

Frequently Asked Questions

1. As a provider of an activity, what do I need to do to have the following activity accredited?

1.1 Lecture, congress, symposia or short course

- Complete and send the CPD2A form
- Post or email the program of the activity to the CPD office
- Post or email the CVs of the speakers to the CPD office
- You will be provided with an invoice; once the proof of payment has been emailed or faxed to (021) 551 2807. Thereafter the activity will be accredited and you will be given an accreditation number.

1.2 Journal club

- Complete and send the CPD2A form
- Post or email the program for the year to the CPD office

1.3 Article with multiple choice questions (MCQs)

- Complete and send the CPD2A form
- Post or email the article with MCQs to the CPD office
- Remember this process should be started 2 weeks in advance as this needs to be reviewed by one of the CPD reviewers
- The article shall be accompanied by 10 questions, and a maximum of 3 CEUs can be awarded. Articles on ethics will receive only 3 CEUs as well.
- You will be provided with an invoice; once the proof of payment has been emailed or faxed to (021) 551 2807. Thereafter the activity will be accredited and you will be given an accreditation number.

2. What do I, as a dietitian, need to complete for attending or presenting an activity that has not been accredited?

- Complete and send the CPD2A form
- Send the CPD office proof of attendance or invitation to speak
- Send the CPD office the program of the activity

4. How do ethics CEUs work?

- All health professionals are required to accrue 5 CEUs per year on any of the following topics: ethics, human rights and/or medical law.
- All presentations on ethics will be accredited with 2 CEUs per hour.
- Presenters of ethics activities will receive 3 CEUs per hour.
- There will be no bonus CEUs for completing articles on ethics. Three ethics CEUs will be awarded.

5. What happens if I get audited?

- If you get audited by the HPCSA, you need to complete your CPD1 form, which is the individual accreditation record. This form prompts you to list all CPD activities that you have participated in over the previous 24 months (2 years).
- The number of CEUs that you will need is 60 CEUs over this 24 month period.

6. What is cross-accreditation?

“Cross-accreditation”, was introduced with the new CPD system in 2007. According to the guidelines “Cross accreditation refers to the fact that if a CPD activity was accredited by an Accreditor for a specific Board, all health care professionals may attend that activity if there is relevance to their specific scope of practice. They therefore do not need to also apply for the same activity to be accredited by their Board in order to attend and to claim the CEUs accrued for attending that activity.”

Cross-accreditation is only relevant within the scope of practise of dietetics. This means, a dietitian who attends a medical conference, for example, should let the congress organizers know how many contact hours she attended which were related to nutrition (and not accept the full number of CEUs), or he/she should apply for this number of CEUs from the ADSA CPD Accreditor if the congress was not accredited.

7. Do dietitians in community service need to keep up with the CPD system?

CPD is NOT compulsory during Community Service year BUT they may accrue CEUs.

8. If I live abroad, do I need to keep up with the CPD system in South Africa?

8.1 If there is a CPD System in place in the country you are living in:

According to the CPD guidelines: "Practitioners who are practising abroad in countries where a continuing professional development system is in place **should comply** with the requirements in that country. They should retain documentary proof of attendance at CPD activities for submission in the event of being drawn in the sample audit. For re-registration purposes documentary proof of compliance must be submitted for continuing professional development purposes in South Africa. This may be in the form of a letter from the accrediting authority in the country concerned."

You do not need to ask for deferment from CPD in SA if you are practicing in another country as long as you comply there and provide the proof on your return to SA. You are however liable for your HPCSA registration fees while you are away. For any queries relating to this please contact Barbara van Stade at the HPCSA (BarbaravS@hpcsa.co.za).

8.2 If there is no CPD System in place in the country you are living in:

If the country you are working in does not have a recognized system for CPD for dietitians you may apply for deferment from CPD or collect CEU's from the South African system. Deferment can only be granted by the HPCSA CPD committee; please contact Barbara Van Stade from the HPCSA: BarbaravS@hpcsa.co.za.

According to the CPD guidelines: "Practitioners may apply for deferment of CPD and the HPCSA CPD Committee will review such applications individually on an ad hoc basis. The application should be strongly motivated with appropriate evidence/documentation.

Deferment may be granted in the case of:

- a practitioner who is outside South Africa for a period of time exceeding 12 months and is not practising his/her profession;
- a practitioner who is outside of South Africa and practising in a country where formal continuing professional development does not take place;
- a practitioner who is registered for an additional qualification but is of the view that s/he will not meet the outcome within two years and thus will not be able to claim CEUs.

Deferment may be granted for a maximum period of three years. Deferment will not be granted for a period of less than 12 months (in view of the fact that a professional may collect CEUs in a following year).

Any practitioner mentioned in the above paragraphs wishing to re-enter the system after deferment will be subject to the following conditions:

- If deferment was granted for more than 12 months but less than two years, proof of full employment in the profession during that time should be submitted and the practitioner will, on review by the HPCSA CPD Committee, be allowed to recommence the CPD year immediately.
- If deferment was granted for more than two years but less than three years, the practitioner must submit proof of his/her employment during that time and the practitioner will, on the recommendation of the HPCSA CPD Committee, be required to complete a period of supervised practice as determined by the Professional Board in his/her area of practice, and will recommence the CPD year immediately.
- If deferment was granted for longer than 12 months and the practitioner did not practice his/her profession during the deferment period, he/she will be required to complete a period of supervised practice as determined by the Professional Board in his/her area of practice.
- If deferment was granted because the practitioner was engaged in formal education and training for an additional qualification, CEUs will not be allocated for obtaining the said additional qualification. Proof of the additional qualification must be supplied to the CPD Section and the practitioner will recommence the CPD year immediately."