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## Guidelines on continuing professional development

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Pharmacy  
Board of  
Australia

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### Introduction

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This guideline has been developed by the Pharmacy Board of Australia (the Board) under s. 39 of the *Health Practitioner Regulation National Law (2009)* ('the National Law'). This guideline:

- a) supplements the requirements set out in the Board's registration standard for continuing professional development (CPD)
- b) supplements the requirements set out in the National Law at ss. 128 and 109(1)(iii) in relation to pharmacists' obligations to undertake CPD and to advise the Board when applying for renewal of registration that the Board's CPD requirements have been met
- c) provides guidance to pharmacists in relation to a matter of professional practice, not set down in the legislation or a registration standard, which can be used in proceedings under the National Law Act as evidence of what constitutes professional conduct or practice for pharmacists under s. 128(2) of the National Law<sup>1</sup>.

The relevant sections of the National Law are in Attachment 1.

### Who needs to use this guideline?

This guideline was developed to provide guidance to registered pharmacists or those seeking to become registered pharmacists. It applies to all pharmacists registered in the following categories:

- a) general
- b) provisional
- c) limited.

This guideline does not apply to students or pharmacists holding nonpractising registration.

### Summary of guideline

This guideline outlines the specific requirements that must be met by pharmacists when undertaking CPD for the purpose of meeting the Board's minimum annual CPD requirements for renewal of registration in the categories of general, provisional or limited registration. It details information that must be recorded by pharmacists when undertaking CPD to ensure that they can complete a declaration of compliance when submitting a renewal of registration application and to ensure that satisfactory records of CPD undertaken are maintained and available

to be submitted to the Board during its annual CPD audit. The guideline also specifies the types and range of CPD activities pharmacists are required to undertake in order to meet the Board's annual CPD requirements for renewal of registration.

Registered pharmacists in accordance with the Board's CPD registration standard are required to complete 20 CPD credits for the 12 month period ending 30 September 2011, 30 CPD credits for the period ending 30 September 2012 and 40 CPD credits for the period ending 30 September 2013.

### Guideline

CPD can be either accredited or non-accredited, and the Board has authorised the Australian Pharmacy Council to accredit providers of pharmacy CPD activities. The Board acknowledges that pharmacists may not have access to accredited CPD activities across the various activity groups or that cover the entire scope of the practice of pharmacy as defined in the Board's CPD Standard.

*(Note: It is for these reasons that, at this stage, the Board has decided not to determine what proportion of CPD activities have to be accredited. It may choose to do so following a subsequent review of this guideline).*

The accreditation of CPD activities provides an assurance to pharmacists that an activity has been reviewed for its educational quality and for its relevance to a pharmacist's practice. Where non-accredited activities are undertaken, 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. In the case of all CPD undertaken, maintenance of detailed and verifiable records is the responsibility of the pharmacist.

In addition to complying with the Board's CPD standard and this guideline, pharmacists should also meet the relevant requirements of the Board's Code of Conduct for Pharmacists, outlined in Section 7 'Maintaining professional performance'.

### 1 Accredited CPD

The Board acknowledges that many pharmacists choose to undertake accredited CPD activities offered by CPD providers.

- a) Pharmacists who meet the annual requirements set by professional associations providing accredited CPD may simultaneously meet the Board's CPD standard and CPD requirement for renewal of registration. It is the obligation of the pharmacist to

<sup>1</sup> The National Law is contained in the schedule to the Health Practitioner Regulation National Law Act 2009 (Qld).

ensure compliance with the Board's requirements specified in this guideline. **RETIRED DOCUMENT: VISIT [www.pharmacyboard.gov.au](http://www.pharmacyboard.gov.au)**

## 2 Self-directed learning

Undertaking self-directed learning as part of a structured learning plan is accepted by the Board as CPD. The Board advises pharmacists undertaking non-accredited activities as part of a self-directed learning plan to ensure that:

- (a) the Board's audit requirements will be met by maintaining detailed records of CPD activities undertaken
- (b) these records can be verified, including provision of a learning plan, on request.

## 3 Records of CPD undertaken

Records of participation in CPD must include details under all fields specified by the Board to ensure quality records are available to be submitted for audit.

- (a) Records maintained by participants or by providers of CPD on behalf of participants must include details of CPD activities under the following fields when submitted by pharmacists who are audited by the Board.

<b>Date of activity</b>
<b>Source or provider details</b> (e.g. journal name, provider name)
<b>Type of activity</b> (e.g. journal article, seminar, lecture, workshop)
<b>Topics covered during activity</b> (specify all topics covered)
<b>Accreditation status</b> (accredited or non-accredited)
<b>Pharmacy Board of Australia CPD credits</b>

- (b) Where further information about CPD records is requested by the Board, pharmacists may be required to provide evidence of attendance or completion of CPD, or in the case of self-directed learning, details of a self-directed learning plan.

## 4 Range of activities

The Board recommends that pharmacists undertake a variety of activity types and, where possible, choose across a range of CPD activity groups (Groups one, two and three — see 'Definitions') and include interaction with peers.

Not more than 50% of the annual CPD credits required for renewal of registration may be claimed by undertaking Group 1 CPD activities.

## 5 Temporary absence from practice

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.

## Definitions

The Board uses the following classification for CPD activities and allocated CPD credit levels.

### Group one: information accessed without assessment

<b>Descriptor</b>	didactic presentations, and activities with little or no attendee interaction
<b>Examples</b>	attend or listen to continuing education (CE) presentations, attend conferences or seminars, journal readings
<b>CPD credits</b>	one Pharmacy Board of Australia CPD credit per hour of activity

### Group two: knowledge or skills improved with assessment

<b>Descriptor</b>	activities where the participant's acquisition of knowledge or skills can be demonstrated through successful completion of some form of assessment
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The activities provide for the measurement of a participant's achievement of the learning objectives and individual feedback on performance in assessments.

**Examples** undertake assessment (e.g. multiple-choice, question, or other types of structured assessments related to CE events or journal reading, either formal or self-assessment); gain some form of credentialing by assessment or examination; undertake formal postgraduate courses; participate in an interactive workshop; undertake a case study (e.g. National Prescribing Service), prepare for external review (e.g. Australian Council on Healthcare Standards, Quality Care Pharmacy Program); maintain a log or journal in relation to an activity to demonstrate achievement, problem management and knowledge acquired

**CPD credits** two Pharmacy Board of Australia CPD credits per hour of activity

**Group three: quality or practice-improvement facilitated**

**Descriptor** 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 postactivity to evaluate practice change or outcomes resulting from the activity. Such an activity most likely will extend over a number of weeks or months.

**Examples** give a conference presentation (paper or poster) that has changed practice or will promote practice change; have a paper published in peer-reviewed journal demonstrating practice change and outcomes following the implementation of a change in practice; provide the lead in workplace quality or practice improvement activities through an activity such as a drug utilisation review; active involvement in special interest group leading to demonstrated practice change

**CPD credits:** three Pharmacy Board of Australia CPD credits per hour of activity

## References

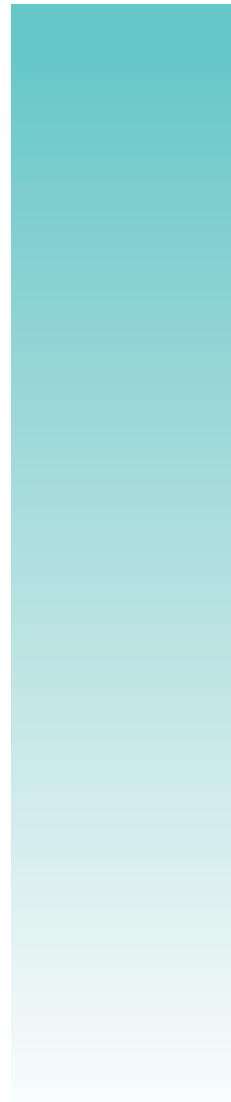
Pharmacy Board of Australia Registration Standard – 1.4 Continuing Professional Development Standard

Date of issue: 1 July 2010

Date of review: This guideline will be reviewed at least every three years

Last reviewed:

The Board acknowledges the contribution of the Australian Pharmacy Liaison Forum in the development of this guideline.



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**Attachment A**  
**General provisions**  
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## Health Practitioners Regulation National Law Act 2009 (Qld)

### Division 3 Registration standards and codes and guidelines

#### 39 Codes and guidelines

A National Board may develop and approve codes and guidelines —

- (a) to provide guidance to the health practitioners it registers; and
- (b) about other matters relevant to the exercise of its functions.

Example. A National Board may develop guidelines about the advertising of regulated health services by health practitioners registered by the Board or other persons for the purposes of section 133.

#### 40 Consultation about registration standards, codes and guidelines

- (1) If a National Board develops a registration standard or a code or guideline, it must ensure there is wide-ranging consultation about its content.
- (2) A contravention of subsection (1) does not invalidate a registration standard, code or guideline.
- (3) The following must be published on a National Board's website —
  - (a) a registration standard developed by the Board and approved by the Ministerial Council;
  - (b) a code or guideline approved by the National Board.
- (4) An approved registration standard or a code or guideline takes effect —
  - (a) on the day it is published on the National Board's website; or
  - (b) if a later day is stated in the registration standard, code or guideline, on that day.

#### 41 Use of registration standards, codes or guidelines in disciplinary proceedings

An approved registration standard for a health profession, or a code or guideline approved by a National Board, is admissible in proceedings under this Law or a law of a co-regulatory

jurisdiction against a health practitioner registered by the Board as evidence of what constitutes appropriate professional conduct or practice for the health profession.

## Specific provisions

### 109 Annual statement

- (1) An application for renewal of registration must include or be accompanied by a statement that includes the following —
  - (a) a declaration by the applicant that —
    - (i) the applicant does not have an impairment; and
    - (ii) the applicant has met any recency of practice requirements stated in an approved registration standard for the health profession; and
    - (iii) the applicant has completed the continuing professional development the applicant was required by an approved registration standard to undertake during the applicant's preceding period of registration; and
    - (iv) the applicant has not practised the health profession during the preceding period of registration without appropriate professional indemnity insurance arrangements being in place in relation to the applicant; and
    - (v) if the applicant's registration is renewed the applicant will not practise the health profession unless appropriate professional indemnity insurance arrangements are in place in relation to the applicant;
  - (b) details of any change in the applicant's criminal history that occurred during the applicant's preceding period of registration;

*Note. See the definition of criminal history which applies to offences in participating jurisdictions and elsewhere, including outside Australia.*

- (c) if the applicant's right to practise at a hospital or another facility at which health services are provided was withdrawn or restricted during the applicant's preceding period of registration because of the applicant's conduct, professional performance or health, details of the withdrawal or restriction of the right to practise;
- (d) if the applicant's billing privileges were withdrawn or restricted under the *Medicare Australia Act 1973* of the Commonwealth during

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the applicant's preceding period of registration because of the applicant's conduct, professional performance or health, details of the withdrawal or restriction of the privileges;

- (e) details of any complaint made about the applicant to a registration authority or another entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners;
  - (f) any other information required by an approved registration standard.
- (2) Subsection (1)(a)(ii), (iii) and (iv), (c) and (d) does not apply to an applicant who is applying for the renewal of non-practising registration.

### 112 Decision about application for renewal

- (1) After considering an application for renewal of registration and any submissions made in accordance with a notice under section 111, a National Board may decide to renew, or refuse to renew, the applicant's registration or the endorsement.
- (2) The National Board may refuse to renew the applicant's registration or any endorsement on the applicant's registration —
  - (a) on any ground on which the Board could refuse to grant the registration or endorsement under section 82 or 102 if the application were for a grant of registration or endorsement; or
  - (b) if the applicant contravened any condition to which the applicant's previous registration or endorsement was subject; or
  - (c) if, during the applicant's previous period of registration, the applicant failed to have appropriate professional indemnity insurance arrangements or failed to complete the continuing professional development required by an approved registration standard for the profession; or
  - (d) if a statement made by the applicant in the applicant's annual statement was false or misleading in a material particular; or
  - (e) if the application is for the renewal of provisional registration and the applicant's provisional registration has previously been renewed twice; or
  - (f) if the application is for the renewal of limited application and the applicant's limited registration has previously been renewed 3 times.

- (3) If the National Board renews a registration, including any endorsement on the registration, the registration or endorsement is subject to —

- (a) any condition to which the registration was subject immediately before the renewal; and
- (b) any condition the Board considers necessary or desirable in the circumstances

Note. A failure by a registered health practitioner to comply with a condition of the practitioner's registration does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken.

- (4) If the National Board decides to renew a registered health practitioner's registration or an endorsement of the registration subject to a condition under subsection (3)(b), the Board must decide a review period for the condition.
- (5) If a National Board decides to refuse to renew an applicant's registration or the endorsement of the applicant's registration, or to renew the registration or the endorsement subject to a condition under subsection (3)(b), the Board must give the applicant a notice that states —
  - (a) the decision made by the Board; and
  - (b) the reasons for the decision; and
  - (c) that the applicant may appeal against the decision; and
  - (d) how an application for appeal may be made and the period within which the application must be made.
- (6) A registration, including any endorsement of the registration, renewed under this Division —
  - (a) starts on the day immediately after the applicant's previous period of registration ends or ended; and
  - (b) expires at the end of the day that is 12 months after the day it starts.

## Subdivision 3 Obligations of registered health practitioners and students

### 128 Continuing professional development

- (1) A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health profession in which the practitioner is registered.

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(2) A contravention of subsection (1) by a registered health practitioner does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken.

(3) In this section —

registered health practitioner does not include a registered health practitioner who holds non-practising registration in the profession.