

PRINCE EDWARD ISLAND  
*PHARMACY BOARD*  
**Guidelines for Continuing Professional Development**  
**July,2010**

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## **1. Introduction**

All professionals are required to maintain their competency through development of knowledge, skills and attitudes. Pharmacists, in particular, must commit to lifelong learning by maintaining competency to practice. Learning occurs incidentally through dealing with the many practice problems that pharmacists face every day. However, planned, intentional learning is also necessary as it can have a powerful influence by initiating positive changes more quickly than would occur through experience alone. A pharmacist wishing to keep abreast of current practices and advances occurring in the profession must realize that learning and education are never-ending processes. Active participation in continuing professional development is an essential component of the maintenance of professional competency. Professional licensing authorities are moving to a “Learning Portfolio” system as a way for members to demonstrate their commitment to maintaining and enhancing professional competence.

### **1.1 What is a Learning Portfolio?**

A learning portfolio is a collection of evidence kept by an individual to document his or her learning. It may include:

- Written papers, presentations or research reports ;
- Certificates of achievement or attendance and diplomas;
- Continuing education programs achievements;
- Correspondence continuing education achievements

Learning portfolio systems help you demonstrate commitment to maintaining and enhancing professional competence. They can also help you understand your personal learning process and enhance your satisfaction and motivation with practice-related learning. You are better able to reflect on the relevance of your learning to practice and encourage learning that is focused on interpreting and using information in practice. Over time a learning portfolio will illustrate your growth as both a learner and as a professional.

To begin, the Prince Edward Island Pharmacy Board learning portfolio will provide pharmacists a framework to plan, record and reflect on professional development activities. As the National Model Continuing Competency Program evolves, so will the Learning Portfolio.

**1.2 Professional Development Log (Form N):** This form is used to record all professional development or learning activities. This will serve as a summary of your learning activities for the year (January 1st to December 31st) and is submitted each year by **January 31st**. Each learning activity recorded is linked to a competency element. The competencies required of all licensed pharmacists are stated in the "Model Standards of Practice for Canadian Pharmacists" and can be found at [www.napra.org](http://www.napra.org) under Pharmacy Practice. The required competencies are divided into four domains. Review the competency elements under each domain to find relevant competencies specific to the CE program. Pharmacists are not required to choose learning activities that address competency elements in all four domains but should choose activities that will address learning needs.

**1.3 Supporting Documents:** This supplements your learning portfolio project records and activity log with documents that reflect the content and the outcome of the learning project event. They include certificates of course completion, program brochures, presentation outlines or any other materials that reflect the content of the learning activity. It should also include the accreditation number from the accrediting body. Only submit proof of completion or attendance of learning activities such as certificates of attendance or online report cards if audited. Presentation slides, program brochures, and registration confirmations will not be considered proof of attendance.

## **2. Categories of Continuing Professional Development Activities**

### **2.1 Accredited**

- a) Attendance at or successful completion of programs approved by the Canadian Council on Continuing Education in Pharmacy (CCCEP).
- b) Programs accredited by the Accreditation Council for Pharmacy Education (ACPE).
- c) Attendance at or successful completion of programs approved by Dalhousie Continuing Pharmacy Education (DalCPE).
- d) Service as a preceptor for Practice Experience Program (Dal) or Structured Practice Experience (MUN). Pharmacists may only claim credits for a maximum of 2 students per year from either PEP or Post Graduate (Appendix A).
- e) Attendance at or completion of programs approved by the Royal College of Physicians and Surgeons of Canada (CME) or the College of Family Physicians of Canada (MAINPRO).
- f) Programs accredited by other Professional Regulatory Authorities.
- g) Service as a preceptor for Post Graduate Training (Appendix B)

**2.2 Non-accredited activities/programs:** *The PEIPB will no longer accept non-accredited activities or programs. These may include a presentation given by a pharmacist, journal club activity, or research for a patient. Any non-accredited program can be submitted for accreditation through DALCPE. Forms can be found at [http://cpe.pharmacy.dal.ca/ACCREDITATION/Application\\_Forms.php](http://cpe.pharmacy.dal.ca/ACCREDITATION/Application_Forms.php).*

### **3. Continuing Professional Development Requirements**

The Prince Edward Island Pharmacy Board has a responsibility to demonstrate to the public that pharmacist are fulfilling their commitment to continued professional growth through education and practice development. This will be accomplished by the following:

Each year all licensed pharmacists will submit a copy of their Professional Development log by January 31st with at least **20 CEUs** contained on the log. The CEUs must be from more than one source. The program may be audited to ensure pharmacist compliance with the professional development re-licensure requirement.

A pharmacist is not required to comply with the requirements of this Section in the year of graduation from an accredited degree program in pharmacy or in the year of transfer to Prince Edward Island from a jurisdiction that is a signatory of the Mutual Recognition Agreement.

Pharmacists involved in recognized, accredited post-graduated studies in a health care profession (eg. Faculty of Pharmacy or Medicine etc) will only be required to submit proof of enrolment in that post-graduate program to fulfill the professional development re-licensure requirement.

A pharmacist transferring from another jurisdiction in Canada may apply to the Registrar for credit for any continuing education completed in the other jurisdiction, and the Registrar may allow credit for any continuing education credits that meet the criteria established in that jurisdiction.

A pharmacist on Maternity or Parental leave is required to submit their Professional Development Log by January 31st each year.

#### **4.0 CE Audit Process**

The Continuing Education Committee will review the Professional Developments logs (Form N) . The logs will be reviewed for the following:

1. Completeness of the form.
2. The number of hours documented.
3. The type and source of the recorded activities.

4.1 A selection of pharmacists will be chosen on an annual basis to submit the supporting documentation of their portfolio record to the PEIPB for review. Pharmacists selected for audit will be notified and will have **14 days to submit supporting documentation for review.**

4.2 The submitted documents will be reviewed and a determination made as to whether the members' supporting documents are acceptable or if there are discrepancies that require further investigation.

4.3 Failure to submit the Professional Development Log by January 31st will result in a fine of \$500. The pharmacist will have until March 31st to comply with the CEU requirement when license renewal takes place. Failure to comply with CEU requirement by March 31st will result in suspension of license until requirement is fulfilled.

4.4 Failure to notify the Board of any change in contact information does not absolve the pharmacist of any audit requirements. Please ensure that registration information is current on the Healthpro Database which can be found at <http://www.healthregistration.ca/>.

## **5. Right of Appeal**

5.1. A pharmacist wishing to appeal a refusal of registration as a result of non-compliance with Continuing Professional Development requirements may do so in writing to the Board within 30 days of notification.

5.2 The Board or a committee thereof, shall consider such an appeal and make a decision on the matter within 30 days of receiving the appeal.

5.3 The Board may set any rules of procedure, as it deems advisable, with respect to the hearing of such appeals.

5.4 A pharmacist may appeal to the Committee or Board if extenuating circumstances prevent a pharmacist from completing the Continuing Professional Development requirements. The Board must be contacted within 7 days of the January 31st deadline for Professional Development Log submissions. Failure to do so will result in a fine of \$500 for noncompliance.

*Prince Edward Island Pharmacy Board*

Continuing Professional Development Learning Project  
 Record Sheet: Preceptor; Structured Practice Experience Program (SPEP)  
 Program approved by: **Memorial University School of Pharmacy**  
**College of Pharmacy, Dalhousie University**

Academic Year \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Date(s) of SPE Rotation(s): \_\_\_\_\_ Site Address: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Pharmacy Class of \_\_\_\_\_

Please check applicable rotation(s):

Memorial University

- \_\_\_\_ MUN School of Pharmacy SPE I 3 CEUs  
 \_\_\_\_ MUN School of Pharmacy SPE II 3 CEUs  
 \_\_\_\_ MUN School of Pharmacy SPE III 3 CEUs  
 \_\_\_\_ MUN School of Pharmacy SPE IV 4 CEUs

Dalhousie University

- \_\_\_\_ Pharmacy 2081 (Hospital Pharmacy-4 CEU)  
 \_\_\_\_ Pharmacy 2082 (Community Pharmacy-4 CEU)  
 \_\_\_\_ Pharmacy 3080 (Community Pharmacy-8 CEU)  
 \_\_\_\_ Pharmacy 4080 (Hospital Pharmacy-12 CEU)  
 \_\_\_\_ Pharmacy 4085 (Community Pharmacy-12 CEU)

**\*Please note that points are awarded for one student only. Multiple points are not awarded for multiple students within the same PEP rotation. Credit can only be claimed for a maximum of 2 students per year.**

\*\*Please also keep a copy of your evaluation forms from the PEP for audit purposes.

This form is approved by the PEIPB July,2010.

*Prince Edward Island Pharmacy Board*

Continuing Professional Development Learning Project Record Sheet  
Preceptor; Post Graduate Student Training  
Program Approved by PEIPB

Preceptor Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Date(s) of Post Graduate Rotation(s): \_\_\_\_\_ Site Address: \_\_\_\_\_

Name of Graduate: \_\_\_\_\_ Pharmacy Class of \_\_\_\_\_

\*\*4 CEUs will be awarded to preceptors for participation. Please keep a copy of your final student evaluations in your learning portfolio and submit along with this form in the case of audit.

**\*Please note that points are awarded for one student only at a time. Credit can be claimed for a maximum of 2 students per year in either structured practical experience program or post graduate training.**

This form is approved by PEIPB July, 2010