

Intern CPD User Manual

Go to www.sapc.za.org and click the [Login] button on the top right hand side of the screen. Select the [Registered person block] where you will be requested to enter your login details (P number, ID and Password). Fig 1.1 → 1.3

Fig. 1.1



Fig.1.2

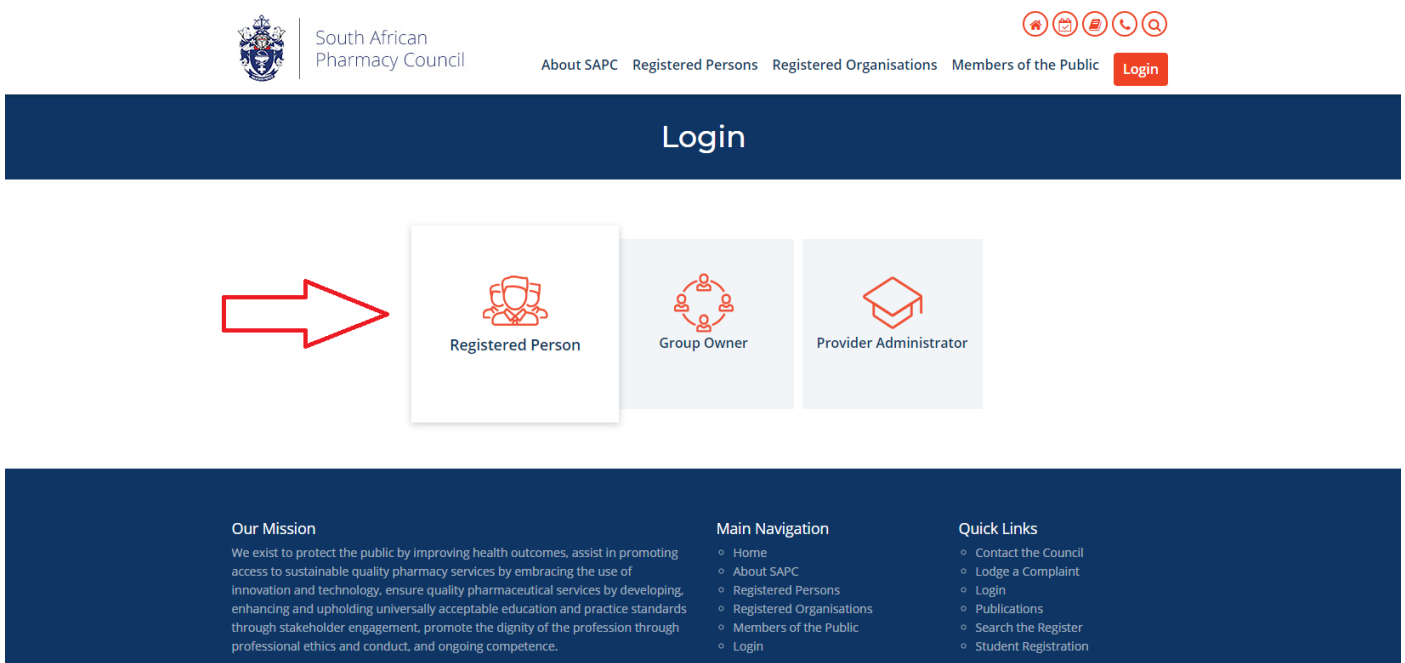


Fig.1.3

Registered Persons

←

P Number

ID/Passport Number

Password

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial, click here](#)

On a successful login, you will be redirected to the secure section dashboard page. Here a number of transactions can be performed including personal information updates, online applications, payments, workshop bookings etc. Fig.1.4

Fig.1.4

SAPC

☰

Dashboard

- Dashboard
- Annual Declaration
- CPD
- Manuals
- My Progress
- Log Out

Dashboard

| | | | |
|--------------------------------|-------------------------|---------------------------------|--------------------------------------|
| <p>Finance Balance : R</p> | <p>Applications</p> | <p>Letters and certificates</p> | <p>Pre-registration examinations</p> |
| <p>Contact</p> | <p>Progress Reports</p> | <p>Workshops</p> | <p>Telecommunication</p> |

Annual Declaration

In order to add a CPD entry, you need to submit an Annual Declaration for the current year. If no Annual Declaration has been submitted, you will not be able to access the CPD pages. To complete an Annual Declaration – Select the [Annual Declaration] link on the left hand side of the screen (main menu). Complete all 3 steps by clicking the [Next] button. Once successfully completed, a message will be displayed under the [4. History] section. Fig.2.1, Fig.2.2

Fig.2.1

Annual Declaration

1 Employment 2 Practise Profile 3 Competency Standards 4 History

Primary area of practice: Community Pharmacy

Primary employment status: -Select-

Employment sector: -Select-

Secondary areas of practice (if applicable):

- Academic Institution
- Clinical trials and research
- Community Pharmacy
- Consultant Pharmacy
- Institutional Private
- Institutional Public
- Managed care
- Manufacturing Pharmacy
- NGOs
- Statutory Council
- Wholesale Pharmacy Private
- Wholesale Pharmacy Public

Next

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Fig.2.2

Annual Declaration History

1 Employment 2 Practise Profile 3 Competency Standards 4 History

Thank you for completing the annual declaration. Your name has been recorded in the registers of Council, under the category practising!

| Year | Primary Role | Primary Area Of Practice | Status | Date Completed |
|------|--------------|--------------------------|------------|----------------|
| 2018 | Intern | Community Pharmacy | Practicing | 25/07/2018 |

Add a CPD entry

To add a CPD entry, click the [CPD] link on the left hand side of the screen (main menu). You will be redirected to the [CPD] main page. Here a brief explanation is given on how to complete an entry. To proceed, Click the [Continue to CPD] button on the bottom right had side of the screen. This will redirect to the [CPD Dashboard] page. To start a new Reflection, select the [Reflection] block. Fig.3.1, Fig.3.2

Fig.3.1

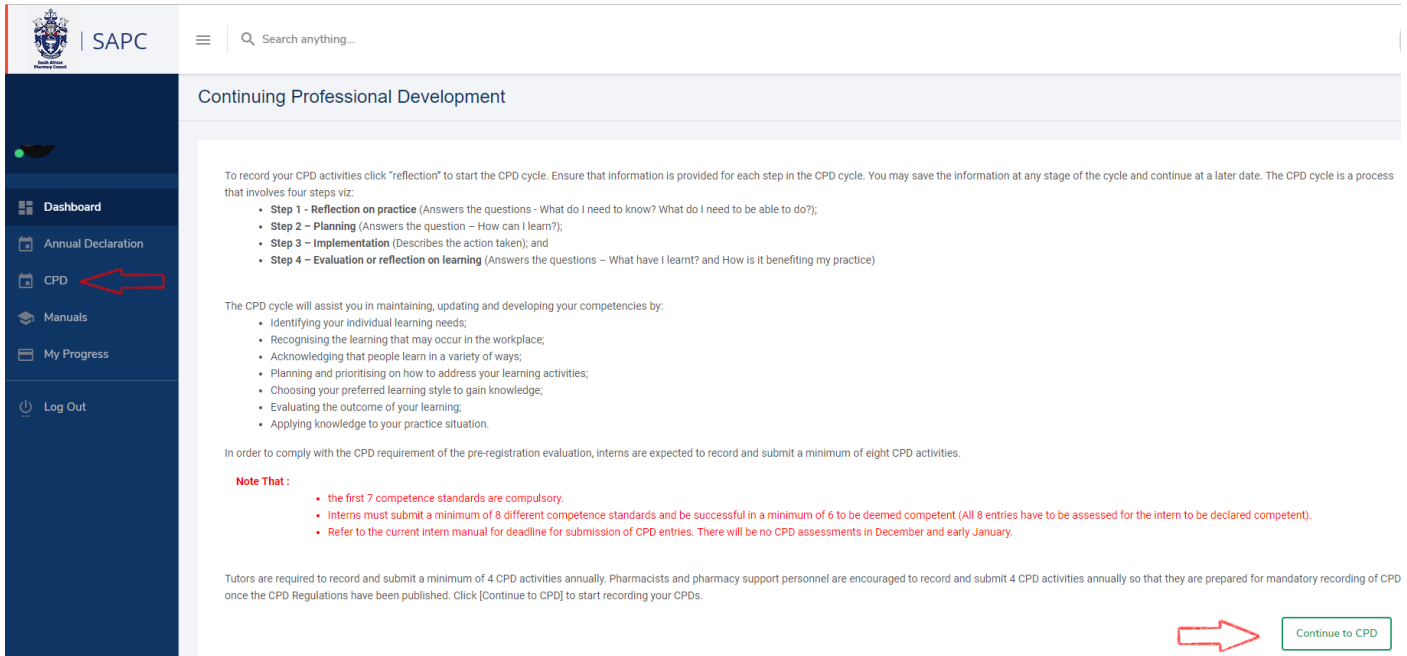
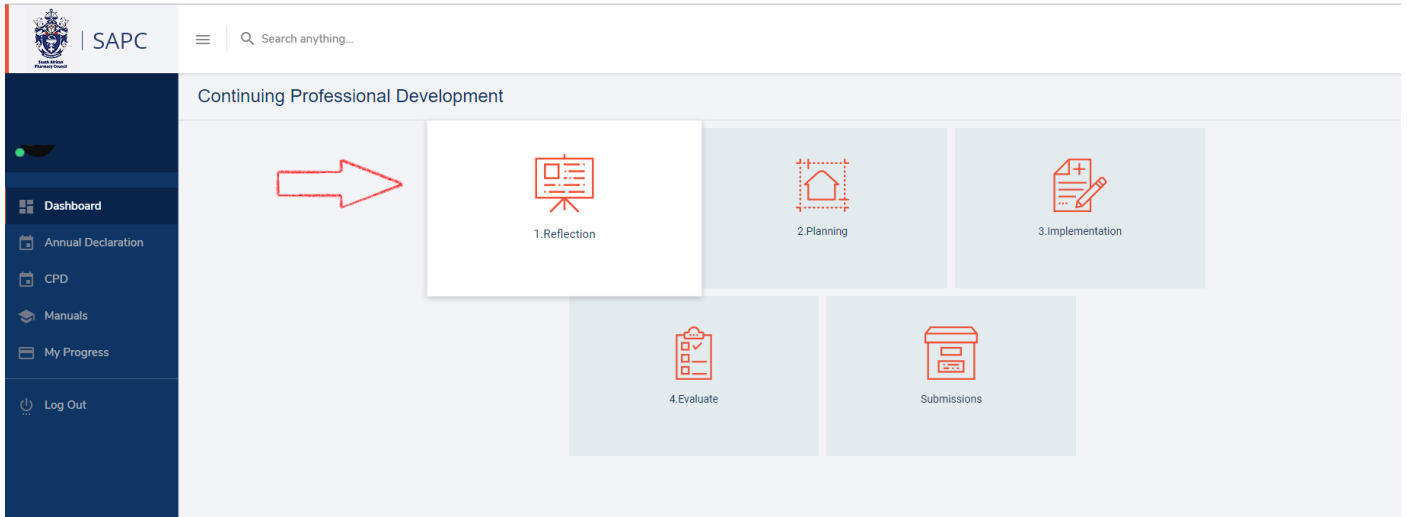


Fig.3.2



Reflection

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs. Use the **[Reflection Action]** button arrow to identify a new learning need, proceed to planning or return to your CPD dashboard. On the [identify a new learning need] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Reflections] where the newly added core competence record will be displayed. Fig.4.1, Fig.4.2

Fig.4.1

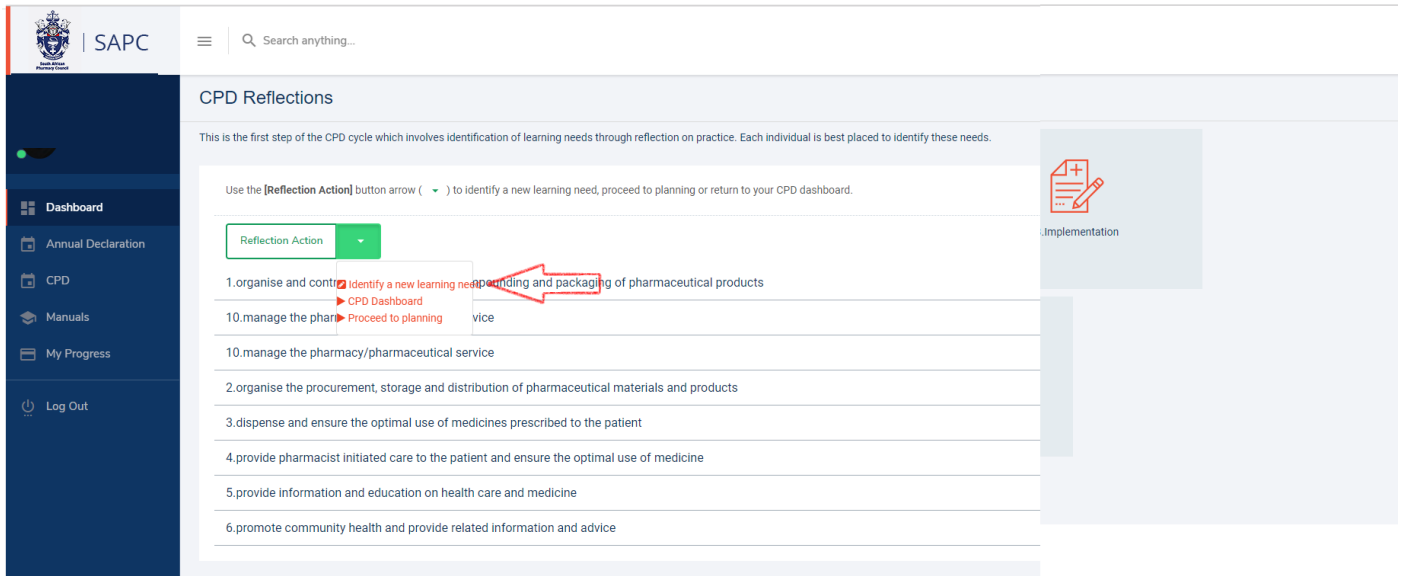
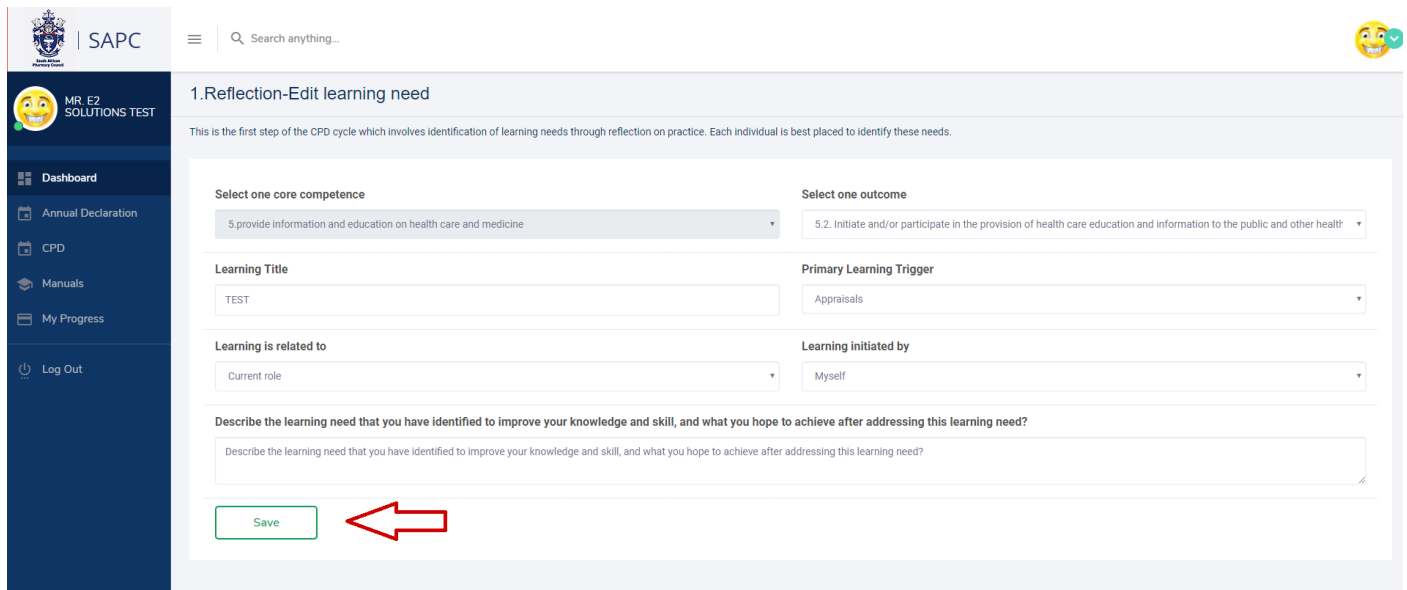


Fig.4.2



To edit a Reflection, select the core competence record link which displays details of the reflection. Click the drop down arrow on the [Action] button to edit or proceed to Planning. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.4.3

Fig.4.3

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Use the [Reflection Action] button arrow () to identify a new learning need, proceed to planning or return to your CPD dashboard.

Reflection Action

5.provide information and education on health care and medicine

| Date | Title |
|------------|-------|
| 25/07/2018 | TEST |

| Trigger | Related To |
|------------|--------------|
| Appraisals | Current role |

| Outcome | Result |
|---|---------------|
| 5.2. Initiate and/or participate in the provision of health care education and information to the public and other health care professionals information on request | Not Available |

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?

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?

Action

9.practise and ethically

Edit

Proceed to planning

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Planning

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome. Use the **[Planning Action]** button arrow to identify a new learning plan, proceed to implementation or return to your CPD dashboard. On the [identify a new learning plan] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Planning's] where the newly added planning record will be displayed by the learning title. Fig.5.1, Fig.5.2

Fig.5.1

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CPD Plannings

This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.

Use the [Planning Action] button arrow () to identify a new learning plan, proceed to implementation or return to your CPD dashboard.

Planning Action

My First Learning T

Identify a new learning plan

CPD Dashboard

Proceed to implementation

Fig.5.2

The screenshot shows the SAPC user interface for creating a learning plan. The header includes the SAPC logo and a search bar. The user is identified as 'MR. E2 SOLUTIONS TEST'. The main heading is '2.Planning-Identify a new learning plan'. Below this is a sub-heading: 'This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.' The form contains several sections: 'Select a Learning Title' with a dropdown menu showing 'TEST'; 'Start Date' with a date input field showing '2018/07/26'; 'Primary Learning Channel' with a dropdown menu showing 'Measurable'; 'Primary Activity' with a dropdown menu showing 'Others- please specify'; 'Primary learning channel -Other (please specify)' with a text input field containing 'A new learning channel'; and 'Briefly describe the reasoning behind your planning selections' with a text area containing 'Type description here....' and a character count of '974 characters left'. At the bottom left of the form is a green 'Save' button, which is pointed to by a red arrow.

To edit a Plan, select the learning title record link which displays details of the plan. Click the drop down arrow on the [Action] button to edit or proceed to Implementation. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.5.3

Fig.5.3

The screenshot shows the SAPC user interface for 'CPD Plannings'. The header includes the SAPC logo and a search bar. The user is identified as 'MR. E2 SOLUTIONS TEST'. The main heading is 'CPD Plannings'. Below this is a sub-heading: 'This is the second step after reflection on practice. Having identified the learning needs, the registered person must develop and record a learning plan to achieve the desired outcome.' The page contains a table with the following data: 'My First Learning Title' (TEST), 'Learning Title' (TEST), 'Start Date' (26/07/2018), 'Primary Learning Channel' (Measurable), and 'Primary Activity' (Others- please specify). Below the table is a text area for 'Briefly describe the reasoning behind your planning selections' containing 'Type description here....'. At the bottom left of the table is a red 'Action' button with a dropdown arrow. A dropdown menu is open below the button, showing two options: 'Edit' (with a red checkmark icon) and 'Proceed to Implementation' (with a red play icon). A red arrow points to the 'Action' button, and another red arrow points to the 'Proceed to Implementation' option in the dropdown menu.

Implementations

This is the next step after drafting a learning plan where registered persons put into action the learning activities they have planned following identification of their learning needs. Use the **[Implementation Action]** button arrow to record a new learning activity, proceed to evaluation or return to your CPD dashboard. On the [new learning] page , complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Implementations] where the newly added planning record will be displayed by the learning title. Fig.6.1, Fig.6.2

Fig.6.1

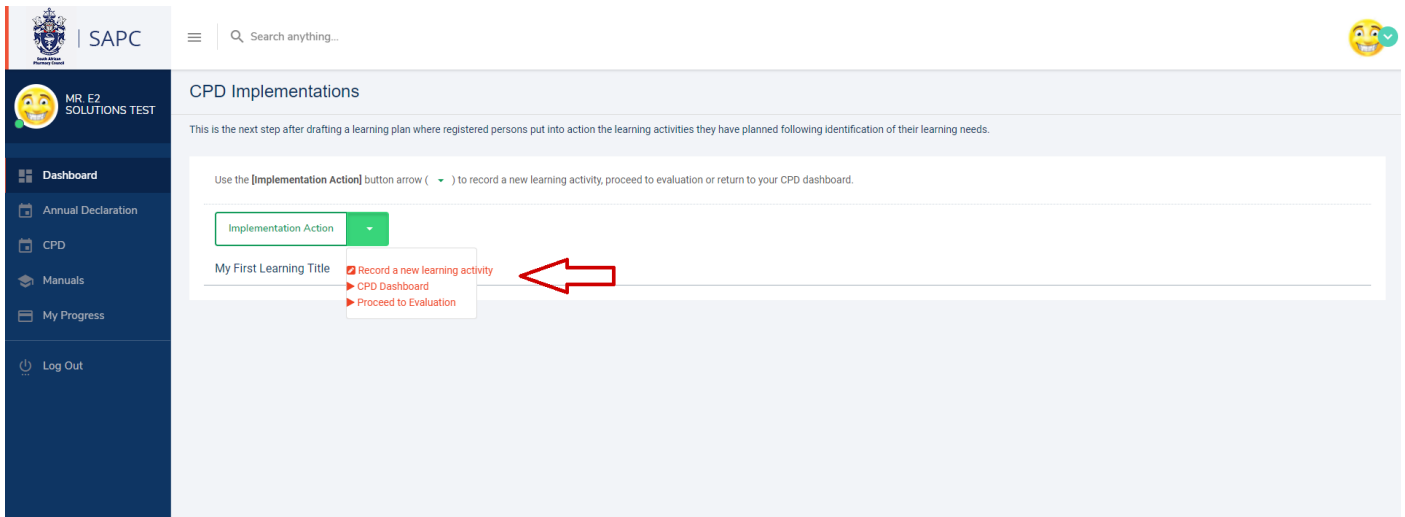
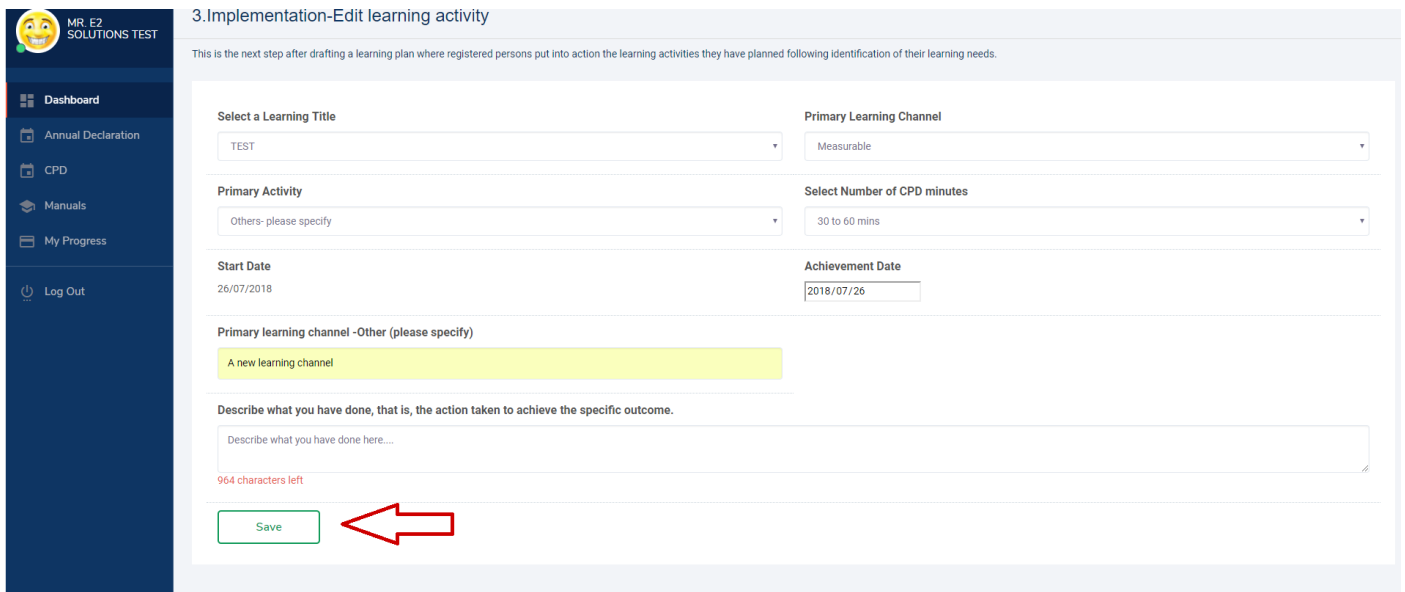
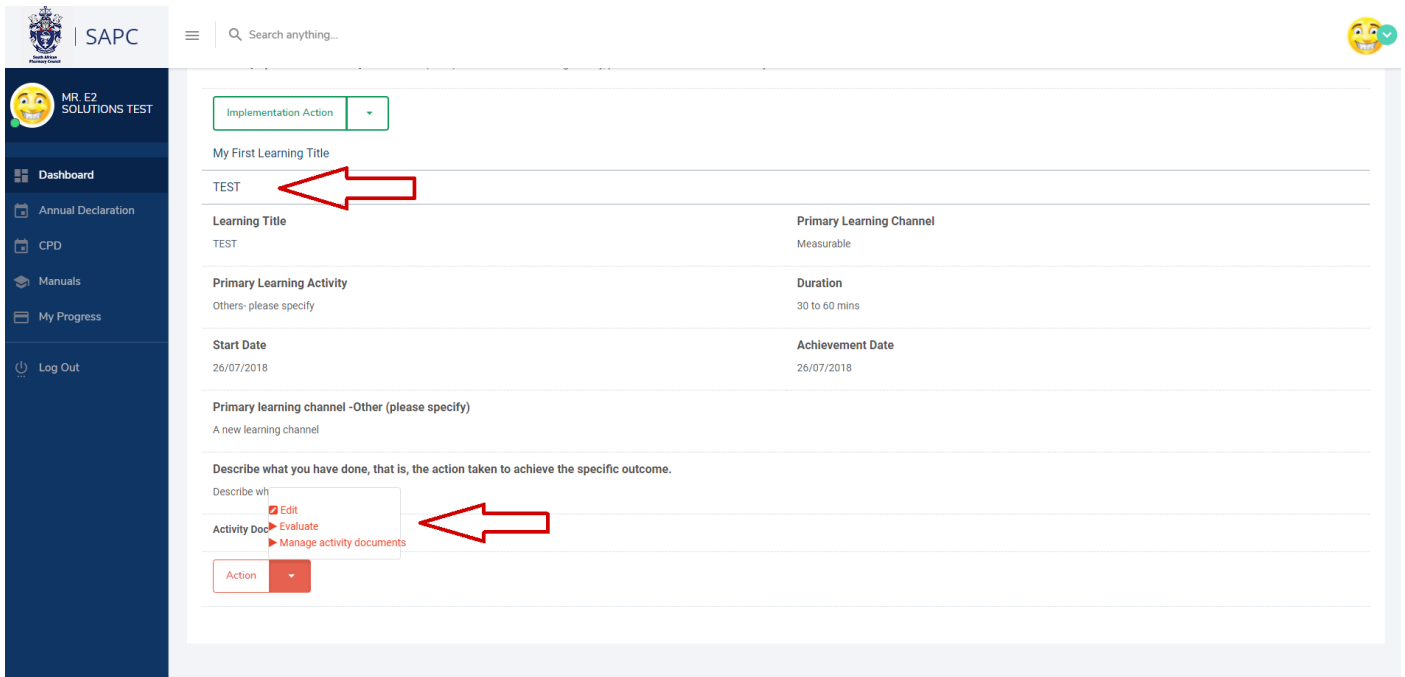


Fig.6.2



To edit an Activity, select the learning title record link which displays details of the activity. Click the drop down arrow on the [Action] button to edit, manage activity documents or proceed to evaluation. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.6.3,6.4

Fig.6.3



To manage activity documents, click [Manage activity documents] on the [Action] button. On the [Documents], browse/choose the document from your local machine and click the [Upload] button. The newly added document will appear with a [Remove] button. To update the document, click the remove button and repeat the process. Click the [**<< Implementations**] link to return to implementations where the activity documents can also be viewed. Fig.6.4, Fig.6.5, Fig.6.6

Fig.6.4

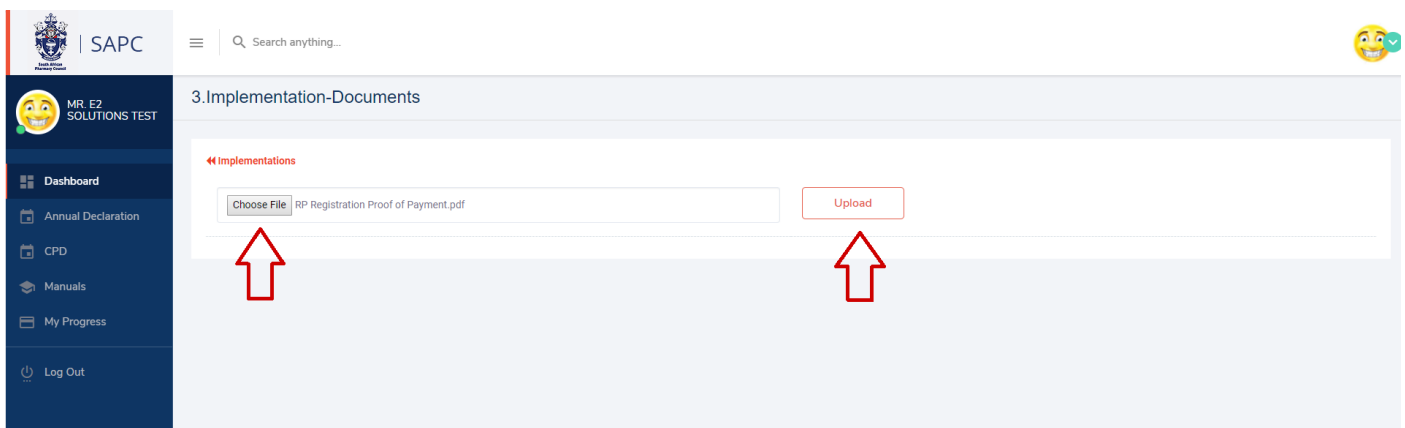


Fig.6.5

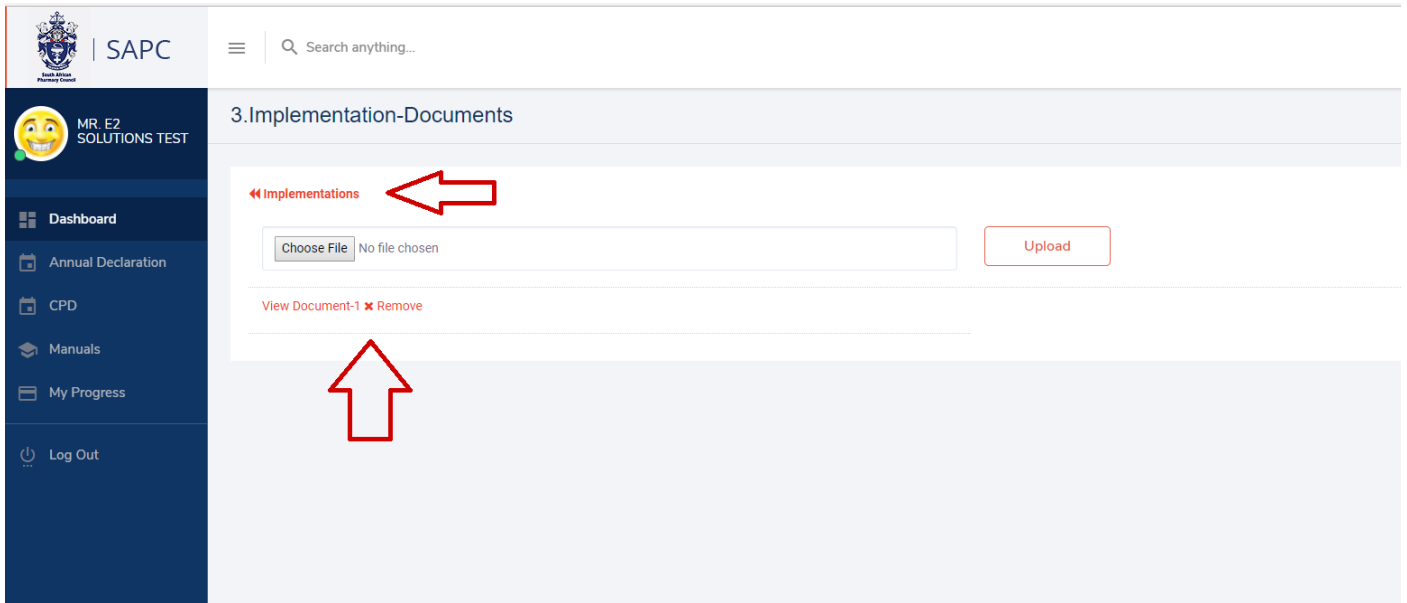
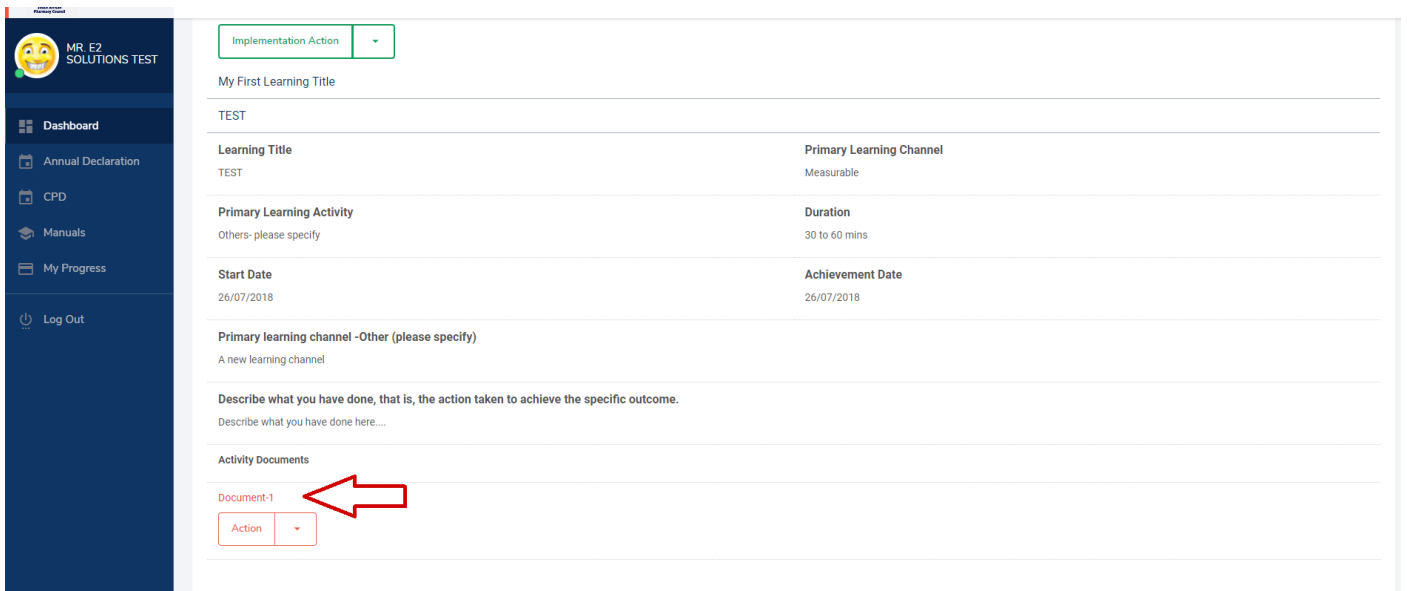


Fig.6.6



Evaluation

Evaluation is the step where registered persons assess the progress made towards achieving their learning objectives identified in Step 1 of the cycle. They reflect on what they have learnt and how they are able to apply the knowledge and skills gained. Evaluation can be used to identify further learning activities in an ongoing CPD cycle. On the [Evaluations] page, complete the form and click the [Save] button. Once successfully saved, you will be redirected to [Submissions] where all CPD entries are displayed. Fig.7.1, Fig.7.2

Fig.7.1

The screenshot shows the '4. Evaluation-Evaluate a learning activity' page. The left sidebar contains navigation options: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area has a search bar and a user profile icon. The form fields are: 'Select a Learning Title' (dropdown menu with 'TEST' selected), 'Learning Objective Met' (dropdown menu with 'Fully' selected), 'Applied the Learning' (dropdown menu with 'In my workplace' selected), and 'Describe what you have learned' (text area with a character count of 1966 characters left). A green 'Save' button is located at the bottom left of the form, with a red arrow pointing to it.

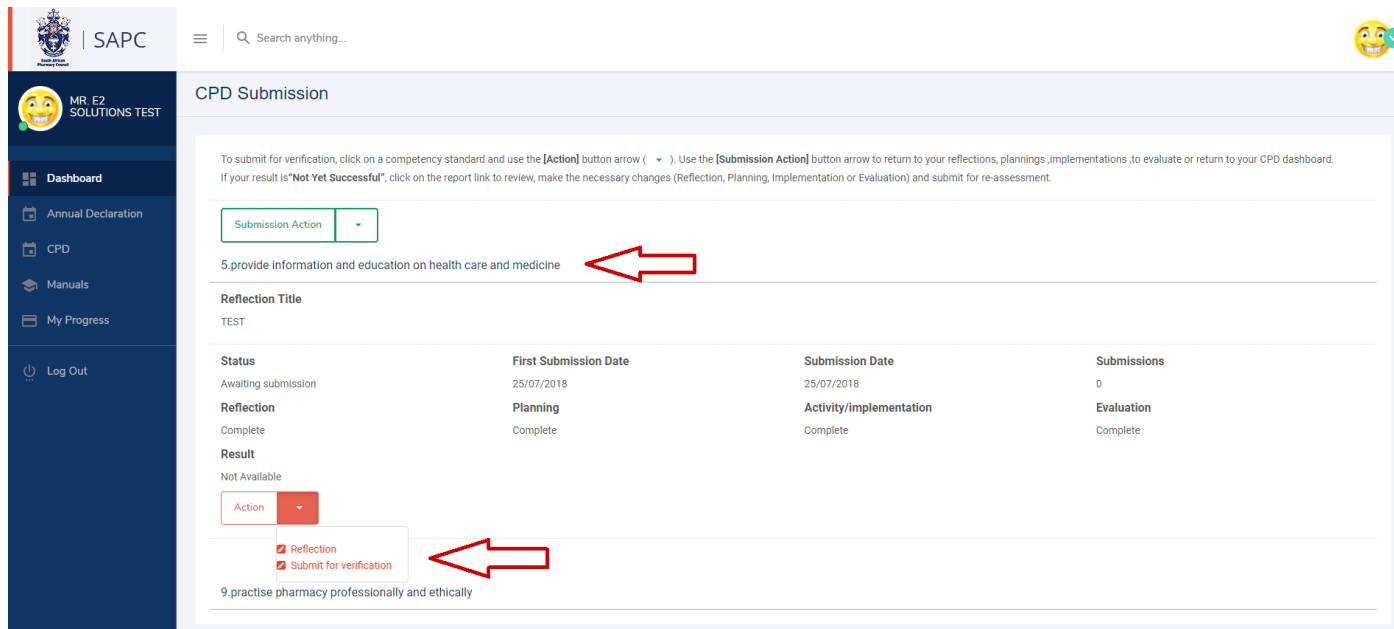
Fig.7.2

The screenshot shows the 'CPD Submission' page. The left sidebar is the same as in Fig.7.1. The main content area has a search bar and a user profile icon. Below the search bar is a 'Submission Action' dropdown menu. The dropdown menu is open, showing the following options: Reflections, Plannings, Implementations, Evaluate, and CPD Dashboard. A red arrow points to the 'Evaluate' option. The page also contains instructions for submitting for verification and a list of competency standards.

Submissions

Use the **[Submission Action]** button arrow to return to your reflections, planning, implementations, to evaluate or return to your CPD dashboard. To submit for verification, click on a **[Competency Standard]** link. This displays details of the CPD entry status. Use the **[Action]** button arrow to return to reflection or to submit for verification by your tutor. **NB: If an entry has been submitted for verification the [Action] button will not be available.** Fig.8.1

Fig.8.1



Submit for verification

The **[Submit for verification]** page displays details of all the CPD steps. Click the **[Step]** link to view and use the action button to edited if needed. Click the **[Submit for verification]** button to submit for verification. On a successful submission, you will be redirected to the **[Submission]** page where the status of the CPD entry will reflect as "Submitted for verification". Fig.8.2, Fig.8.3

Fig.8.2

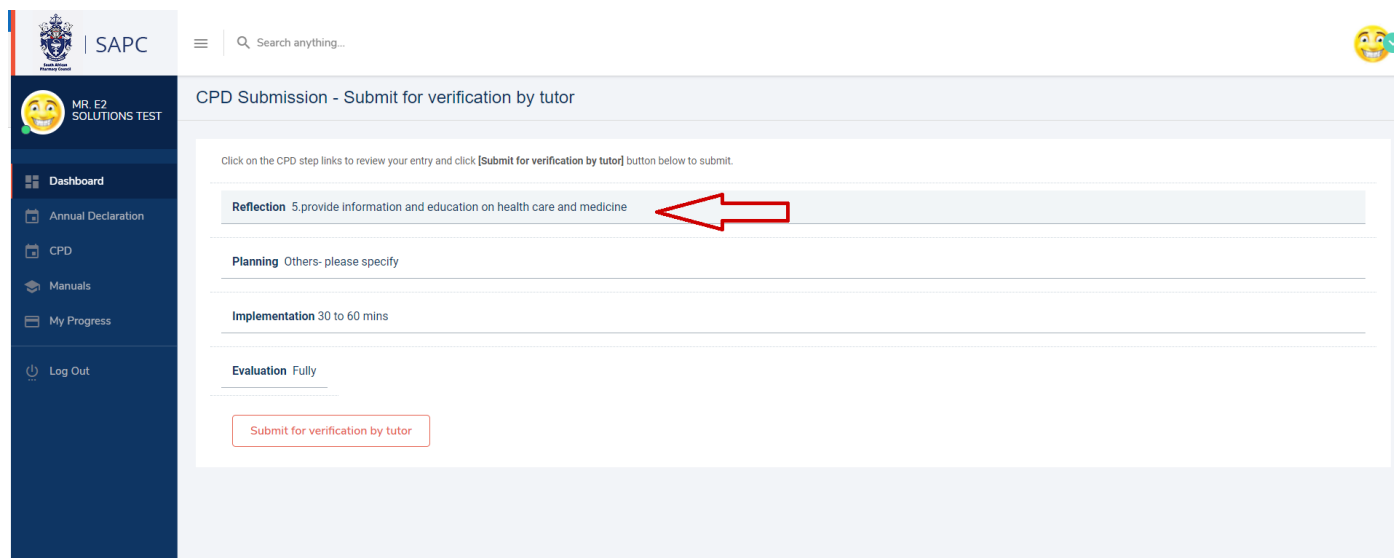



Fig.8.3

SAPC | Search anything... 

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Dashboard

- Annual Declaration
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CPD Submission

To submit for verification, click on a competency standard and use the **[Action]** button arrow (▾). Use the **[Submission Action]** button arrow to return to your reflections, plannings ,implementations, to evaluate or return to your CPD dashboard. If your result is **"Not Yet Successful"**, click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

Submission Action ▾

5.provide information and education on health care and medicine

Reflection Title
TEST

| Status | First Submission Date | Submission Date | Submissions |
|---|-----------------------------|--|-------------------------------|
| Submitted for verification by tutor  | 25/07/2018 | 25/07/2018 | 1 |
| Reflection Complete | Planning Complete | Activity/Implementation Complete | Evaluation Complete |
| Result Not Available | | | |

9.practise pharmacy professionally and ethically