



PROFESSIONAL BOARD FOR DIETETICS
HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA
APPLICATION FOR APPROVAL OF CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) ACTIVITIES FOR DIETITIANS

Please complete and submit to the CPD Office for Dietitians:

The CPD Officer, PO Box 641, BLOEMHOF 2660. E-mail: edelweis@iafrica.com

Updated: January 2004

An electronic version of the Form CPD3-DT can be requested from the CPD Officer.

PROVIDER OF ACTIVITY: Name of providing organisation or provider (all categories)	
PROVIDER OF ACTIVITY: Address of providing organization or provider (all categories)	
PROVIDER OF ACTIVITY: Name of contact person	
PROVIDER OF ACTIVITY: Telephone number Cell number Fax number E-mail address	
PROVIDER OF ACTIVITY: May the activity be advertised on websites used by the CPD Office for dietitians to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No (invited dietitians only)
INDIVIDUAL DIETITIAN Initial and surname as registered with the HPCSA	
DT NUMBER OF THE INDIVIDUAL DIETITIAN	DT
INDIVIDUAL DIETITIAN Address	
INDIVIDUAL DIETITIAN Telephone number Cell phone number Fax number E-mail address	
NAME OF THE ACTIVITY	
DATE(S) OF THE ACTIVITY	
VENUE OF THE ACTIVITY	
CATEGORY TYPE OF ACTIVITY (e.g. Cat 1, Cat 2 or Cat 3) <i>See Appendix C for guidelines</i>	
SUBCATEGORY OF ACTIVITY <i>See Appendix C for guidelines</i>	
NUMBER OF CPD POINTS REQUESTED <i>See the CPD Guidelines document for info</i>	
FOR CATEGORY 1, 2 and 3 ACTIVITIES Number of contact hours involved (excluding tea and lunch times)	
FOR CATEGORY 1, 2 AND 3 ACTIVITIES Indicate ethics content (if any) in contact hours involved	

FOR CATEGORY 2 (SMALL GROUPS): Number of dietitians attending activity	
FOR CATEGORY 2 (SMALL GROUPS): Frequency of activity	
FOR CATEGORY 1 AND 2 ACTIVITIES Target group	
FOR CATEGORY 3 (INDIVIDUALS): Target group for presentation (s)	
FOR CATEGORY 3: Requesting points for an article Type of journal, e.g. popular magazine, peer-reviewed journal, non-peer reviewed journal, CPD journal, etc. Please indicate the number of words of the article (only for articles with questions)	Type of magazine/journal: Nr of words:
FOR CATEGORY 3: Requesting points for an oral presentation Was the abstract subjected to peer reviewing?	[] Yes [] No (If yes, provide proof)
FOR CATEGORY 1 AND 2: SPECIFY THE INTENDED MECHANISM OF MONITORING ATTENDANCE (per hour or per session for the duration of the activity).	
MECHANISM OF REPORTING TO THE ACCREDITOR ON PARTICIPATION/ ATTENDANCE	
<p>FOR CATEGORY 1 AND 2 ACTIVITIES: As Provider of the activity, I herewith undertake to monitor the attendance per session, evaluate the presentation(s) a specified and to inform the accreditor(s) accordingly. I recognise the authority of the board/accreditor(s) to cancel the accreditation on non-compliance to the criteria.</p> <p>As provider, I undertake to pay the accreditation fee as stipulated within 1 month after the accreditation. I also undertake to provide an attendance certificate to each dietitian attending the activity within 3 months of the activity (for Category 1 activities).</p> <p>FOR CATEGORY 3 ACTIVITIES: As individual, I declare that the information provided is correct. As individual I undertake to pay the annual administration fee.</p>	
SIGNATURE ON BEHALF OF PROVIDER OR INDIVIDUAL DIETITIAN	DATE

Please note that this form should be completed after the CPD Guidelines 2004 has been read!!

Incomplete applications will not be processed and the applicant will not be informed about this!!


The CPD Officer is not responsible to obtain information from any source (universities, websites, organisations, etc.) on behalf of the applicant.

NOTES

- Providers of Category 1 (Organisational) activities must complete **Appendix A**
- **Appendix B** contains a check list for all documentation to be included with the completed CPD3 form
- All Category 1, 2, and where possible Category 3, activities should be accredited before the event
- **If a dietitian attended an event that was not accredited before the event, please complete the form as for a Category 3 activity and attach the proof of attendance receipt/certificate and the programme of the activity.**
- **Appendix C** is the fee structure for payment by Providers and individuals
- **Cross accreditation:** Complete the form and attach a copy of the attendance certificate

THANK YOU FOR YOUR COOPERATION

APPENDIX A

	PROFESSIONAL BOARD FOR DIETETICS APPLICATION FOR APPROVAL OF CPD ACTIVITIES TO BE COMPLETED FOR CATEGORY 1 ACTIVITIES
<p style="text-align: center;">CRITERIA AND GUIDELINES FOR EDUCATIONAL OBJECTIVES</p> <p>Activities approved for CPD purposes should serve to maintain or enhance the knowledge, skills and professional competence of all those who participate in them.</p> <p>They should meet an educational and developmental need and provide an effective learning experience for the participants. To help arrive at a decision as to whether or not a proposed educational and developmental event should be approved for CPD purposes, CPD providers MUST address the following questions:</p>	
<p>1. What are the educational/developmental objectives of the proposed activity? State clearly. They must be appropriate to the specified group. Specify target group as well.</p>	
<p>2. Is there a clear educational/developmental need for the proposed CPD activity? Ideally the need should already have been demonstrated or should be clearly perceived for instance, because the CPD activity covers significant recent advances relevant to the practice of the intended participants.</p>	
<p>3. Are the location, cost, timing and duration of the proposed CPD activity appropriate? They should be practical and convenient for the intended participants.</p>	
<p>4. Is the proposed CPD activity likely to meet the educational/developmental needs of the intended participants? The proposed activity and the needs of the intended participants should clearly be related. The programme should cover the subject matter in the depth and breadth appropriate to the intended participants and should allow ample time for discussion.</p>	
<p>5. Are the content and learning methodology of the CPD activity appropriate to the stated educational/developmental objectives?</p>	
<p>6. Is the proposed activity free of undesirable commercial influence? The proposed activity should be ethically acceptable, of educational value, should provide a balanced view and must not be unduly promotional.</p>	
<p>7. Are the proposed “teachers” appropriate? Ideally they should all be accepted experts in their fields and good communicators.</p>	
<p>8. Is any evaluation of the relevance of the programme, its quality and effectiveness included in the proposed activity? The providers should be obtaining feedback on the programme by providing participants with a means by which they can easily record their rating of the relevance, quality and effectiveness of the activity</p>	

APPENDIX B**CHECK LIST OF DOCUMENTATION TO BE INCLUDED WITH THE APPLICATION****CATEGORY 1: ORGANISATIONAL ACTIVITIES**

National Conference / Congress / Lectures / Seminars / Refresher courses / Symposia / Workshop	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Completed Appendix A of the Form CPD 3-DT ⇒ Details of Conference/Congress etc. ⇒ Proposed or final programme with an indication of contact hours ⇒ One page summary of the CV of the invited speaker(s)
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CATEGORY 2: SMALL GROUP ACTIVITIES

2.1 Formal meetings that incorporate a teaching and / or developmental component	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of meeting(s) and provider(s) (programme for the year) ⇒ Names and DT numbers of participants ⇒ Educational objectives of the activity
2.2 Journal Club	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of journal club/proposed programme (for year) ⇒ Titles of the journals to be included ⇒ Names and DT numbers of participants ⇒ Educational objectives of the Journal club
2.3 Professional ward rounds. Definition of a professional ward round is an activity designed with the sole purpose of professional development, is beyond entry level, not part of patient care and can be multidisciplinary. A professional ward round must be led by a recognised expert in the field of discussion, takes place in a specific clinical setting and focuses on specific clinical matter.	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Name of Hospital ⇒ Name of Department ⇒ Nature of ward round ⇒ Educational objectives ⇒ Number of participants & composition of group ⇒ Name of expert ⇒ Signature of Head of Department/Firm ⇒ Declaration by the expert to lead the professional ward round that it meets the definition as indicated
2.4 Small group discussions	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of provider(s) ⇒ Proposed programme for the year ⇒ Educational objectives ⇒ Names and DT numbers of participants

CATEGORY 3: INDIVIDUAL ACTIVITIES

3.1 Self-study (e.g. studying of journals)	<ul style="list-style-type: none"> ⇒ The Provider must request accreditation of the activity before the time ⇒ Individual dietitians do not need to complete a Form CPD 3-DT for this activity ⇒ For the Providers: ⇒ Completed Form CPD 3-DT ⇒ Full copy of article ⇒ Set of questions as indicated in the guidelines for Providers
3.2 Articles published in journals for health professionals (The provider is the Journal)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Full Journal reference ⇒ Full copy of article ⇒ Indication of type of Journal, i.e. peer-reviewed, CPD
3.3 Paper/poster presentations at congresses / symposiums/other scientific meetings subject to peer reviewing (The provider is the organisation offering the activity)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Occasion where presented ⇒ Abstract or other details of paper/poster ⇒ Duration of presentation ⇒ Statement that it was a scientific meeting subject to peer reviewing and managed by a scientific committee (provide proof)
3.4 Relevant additional qualifications obtained (The provider of the activity is the University or other institution)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of Diploma/Degree ⇒ Copy of Diploma/Degree ⇒ Duration of study ⇒ Date on which obtained
3.5 Relevant non-degree, non-diploma courses	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Complete details of course/programme ⇒ Duration of study ⇒ Date on which obtained ⇒ Copy of certificate obtained or attendance certificate

3.6 Examinations/Assessments (The provider is the University or other institution)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of Educational Institution ⇒ Details of Degree ⇒ Details of candidate ⇒ Proof of appointment as promoter/examiner together with the name of the candidate, certified by the head of the relevant department
3.7 Teaching or training or presenting to health professionals (The provider is the organisation offering the activity where the presentation is given i.e. Journal Club)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of lecture / workshop/etc ⇒ Referenced summary of presentation (max 2 pages) ⇒ Details of course / programme ⇒ NO POWER POINT SLIDES
3.8 Development of material or other related professional activities for health professionals	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Details of material developed (hard copy of material) ⇒ Details of developer / professional ⇒ Nature of learning/educational objectives ⇒ Details of target group ⇒ Proof of assessment by a recognised national/ international professional institution/society/ organisation ⇒ The material must be assessed in terms of: <ul style="list-style-type: none"> ⇒ Number of learning hours ⇒ Level of learning (for example beyond entry-level) ⇒ Copy of the assessment certificate
3.9 Professional involvement (The provider is the professional organisation or journal). Including university evaluation on behalf of the Professional Board for Dietetics	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Detail of Professional involvement ⇒ Duration of appointment ⇒ Details of article reviewed (title, author, journal) ⇒ Copy of published book review or formal proof of request to do the review ⇒ Signature of Representative of Organisation / Editor of Journal ⇒ For university evaluation on behalf of the Professional Board for Dietetics <ul style="list-style-type: none"> ⇒ Name of Examining Body ⇒ Name of Department and University ⇒ Name(s) of evaluation panel ⇒ Date of evaluation ⇒ Proof of status as examiner/evaluator/assessor ⇒ Signature of Representative of Examining Body
3.10 Presentations to the lay public (The provider is the organisation offering the activity where the presentation is given)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Referenced summary of presentation (max 2 pages) ⇒ Details of target group ⇒ NO POWER POINT SLIDES
3.11 Publications for the lay public (The provider is the publisher)	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Copy of full publication and reference list (hard copy) ⇒ Target group ⇒ Name of first author ⇒ Name of co-author(s)
3.12 Books	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Hard copy of the book ⇒ Full reference list if not published in the book ⇒ Target group ⇒ Name of first author ⇒ Name of co-author(s)

CROSS ACCREDITATION

It is the responsibility of the dietitian to apply for points when an activity accredited for other health professionals registered with the HPCSA was attended	<ul style="list-style-type: none"> ⇒ Completed Form CPD 3-DT ⇒ Copy of the attendance certificate ⇒ The attendance certificate must contain the accreditation number and DT number of the dietitian
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APPENDIX C

CPD FEE STRUCTURE FOR PAYMENT BY PROVIDERS and INDIVIDUAL DIETITIANS AS FROM 1 JANUARY 2004 (subject to periodic review)

The CPD system is administered by the Professional Board under the jurisdiction of the HPCSA. However, the responsibility to accredit and review CPD activities according to specific criteria and guidelines has been delegated to the Association for Dietetics in South Africa (ADSA) (i.e. the Accreditor).

1. FEE STRUCTURE FOR PAYMENT OF THE ACCREDITATION PROCESS BY PROVIDERS

All payments are per activity. The payment per point per dietitian attending the activity is no longer applicable.

1.1 Category 1 activities (Organisational activities)

1.1.1 R150.00: *ADSA organized activities and ADSA and Partner organized activities*

- Congress/Symposium/Conference/Seminar – per day or part of a day
- Workshops – per workshop
- Lectures
- Journal articles – per article

1.1.2 R200.00: *Institution (Universities, societies, companies, hospitals) organized activities*

- Congress/Symposium/Conference/Seminar – per day or part of a day
- Workshops – per workshop
- Lectures
- Short courses – per course

1.1.3 R250.00: *Any other / specialized activities offered*

- Reading material, for example articles and brochures – per article or brochure
- Video with questions – per video
- Future IT based activities

1.2 Category 2 activities (Small group activities)

1.2.1 R150.00: *ADSA organized activities and ADSA and Partner organized activities*

- Journal club
- Small group discussions
- Small group lectures
- Professional ward rounds, etc

1.2.2 R200.00: *Institution (Universities, societies, companies, hospitals) organized activities*

- Journal club
- Small group discussions
- Small group lectures
- Professional ward rounds, etc

1.3 Category 3 activities (Individual activities)

- No payment for accreditation per se. Included as part of the administration fee

1.4 Rationale

- 1.4.1 ADSA is contributing 15% of the annual membership fee per full member to the administration of the CPD Office for Dietitians
- 1.4.2 Fees are based on the time spent for the accreditation process
- 1.4.3 The assessment of reading material, for example articles and brochures, is a time consuming process
- 1.4.4 Additional fees could be charged if a Provider does not use the prescribed feedback process regarding the attendance of dietitians of an activity.

2 FEE STRUCTURE FOR PAYMENT BY INDIVIDUAL DIETITIANS

2.2 Administration fee for paid up full members of ADSA

R150.00 per year

2.3 Administration fee for non-ADSA members

R300.00 per year

2.4 Rationale

In order to run a more effective and efficient CPD office, it was decided that each dietitian would in future pay a once off yearly administrative fee. This process will streamline the financial management considerably.

Lower administration fee for ADSA full members

A brief explanation:

- ADSA National Office pays annually 15% of the full membership fee over to the CPD Office for Dietitians. (It is important to note that the financial management of the CPD Office for Dietitians is independent of the ADSA National Office)
- The CPD Office also receives other "services" from ADSA Executive and ADSA National Office that cannot be calculated in financial terms. These benefits include the following and are shared with ADSA full members: updating of the address database; sending out e-mails on behalf of the CPD Office for Dietitians to all ADSA full members; representing ADSA on the CPD Committee (time and expertise); assessment of articles with questions by the ADSA representative (time and expertise)
- However non-ADSA members also benefit from ADSA CPD initiatives without paying for such activities. For example ADSA act as a 'Provider" of activities: SA Journal of Clinical Nutrition carrying accredited articles that are accessible to all dietitians and the ADSA/VIC articles mailed to all the dietitians.

2.5 CPD Office for Dietitians

The CPD Office for Dietitians offers the following for the administrative fee:

- The accreditation of CPD activities for dietitians for Providers and individual dietitians
- Accreditation of Category 3 activities (excluding articles with questions)
- Answering of questions/queries (telephonic, e-mail and mail)
- Correspondence of CPD information
- Updating of the CPD database for address changes, etc.
- Updating of the CPD database for points accrued by each individual dietitian
- Transferring CPD points to the Professional Board for Dietetics of the HPCSA
- Sending out annual statements to all dietitians regarding their point status
- All administration related to CPD activities.

2.6 Non payment of the administrative fee

- Dietitians have the choice to use the services of the CPD Office for Dietitians to manage their CPD points
- Other services are available
- If a dietitian prefers not to pay the administrative fee for the service rendered by the CPD Office for Dietitians, her/his name will be removed from the CPD data set
- Once removed her/his CPD point status will not be managed (captured and updated) and transferred to the HPCSA
- The name of the dietitian will also be removed from the address list and no CPD related information or invitations to CPD activities will be mailed to the dietitian
- A fee could be charged to place the name of the dietitian back on the CPD data set.

Approval of the fee structure for 2004

The CPD Committee of the Professional Board for Dietetics of the HPCSA approved the fee structure for 2004 on 14 January 2004.