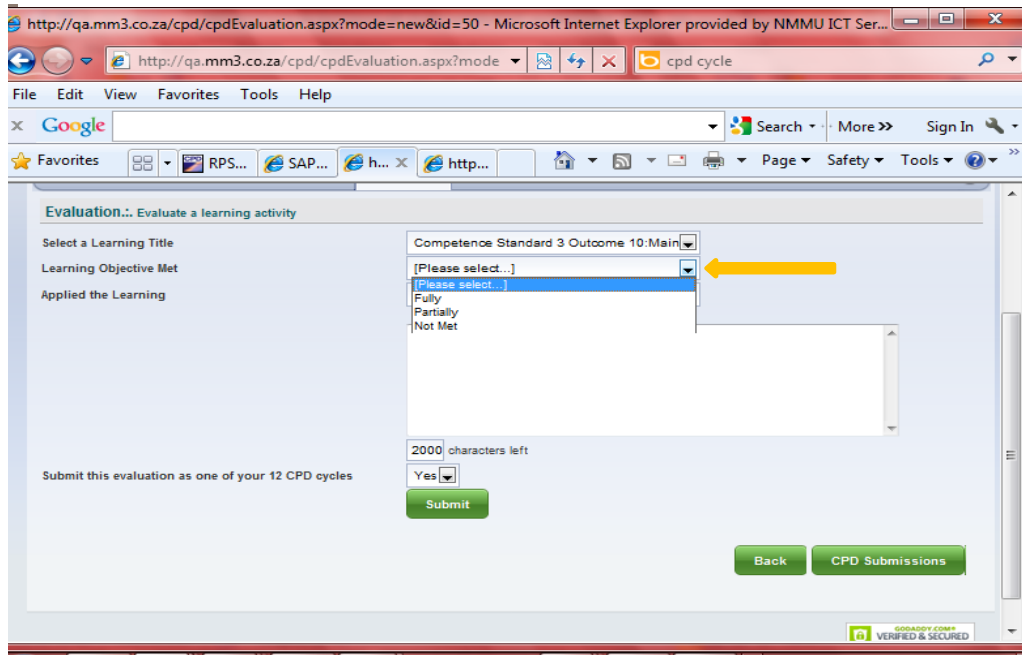
Implementation .. View recorded learning's

Learning Title	Learning Channel	Activity	CPD Mins	Document Uploaded	Next Step	Options
Competence Standard 3 Outcome 10: Maintain records according to GPP	Non Measurable	Self study	> 120 mins	No	Evaluate	Delete

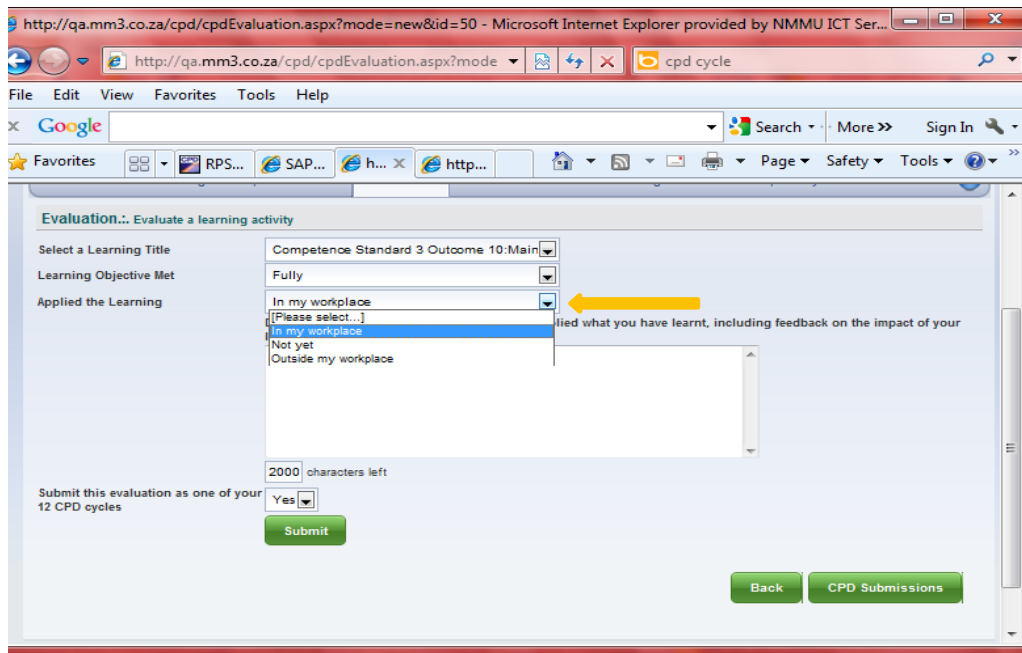
CPD Submissions Record a new learning activity Proceed to Evaluation

HOW TO CAPTURE – STEP BY STEP PROCESS

CPD STEP BY STEP



HOW TO CAPTURE – STEP BY STEP PROCESS



HOW TO CAPTURE – STEP BY STEP PROCESS

CPD STEP BY STEP

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Evaluation... Evaluate a learning activity

Select a Learning Title: Competence Standard 3 Outcome 10:Main

Learning Objective Met: Fully

Applied the Learning: In my workplace

Describe providing examples, how you have applied what you have learnt, including feedback on the impact of your learning and possible next step

2000 characters left

Submit this evaluation as one of your 12 CPD cycles

Yes No

Back CPD Submissions

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http://qa.mm3.co.za/cpd/cpdEvaluation.aspx?mode=...

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2000 characters left

Submit this evaluation as one of your 12 CPD cycles

Submit

Back CPD Submissions

HOW TO CAPTURE – STEP BY STEP PROCESS

CPD STEP BY STEP

The screenshot shows a Microsoft Internet Explorer browser window displaying the CPD dashboard for Shirley-Anne Boschmans. The browser address bar shows the URL: <http://qa.mm3.co.za/cpd/cpdDashboard.aspx>. The page title is "cpd cycle". The dashboard includes a navigation menu with options like "Customer Service", "CPD", "Education", "Finance", "Legal", "Practice", "Registration", and "Logout". Below the navigation menu, there is a header for "South African Pharmacy Council" and a banner image. The main content area shows a tabbed interface with "CPD Submissions" selected. The "CPD Submissions" section displays a table with the following data:

Learning Title	Objective Met	Applied the Learning	Comments
Competence Standard 3 Outcome 10: Maintain records according to GPP	Fully	In my workplace	Not Applicable

The table also shows a status of "1 Submitted" and "0 Not included". A "GODADDY.COM VERIFIED & SECURED" logo is visible in the bottom right corner of the dashboard.

HOW TO CAPTURE – STEP BY STEP PROCESS