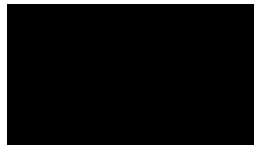


**Administrative responsibilities  
for accreditation of externally-provided activities  
for Continuing Professional Development  
and Practice Improvement**

**Activity providers**

**Pharmaceutical Society of Australia**

**2011**



Providers have a number of administrative responsibilities, in addition to their activity meeting the criteria for accreditation:

1. Submit application
2. Promote and deliver activity appropriately
3. Maintain and submit records of participation
4. Submit evaluation summary
5. Maintain suitable records for activity audit.

Forms and templates are available to assist in meeting the administrative responsibilities. Those relevant to each step are highlighted throughout this document in a banner at the end of each section.

## 1. Submit application

Providers need to submit the application form and all supporting materials (e.g. activity timetable, program materials, promotional material) at least **two months prior** to the commencement of the program.

The accreditation process must be finalised before an activity is presented, published or distributed. Applications submitted for accreditation of activities after presentation, publication or distribution will not be accepted for review.

It is the provider's responsibility to submit applications in sufficient time to allow for any revisions or rewrites required prior to final approval. PSA is not responsible for missed publication deadlines or lack of accreditation due to late submission of an application or any delays caused by revisions or further information required from the provider.

Providers may opt to **'fast-track'** their application (for an additional fee) if they are unable to submit it two months prior to the activity's delivery. In such situations, the provider must notify PSA a minimum of **two weeks prior to submission** to confirm availability of the fast-track service (availability of the fast-track service is not guaranteed). If availability of the service is confirmed, the application can be processed **within two weeks** of receipt of a complete and accurate application.

Activity providers who deliver **four or more different activities in a year** (differing with regard to content, not just dates or locations) may choose to submit a multiple activity application form. The provider must be aware of all activities that will be delivered in the year and the development process they will undergo. The application still needs to be submitted **two months prior** to submission. However final activity and promotional materials, conflict of interest declarations and evaluation forms will not be required at the time of the initial application. These final materials can be supplied **any time prior** to the activity's delivery, and will undergo a retrospective assessment to ensure accreditation criteria continue to be met.

Applications should be submitted to the PSA State Branch in the state in which the activity is to be delivered.

Pharmaceutical Society of Australia (NSW Branch)  
PO BOX 162  
St Leonards NSW 1590

Pharmaceutical Society of Australia (QLD Branch)  
PO Box 8171  
WOOLLOONGABBA QLD 4102

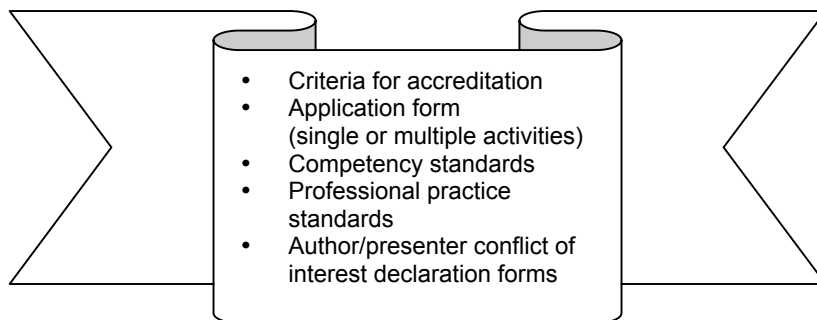
Pharmaceutical Society of Australia (SA Branch)  
109 Greenhill Road  
UNLEY SA 5061

Pharmaceutical Society of Australia (TAS Branch)  
161 Campbell Street  
HOBART TAS 7000

Pharmaceutical Society of Australia (VIC Branch)  
381 Royal Parade  
PARKVILLE VIC 3052

If a program is to be delivered in more than one state, the application should be submitted to **PSA VIC Branch**.

The **application fee** must accompany the application and is non-refundable.



## 2. Promote and deliver activity appropriately

Once an activity is accredited, PSA grants the provider the right to use the CPD&PI logo on promotional material associated with the accredited activity. The logo must be immediately accompanied by the relevant text as follows:



This activity has been accredited by the Pharmaceutical Society of Australia as a Group X activity for X points. Accreditation number: XXXX-XXXX.

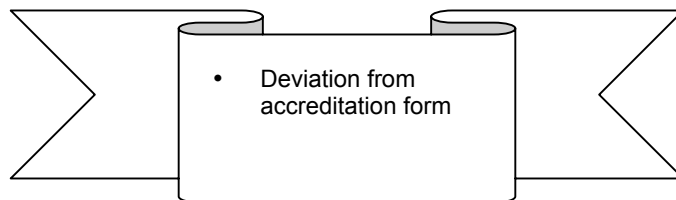
PSA is authorised by the Australian Pharmacy Council to accredit providers of CPD activities for pharmacists that may be used as supporting evidence of continuing competence.

Promotional material must include (but is not limited to) the following:

- Presenters or authors credentials
- Learning objectives for the activity
- Competency and practice standards addressed by the activity
- Activity schedule and description
- Name of the provider and any financial sponsor
- Credit points allocated to the activity
- Full description of any requirements for awarding of points (e.g. successful completion of post-test)
- Accreditation number allocated by PSA.

It is the provider's responsibility to ensure the activity is delivered according to the information submitted in the application. Changes to an activity that is accredited may require a review of activity material. Review following minor changes (e.g. name change) will be undertaken at no additional cost to the provider. Reviews following major changes may require submission of a completely new application, which will attract the applicable fee.

If the activity delivered differs from what was originally accredited and promoted (e.g. a lecturer completes the program in less time than was originally accredited), a *Deviation from accreditation form* must be submitted within 48 hours. Accreditation may be adjusted accordingly.



### 3. Maintain and submit records of participation

For all activities, the provider must maintain records of participation and issue individual documentation of successful completion to each participant if requested. Participants may request such documentation for retaining in their personal learning portfolio or submitting to a registering or accrediting body.

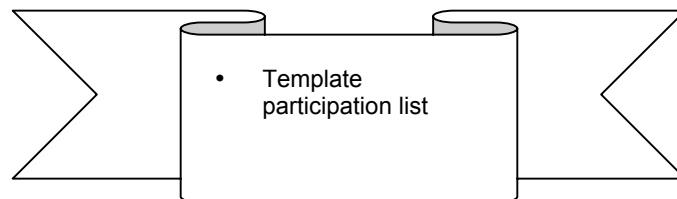
The provider is required to have procedures in place for maintaining records of participation in an activity and responding to such requests by participants.

A list of participants must be provided electronically (preferably in *Excel*) to PSA **within TWO weeks** of the program's completion.

The participant list must include the following:

- Activity name
- Accreditation number
- Number and type of points allocated
- Date of participation/completion
- Provider and sponsor company
- Participant name and PSA member number.

A template participation list is available.



#### 4. Submit evaluation summary

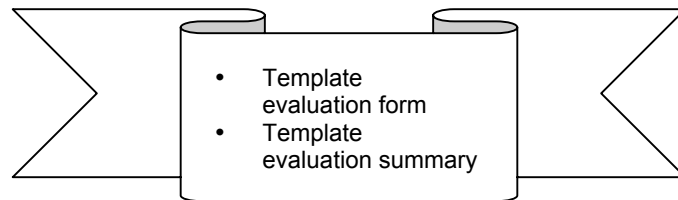
An evaluation summary must be provided to PSA **within 2 months** of the activity's completion. The summary needs to address:

- Whether the learning objectives were met
- Whether the learning needs were met
- Whether the activity was relevant to the pharmacist's practice

Each question should be rated on a 3-point scale of not met, partially met or entirely met. A template evaluation form is available.

Providers can include other questions on their evaluation forms; however they only need to report to PSA on the three issues outlined above.

A template evaluation form and template evaluation summary are available.



## **5. Maintain suitable records for activity audit**

Audits are a planned, systematic and documented process used to assess a provider's compliance with the criteria for the accreditation of activities for continuing professional development and practice improvement. Audits also give feedback to providers on the quality of their activity to support the continuous improvement of their activity development and delivery. The audit will assist enhance the overall validity and reliability of accreditation criteria and application process.

Over the course of a year, PSA will conduct an audit of a selection of accredited activities. The aim is for 5% of all accredited activities to be randomly selected for audit each year. In addition to this, the audit process may be initiated (but is not limited to) when:

- A complaint is received about an activity
- Activity content does not appear to be evidence-based or is controversial in some way (e.g. due to new evidence).

The audit process will assess the provider's compliance with the accreditation criteria, and may involve:

- Participation of a PSA representative in the activity (with or without notice advance notice to the provider)
- Discussion with activity participants to solicit their opinions on key indicators of the criteria
- Request for the provider to submit assessment and/or evaluation forms.

If the activity fails to conform to the PSA criteria for accreditation, the provider will be notified and may be given the opportunity to remedy any breaches of the criteria.

If appropriate remedies are unable to be made, or the provider fails to participate in the audit process, accreditation will be withdrawn. The provider will be responsible for notifying all future participants that accreditation has been withdrawn. PSA may also refuse to accredit future submissions from the offending provider or sponsor, either for a specified period of time or indefinitely.