#### Introducing online CPD

### **Completing Annual Declaration**





# Login on the SAPC Website www.sapc.za.org

To login on the secure side you will need to request a password to be sent to you, via sms or e-mail. Please note if your e-mail address or cell phone number is not updated with Council you will not be able to use this automated function. Kindly send an e-mail with your P-number in the subject line to <u>customercare@sapc.za.org</u> or contact the SAPC Customer Care line: 0861 7272 00 to update these details.

## Click on Registered person login

Login using your P number, ID number or Passport number (using only numerical characters and no spaces) and Web Password and press **ENTER** You can change your password once you've logged in. Your full colour ID photo, can be uploaded under the Biographical and Communications tab.

**CONGRATULATIONS!** If you see this screen, you are logged in on the secure side of the website

You can either follow these screen shots or log in online to interactively follow the steps involved in capturing a CPD event.









## Annual Declaration - STEP 1 of 8

Click on **Employment** tab then view your information as captured on the SAPC register system. You may upload your full colour ID photo and change your password on this page



## Annual Declaration - STEP 2 of 8

Click on **Demographics** tab and view your contact details, cellular number, email address, Postal, Residential and Courier address as captured on the SAPC register Click on **NEXT** tab to continue to the next page



Still under **Demographics** tab You may view your roles as captured on the SAPC register Change your password (optional) Once completed, Click on PROCEED TO EMPLOYMENT tab







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Demographics	Employment	Education	Practice Profile	Competency Standards	History		(
nnual declarat	tion – step 6	of 8 (Answ	er all practice	profile questions)			
Evaluation of a patient herapy;	rs medicine relate	d needs by deter	mining the indication.	safety and effectiveness of the	i spend some of my time	coing this 💌	
Dispensing of any medicine or scheduled substance on the prescription of a person authorised to prescribe					I spend some of my time i	coing this 🔻	
Furnishing of information and advice to any person with regard to the use of medicine					I spend some of my time	toing this 🔻	
Determining patient compliance with the therapy and follow up to ensure that the patient's medicine related needs are being met					I spend some of my time	toing this 🔻	
The compounding, manipulation, preparation or packaging of any medicine or scheduled substance or the substitution thereof					I spend some of my time	toing this 🔻	
The manufacturing of any medicine or scheduled substance or the supervision thereof					I never do this	-	
The application for the registration of a medicine in accordance with the lifedicines Act registration of medicine					I spend some of my time (	toing this 💌	
The purchasing, acquiring, importing, keeping, possessing, using, releasing, storage, packaging, re-packaging, supplying or selling of any medicine or scheduled substance or the supervision thereof.					I spend some of my time	toing this 👻	
The re-packaging of medicines					I spend some of my time doing this 💌		
The promotion of public health					I spend some of my time doing this 💌		
Procurement, storage and distribution of medicine					I spend some of my time doing this 💌		
Management and administration (excluding human resources development)					I spend most of my time doing this 🗢		
Dispensing medicines and ensuing the optimal use thereof including the provision of pharmacishinitiated therapy					I spend some of my time i	toing this 🔻	
The formulation of any medicine for the purposes of registration as a medicine					I never do this	-	
Providing Information	and education rela	ting to medicine			I spend most of my time d	ioing this 🔻	
The initiation and conducting of pharmaceutical research and development					I spend most of my time of	ioing this 💌	
The distribution of any medicine or scheduled substance					Logier do tris	-	

## Annual Declaration - STEP 4 of 8

Under **Employment** tab Select your primary area of practice Tick your secondary area of practice which might be more than one Select your primary employment status and finally your employment sector

Once completed, Click on **NEXT** tab

### Annual Declaration - STEP 5 of 8

Under Education tab View your supplementary and additional qualifications as captured on the SAPC register

You may upload your additional qualification on line, the Office of the Register will validate your qualification, update the register and inform you once the process is finalised

Once completed, Click on **PROCEED TO PRACTICE** tab

# Annual Declaration - STEP 6 of 8

Answer all the practice profile questions

Note that the system will not allow you to move to the next step unless the page is fully completed

Once completed, Click on **NEXT** tab

