




WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE

STANDARD OPERATIONAL PROCEDURE (SOP) Continuous Professional Development	
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Abbreviations and Definitions	<p>AoP: Area of Practice</p> <p>APC: Annual Practising Certificate</p> <p>CPD - Continuous professional development: A statutory SANC-regulated process whereby practitioners registered with the South African Nursing Council (SANC) engage in structured learning activities/events and programmes. CPD ensures that practitioners maintain and improve their knowledge, skills, attitudes, and professional integrity in line with evolving healthcare standards, scientific developments, and legal/ethical requirements to ensure safe and competent practice.</p> <p>PPA- Package Point allocations Point allocation is rated in terms of the involvement of a participant.</p> <ul style="list-style-type: none"> • For Observation and Attendance 1 point is allocated. • For Actioning (where a person takes charge and leads the activity 2 points are allocated. • For Development of a product 3 points are allocated. <p>PoE- Portfolio of Evidence</p> <p>T- Teaching</p> <p>R- Research</p> <p>L& M: Leadership and management</p>



Purpose:	<p>To guide professional nurses in updating their portfolios of evidence and accurately capturing CPD training and point allocations, as required by SANC, to ensure eligibility for annual registration and issuance of an Annual Practising Certificate (APC).</p> <p>This SOP further ensures that all professionals maintain and enhance competencies through SANC-aligned CPD activities and programmes.</p>																					
Scope	<p>This SOP applies to all nursing professionals required to complete CPD in accordance with SANC regulatory requirements and CPD compliance framework.</p>																					
General Information	<ol style="list-style-type: none"> 1. CPD points are allocated to a given activity/event/programme based on the level of complexity and participation in the activities/events and programmes undertaken. 2. There is prescribed Package point allocation and CPD weighting for each category of staff. 3. Lecturers cannot receive CPD points for routine teaching duties, and mentors cannot claim points solely for mentoring. However, academic or reflective articles written on those roles may earn CPD points. 4. Nurses registered for full-time studies may apply for CPD exemption from SANC by submitting formal proof of registration. 5. PPA's are allocated to ONLY one (1) primary thematic area <p>CPD Grid for professional Nurses</p> <table border="1" data-bbox="391 1066 1419 1325"> <thead> <tr> <th colspan="7">Themes for delivery and required CPD points</th> </tr> <tr> <th>Category</th> <th>Ethical and Legal (EL)</th> <th>Area of Practice (AoP)</th> <th>Leadership /Management (LM)</th> <th>Teaching (T)</th> <th>Research (R)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Prof Nurse</td> <td>4</td> <td>6</td> <td>3</td> <td>1</td> <td>1</td> <td>15</td> </tr> </tbody> </table>	Themes for delivery and required CPD points							Category	Ethical and Legal (EL)	Area of Practice (AoP)	Leadership /Management (LM)	Teaching (T)	Research (R)	Total	Prof Nurse	4	6	3	1	1	15
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Prof Nurse	4	6	3	1	1	15																
ROLES AND RESPONSIBILITIES																						
Practitioner	<ol style="list-style-type: none"> 1. Identify own learning needs in collaboration with the line manager. 2. Take responsibility for identifying training needs. 3. Obtain managerial approval to participate in CPD activities. 4. Participation in approved CPD activities/events/programmes 5. Complete SANC portfolio of Evidence and Log sheet on the prescribed documentation 6. Submit completed declaration of Compliance annually to SANC. 7. Apply for exemption in June of every year. 8. Supply supporting documentation if audited when required. 9. Keep documentation for a minimum of three years. 																					

	<p>10. Evidence of CPD points and portfolio of evidence must be submitted to the CPD coordinator by 1 May every year as it must be uploaded and submitted to SANC by the 30th of June every year.</p> <p>11. Each practitioner is required to submit the SANC Declaration of Compliance Form (Form 7) annually upon completion of the required CPD points.</p>
Employer/ Line Manager/Supervisor	<ol style="list-style-type: none"> 1. Create an enabling environment for CPD activities and compliance. 2. Approving relevant CPD Activities/events/programmes 3. Monitor employee compliance annually during performance review 4. Facilitate CPD compliance and SANC registration Process. 5. Keep documentation relevant to CPD Activities/events/programmes for a minimum of (3) three years 6. Line Managers and Heads of Campuses must add CPD development to the IPDP (Individual Personal Development Plan) of each professional nurse. 7. The Director of the WCCN is accountable for the overall CPD compliance and readiness of the College for SANC inspections.
CPD Coordinator/People management	<ol style="list-style-type: none"> 1. Communicate SANC CPD requirements to all applicable staff. 2. Maintain accurate CPD records. 3. Monitor compliance and reports any gaps 4. Support internal audits and External SANC regulatory reviews. 5. Submit evidence of institutional compliance to SANC before 01 July annually. 6. People Management will have Bi- annual discussions of CPD progress at the Skills meeting
CPD Providers	<ol style="list-style-type: none"> 1. Obtain SANC recognition as CPD provider 2. Always display SANC recognition number/unique code number in all correspondence 3. Register and obtain CPD allocation and weighting for each CPD activity, Weighting and programme 4. Participate in Audits, when required by SANC 5. Enter all training activities/events/programmes into the agreed upon database 6. Keep CPD related Documentation for (3) three years 7. Make use of other SANC accredited CPD providers where possible
Review SOP	<p>This SOP will be reviewed every two (2) years or earlier if SANC regulatory requirements change.</p>