


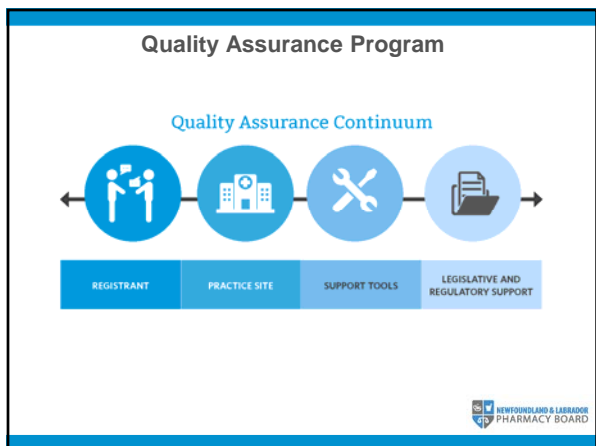


Outline

This webinar will include:

- An overview of the principles underlying professional development
- A discussion of some frequently-asked questions related to the Standards of Practice – Professional Development for Pharmacists and Pharmacy Technicians
- A review of the online professional development documentation tool including some recent changes





Code of Ethics

7. Registrants continuously improve their professional knowledge and skills.

- 7.1. Registrants are responsible for continually evaluating and improving their professional knowledge and skills.
- 7.2. Registrants are aware of the limitations of their knowledge and skills and practice only within the boundaries of their professional competence.
- 7.3. Registrants respond constructively to the outcomes of quality assurance assessments as well as other evaluations and reviews of their professional performance and undertake additional education and training when required.



Professional Development



Professional Development Standards

- NLPB website:
 - Professional Development page – <http://www.nlpb.ca/quality-assurance/professional-development/>
 - Frequently-Asked Questions page - <http://www.nlpb.ca/quality-assurance/frequently-asked-questions-professional-development/>
 - Standards, Guidelines and Policies page - <http://www.nlpb.ca/pharmacy-practice/standards-guidelines-policies/>
 - Standards document as well as several examples of good professional development documentation



Professional Development Standards - Basics

- PD year runs December 1st - November 30th
- All PD must be documented in the online registrant portal before Nov 30th in order to renew registration
- Registrants must complete a minimum of 15 credits in each PD year, with at least 7.5 credits from "accredited" programs
- Credits must be completed within PD year – no "back-dating"
- Credits in excess of 15 may not be carried over



Professional Development Standards - Accredited vs. Self-Directed



Professional Development Standards - Accredited vs. Self-Directed

- Accredited
 - Programs specifically accredited by an accrediting body (e.g. CCCEP, Mainpro, ACPE, NLPB or another PRA)
 - Courses related to pharmacy practice from an accredited university to a maximum of 5 CEUs per course
 - Pharmacy Resident post-graduate studies (i.e. full-time) up to a maximum of 15 CEUs per year
 - Other programs upon prior approval by the Professional Development Review Committee
- **NOTE:** Completion of PEBC Exams must be documented as Accredited Learning (See FAQ)



Professional Development Standards - Accredited vs. Self-Directed

- Self-Directed
 - Service as a preceptor - 0.5 CEU per week up to a max. of 6 CEUs per year
 - Acting as a PEBC OSCE (or OSPE) assessor - 1 CEU per year
 - Completion of CPR or First Aid courses - 1 CEU per year
 - Submission of Health Canada Adverse Drug Reaction reports - 1 CEU per report to a max. of 2 CEUs per year
 - Participation in pharmacy-related research activities - a max. of 3 CEUs per year



Professional Development Standards - Accredited vs. Self-Directed

- Self-Directed
 - Preparation and presentation / publication of PD programs - 2 CEUs for preparation and 1 CEU for presentation to a max. of 6 CEUs per year
 - Preparation and publication of pharmacy-related journal articles - 3 CEUs each to a max. of 6 CEUs per year
 - Expert- or peer-review of professional development programs or journal articles - 2 CEUs each to a max. of 6 CEUs per year




Professional Development Standards - Supporting Documentation



Professional Development Standards - Supporting Documentation

- Accredited
 - Record of Participation, Statement of Completion, etc.
 - ONE SHEET!!
- Self-Directed Learning
 - More variable depending on type of learning
 - Invitation, agenda, email confirmation
 - Copy of lesson, article, ADR form
 - Service as a Preceptor – use form on NLPB website




Professional Development Standards - Audit



Professional Development Standards - Audit

- In March of each year, NLPB conducts a PD audit in accordance with the Standards of Practice (Adx. B)
 - Selection of registrants for audit
 - A percentage of registrants will be randomly selected. Note that this may lead to a registrant being audited in consecutive years, or a registrant not being audited for a number of years
 - A registrant who has been non-compliant in the previous audit year may be audited again in the current audit year



Professional Development Standards - Audit

- Notification to audited registrants
 - Registrants selected for audit will usually be notified by the end of January
 - Failure to notify the Board of any change in address does not absolve you from audit requirements
- Audit submission
 - Copies of supporting documentation related to all recorded PD activities must be provided within 14 days of notification
 - If, due to extenuating circumstances, you are unable to comply within the specified timeframe, you may request extra time to submit the documentation



Professional Development Standards - Audit

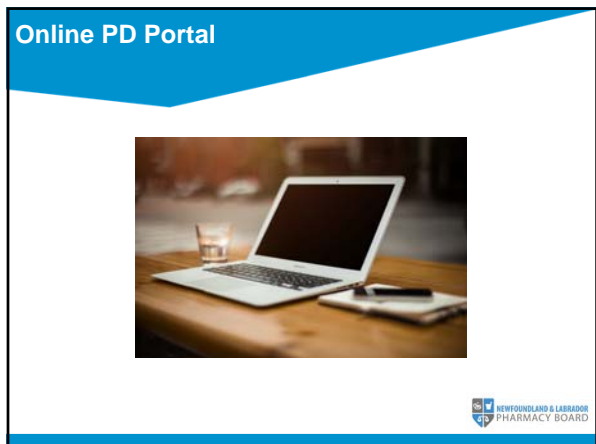
- Review of submissions from audited registrants
 - PD Review Committee meets in March and uses a standardized form to evaluate:
 - the completeness of the documented information
 - the number and type of CEUs documented
 - the variety of topics, delivery formats and program providers
 - the registrant's comments or notations including stated learning objectives, take-home messages and relevance to practice
 - the acceptability of the supporting documentation



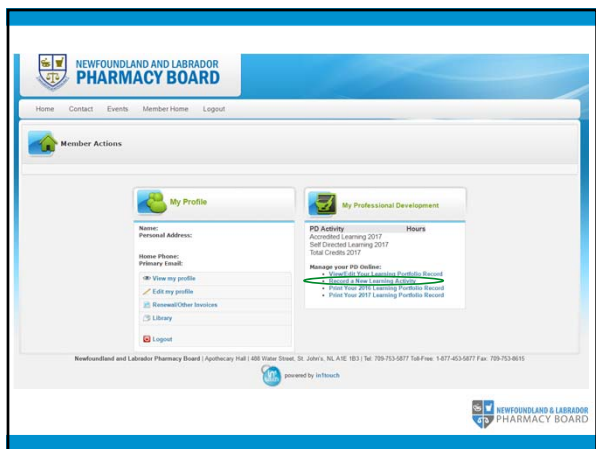
Professional Development Standards - Audit

- Action taken based on results
 - If the submitted documentation is deemed to be compliant and acceptable, the registrant will be notified and a copy of the results will be retained in the registrant's file
 - If the submitted documentation is deemed not compliant and acceptable, the registrant will be notified and given an additional 14 days from the date of notification to address the noted discrepancies or deficiencies









LEARNING PORTFOLIO RECORD


Year: 2017

Select your Professional Development Log (PDL) Year below

Professional Development Log (PDL) Year: [dropdown]

Is this activity accredited? Yes No

[New](#) [Cancel](#)



LEARNING PORTFOLIO RECORD

Date: [text box]

Program Title: [text box]

Provider: [text box]

Speaker/Author: [text box]

Program Accredited By:


<input type="checkbox"/> Newfoundland and Labrador Pharmacy Board (NLPB)	<input type="checkbox"/> The Royal College of Physicians and Surgeons of C...	<input type="checkbox"/> Other
<input type="checkbox"/> The Canadian Council of Continuing Education in P...	<input type="checkbox"/> The College of Family Physicians of Canada (Mang...	
<input type="checkbox"/> Accreditation Council of Pharmacy (ACPE)	<input type="checkbox"/> Other Canadian Regulatory Authority	<input type="checkbox"/> Self-Assigned

Number of CEUs accredited by the program: 0.00
or 2 or 2.5 or 3 hrs

Accreditation Fee Number (if any): [text box]

Accreditation Fee Number (if any): [text box]

1. Learning Objectives: (what did you hope to achieve/learn in this learning activity?)




2. List your top "take home" messages from this activity:

3. Was this program applicable to your practice? Yes No

3 a) If Yes -- How will you incorporate the learnings in your current practice?

3 b) If No -- please share any benefits you may have gained from this learning activity

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LEARNING PORTFOLIO RECORD

DOCUMENTATION OF SELF-DIRECTED LEARNING

Learning Activity *


Date Completed *

Number of credits self-assigned for this activity
1e, 2 or 2.0 or .8 etc. *


Give a brief description of the learning activity *

Describe what you learned from this activity and/or how you will integrate this learning into your practice:

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Frequently-Asked Questions




Frequently-Asked Questions

- Can all 15 hours of required learning be from one program?
- Yes, there is no restriction against this. While registrants are encouraged to obtain professional development from a variety of sources, it is not mandatory. If you have completed one course or program that fulfills the full requirement you may enter it as such.




Frequently-Asked Questions

- I took a program with several learning modules. Do I need to record each module individually?
 - It depends on the documentation of completion that you received.
 - Separate record of completion for each module = individual documentation
 - One record of completion for all modules = cumulative documentation
 - Summarize Learning Objectives
 - Develop Take Home Messages that reflect the summarized Learning Objectives
 - Relevance to Practice section would remain essentially the same




Frequently-Asked Questions

- How do I document my service as a preceptor?
 - Complete the form, Documentation of Self-Assigned Credits for Service as a Preceptor on the Professional Development page of website
 - A separate form must be used for each student, intern or technician candidate



Frequently-Asked Questions

- How do I document my service as a preceptor?
 - To record these credits on your online record, enter the following information:
 - Learning Activity: "Service as a Preceptor"
 - Date Completed: Ending date of student's rotation
 - Document number of credits self-assigned according to the completed form
 - Briefly describe the learning activity: "Acted as a preceptor to (name of student/intern/technician candidate) from (start date-end date) for a total of (total number of weeks) weeks"
 - Document anything that you learned from this experience as well as how you will integrate the learning into your practice



Frequently-Asked Questions

- I wrote the PEBC Qualifying Exam this year. How many credits can I claim and how do I document it on my learning portfolio record?
- Must be documented as accredited learning as follows:
 - Program Title: PEBC Qualifying Exam, Parts I and II (or Part II)
 - Provider: PEBC
 - Speaker/Author: N/A
 - Program Approved By: Select "Other" and type PEBC in the blank field
 - Number of CEU's Accredited:
 - 15 credits may be claimed for Parts I and II
 - 5 credits may be claimed for Part II only. It can be documented as follows
 - For all other sections, type "N/A"



Questions?