



THE SOUTH AFRICAN MEDICAL ASSOCIATION

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Reg No 1927/000136/08 | NPC

SAMA CPD ACCREDITATION STANDARD OPERATING PROCEDURE 2015

1. Application form and a debtor form
2. Detailed programme of:
 - Topics to be discussed, please send through ethics 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. tea time, lunch and dinner
 - Important Notice: CPD activities may not be used for product promotion/product launch
 - Also include any advertisements to promote the events should there be any
3. Template of attendance register to be used, please remember to keep copies for auditing purposes
4. Template of attendance certificate to be issued to delegates, to please include all criteria, MP Number, level, CEU's, accreditation number and the following statement should appear "Any comments on the content of the presentation or CEU points application can be directed to cpd@samedical.org"
5. 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 some knowledge on the subject matter, respected academically and have some research background for credentials to be approved.
6. Please request HPCSA CPD guidelines should you need further information on the regulations,

Conditions for approval/accreditation:

1. 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 660.00 will be charged for that service.
2. Applications usually take 10 working days to be finalized
3. Please note that all Applications for accreditation are payable irrespective of the outcome.
4. Please note that an extra R350.00 penalty fee will be applicable to all late applications submitted, **applications must reach us at least 10 days before event.**
5. 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.

Fees:

Charges (Including VAT) as per 8 October 2014

Application for CPD Accreditation	Rates Incl VAT
Level 1: Groups, presentations, meetings, symposia and conferences, under 8 hours Clinical Presentations/Academic/Mortality & Morbidity/Department /Multidisciplinary/Patient	R650.00 half day/R950.00 full day



Discussions/Ward Rounds and Meetings of varying topics more than 5 meetings per annum = R3400 Incl VAT	
Level 2: Publications, article review, presenters, keynote speakers, presenter short course/workshop, Learning material with MCQ evaluation, journal clubs with outcome/evaluation examiner, online and webinars Journal clubs to submit minutes of their meetings every 6 months for auditing purposes – guidelines available on request	R500 Per APPLICATION
Level 3: Learning portfolios, practice audit, observerships, fellowships, degrees	R2050
Annual Accredited Service Provider Accreditation – please request guidelines before applying, conditions apply (Training Facilities)	R3400
Review/changes of application	R350

Payment Instructions:

No accreditation letter will be issued **unless** payment is received. Therefore, kindly adhere to the following payment procedures: Please note all accreditations will be charge for in full whether or not the event was cancelled. Please request cost estimate

Cheques:

Cheques are to be made payable to South African Medical Association.

Bank Transfers:

Bank transfers are to be made payable to SA Medical Association.

Standard Bank

Cheque account

Account Number: 011933615

Branch Code: 011545

Please send through proof of payments to lisar@samedical.org

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

If you have any queries, please contact

Mrs Lisa Reid

CPD/SAMAREC Marketing Officer

Tel: (012) 481 2082

Fax: 0866335232

e-mail: lisar@samedical.org

P O BOX 74789

LYNNWOOD RIDGE

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LEVEL GUIDELINES:

Level	CRITERIA DESCRIPTION	DEFAULT UNITS	POINTS
1	Breakfast meetings or presentations	Hour	1
1	Formally arranged hospital or inter-departmental meetings or updates	Hour	1
1	Case Study discussions/case & patient presentations	Hour	1
1	Formally organised special purpose teaching/learning ward rounds	Hour	1
1	Special purpose lectures/seminars	Hour	1
1	Mentoring/supervision activities/ teaching and training	Hour	1
1	Conferences, symposia, refresher courses, short courses, workshops	Hour	1
2	Principal author of peer reviewed publication or chapter in book	Document/Presentation	15
2	Journal Club minimum 6 meetings per annum		3 per meeting
2	Co-author of peer reviewed publication or chapter in book	Document/Presentation	5
2	Review of article/chapter in a book/journal		3
2	Principal presenter/author of a paper/poster congress/symposium/refresher course	Document/Presentation	10
2	Co-presenter/co-authors of a paper/poster at a congress/refresher course	Document/Presentation	5
2	Presenters of accredited short courses	Document/Presentation	10
2	Co-presenters of short courses	Document/Presentation	5
2	Interactive skills workshop with evaluation, presenter(10pts) participant(5pts)	Document/Presentation	5
2	MCQ in journals, including electronic - 70% pass rate, minimum 10 questions	Per Questionnaire	3
2	Guest/occasional lecturer at a accredited institution	Per Lecture	3
2	Supervision of under/post graduates/interns - part time	Per Student	2 (max 16 in year)
2	External examiner of Master and Doctoral theses on completion	Per thesis	5
2	Ethics workshops, lectures, seminars	Per Hour	2
2	Single modules of Masters degrees with part-time enrolment for non-degree purpose	On Completion	5
2	Professional interest groups (journal clubs) meet at least 6 times per year	Per Meeting	3
3	Post graduate degrees and diplomas	Qualification	30
3	Short courses - min 25 hours contact time	Qualification	30
3	Learning portfolio's		30

Definitions:

Seminar:

A **seminar** is, generally, a form of academic instruction, either at an academic institution or offered by a commercial or professional organization. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate

Conference:

A **conference** is a meeting of people who "confer" about a topic.

Congress:

A **congress** is a formal meeting of the representatives of different nations, constituent states, independent organizations (such as trade unions), or groups

**Journal Club:**

A **journal club** is a group of individuals who meet regularly to critically evaluate recent articles in the academic literature, generally of some branch of science or philosophy

Meeting:

In a **meeting**, two or more people come together to discuss one or more topics, often in a formal setting.

Course:

A **course** is a unit of teaching that typically lasts one academic term, is led by one or more instructors (teachers or professors), and has a fixed roster of students. It is usually an individual subject.

Lecture:

A **lecture** (from the French 'lecture', meaning 'reading' [process]) is an oral presentation intended to present information or teach people about a particular subject, for example by a university or college teacher. Lectures are used to convey critical information, history, background, theories and equations

Alternative Medicine:

Alternative medicine is any practice that is put forward as having the healing effects of medicine, but is not founded on evidence gathered using the scientific method.^[1] It consists of a wide range of health care practices, products and therapies.^[2] Examples include new and traditional medicine practices such as homeopathy, naturopathy, chiropractic, energy medicine, various forms of acupuncture, traditional Chinese medicine, Ayurvedic medicine, and Christian faith healing. The treatments are those that are not part of the conventional, science-based healthcare system,^{[3][4][5][6]} and are not backed by scientific evidence. These activities are subject to committee approval and should be accompanied with research.