

FRAMEWORK FOR AUDITING OF ACCREDITORS

Accreditors are primarily responsible for ensuring the quality and relevance of the CPD activities. The Professional Board/ HPCSA CPD Committee/ CPD Section will conduct audits of Accreditors in keeping with its oversight function. The audit process may involve a site visit, review of infrastructure and documentation and interviews with the accreditor. The accreditor is requested to make all relevant documentation available for the audit.

Name of Accreditor	
Professional Board awarding Accreditor status	
Accreditor is a: (a) Tertiary institution involved in health sciences education (b) Education Committee of Professional Board (c) Professional Association (d) Other - Specify	
Contact Person	
Tel No	
Fax No	
e-mail	
Address	

Infrastructure

Computer with database facilities	
Access to the internet	
Email and Fax facilities	
Dedicated administrative support	

Accreditation Committee

Name	Qualifications	Profession

Dates of Meetings	
Minutes of meetings available	
Name of member nominated to National Forum	
Attendance of member at National Forum meetings	

Approval of accredited service providers (ASP)

Has Board delegated function of approving ASPs to this Accreditor?	
Has Accreditor approved ASPs?	
How has the authenticity of information provided by ASPs been verified?	
Have ASPs been audited to ensure that they comply with the requirements? How?	
Have ASPs submitted annual reports to the Accreditor? Review evidence	

Approval of activities

Is there a designated person who is responsible for reviewing applications according to guidelines?	
The accreditor determines whether an activity was submitted to another accreditor for approval and the outcome thereof	
Allocation of CEUs are in accordance with the guidelines <ul style="list-style-type: none"> • Level of activity • Number of CEUs • Distinction between Ethics and Clinical CEUs 	
Ensures that the CPD activity is: <ul style="list-style-type: none"> • Relevant to scope of profession • Of educational value • Ethically acceptable • Provides a balanced view • Is free of undesirable commercial influence / Unduly promotional 	
Process used to ensure that Service provider <ul style="list-style-type: none"> • makes provision for an attendance register • provides a template of the attendance certificate • makes attendance certificates available to practitioners in a timely fashion • monitors attendance at activity • obtains feedback on the activity in terms of <ul style="list-style-type: none"> ○ quality ○ relevance to professional practice ○ currency of information/ evidence based practice 	
Fees charged are within the guidelines approved by Council?	
Timeliness of responses/ to approve applications <ul style="list-style-type: none"> • Mean response time • Range 	

Process for dealing with conflict of interest _____

Record Keeping

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

Reporting

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

Quality control

Review nature and quality of activities approved for past year	
Activities approved are relevant to scope of profession	
What quality assurance measures are in place?	
Nature of complaints/inquiries received from practitioners? Steps taken to address these	

Additional Comments**FINAL RECOMMENDATIONS AND REPORT**

NAME OF PERSON CONDUCTING THE AUDIT

SIGNATURE

CAPACITY

DATE