



**SELF-EVALUATION REPORT BY ACCREDITOR
Form 12**

Name of Accreditor	
Professional Board	
Contact Person	
Tel No	
Fax No	
e-mail	
Address	

COMMITTEE MEMBERS AND CPD CO-ORDINATOR

Name	Highest applicable Qualification	Experience (years)	Profession

Rationale for recognition as an accreditor

Specify expertise in area(s) relevant to profession	
Specify representativeness of area(s) relevant to profession	

Accreditation of activities

Criteria used in accrediting activities	
Challenges experienced in accrediting activities, examples and how these were resolved	
Complaints monitoring – What mechanisms are used to monitor 1. complaints received? 2. how providers manage complaints?	

Quality Assurance

List of activities approved for past year?	
What quality control measures are in place?	

Approval of activities outside scope of practice/ profession	
Mechanisms for carrying out quality assurance	
Percentage of accredited activities that have been quality assured	
Findings/trends of quality assurance	
Relevance and merit of activities accredited	
What processes are in place to address quality and relevance of CPD activities in the accreditation process?	

Conflict of interest

How has conflict of interest been managed – provide examples?	
How has advertising that accompanies advertisement of CPD activities been handled?	
What, if any, is the nature of the relationship with sponsors of CPD activities and how is this managed?	

Record keeping and reporting

Is there a record keeping system in place?	
Applications <ul style="list-style-type: none"> • Are there records of all applications received? • Have the decisions regarding each applications been recorded? • Are these records maintained for 3 years? • Processing of applications outside scope of profession/practice 	

Infrastructure

Describe infrastructure available to support accreditation of CPD activities including: Computerised database, If yes, specify software and hardware	
Internet website?	
Are lists of accredited activities posted on your website?	
Do you issue regular professional publication/ communication, if yes, please specify?	

Interaction with HPCSA/Board

What works well, what doesn't?	
Suggestions for improvement	
How are complaints addressed?	
Have annual reports been submitted to the Board?	

ADDITIONAL COMMENTS

23/04/2015

/hds