

Connect Sessions: CPD Management 101 - Q&A (8 September 2020)

Q1. Nearly all the extra studying of scientists and lab workers are informal points. Is there some way of converting them to valuable points?

A1. CPD is only for SAVC registrars; scientists should contact their own boards regarding CPD. As for the LATs, unstructured points cannot be converted to structured points.

Q2. I have only been informed many years later that all the talks I gave have not been recorded for CPD. What should I have done to have it recorded?

A2. You should have applied for individual accreditation (individual allocation of points) within the then relevant cycle.

Q3. If I attend a webinar that is RACE or RCVS accredited, how do I get those on the structured list, seeing that I am not allowed to add them myself? Is just sending a copy of the attendance certificate sufficient?

In the case of RACE or RCVS accredited webinars, will SAVC automatically give the same number of accredited points?

A3. You will have to apply for individual accreditation (individual allocation of points), you can't just submit a certificate.

The SAVC's CPD Accreditation Committee decides how many points will be awarded; it may not necessarily be the same as RACE/RCVS accredited courses, but generally one hour equates to one point.

Q4. How do you show what you have read for unstructured points? Is submitting a list of links to the articles sufficient?

A4. You don't need to add a link. Title and date of publication and time spent will be sufficient (1 hour = 1 point).

Q5. Some SAVC accredited CPD that I attended does not (yet) appear on the portal. How long before I must do something? And how do I 'provide evidence' that I've done the CPD as no certificate was issued, just an email thanking me for my attendance?

A5. Follow up with the service provider within **a month** (and again) should it still not appear. It is the provider's responsibility to load structured CPD points; you do not need further proof.

Q6. The provider said he uploaded my structured points, but I cannot see it in the portal.

A6. Ensure that you provide your correct registration number when filling out your details for the providers, otherwise it will NOT upload to your profile. Contact the SAVC Registration Section to confirm your registration details if you are unsure.

Q7. It is a problem to obtain money to attend conferences. How do I earn CPD points?

A7. You can also attend webinars and online courses; you don't need to only attend physical congresses. The SA Veterinary Association (SAVA) has MCQs (Multiple Choice Questions) in VetNews for veterinarians. Other professions are encouraged to contact their associations to find out about events and opportunities.

Q8. There is not enough para-veterinary CPD events. What can I do?

A8. Para-veterinarians should put pressure on their respective Associations to provide opportunities for CPD events.

Q9. How do I upload my structured points?

A9. Only providers (for events hosted) and the SAVC Administration (for individual accreditation) [individual allocation of points] can upload structured points. Registrars can only upload their own unstructured points.

Q10. How do I log the points earned from the VetNews CPD articles?

A10. Providers must apply for accreditation and load the points on the SAVC portal.

Q11. How can I recover my password to my account?

A11. Type in your username, leave the password field blank and select "I have forgotten my password". If you do not receive your verification token on your cell phone, update your contact details with Council.

Q12. I received more points for an event than what is showing in my structured points column and there are points in my unstructured column I don't have a recollection of doing. Why is this happening?

A12. When you have reached the required number of structured points, points will automatically transfer to the unstructured CPD points column.

Q13. What happens if someone missed this CPD webinar session?

A13. We will publish the presentation and also a list of all the questions and answers on the SAVC website (www.savc.org.za) and on savclive.co.za.

Q14. Is it advisable for attendees to register a course they attended themselves if the provider didn't register?

A14. Only CPD providers can apply for accreditation of a course and upload structured points. Urge your provider to apply and double check before you attend a course that it has indeed been accredited/will be accredited.

Q15. I am 75-years old and fully retired but still treat family and friends' animals. I am still registered as a veterinarian with my ex practice as a back-up veterinary hospital. Do I still need to keep up my CPD points?

A15. Yes, if you perform clinical services and access scheduled medicines, you need to keep up with CPD.

Q16. I attend webinars in the USA that has interest groups for veterinary pathologists. However, I don't see them contacting the SAVC. At most I can ask for a certificate. Is that acceptable?

A16. Apply for individual accreditation (individual allocation of CPD points) by contacting Lenora Erasmus at edu.coordinator@savc.org.za

Q17. As a state veterinarian, I sometimes present talks for my AHTs which I wish to apply for accreditation. What information can I send (i.e. the PowerPoint presentation & estimated time) and who do I send it to?

A17. If less than 5 attendees, contact Lenora Erasmus at edu.coordinator@savc.org.za for individual accreditation (individual allocation of points).

If 5 or more attendees, apply for accreditation via the CPD Provider Portal.

Q18. Do you need to complete any CPD if you are working in industry and not practising at all? And if, at some stage, you want to practise again, how soon before do you need to start doing CPD before you start practising?

A18. If you plan to return to practice you should keep up with CPD requirements throughout.

Q19. When I try to login into the Portal, it gives me an application error message. What must I do?

A19. Send an email to Ronel Mayhew at systems@savc.org.za. A screenshot of the error message will help us to assist you with solving the problem.

Q20. Are there any CPD points we are going to acquire for this CPD webinar?

A20. The SAVC can unfortunately not accredit its own information sessions.

Q21. I have tried to register, and it said my account already existed. How do I resolve this?

A21. The Administration might have registered on your behalf because you weren't registered on the Portal. Send an email to Ronel Mayhew at systems@savc.org.za to update your contact details.

Q22. How can I access my SAVC account as I see I forgot the username name and password?

A22. Send an email to Ronel Mayhew at systems@savc.org.za with your full name, registration number and contact details, so we can retrieve your username BUT you will have to request a new password as we do not save passwords on the database for security purposes.

Q23. The problem that I am encountering with the portal is that I can't access it. Please assist.

A23. Go to the SAVC's website, hover over Portals and select the Registree Portal OR use the direct link <https://portal.savc.org.za>. Should you experience further problems, kindly contact Ronel Mayhew at systems@savc.org.za.

Q24. Can you change the system so that half points can be recorded?

A24. One (1) point is the minimum unit we can allocate.

Q25. If you have 60 structured points do you still need to upload any unstructured points?

A25. No, the excess structured points will automatically move across to the unstructured points.

Q26. Is there any site where para-veterinary professionals can read articles and get unstructured points?

A26. Contact your Associations for further details.

Q27. How does one work out the unstructured points allocation? Where do I find the guidelines?

A27. It is in the presentation on the slide which dealt with unstructured points and in the Portal under the CPD menu in the [link](#) provided.

Q28. With structured points how do we load the points allocated for publishing articles in refereed journals?

A28. Registrars cannot load structured points. Apply for individual accreditation (individual allocation of points) and the Administration will load the points, if approved by the CPD Accreditation Committee.

Q29. If one is a facilitator/lecturer for a certified short course for a SA university and this course is conducted over a variety of days, how can these be submitted?

A29. Apply for individual accreditation (individual allocation of points) if such a course is veterinary related. The Administration will load the points, if approved by the CPD Accreditation Committee.

Q30. I am an academic who is a zoologist and am authorised to undertake euthanasia of research animals. Will I need to collect CPD points as I only euthanise by using decapitation or an overdose of isoflurane?

A30. Your individual conditions of authorisation will indicate whether you should be doing CPD. ONLY specified authorised persons have to comply with CPD. (Check your conditions of authorisation).

Q31. Does a research MSc fall under full-time post-graduate studies?

A31. Inform the SAVC Registration Section when you are studying regardless of whether it is considered full time/postgraduate studies. If it is not veterinary related studies Council will determine whether structured CPD points will be allocated.

Q32. How do I upload the vet360 article CPDs?

A32. The provider must apply for accreditation and upload structured points.

Q33. How do you record unstructured points for reading, e.g. read all articles in the VetNews, do you say VetNews August 2020, 1 hour, or do you need to be more specific (e.g. list name of article, author, date...)?

A33. Title and date of publication and time spent will be sufficient (1 hour = 1 point).

Q34. How do we upload attending the World Veterinary Congress webinars?

A34. Registrées cannot upload structured points. Apply for individual accreditation (individual allocation of points) and the Administration will upload the structured points.

Q35. If you are a co-author on a publication how do you add it to your structured points as you said it can only be done by the provider of the conference you attended?

A35. Apply for individual accreditation (individual allocation of points); not the provider's responsibility.

Q36. Does a research journal contribute to CPD points?

A36. Refer to the [CPD points allocation document](#) for the allocation of CPD points.

Q37. I have attended several webinars from USA, Europe, or Australia. Can I upload these as unstructured points?

A37. Yes, you can upload it as unstructured points unless you want it accredited as structured CPD points in which case you will have to apply for individual accreditation (individual allocation of points) and the Administration will upload these structured points, should these be awarded.

Q38. Can SAVC get involved in labour issues like the issue of OSD in the labour high court or represent a registered SAVC member on labour issues as we don't have a union aligned to our profession like it is with SAMA in medical professionals?

A38. The SAVC's mandate is to regulate the veterinary and para-veterinary professions by overseeing the standards of training and practice. Council therefore may not get involved in labour issues or represent individual registrées.

Q39. SAVA fees are currently too high. Are their multiple-choice questions (MCQs) provided for free?

A39. Contact the SAVA regarding fees and above request.

Q40. Why should only registered (accredited) CPD lectures count as structured points?

A40. The SAVC's Accreditation Committee accredits events / lectures / webinars for structured CPD points to ensure that a certain standard is maintained. Providers are welcome to submit applications for a lecture / event six (6) months before the event or six (6) months after the event. Should the application be made after six months, a motivation must be submitted as to why it is made late.

Q41. When can we start logging unstructured points for the current cycle?

A41. Immediately, the functionality is available.

Q42. I recently started a new job with a new employer. The SAVC portal still gives my previous employer's details. Therefore, I cannot complete the annual declaration because my information is not correct. Who can I communicate with to get this fixed?

A42. Contact the previous principal to remove you. After that your new employer must add you as a new staff member on their Registrée Portal account. If they do not, you are welcome to contact Makhosazana Mashinini at facilities@savc.org.za to facilitate the process.

Q43. What happens if someone is deregistered and wants to register again?

A43. Contact Mandisa Gumede at registration2@savc.org.za in the SAVC Registration section to facilitate the process.

Q44. I accidentally missed the CPD compliance section on the annual declaration. Is there any way I can update it as I've already submitted it? ?

A44. Contact Ronel Mayhew at systems@savc.org.za to delete your Annual Declaration, then re-submit.

Q45. Do monthly meetings qualify as unstructured points?

A45. Not for general management meetings; veterinary or para-veterinary knowledge should be transferred for the purposes of continuing education. Notes should be kept of the discussions and an attendance register should be available.

Q46. Does reading a non-veterinary article count for unstructured CPD?

A46. Only if it is general wellness or related to practice management.

Q47. Is the date for the CPD Provider Portal webinar available?

A47. We will communicate a date shortly.

Q48. If you do not have any facilities added (linked) to your name, how do I add it?

A48. Only the principal of a facility can link you to a facility or you may contact Makhosazana Mashinini at facilities@savc.org.za to facilitate the process.

Q49. I work at a rehabilitation centre that I have tried to add the facility I work at but cannot seem to get it right. I have even emailed SAVC and I have had no luck, which means I cannot do anything with the portal. Please help :)

A49. The facility must be registered with the SAVC, contact Makhosazana Mashinini at facilities@savc.org.za to facilitate the process.

Q50. Does auditing for SAVC get CPD point accreditation?

A50. Kindly contact Ronel Mayhew at systems@savc.org.za to clarify the question.

Q51. Should I, as a veterinary specialist, do CPD?

A51. Yes, all veterinary and para-veterinary professionals (including specialists) must comply with CPD requirements.

New questions:

Q52. For unstructured points does the provider need to be registered with SAVC?

A52. No, providers offer structured events for CPD points. Unstructured points are for reading, discussions, etc.

Q53. If students aren't doing practical work, should they still register with the SAVC?

A53. You should immediately register with Council once you commence your studies and renew your registration on an annual basis.

Q54. If one has 40 unstructured points but only 10 structured, would it be vice versa regarding the points moving over?

A54. Unstructured points cannot be exchanged or moved across for structured points. However, as soon as you've reached the maximum of 20 structured points, the excess structured points will move across to the unstructured points column.

Q55. Are points accumulated in 2019 CCS year still valid with new registration number this year?

A55. We encountered a problem with the database and we are trying to resolve the issue. Our sincerest apologies for this. We will update all the CCS veterinarians' cycles as soon as this issue has been resolved. Your CPD cycle should start when you start with your CCS year and you should be in the second year of your cycle when your registration number changes to a D number.

Q56. When we attend conservation related courses where most of the course is presented on PowerPoint and the course material constitutes 1000+ pages, how do we present this material for verification for unstructured points?

A56. You do not have to upload proof for unstructured points; it is based on trust.

Q57. Can para-veterinary professionals watch veterinary webinars for CPD points?

A57. You can only earn CPD points for events where the CPD provider applied for accreditation for your specific profession.

Q58. Are veterinary specialists employed at the University of Pretoria, Faculty of Veterinary Science required to keep up with CPD points?

A58. If the specialist is a lecturer, he/she does not have to do CPD, provided that the Registration section has been informed accordingly in writing. Please contact Ms Mpho Mojanaga at director.registrations@savc.org.za.

Q59. I am retired from veterinary practice and am 74 years old. The only work I do these days is to provide a very occasional consulting service to a veterinary pharmaceutical company. I have no intention of ever returning to veterinary practice. Do I still need to keep up my CPD points?

A59. If you do consulting work and you do not need any access to scheduled medicines, you do not have to do CPD. It would, however, be in your own interest and that of the pharmaceutical company, if you keep up to date with recent developments.

NOTE: Further questions and answers will be added as they are received.