

**SOUTH AFRICAN
NURSING COUNCIL**

**CRITERIA AND PROCESS FOR RECOGNITION OF
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
PROVIDERS**



South African Nursing Council
Regulating nursing, advocating for the public

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1. GLOSSARY

Accredited or approved CPD Providers: Organisations/institutions that are certified to offer CPD activities/events/programme for a specified period, upon compliance with prescribed accreditation requirements.

Continuing Professional Development (CPD): A purposeful, statutory process whereby Practitioners registered with SANC, engage in learning activities/events/programmes to maintain and improve their knowledge, skills, attitudes and professional integrity in order to keep up to date with new science, innovation and health care developments, and to practise safely, ethically, competently, and legally within their evolving scope of practice.

CPD activity/event/programme: An individual or group of learning activities that has been recognised by SANC approved CPD evaluators to create opportunities for Practitioners to gain knowledge, develop skills and shape their attitudes in order to maintain high professional standards.

CPD evaluators: means the SANC CPD Committee which may have to co-opt relevant expertise on an ad-hoc basis as and when deemed necessary.

CPD Provider: Organisation/institution recognised by the SANC to provide CPD activities/ events/programmes according to criteria defined in Section 12 of the CPD Framework

Non-accredited CPD Providers: Organisations/institutions that are not certified to offer CPD activities/events/programmes, but have the capacity and requisite service related competence to offer such activities/events/programmes, and can be recognised by SANC upon compliance with prescribed criteria, process and requirements.

Recognition: Formal acknowledgement that an Organisation/institution/health establishment has been recognised as a CPD Provider by the SANC as recommended by the SANC appointed evaluators.

Relevant authority: The structure within an organisation that has the power to make and enforce decisions.

South African Nursing Council (SANC): The Council established in terms of Section 2 of the Nursing Act, 2005 (Act No 33 of 2005), which is the ultimate policymaking authority under the Act, and includes any Committee authorised to do so by the Council.

2. PURPOSE

The purpose of this document is to outline the criteria, process and requirements for recognition of Continuing Professional Development (CPD) Providers by the South African Nursing Council (SANC).

3. SCOPE

The scope is applicable to:

- 3.1. all health and nursing related structures who intend to offer CPD activities/events/programmes to registered practitioners.
- 3.2. entities that may be accredited by other authorities and intend to offer non-health and non-nursing activities/events/programmes.

4. CRITERIA FOR RECOGNITION OF CPD PROVIDERS

The prospective CPD Providers will be required to comply with the following criteria:

4.1. Accredited or approved CPD Providers

An accredited/approved organisation/institution intending to provide CPD activities/events/programmes must:

- 4.1.1. be accredited/approved by the relevant entity/entities to offer CPD activities/events/programmes.
- 4.1.2. have proof of current accreditation/approval to offer a CPD activity/event/programme.
- 4.1.3. have the capacity and capability to offer nurse related CPD activities/events/programmes.

4.2. Non-accredited organisations/institutions

A non-accredited organisation/institution intending to provide CPD activities/events/programmes must:

- 4.2.1. provide proof that the CPD activities/events/programmes have been developed by a group of field expert practitioners.
- 4.2.2. be endorsed by the relevant authority for implementation.
- 4.2.3. have and provide contact details.
- 4.2.4. have access to a relevant infrastructure or platform to conduct learning activities/events/programmes.
- 4.2.5. have relevant and appropriate professional capacity, competence and capability to offer CPD learning activities/events/programmes.

5. PROCESS FOR RECOGNITION AS CPD PROVIDERS

Organisations/institutions that wish to be recognised by the SANC as CPD Providers:

- 5.1. must submit a completed CPD Provider application form as determined by the Council (SANC CPD Form 1).
- 5.2. must submit proof of payment of the applicable prescribed fee

The SANC:

- 5.3. will acknowledge and analyse the application
- 5.4. may conduct a site visit at its discretion
- 5.5. may issue a recognition certificate if the applicant has complied with the criteria.
- 5.6. may decline the application and provide reasons in case of non-compliance,
- 5.7. may permit an organisation/institution whose application has been declined to re-apply.

- 5.8. reserves the right to withdraw the recognition status where there is evidence of non-compliance with the recognition criteria.
- 5.9. will facilitate the potential CPD Providers' right to appeal, if not satisfied with the decision (SANC CPD Form 11).
- 5.10. will recognise the CPD Providers for a period of five (5) years unless the CPD provider is de-recognised by the SANC.
- 5.11. will renew a CPD Provider through appropriate processes, every five (5) years.
- 5.12. will remove the names of de-recognised CPD Providers from its database and such removal shall be published on the SANC website.

6. REQUIRED INFORMATION

A prospective CPD Provider should comply with the following requirements in order to be considered for recognition:

6.1. Submission of a profile of the institution which includes:

- 6.1.1. Name of organisation/institution
- 6.1.2. Type (e.g. NEI, health establishments, professional societies, NGO's etc.)
- 6.1.3. Physical address
- 6.1.4. Postal address
- 6.1.5. Email address
- 6.1.6. Website
- 6.1.7. Telephone
- 6.1.8. Fax
- 6.1.9. Cipro registration number (where applicable)
- 6.1.10. Tax Clearance Certificate (where applicable)

6.2. Personal details of the Head of the Organisation/Institution

6.2.1. Full Names

6.2.2. Contact details (if different from the Organisation's details)

6.3. CPD activity/event/programme details

6.3.1. Name of the activity/event/programme

6.3.2. Duration and number of CPD points of the activity/event/programme

6.3.3. Name of the registering/accrediting authority where relevant (e.g. HPCSA)

6.3.4. Registration/accreditation number

6.4. Non-Health/Non-Nursing CPD activity/event/programme

6.4.1. Name of the activity/event/programme

6.4.2. Duration and number of CPD points of the activity/event/programme

6.4.3. Name of registering/accrediting authority where relevant (e.g. HPCSA)

6.4.4. Registration/accreditation number

6.5. Supporting documents

6.5.1. CPD Application Form

6.5.2. Resumé of the facilitator or presenter focusing on relevant and appropriate qualifications and experience

6.5.3. CPD Schedule for the current and upcoming year (detailed programme)

6.5.4. List of facilities available for the presentation of CPD activities/events/programme (except for virtual platforms)

6.5.5. A sample of an attendance register

6.5.6. Proof of Payment

- 6.5.7. A sample of a certificate (attendance, competence etc.)
- 6.5.8. A sample of activity/event feedback/evaluation form where applicable
- 6.5.9. Proof of current annual statutory registration with the relevant authority where applicable

7. CONFIRMATION OF CPD TRAINING OFFERED

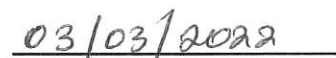
All recognised SANC CPD Providers must provide each participant with a CPD attendance certificate which includes the following:

- 7.1. Practitioner name and SANC reference number
 - 7.2. Activity or event title and date
 - 7.3. Number of CPD points earned for a particular theme
 - 7.4. Name and signature of CPD Provider
- 8. All SANC recognised CPD Providers must retain the above information for the duration of three (3) years. They must be able to provide the information to SANC upon request.
 - 9. All SANC recognised CPD Providers must submit proof of payment of the applicable maintenance of recognition fee annually.

THE REVISED CRITERIA AND PROCESS FOR RECOGNITION OF CPD PROVIDERS WAS APPROVED BY THE EXECUTIVE COMMITTEE OF COUNCIL ON 28 FEBRUARY 2022.


MS S Mchunu

Registrar and CEO


Date