

## Frequently Asked Questions - Continuing Professional Development

These frequently asked questions cover the following issues:

- Meeting the annual requirements (Q1 – 10)
- CPD activities (Q11 – 31)
- CPD records (Q32 – 36)

### Meeting the annual requirements

#### 1. How many CPD credits do I have to achieve to meet the Board's annual CPD requirement?

Pharmacists holding general, provisional or limited registration are required to complete 40 CPD credits annually for each 12 month period ending 30 September.

(Note: The Board is currently consulting on its *Continuing professional development registration standard* and *Guidelines on continuing professional development*. The above annual requirement is confirmed by the Board as applying to the period 1 October 2013 and 30 September 2014. If any change to this requirement is supported by feedback to the Board's consultation on registration standards and guidelines, details will be published in the revised registration standard approved by Ministerial Council and guidelines approved by the Board).

#### 2. Do I have until the renewal of registration date to complete the annual CPD requirements?

No. The CPD period is 1 October to 30 September each year. When you renew your registration (prior to 30 November each year), you will be required to declare whether you have met the annual CPD requirements for the period ending 30 September as set out in the Board's CPD registration standard. From 1 October each year, you will begin a new CPD year and commence accumulating CPD credits for your new CPD record.

#### 3. Do I have to undertake CPD if I hold non-practising registration?

No. The [Pharmacy Continuing Professional Development Registration Standard](#) applies to pharmacists who have general, provisional or limited registration and does not apply to those with non-practising registration.

#### 4. What are the CPD requirements I must undertake if I work part time?

The amount of CPD you are required to undertake does not depend on the hours you work. You are expected to meet the annual CPD requirement outlined in the [Pharmacy Continuing Professional Development Registration Standard](#) and guidelines.

#### 5. What if I need to take or have taken a temporary break from practice?

You may need to have time away from practice for various reasons such as:

- maternity/paternity leave
- illness
- carer's leave
- extended travel
- career change, or
- other reasons.

Guideline 5 (Temporary absence from practice) in the Board's *Guidelines on continuing professional development* outlines the following:

*The following requirements must be met by pharmacists absent from practice:*

- (a) *absences up to one year — no CPD requirement*
- (b) *absences between one and three years — complete a minimum of one year's quota of CPD activities relevant to the intended scope of practice prior to recommencement; CPD activities must be designed to maintain and update knowledge, clinical judgement and technical skills.*

*Note that an absence of more than three years is not regarded by the Board as a temporary absence. Such practitioners will be required to meet the requirements of the Board's recency of practice registration standard and supporting guidelines.*

***Important:*** The quote above from the guidelines refers to ‘absences up to one year’. This is referring to absences from practice of up to one year; the ‘no CPD requirement’ means that a pharmacist is not obligated to undertake CPD during that break.

***However, if you are practising at all during the year, you have an obligation to ensure you remain up-to-date and competent to practise, and therefore must meet the Board’s CPD requirements and will be required to declare this at renewal of registration.***

Also, before returning to practice after an absence, you have an obligation to assess what changes there have been to practice and what CPD you need to undertake to ensure that you are suitably prepared to return to practice.

There are no ‘pro-rata’ concessions for CPD. If you have not completed your required amount of CPD, refer to Question 7.

### **Examples of temporary absence from practice during the registration year (1 December – 30 November)**

<b>Reason for absence</b>	<b>CPD obligations</b>	<b>Comments</b>
Renewed registration but not planning to work during first 3 months due to travel (plans to practise upon return)	Annual CPD requirement must be completed prior to 30 September in accordance with CPD registration standard and guidelines because you have practised during the registration year	You can complete CPD at any time (whilst you are practising or during your break)
Renewed registration and practised for first 6 months (taking maternity leave during last 6 months)	Annual CPD requirement must be completed prior to 30 September in accordance with CPD registration standard and guidelines because you have practised during the registration year	You can complete CPD at anytime (whilst you are practising or during your break)
<p>Renewed registration but has not practised at all during the registration period</p> <p style="text-align: center;">↓</p> <p>At next renewal of registration, consider whether returning to practice during ensuing registration period:</p> <ul style="list-style-type: none"> <li>• If not intending to return to practice – consider non-practising registration or not renewing (can apply for registration to return to practice in future)</li> <li>• If intending to return to practice</li> </ul>	<p>Not obliged to complete CPD <b>during</b> absence from practice</p> <p>As per CPD guidelines: “absences between one and three years — complete a minimum of one year’s quota of CPD activities relevant to the intended scope of practice <b>prior to recommencement</b>; CPD activities must be designed to maintain and update knowledge, clinical judgement and technical skills”</p>	<p>(Note: If unable to meet the CPD standard at renewal time due to absence from practice during the entire previous registration year, an application for general registration will be assessed by the Board’s Registration and Examinations Committee. Refer to Question 8 - What will the Board do if I do not meet the CPD requirement?).</p>

**6. What if I've only held general registration for a few months when I renew?**

The [Pharmacy Continuing Professional Development Registration Standard](#) applies to pharmacists who have general, provisional or limited registration. CPD requirements therefore begin during provisional and limited registration and these registrants should have accumulated sufficient CPD during the CPD period. Registrants who held limited registration prior to general registration (pharmacists who practised in the United Kingdom, Ireland, Canada and the USA) may include CPD undertaken overseas during the CPD period as part of their record. Those in other circumstances who have not completed the required amount of CPD, refer to the Question 7.

**7. What do I do if I haven't completed the required number of CPD credits?**

You must declare that you have not met the CPD requirements on your registration renewal application. You must provide details of any CPD you have undertaken (maintained in accordance with the Board's guidelines) and why the CPD requirements have not been met (for example, a temporary absence from practice due to maternity leave from date X to date Y) in a letter to the Board and attach this to your renewal application. The inclusion of a learning plan of activities to be undertaken during the next CPD period may assist the committee when considering your application.

**8. What will the Board do if I do not meet the CPD requirement?**

The Board's delegate, the Registration and Examinations Committee, will consider the information you will have been required to submit with your renewal application when determining whether to renew your registration. The Committee would then have the following options – register without conditions (that is, they may decide that the registrant has met the CPD requirement sufficiently), register with conditions (that is, require the registrant to submit a learning plan and address the shortfall in CPD and/or meet any other requirements as determined by the Committee), or refuse registration.

**9. What if I think I am not likely to complete or have not completed the number of required CPD credits by 30 September. Can I apply for an exemption from the CPD registration standard prior to renewal of registration?**

No. If you intend to renew your registration and are not likely to meet the CPD registration standard, you cannot seek exemption from the standard ahead of renewal of registration. If your circumstances prevent you from undertaking any of the required annual CPD requirement, outline these circumstances in a letter to the Board and attach this to your renewal of registration application. This will be taken into consideration when your application is assessed by the Board's Registration and Examinations Committee. More information about this is outlined under Question 7 above.

**10. I've completed more than the minimum number of CPD credits. Can I roll over my excess credits to the next CPD period/year?**

No. Only CPD activities that occur during a given CPD period (1 October through to 30 September) can be counted during that period. Whilst the Board sets a minimum annual CPD requirement, a pharmacist may need to complete more than the minimum amount to meet his/her learning needs for their area of practice.

**CPD activities**

**11. How will I choose my CPD?**

CPD activities should :

- be **relevant** to your role as a pharmacist
- be of **significant intellectual or practical content** and deal primarily with matters directly related to your practice of pharmacy and
- meet the Pharmacy Board of Australia's requirement for **CPD credits**.

**12. How will I know if the CPD activities are relevant to my role?**

Ask yourself:

1. Will this improve my practice as a pharmacist?
2. Will I be able to use this information in practice?
3. Will this prepare me for new/future roles as a pharmacist?

**13. Can I earn CPD credits for developing a learning plan?**

You are permitted to claim **up to two Group 2 CPD credits** for preparation and maintenance of a learning plan plus CPD credits for the various activities undertaken in the learning plan according to which group they are classified under.

Demonstrating how you intend to meet Standard 1.5 (Maintain and extend professional competence) in the *National Competency Standards Framework for Pharmacists in Australia 2010* includes the development and maintenance of a learning plan (professional development plan).

A learning plan needs to include a broad range of activities relevant to your role or area of practice. It should also include an assessment of whether the intended outcomes of the activities have been achieved. For more information, please refer to Question 35 below.

**14. I work in an area with no direct patient care. Do I need to choose CPD activities that are related to the practice of pharmacy with direct patient care?**

No. The CPD registration standard specifically states that CPD must be **‘relevant to the scope of the registered pharmacist’s role as a provider of pharmacy services and to the practice of pharmacy’**, where practice means ‘any role, whether remunerated or not, in which the individual uses their skills and knowledge as a pharmacist in their profession.’

For the purposes of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes working in a direct non-clinical relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles; and any other roles that impact on safe, effective delivery of services in the profession and/or use their professional skills.

While there is no obligation to choose CPD activities related to direct patient care it may also be beneficial to include some activities that assist you to keep ‘in touch’ with the current use of medicines.

**15. How will I know if the CPD activity is of significant intellectual or practical content and deals primarily with matters directly related to the practice of pharmacy?**

CPD activities may cover a range of topics including but not limited to: clinical education with a patient care focus, leadership or management education, quality improvement, quality use of medicines or other topics relevant to your practice as a pharmacist.

If the CPD activity is accredited by an authorised provider, the Board will accept that the activity has been reviewed for its educational quality and for its relevance to a pharmacist’s practice.

If a CPD activity is not accredited by an authorised provider, you will need to assess potential activities for suitability and relevance and determine whether your individual learning needs will be addressed by undertaking these activities.

Maintaining detailed and verifiable records of CPD activity is the responsibility of the pharmacist.

**16. Can I include time spent supervising or tutoring interns/students as CPD?**

Preparing new material for teaching students or interns would be considered Group 3 CPD in the first instance, because it is a quality improvement activity. Any subsequent delivery would be considered as practice, not CPD. If the material you have prepared has been researched and delivered in this current CPD year by yourself then you may count the time spent preparing and delivering the material as Group 3 CPD. Recall that Group 3 CPD requires assessment of existing practice, undertaking/facilitating a quality improvement activity, and then reflecting on and evaluating the results of the activity. Using someone else’s prepared teaching material could only be used as Group 1 CPD if you are learning from the information yourself during preparation time. Supervising interns/students is not considered as CPD as it is part of daily practice for supervising pharmacists. Remember, CPD activities need to be documented and suitably describe the subject material in accordance with the Board’s guidelines.

**17. I’m giving a presentation that I prepared last year. Can I include this as CPD?**

Preparing new material for teaching/sharing with other health professionals would be considered Group 3 CPD in the first instance, because it is a quality improvement activity. Any subsequent delivery would be considered as practice, not CPD. If the material you have prepared has been researched and delivered in this current CPD year by yourself then you may count the time spent preparing and delivering the material as Group 3 CPD. Recall that Group 3 CPD requires assessment of existing practice, undertaking/facilitating a quality improvement activity, and then reflecting on and evaluating the results of the activity.

There is a difference between acquiring knowledge/a new skill and then proceeding to apply that knowledge or practise that skill. Pharmacists should consider the difference between CPD and practice.

Example of CPD activity	Practice (NOT CPD)
Learning about therapeutic drug monitoring	Checking a patient's phenytoin level and making a recommendation to a doctor
Attending a first aid course	Providing first aid to a customer with a graze
Preparing a tutorial/lecture/presentation and delivering it for the first time	Delivering the material in its original state at all subsequent times
Researching an answer to a drug information query	Using the knowledge gained to provide an answer to a similar drug information query in the future

**18. I'm updating an old presentation/old teaching material. Can I include this as CPD?**

Yes, provided there is reasonable learning taking place. This would also be considered a Group 3 activity as it would most likely involve further research. Recall that Group 3 CPD requires assessment of existing practice, undertaking/facilitating a quality improvement activity, and then reflecting on and evaluating the results of the activity.

**19. I'm giving someone else's presentation. Can I include this as CPD?**

If you are teaching/presenting using material that someone else has prepared you may claim Group 1 CPD for time you spend familiarising yourself with the material. At this time you are just absorbing information (Group 1), not doing the research yourself (Group 3), and not being evaluated on what you have learned (Group 2).

**20. I may find it difficult to physically attend CPD events to achieve enough CPD credits. Is this going to make it difficult for me to meet the annual CPD requirement?**

Opportunities for professional development are often identified in the workplace and much of a pharmacist's learning is undertaken as part of new situations that arise in everyday practice. Try to document every CPD opportunity you have.

It may be helpful to choose some CPD activities that include interaction with peers, recognising that this may not always be a practical option. For those in rural settings or with small children, there are many CPD activities available e.g. via websites, webcasts, videoconferences, email groups and via CD/DVD or journals.

The current CPD requirements are flexible enough to allow individual pharmacists to dictate their learning schedule and choose across a wide range of activities to meet their needs.

**21. Can I include revision as CPD?**

Yes, providing this is reasonable. For example, pharmacists may claim CPD when they undergo a refresher course in first aid in order to maintain a valid certificate. Pharmacists are encouraged to undertake a variety of activities across a range of CPD activity groups; repeating the same activity within a short period of time is unlikely to provide much benefit. For example, if using journal reading as CPD, the same journal article should not feature more than once in your yearly CPD record.

**22. How do I determine the appropriateness of non-accredited CPD?**

It is the responsibility of the pharmacist to assess potential activities for suitability and relevance and to determine whether individual learning needs will be addressed by undertaking these activities. The pharmacist should consider the 'National Competency Framework for Pharmacists in Australia (2010)' when developing their individual learning needs. Consider the experience, expertise and qualifications of the presenter(s), the format of the activity and whether it includes opportunities to interact with your peers, which you may find more valuable.

**23. Is there any mandatory amount of CPD that has to be accredited?**

No. At this stage, the Board has decided not to determine what proportion of CPD activities has to be accredited. It may choose to do so in the future.

**24. What are self-directed learning activities?**

Undertaking self-directed learning activities is when you take part in self-directed learning by participating in CPD to maintain and extend professional competence. The activities you might undertake in order to achieve this may include pharmacy practice education offered by accredited and non-accredited providers, reading pharmacy journals and conducting practice related activities all of which might be classified by the CPD groups defined in the Board's guidelines on CPD. Additionally, as part of your individual learning plan, you may choose to undertake self-directed learning activities to access further information to improve your knowledge on an aspect of pharmacy practice relevant to your area of practice. This would rely on your initiative to define the scope of the activity, to identify suitable resources and plan your time to meet the desired learning outcomes. Examples of self-directed learning activities may include researching an answer to a drug information query at work, reading a monograph on a new drug and follow up research on the drug class and the medical condition(s) these drugs treat.

**25. If I fail the questions on an assessment for a Group 2 activity, can I still count it as CPD?**

No, however, there may be opportunity for reassessment with some Group 2 activities if specified by the provider. As adult learners it would be expected that a pharmacist would reflect on their performance in an assessment situation and use the opportunity to add to their knowledge and correct any misinterpretation of the material. If responsible reflection takes place, learning will also occur. CPD providers may offer further information on opportunities for reassessment. Providers may place limitations on participants including activities in annual CPD records depending on the assessment results achieved/the number of attempts to complete the questions.

**26. I'm studying medicine/other non-pharmacy degree. Does this count as CPD?**

Not necessarily. As for all CPD activities you first need to consider your personal learning goals to maintain and extend professional competence as a pharmacist and undertake activities to meet these goals. For study in a non-pharmacy discipline to count as CPD relevant to a pharmacist's practice, it needs to address competencies as a pharmacist (see the [National Competency Standards Framework for Pharmacists in Australia 2010](#)).

Elements of Business degrees, for example, may address competency standards 3.1-3.5 which relate to leadership and management and may be used as part of a broader CPD plan to address all CPD needs in your current practice. On the other hand, it would be very difficult to justify to the Board using part time studies in marketing as a considerable component of one's CPD plan whilst not keeping up to date by adequately addressing specific learning needs relevant to everyday practice.

**27. Is there any maximum on Group 2 or Group 3 activities?**

No. Only Group 1 activities have a limit (50% of the total number of CPD credits). The Board encourages pharmacists to undertake CPD from all three groups in order to broaden their exposure to different learning methods.

**28. How do I convert a Group 1 activity to a Group 2 activity?**

Group 2 activities involve assessment of the knowledge you have gained. This assessment may be formal or informal. For example, a provider of CPD may provide questions at the end of a presentation/journal article that you may answer. You may be provided with the answers in order for you to reflect on your performance and clarify things you may have misunderstood. Professional Pharmacy Organisations often provide online questionnaires. Formal education courses provide assessments in the form of examinations, submission of assignments or learning portfolios, or assessing your contribution to discussion groups, participation in workshops etc. There is also provision for more informal assessment processes. For example, if you choose to maintain a reflective journal about your experiences in an activity and knowledge gained/problems encountered while completing it, then the activity could be considered Group 2.

**29. How do I convert a Group 1 activity to a Group 3 activity?**

Many Group 1 activities can be converted to Group 3 activities. A pharmacist may make an assessment of existing practice and the needs and barriers to changes in this practice, take information gained at a Group 1 activity such as a lecture, develop a policy for implementation at the workplace, implement the policy and monitor the outcomes resulting from this activity. Demonstrating practice change is a Group 3 activity and a pharmacist is entitled to claim three CPD credits per hour of activity.

**30. If I undertake a CPD activity while working, can I count this too?**

Yes, within reason. For example, researching an answer to a drug information query at work would be considered as CPD. Reading a journal article to familiarise yourself with your patient's condition would



be considered as CPD. Listening to a pharmaceutical industry representative may be difficult to justify as CPD as you may not be able to cover the subject material in a thorough and balanced way, however follow up activities such as researching references might be considered as CPD (self-directed learning). Recall that it is the pharmacist's responsibility to determine the appropriateness of non-accredited CPD and to maintain accurate records of activities undertaken.

### 31. Where can I access CPD activities?

There are several options available for pharmacists to undertake CPD. Both the registration standard and the guidelines published by the Board give examples of CPD activities. CPD activities are offered by professional organisations and other providers. Membership of a professional organisation is not necessary to gain access to CPD, although it is generally found to be of great benefit to pharmacists. Pharmacists also have access to free CPD activities via the internet and free publications. Online access to CPD has improved dramatically over recent years, which has been of particular benefit to pharmacists who live remotely or are unable to attend events in person. Pharmacies where you are employed may subscribe to journals with CPD activities enclosed. If relevant to pharmacy practice, GP education or other similar multi-disciplinary education meetings may be potential sources of CPD. Undertaking a Group 3 activity in which a pharmacist takes initiative to facilitate quality or practice improvement can be done in a pharmacist's own workplace.

#### Examples of CPD Activities:

Group/ Credits/Descriptor	Examples
<p><b>Group one: information accessed without assessment (one PBA CPD credit per hour of activity)</b></p> <p><b>Descriptor:</b> didactic presentations and activities with little or no attendee interaction</p>	<ul style="list-style-type: none"> <li>Attend or listen to continuing education (CE) presentations</li> <li>Attend conferences or seminars</li> <li>Reading journals</li> </ul>
<p><b>Group two: knowledge or skills improved with assessment (two PBA CPD credits per hour of activity)</b></p> <p><b>Descriptor:</b> activities where the participant's acquisition of knowledge or skills can be demonstrated through successful completion of some form of assessment. The activities provide for the measurement of a participant's achievement of the learning objectives and individual feedback on performance in assessments.</p>	<ul style="list-style-type: none"> <li>Undertake an assessment (e.g. multiple choice questions or other types of structured assessments related to CE events or journal reading, either formal or self-assessment)</li> <li>Gain some form of credentialing by assessment or examination</li> <li>Undertake formal postgraduate courses</li> <li>Participate in an interactive workshop</li> <li>Undertake a case study (e.g. National Prescribing Service)</li> <li>Prepare for an external review (e.g. Australian Council on Healthcare Standards, Quality Care Pharmacy Program)</li> <li>Maintain a log or journal in relation to an activity to demonstrate achievement, problem management and knowledge acquired</li> </ul>
<p><b>Group 3: quality or practice-improvement facilitated (three PBA CPD credits per hour of activity)</b></p> <p><b>Descriptor:</b> activities where an assessment of existing practice (as an individual or within a pharmacy practice), and the needs and barriers to changes in this practice is undertaken prior to the development of a particular activity. As a result, the activity addresses identified learning needs with a reflection post activity to evaluate practice change or outcomes resulting from the activity. Such an activity most likely will extend over a number of weeks or months.</p>	<ul style="list-style-type: none"> <li>Give a conference presentation (paper or poster) that involves changed practice or will promote practice change</li> <li>Publish a paper in a peer-reviewed journal demonstrating practice change and outcomes following the implementation of a change in practice</li> <li>provide the lead in workplace quality or practice improvement activities through an activity such as a drug utilisation review, a redesign of procedures to improve workflow/standard of service or a research project</li> <li>Research and prepare material for a tutorial, publication, in-house/external continuing education</li> <li>Undertake a National Prescribing Service Audit/Pharmacy Practice Review in your workplace and use this to facilitate practice change</li> <li>Active involvement in a special interest group leading to demonstrated practice change</li> </ul>

Many pharmacy organisations have helpful materials. Have a look at the following websites:

SHPA: <http://cpd.shpa.org.au/scripts/cgiip.exe/WService=SHPACP/ccms.r>

PSA: [www.psa.org.au/site.php?id=5150](http://www.psa.org.au/site.php?id=5150)

ACP: [www.acp.edu.au/site.php?id=480](http://www.acp.edu.au/site.php?id=480)

PGA: [www.mycpd.org.au](http://www.mycpd.org.au)

## CPD records

### 32. Do I have to submit my record to AHPRA?

While the CPD year runs from 1<sup>st</sup> October through to the 30<sup>th</sup> September, your registration renewal is not due until 30<sup>th</sup> November. At the time of renewal you will make a declaration regarding your compliance with the CPD registration standard. You only need to submit your CPD records to AHPRA if:

- at renewal time, you declare that you did not meet the CPD registration standard, or
- you are selected for audit of compliance with the registration standards (AHPRA will advise pharmacists who are to be audited when to submit their CPD records).

### 33. How long do I have to keep my CPD records for?

Pharmacists should keep all CPD records and supporting documentation for a period of three years commencing at the end of the CPD period. This will provide you with suitable records not only for the 12 month auditable CPD period but also for a recency of practice application should you return after an extended absence from practice.

### 34. Does everyone need to do a learning plan?

Not everyone. As part of the process of maintaining and extending professional competence, all pharmacists are encouraged to identify areas in need of further development through self reflection and performance appraisal. Pharmacists can use these identified needs as a basis for a learning plan, to guide them in selecting relevant CPD activities that assist them in achieving their goals for continuing professional development. A learning plan forms a valuable part of a CPD record or portfolio. Periodic review of their learning plan will enable pharmacists to reflect on whether the activities undertaken enabled them to achieve these goals.

Many pharmacists will select accredited CPD activities to meet their learning needs, and may maintain records of these activities through accredited providers, which meets the Board's CPD record keeping requirements specified in its guidelines. Others will meet some of their learning needs through self directed learning (for more information refer to Question 23 above). This type of CPD activity requires maintenance of verifiable records to meet the requirements of the Board's guidelines. During audit, a pharmacist may be required to produce a learning plan to verify records of self directed learning.

### 35. What should a learning plan include? Is there a specific format?

A learning plan should be clear and structured to enable auditing, but the format of the plan has not been prescribed by the Board. Professional pharmacy organisations may provide suggestions for developing learning plans. The following table is provided as guide to assist pharmacists.

What have you identified as areas that require professional development?	What actions will you take to meet your professional development needs?	What actions have you taken to meet your professional development needs?	What has been the outcome of this professional development? e.g. any change in practice or patient benefit?

### 36. What do I need to include in the CPD record? Is there a specific format?

While there is no specific format required, the [Pharmacy Guidelines on Continuing Professional Development](#) outline that records of CPD undertaken must include:

- the date of activity



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- the type of activity (e.g. journal article, seminar, lecture, workshop)
- topics covered during the activity
- accreditation status, and
- number of Pharmacy Board of Australia CPD credits assigned.

Records should be clear and easily retrievable for audit. It may be helpful to incorporate into a portfolio, copies of certificates of attendance, flyers, copies of presentations, assessments or other material associated with an activity. Pharmacists should ensure that online records maintained by providers on their behalf are accessible should they be audited. This may require printing the record. Some providers offer this service free to non-members; other providers may require a paid membership to be able to access and/or retrieve their records. Copies of your learning plan and documents reviewed which assisted you to identify your learning needs would also be valuable inclusions in your CPD portfolio.

The Board acknowledges the input of the Australian Pharmacy Liaison Forum (APLF)\* in the development of these FAQs.

*\*(The APLF members are: The Australian Association of Consultant Pharmacy, the Council of Pharmacy Schools of Australia and New Zealand, the Australian College of Pharmacy, The Pharmacy Guild of Australia, the Pharmaceutical Society of Australia, the Australian Pharmacy Council, Pharmaceutical Defence Limited and the Society of Hospital Pharmacists of Australia).*

The following sample case is reproduced from the Australian Pharmacy Liaison Forum\* Media Release 21<sup>st</sup> July 2010.

### Sample case: How could this work for you?

Mary, a pharmacist, reviews a prescription. She could be in a community pharmacy, looking at a hospital medication chart, in an aged care home or during a home medicines review. She finds a new medicine and using references, she quickly reviews the recommended dosage ranges, contraindications and interactions. This situation has prompted Mary to **undertake a Group 1 CPD activity – information has been accessed without assessment**.

Mary may also think that she really needs to find out more about this family of new medicines and she makes a note of this in her CPD learning plan. Subsequently, she notices that the National Prescribing Service has provided a review article on this new drug which she reads - **another Group 1 activity**.

When Mary receives her next professional journal, she notices a related article that includes online self-assessment questions, which she undertakes. **This is a Group 2 activity – knowledge or skills improved with assessment**.

Mary is required to provide two lectures to her workmates each year as part of in-house weekly continuing education. This new medicine is being used more widely now, so she develops a lecture and presents this to her colleagues (in the pharmacy or for nurses in the aged care home etc.). She now feels quite knowledgeable about the topic and is happy that she was able to answer all the questions asked by the audience. Preparing and presenting continuing education to others is consider a **Group 3 CPD activity – quality or practice improvement facilitated**.

This simple example describes learning that many pharmacists undertake every day.

Interns should also refer to '[Frequently Asked Questions for Pharmacy Interns – Continuing Professional Development](#)' on the Board's website.