

CPD

CPD is now a reality for the veterinary nursing profession. CPD for veterinary nurses is being conducted in conjunction with the other Paraveterinary professions. For more information on the developments for CPD please go to the Paravet website:

http://www.paravet.org/paraveterinary_professions_association_002.htm.

Submission of completed CPD forms and or questions may be sent to paravet@webmail.co.za or faxed to 013 735 5354

Forms in this document:

- 1) PARAVET CPD LOG FORM
- 2) PARAVET FORM A - application for accreditation of CPD activity
- 3) PARAVET FORM B - for the completion of a CPD activityall forms attached to this email

PARA-VET: CPD LOG FORM
CONTINUING PROFESSIONAL DEVELOPMENT RECORD CHART

Name: _____ SAVC Registration number: _____

TRIAL PERIOD: 1 August 2010 to 31 July 2012 (2 year trial period (3 years including year before August 2010 for which points can / should also be submitted))

Reporting period: _____ (Report every 6 months – April / October)

A minimum of 50 points is required per three year cycle

LOG POINTS as from 1 August 2009 for the two year trial period (Thus 3 years in total). Members registered on / after 1 August 2010 - cycle starts on date of registration for trial period purposes.

Members enrolled for a formal educational programme in a chosen field of veterinary work are not required to accumulate CPD points during enrolment. Submit only proof of enrolment.

Activity Include SAVC accreditation number where required *** Ask your service provider for this number or see the CPD list of accredited activities on the SAVC's website www.savc.org.za	Points value See CPD regulations for more information	Date	Event Provide / Accreditation no: Do NOT submit ANY documents unless requested. RETAIN documents_for five years	Points claimed
1. Structured activities: A minimum of 15 structured points is required per three year cycle				
1.1 CPD courses (attendance)	1 point / hour			
1.2 Conferences / congresses / seminars (attendance)	1 point / hour			
1.3 First Presentation / publication of refereed papers	5 points			
1.4 Subsequent presentation of refereed papers / First presentation as co author	3 points			
1.5 Subsequent presentation of refereed papers as co-author	1 point			
1.6 First Presentation / publication of non-refereed papers	3 points			
1.7 Subsequent presentation of non-refereed papers or first presentation as co-author.	2 points			
1.8 Subsequent presentation of non-refereed papers as co-author.	1 point			
1.9 First presentation / publication of papers for lay public	2 points			
1.10 Subsequent presentation of papers for lay public	1 point			
1.11 Correspondence courses, audio / video / CD / Web	Course specific			
1.12 Written assessment tests (per test)	1 point			
1.13 Lecture preparation / presentation undergraduate	1 point for first hour per course			
1.14 Lecture preparation / presentation postgraduate	2 points for first hour per course			
1.15 Examinations (monitoring / preparation) (max 10 points / cycle)	2 points / day / part thereof			
1.16 Higher qualification promoter	5 points			
1.17 Review of scientific articles / books	2 points per item			
1.18 Policy / curriculum defence (max 10 points / cycle)	2 points / day / part thereof			
1.19 Inquiry bodies / expert witness (max 10 points / cycle)	2 points / day / part thereof			
1.20 Non veterinary related formal level NQF5 + programmes	Specific to programme			
1.21 Serving on Veterinary related committees and professional bodies. (max 10 points / cycle)	1 point per meeting			
TOTAL POINTS STRUCTURED ACTIVITIES				

2. Unstructured activities. A minimum of 35 structured points is required per three year cycle				
2.1 In-practice training and instruction: <i>(Max 20 points / cycle)</i>	1 point / week			
2.2 Collegial discussion (Documented)	1 point per 2 hours			
2.3 Supervision of undergraduate Para-veterinary student.	1 point / day			
2.4 Non-assessed correspondence course, audio / video tape, CD / Web / IT packages. <i>(Max 15 points / cycle)</i>	1 point / 2hours			
2.5 Reading <i>(max 15 points / cycle)</i>	1 point / 2 hrs			
2.6 Non-veterinary related courses or other applicable activities <i>(max 5 points / cycle)</i>	1 point / day			
2.7 Veterinary related farmers days / information sessions or other relevant activities. <i>(max 10 points / cycle)</i>	2 points / day			
TOTAL POINTS UNSTRUCTURED ACTIVITIES				
<u>GRAND TOTAL POINTS</u>	STRUCTURED		UNSTRUCTURED	

COMPLETE AND RETURN TO PARA VET ASSOCIATION BY NOT LATER THAN END APRIL AND END OCTOBER 2011 / 2012

Submit electronically to - paravet@webmail.co.za

or

Fax to – 013 735 5354

FORM A

PARA VETERINARY ASSOCIATION - APPLICATION FORM FOR ACCREDITATION OF CPD ACTIVITY

Submit electronically to paravet@webmail.co.za or Fax to **013 735 5354**

Name of providing organization and / or name of provider
Address
Name of contact person at the venue
Telephone number of contact person
Fax number
E-mail address
Name of the activity programme
Date(s) of proposed activity. Applications for accreditation of CPD must be submitted within a six month period whether the application is made before the activity takes place or after the activity took place.
Category of proposed activity: Lecture Practical Magazine quiz Internet / electronic Other-specify

Activity presented by:

Lecturer's / presenter's name

Educational institution (A)

Individual (B)

Pet Food Company (C)

Pharmaceutical company (D)

Para Veterinary Association / Associations Congress Organizers (E)

Other (F)

Indicate the number of hours designated to:

i) formal contact

ii) social contact

iii) duration of entire activity

Specify the intended method of evaluation, if any

Specify the intended mechanism of monitoring attendance which should include daily attendance registers.

Confirm inclusion of a copy of the programme

Confirm inclusion of a copy of the proceedings

Confirm inclusion of a copy of the presenter/s' CV

Submit the proposed *pro forma* certificate which will be issued to attendees. (See below)

Applications will not be submitted to the CPD Accreditation Committee without the pro forma certificate attached to application.

Signature by provider of CPD activity or on behalf of provider:

Date:

Organizers of CPD activities should note that a **certificate** of successful attendance of a CPD activity **should include the following:**

CERTIFICATE:

1. Name and SAVC registration number of attendee of CPD activity
2. Name of provider of the activity
3. Name of the activity / course etc.
4. Date of the activity
5. Para Veterinary Association's reference number of the activity
6. CPD points allocated
7. Signature of the provider of the event

FORM B

PARA VETERINARY ASSOCIATION:

Confirmation of the successful completion of a CPD activity

PARA VETERINARY ASSOCIATION - Registration number of the CPD event:	
Confirm that the course was held (yes or no):	
Confirm that a hard copy of the proceedings and / or an electronic copy were handed out to participating / attending Para-veterinarians.	
Was there any deviation from the proposed programme or the proposed programme activity? Encircle where applicable.	YES NO
In case of a deviation provide full details (use additional pages if required):	
Confirm that a list of attendees / participants, inclusive of their South African Veterinary Council registration numbers, is attached.	
Confirm that a copy of the programme has been sent to the Para Vet Association / is attached	
Confirm that a copy of the proceedings has been sent / is attached / will be submitted in due course	

Fax completed form and all attachments to **013 735 5354**
or
scan and submit electronically to **paravet@webmail.co.za**