

FRAMEWORK FOR AUDITING OF ACCREDITED SERVICE PROVIDERS

Accredited Service Providers are primarily responsible for ensuring the quality and relevance of the CPD activities. The Professional Board/ Accreditor/ HPCSA CPD Committee/ CPD Section will conduct audits of Accredited Service Providers in keeping with its oversight function. The audit process may involve a site visit, review of infrastructure and documentation and interviews with the accredited service provider. All relevant documentation should be made available for the audit.

Name of Accredited Service Provider	
Professional Board/Accreditor that awarded this status	
Accredited Service Provider's status is: (a) Tertiary institution involved in health science education (b) Professional Association (c) Other (specify)	
Contact Person	
Tel No	
Fax No	
e-mail	
Address	

Infrastructure

Computer with database facilities	
Access to the internet	
Email and Fax facilities	
Printer/Photocopier	
Dedicated administrative support / CPD coordinator	

Accreditation Committee (Award CEUs) : Structure and Process for awarding CEUs

PRESENTATION FACILITIES

Indicate facilities used for presentations of activities	
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Activities Provided

<p>Allocation of CEUs are in accordance with the guidelines</p> <ul style="list-style-type: none"> a) Level of activity b) Number of CEUs c) Distinction made between Ethics and Clinical components of the activity d) CEUs are not offered to the presenter more than once for the same activity 	
<p>Ensures that the CPD activity is:</p> <ul style="list-style-type: none"> a) Relevant to scope of profession b) Of educational value c) Ethically acceptable d) Provides a balanced view e) Is free of undesirable commercial influence / Unduly promotional 	
<p>Attendance</p> <p>The Accredited Service Provider</p> <ul style="list-style-type: none"> a) ensures that there is monitoring of attendance at activity (e.g. attendance certificates only handed out at the end) b) maintains an attendance register c) makes attendance certificates available to practitioners in a timely fashion 	
Fees charged are reasonable	
The programme of activities is publicized together with the CEUs	

Quality Assurance

<p>The Accredited Service Provider obtains feedback on the activity in terms of</p> <ul style="list-style-type: none"> a) quality b) relevance to professional practice c) currency of information/ evidence based practice 	
The same activity is not presented twice to the same audience	
List of activities offered in the past year	
Activities offered are relevant to scope of profession	
Nature of complaints/inquiries received from practitioners? Steps taken to address these	

Record Keeping

Is there a record keeping system in place?	
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<p>CPD Records</p> <ul style="list-style-type: none">a) Is there a record of all activities offered?b) Are the attendance registers maintained?c) Are there records of the evaluation documents / feedback from practitioners?d) Are all records maintained for 3 years?	
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Reporting

Have the lists of CPD activities been submitted to the HPCSA CPD Section on a monthly basis? Is there proof.	
Have annual reports been submitted to the HPCSA CPD Section?	

FINAL RECOMMENDATIONS AND REPORT

NAME OF PERSON CONDUCTING THE AUDIT

SIGNATURE

CAPACITY

DATE

[Pick the date]

