DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

Regulations relating to continued professional development of veterinary professions (CPD)

I, Senzeni Zokwana, Minister of Agriculture, Forestry and Fisheries, has, in terms of section 43(1)(g) of the Veterinary and Para-Veterinary Professions Act, 1982 (Act No. 19 of 1982), and after consultation with the South African Veterinary Council:


b) Made the regulations in the Schedule;

c) Determined that the set regulations shall come into operation on date of publication

MR S ZOKWANA (MP)
MINISTER FOR AGRICULTURE, FORESTRY AND FISHERIES

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1. Definitions.—Unless the context otherwise indicates, words and phrases in these regulations, shall have the meaning assigned thereto in the Act and—

“Act” means the Veterinary and Para-Veterinary Professions Act, 1982 (Act No. 19 of 1982);

“accreditation” means the authentication of activities and/or conferences by the Continuing Professional Development Committee of the South African Veterinary Council for continuing development purposes,

“assessment” means the formal evaluation by the accredited service provider of the performance of a participant during a continuing professional development activity;

“continuing professional development (CPD)” means the continuing education and training of a veterinary professional prescribed in terms of these regulations;

“monitoring” means the evaluation of continuing professional development activities in terms of the application and in terms of these regulations;
“non-practising register” means the register kept by council of veterinary professionals who requested council to be placed on this register;
“practise” means, for the purposes of these regulations, the rendering of veterinary clinical services, veterinary related regulatory and compliance functions, teaching, consultancy, health and welfare management;
“professional veterinary services” means performing an examination, operation or procedure, ordering or performing tests or special investigations, diagnosing, administering or prescribing veterinary treatment or certifying the health status of an animal or group of animals and includes the giving of professional advice derived from the knowledge, skills, resources, attitudes and competence attained from the completion of a veterinary qualification accepted by council for registration and the practise of a veterinary profession; and
“service provider” means a service provider, e.g. universities, veterinary and para-veterinary professional associations, veterinary and paraveterinary professionals, veterinary clinics and hospitals bodies as well as other bodies that applied to Council for and received accreditation from council for an activity or activities to be presented for continuing professional development purposes;
“structured points” means points accumulated in accordance with regulation 5;
“unstructured points” means points accumulated in accordance with regulation 6 and of which the veterinary professional must keep record and submit written confirmation to council on request;
“veterinary professional” means a person practising as a veterinarian or veterinary specialist registered in terms of the Act.

2. Requirements
2.1 All veterinary professionals registered with council on 1 April 2006 who practise or render professional veterinary services are required to comply with the system of CPD as a prerequisite to retain registration in terms of the Act.
2.2 Veterinary professionals who register after 1 April 2006 will enter the system of CPD on 1 April following the date of registration with council.
2.3 Veterinary professionals who are not rendering veterinary professional services, who do not practise at all, who do not intend practising again and who request to be placed on the non-practising register, are exempt from CPD requirements. Should they, however, commence practice again or commence rendering veterinary professional services, such veterinary professionals must ensure that their CPD points are current and compliant with these regulations prior to commencement of veterinary services. Such veterinary professionals must provide proof of CPD compliance, failing which they will have to sit and pass the Council registration examination before they will be entered into the register for practising veterinarians again.
2.4 Veterinary professionals who are not rendering veterinary professional services and who intend practising again, must ensure that they are fully CPD compliant; Such veterinary professionals must provide proof of CPD compliance, failing which they will have to sit and pass the Council registration examination before they will be entered into the register for practising veterinarians again;
2.5 Veterinary professionals who apply to council for re-registration and who have provided Council with proof of CPD compliance, may be required to comply with specific CPD requirements.
2.6 Non-practising veterinary professionals who sporadically render a service must ensure that they are fully CPD compliant.
2.7 Veterinary professionals who are enrolled for formal educational programmes at tertiary institutions registered with the Council for Higher Education leading to a level 6 or higher qualification registered on the National Qualifications Framework in a chosen field of veterinary work shall not be required to accumulate any CPD points while enrolled and active in such a programme and will enter the system of CPD on 1 April following the date of completion of or deregistration from the said educational programme. Proof of enrolment must be submitted to council annually before 31 March, failing which the veterinary professional will enter the system of CPD on 1 April of that year. Once the qualification is obtained, proof of completion must be submitted to council and the veterinary professional will enter the system of CPD on 1 April thereafter.

3. Quantity of CPD.—All veterinary professionals who enter the CPD system shall accumulate not less
than sixty (60) points, of which twenty (20) points have to be structured activities, within every three-year cycle from commencement of the CPD system.

4. Accreditation and monitoring of CPD activities
   4.1 The following structured CPD activities are to be accredited by council:—
   
      (a) CPD activities service providers, which will augment the chosen field of veterinary work; and
      
      (b) Written assessment tests/examinations
      
      (c) Written assessments as required by the specific continuing professional activity

   4.2 All CPD activities are subject to monitoring by council.

   4.3 Accredited CPD activities shall be valid for two (2) CPD cycles, i.e. six (6) years, commencing from the date of accreditation.

5. System of point allocation: Structured activities
   5.1 One (1) point is allocated per hour or part thereof for the first two hours, thereafter additional points are allocated per completed hour of formal lectures and/or practical demonstrations for the following structured activities:

      (a) CPD activities, which will augment the chosen field of veterinary work; and
      
      (b) CPD activities and conferences including scientific lectures, seminars or educational programmes presented in foreign countries or by other professional groups in South Africa which are not mainstream veterinary CPD activities and include medical, dental, public health and regulatory activities (provided that the activity augments the chosen field of veterinary work and the programme and attendance certificate is made available to council on request and/or made available by the service provider of the activity via the online accreditation process)

   5.2 One (1) point is allocated for each questionnaire passed (minimum pass mark of 80%) of a written assessment test

   5.3 Two (2) points is allocated for the first hour of lectures and/or practicals presented for each activity in veterinary, para-veterinary and/or closely related disciplines for undergraduates and four points allocated for the first hour of postgraduate lectures.

   5.4 Two (2) points are allocated for the review of scientific articles or books of a veterinary nature and/or of direct importance to veterinary science.

   5.5 Two (2) points are allocated per day or part thereof for the preparation and presentation/defence of veterinary related policy/curriculum documents with.

   5.6 A maximum of ten (10) points to be accumulated in any three-year cycle for attending to the following activities:

      (a) Two (2) points are allocated per day or part thereof for preparing, conducting and/or monitoring examinations of tertiary institutions or recognised providers in veterinary, para-veterinary and/or closely related disciplines; and

      (b) Two (2) points are allocated for every day or part thereof service as a tribunal member on a council inquiry body or any other veterinary related investigative/regulatory body or as an expert witness in any court case.

   5.7 Two (2) points are allocated for the first presentation or paper for the lay press and lectures for the general public on veterinary or closely related matters per topic.

   5.8 Three (3) points are allocated for the first preparation and presentation of a non-refereed one-hour lecture or a scientific paper per topic.

   5.9 Five (5) points are allocated to the first preparation and presentation of a refereed one-hour lecture or a scientific paper per topic.

   5.10 Five (5) points are allocated for a promoter of a Masters’ degree on completion of a student’s Masters’ dissertation.

   5.11 Ten (10) points are allocated for a promoter of a PhD degree on completion of the student’s PhD thesis.

   5.12 Council will determine the allocation of points for the following activities:

      (a) Formal educational programmes provided by tertiary institutions, registered with the Council for Higher Education leading to a level 6 or higher qualification registered on the National Qualifications Framework not related to veterinary work. Provided that
proof of enrolment and further information as required be submitted to council on request; and
(b) the educational and learning programmes including any correspondence activity, comprising of audio/video tapes, compact discs or web-based packages accessed via printed or electronic format.

5.13 Veterinarians that attend an accredited activity with the option of completing formal tests/examinations evaluating the progress of the attendee, can claim 1,5 times the accredited hours provided these were passed with a minimum of 60%.

6. System of point allocation: Unstructured activities & records
6.1 One (1) point is allocated to both the instructor and trainee for each week of in-practice training and instruction with a maximum of twenty (20) points to be accumulated in any three-year cycle. Provided that details of the in-practice training and instruction are recorded.

6.2 One (1) point is allocated for each day of supervision of an undergraduate veterinary or para-veterinary student registered with council. Provided that details of supervision are recorded.

6.3 One (1) point is allocated for every two hours of documented discussion between professional colleagues. Provided that an attendance register is retained of meetings.

6.4 One (1) point is allocated for every two hours of reading relevant literature with a maximum of fifteen points to be accumulated in any three-year cycle. Provided that the date, time spent, and literature read is recorded.

6.5 One (1) point is allocated for every two hours of participation in any correspondence activity, audio/video tape, compact disc or web-based package accessed via printed or electronic medium with a maximum of fifteen (15) points to be accumulated in any three-year cycle.

6.6 One (1) point is allocated per hour or part thereof for the first two hours, thereafter additional points are allocated per completed hour of formal lectures and/or practical demonstrations of any non-veterinary activity attended to improve personal and/or managerial skills that will assist in providing better service in the veterinarian’s related field of work with a maximum of ten (10) points to be accumulated in any three-year cycle.

6.7 Veterinary professionals must keep record of all unstructured points and must submit written confirmation that the required points were obtained, to Council on request.

7. Level of participation.—All veterinary professionals who practice shall participate in CPD activities commensurate with the requirements to at least maintain contemporary expertise in the relevant veterinary profession and speciality of registration.

8. Recording of CPD
8.1 All veterinary professionals participating in the CPD system shall retain documented proof of participation and progress of structured activities and a record including the nature, scope and duration of unstructured activities until 2024 and/or submitted via the online process by the service provider.

8.2 All records required in terms of these regulations shall be retained for a period of five (5) years.

8.3 The form, certificates of structured points and written confirmation of unstructured points are the records that need to be submitted should the veterinary professional be selected in the randomly selected audits until 2024.

8.4 Until 2024, an individual selected for an audit may submit the data and copies of CPD certificates to the South African Veterinary Council by hand delivery, registered post, fax, and/or electronic mail.

8.5 Veterinary professionals who are non-compliant or who do not submit their CPD records will automatically be included in the next audit until 2024, when the online system becomes fully operational.

1. Deferment of compliance with the requirements of continuing professional development may only be granted to a veterinary professional by the council on application, payment of the
prescribed fee and submission of adequate reasons for such request and subject to such requirements as the council may determine.

2. Grounds for deferment could be medical-or compassionate grounds. Each such application will be considered on its own merits, provided that substantiated proof of circumstances was received.

3. Deferment to a next cycle is granted once only, pending confirmation of deferment compliance as per sub-regulation 9.4 below.

4. If deferment is granted by the council then the applicant must comply with the conditions of deferment as follows:
   (a) On an annual basis, within the cycle to which the CPD points was deferred, submit proof of 13.3 CPD structured points [a total of 40 CPD structured points within the deferred cycle]; and
   (b) Submit confirmation at the end of the deferred cycle of 60 unstructured points obtained;

5. Only once conditions of deferment in sub-regulation 9.4 above have been complied with/met; will a registree again qualify for deferment.

10. Non-compliance.—In the event of a veterinary professional not complying with the conditions specified in these regulations within the prescribed period of time, the council may impose any one or more of the following conditions, namely—
   (a) grant the veterinary professional deferment for period determined by council in accordance with regulation 9;
   (b) require the veterinary professional to follow a remedial programme of continuing education and training as specified by the council;
   (c) require the veterinary professional to write an examination as determined by the council;
   (d) suspend the veterinary professional from practise, if the veterinary professional has not complied with three (3) or more CPD cycles, or if the veterinary professional has accumulated two (2) CPD related convictions; or
   (e) remove the veterinary professional’s name from the relevant register.