



# STANDARD OPERATING PROCEDURE, OCTOBER 2023

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CPD Accreditation  
Committee



Final Version	Reason for Amendment	Effective Date
	Developed/ updated and published for implementation	October 2023
	Administrative changes	March 2024

**Audience/delegates of more than 50% Medical Doctors and Specialists, please apply through SAMA as per information provided below. All rates exclude VAT.**

## 1. YOUR APPLICATION TO CONSIST OF THE FOLLOWING:

- Application form and a debtor form
- Detailed programme of:
  - Topics to be discussed, please send through topic summary or presentation
  - Starting time and ending time of each topic to be discussed; and
  - Starting time and ending time of breaks e.g., teatime, lunch, dinner
  - Important Notice: CPD activities may not be used for product promotion/product launch in any way. Discussion time will not be included as part of accreditation.
  - Also include any advertisements to promote the events should there be any, no mention of CPD Accreditation may be referred to until accreditation is approved
  - Please use the HPCSA attendance template to submit your activity to the HPCSA.
- CV(s) of speaker(s) and registered HPCSA MP Number, Foreign speakers to get permission from the HPCSA when touching or operating on a patient and should have knowledge on the subject matter, respected academically and have some research background for credentials to be approved.
- Please note there are various rules and regulations regarding accreditation and the scope of practice, ensure that you have applied with the correct professional board, please familiarise yourself with the HPCSA CPD guidelines, available on request from SAMA CPD Officer.

## 2. CONDITIONS FOR APPROVAL:

- The fast tracking option is available for applications to be processed on an urgent basis (within two to three days) and a premium of R 750.00 will be charged for that service.
- Applications usually take 5-10 working days to be finalized
- Please note that all Applications for accreditation are payable irrespective of the outcome.
- Please note that an extra R600.00 penalty fee will be applicable to all late applications submitted, **applications must reach us at least 10 working days prior event, retrospective approval must be avoided.**
- Applicants are urged to ensure that the content of your CPD presentations are not in contravention with any of the Laws of the Republic i.e. the promotion of infant formula. SAMA will not be held liable for failure to ensure that all presentations are within the confines of the Law. Product promotion is also forbidden within the activity.



### 3. FEES:

Charges (Excl VAT) as per 1 Oct 2023-1 Oct 2024 – Applications are valid for a calendar year (Jan-Dec)

Application for CPD Accreditation	Rates Excl VAT
Level 1: Webinars, podcasts, groups, presentations, meetings, symposia, and conferences, under 8 hours. (Weekly Clinical Presentations/Case Studies / Academic/Mortality & Morbidity/Department/Forums/Multidisciplinary/Patient Discussions and Meetings of varying topics and presenters/specialities) - Please request quote	R1500 = 4 points/4 hours and under R1672 = 5 points/5 hours and over – full day
Professionals Abroad: Medical Professionals attending conferences internationally need to convert these points on return to SA if not already accredited by Provider.	R731 per attendance certificate
Level 1: Publications, article review, Learning material with MCQ evaluation.  MCQ Questionnaires: Minimum of 5 challenging questions, CV of editor of questionnaire to accompany applications well as certificate template – not to be combined with a Live activity – Please request guidelines.  Journal clubs to submit supporting material of their meetings every 6 months for auditing purposes – guidelines available on request	Article/Reading Material = R800 per MCQ      Journal Clubs = R1 688
Annual Accredited Service Provider Accreditation - are the profession specific higher education institutions and departments, professional associations or formally Constituted professional interest groups only.	R5 546 per calendar year – for Educational and Professional Associations only.
Review/changes of application – e.g., additional presenters/changes to presenters	R550 admin fee
Advertising of your accredited event on the SAMA Website: <a href="https://southafricanmedical.org/events/">https://southafricanmedical.org/events/</a>	R2 500

### 4. PAYMENT INSTRUCTIONS:

No accreditation letter will be issued **unless** payment is received. Accreditations will be charged in full and must be paid accordingly for any accreditation which was done and/or accreditation number issued, irrespective of whether the event took place or not or any other unforeseen circumstances which may occur with regards to the event for which accreditation was done. All Applicant’s internal invoicing requirements to be indicated on the debtors form.

**Bank Transfers:**

Bank transfers are to be made payable to SA Medical Association once invoiced received. Standard Bank, Cheque account, Account Number: 011933615, Branch Code: 011545 Please send through proof of payments to [lisar@samedical.org](mailto:lisar@samedical.org)



**In order to avoid delays in processing of applications, please ensure that you comply and adhere to the requirements above.**

**HPCSA has the right to revoke all accreditations.**

**Please note, rates and regulations may change in line with HPCSA guidance**

If you have any queries, please contact

Mrs Lisa Reid, SAMA CPD Officer, Tel: (012) 481 2082, e-mail: [lisar@samedical.org](mailto:lisar@samedical.org)

## 5. DEFINITIONS

**Casebook** - a book containing records of illustrative cases that is used for reference and instruction (as in law or medicine) (*Merriam-Webster*)

**Conference** - an event, sometimes lasting a few days, at which there is a group of talks on a particular subject, or a meeting in which especially business matters are discussed formally (*Cambridge Dictionary*). The aim is professional develop and learning therefore the structure is more formal and informative.<sup>1</sup>

**Congress** - a large formal meeting of people who represent different organizations, countries, etc., at which ideas are discussed and information is exchanged (*Cambridge Dictionary*). Congress is generally larger than a conference.

<sup>2</sup>

**Convention** - a large formal meeting of people who do a particular job or have a similar interest, or a large meeting for a political party (*Cambridge Dictionary*). The aim is to gather enthusiasts and products will often be marketed.<sup>3</sup>

**Forum** - a meeting in which people can discuss subjects that are important to them with others. Can also mean a group of people who use the internet to discuss subjects that are important or interesting to them (*Cambridge Dictionary*).

**Journal Club** - a journal club is a group of clinicians or health care professionals who regularly meet to critically evaluate scholarly articles.<sup>4</sup>

**Lecture** - a formal, prepared talk given to a group of people, esp. students (*Cambridge Dictionary*).

**Meeting** - a planned occasion when people come together, either in person or online (= using the internet), to discuss something (*Cambridge Dictionary*).

**Panel discussion** - is a specific format used in a meeting, conference, or convention. It is a live (or recorded), in-person, virtual, or “hybrid” discussion about a specific topic amongst a selected group of experts who share differing perspectives in front of an in-person, virtual, or geographically dispersed audience.<sup>5</sup>

**Presentation** - a talk to a group in which information about a new product, plan, etc. is presented (*Cambridge Dictionary*<sup>6</sup>).

**Seminar** - an occasion when a teacher or expert and a group of people meet to study and discuss something (*Cambridge Dictionary*). Seminars tend to be shorter than conferences and sessions encourage interaction.<sup>7</sup>

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<sup>1</sup> <https://www.linkedin.com/pulse/convention-vs-conference-whats-difference-aporify>

<sup>2</sup> <https://khanmdhasib-aust.medium.com/difference-among-conference-symposium-and-congress-6b7892118e8>

<sup>3</sup> <https://www.linkedin.com/pulse/convention-vs-conference-whats-difference-aporify>

<sup>4</sup> [https://monashhealth.libguides.com/journal\\_clubs](https://monashhealth.libguides.com/journal_clubs)

<sup>5</sup> <https://www.powerfulpanels.com/definition-panel-discussion/>

<sup>6</sup>

<sup>7</sup> <https://testbook.com/key-differences/difference-between-conference-and-seminar>