

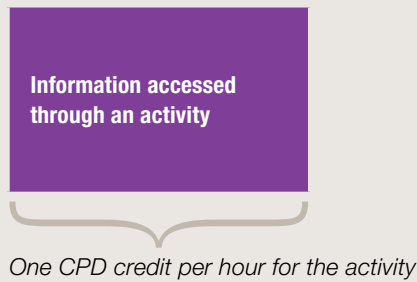
Allocating CPD credits

Guidance to meet the Board's CPD requirements for renewal of registration

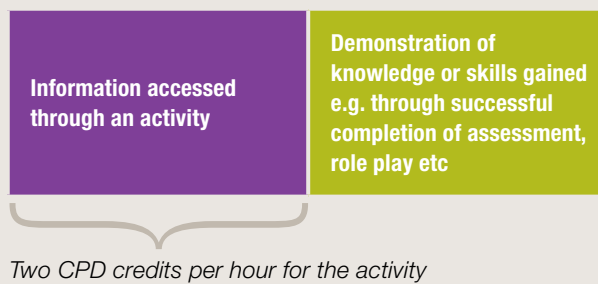
This reference card has been developed to support pharmacists meet the Pharmacy Board of Australia's minimum annual CPD requirements for renewal of registration. It should be read in conjunction with the Board's *Guidelines on continuing professional development*.

The 'building block' approach described will help pharmacists to allocate CPD credits consistently and in accordance with the Pharmacy Board of Australia's guidelines. However, pharmacists should be aware that CPD credits are only an indicator of their commitment to professional development and practice improvement. It is the approach the pharmacist takes to lifelong learning that is of greater importance, and so all CPD activities should be relevant to the scope of their individual role as a provider of pharmacy services.

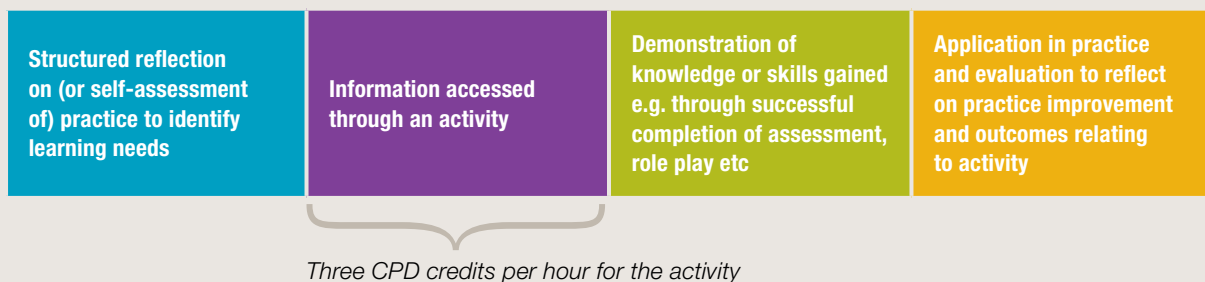
Group 1 – Information accessed (without assessment)



Group 2 – Knowledge or skills improved (with assessment)



Group 3 – Quality or practice improvement facilitated



Allocating CPD credits

Guidance to meet the Board's CPD requirements for renewal of registration

Registered pharmacists are required to complete:

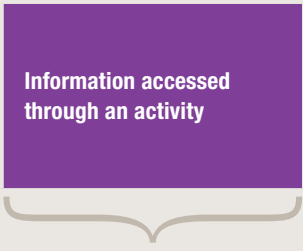
- 20 CPD credits for the 12 month period ending 30 September 2011.
- 30 CPD credits for the 12 month period ending 30 September 2012.
- 40 CPD credits for the 12 month period ending 30 September 2013.

The Board classifies CPD activities and allocates CPD credits according to three groups. These groups have been developed to encourage pharmacists to take a more active role in lifelong learning.

Activities that address pre-identified learning needs and that result in improved practice are weighted with more CPD credits, recognising the greater value likely to be achieved from these activities to the individual's performance.

CPD credits for an activity can therefore be calculated by multiplying the number of hours (i.e. the time spent accessing information through an activity) by the Group (1, 2 or 3, depending on the potential to impact on performance or practice).

Group 1 – Information accessed (without assessment)



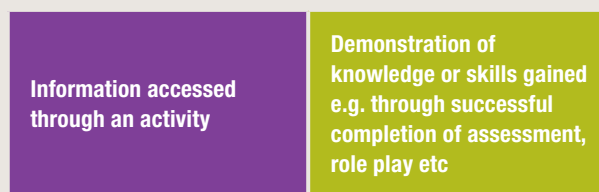
Information accessed
through an activity

One CPD credit per hour for the activity

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

Examples of activities:	How do I record this? <small>(Note: For each activity, you must record date of activity, source of provider, type of activity, topics covered, accreditation status and CPD credits)</small>
Attend a didactic lecture	PSA and PSA-accredited lectures will be automatically recorded for members on their PSA CPD&PI personal record. Other lectures can be self-recorded on your PSA CPD&PI personal record through the PSA website.
Conference attendance	Attendance at PAC, as well as PSA-accredited conferences will be automatically recorded for members on their PSA CPD&PI personal record. Attendance at other conferences can be self-recorded on your PSA CPD&PI personal record through the PSA website.
Reading journals	Time spent reading journals can be self-recorded on your PSA CPD&PI personal record through the PSA website. Note: Successful completion of assessments in journals such as <i>Australian Pharmacist</i> will make your journal reading a Group 2 activity.

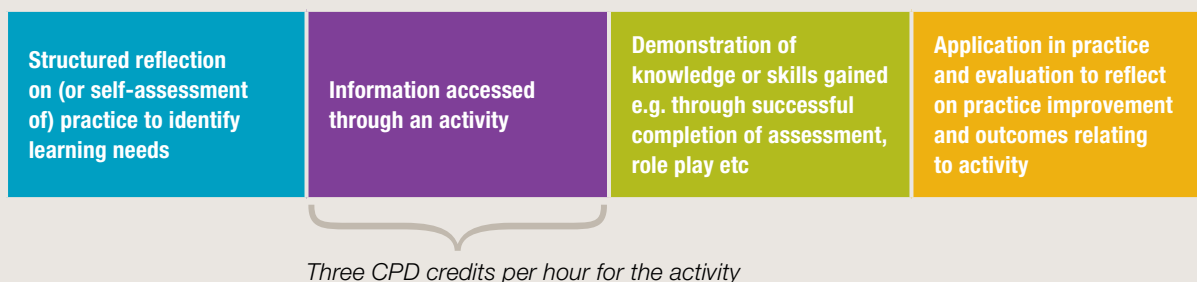
Group 2 – Knowledge or skills improved (with assessment)



Two CPD credits per hour for the activity

Examples of activities:	How do I record this? <small>(Note: For each activity, you must record date of activity, source of provider, type of activity, topics covered, accreditation status and CPD credits)</small>
Attend a lecture, or view an online lecture, and complete an assessment	Some PSA lectures will provide you the opportunity to complete an assessment to demonstrate knowledge or skills gained. These activities will be automatically recorded for members on their PSA CPD&PI personal record. Other assessed lectures can be self-recorded on your PSA CPD&PI personal record through the PSA website.
Attend a small group, interactive workshop	Some PSA workshops provide you the opportunity to demonstrate knowledge or skills gained. This may be through role plays, case study discussions or other interactive components. These activities will be automatically recorded for members on their PSA CPD&PI personal record. Other small group workshops can be self-recorded on your PSA CPD&PI personal record through the PSA website.
Reading journals and completing an assessment	Successful completion of assessments in <i>Australian Pharmacist</i> will be automatically recorded for members on their PSA CPD&PI personal record.
Prepare for an external review such as QCPP	An external review is a form of assessment. The time spent preparing for an external review, e.g. through self-assessing against the Professional Practice Standards, can be self-recorded on your PSA CPD&PI personal record through the PSA website.
Vocational education training and university courses	Undertaking courses provided by PSA that lead to a formal qualification, such as the Diploma of Management, First Aid Certificate or Certificate IV in Training and Assessment, will be automatically recorded for members on their PSA CPD&PI personal record. Other courses can be self-recorded on your PSA CPD&PI personal record through the PSA website.

Group 3 – Quality or practice improvement facilitated



*Group 3 activities will most likely extend over a number of weeks or months.

Examples of activities:	How do I record this? <small>(Note: For each activity, you must record date of activity, source of provider, type of activity, topics covered, accreditation status and CPD credits)</small>
Provide QUM services in aged care homes	<p>You will need to document:</p> <ul style="list-style-type: none"> • how you identified the QUM area as being an area of need • the time spent preparing for the QUM service, as this is the time counted for the activity • the evaluation of how practice was improved.
Deliver education to peers or staff members	<p>You will need to document:</p> <ul style="list-style-type: none"> • how you identified the presentation topic as being an area of need • the time spent preparing for the presentation, as this is the time counted for the activity • the evaluation of how practice was improved.
Active involvement in special interest groups	<p>You will need to document:</p> <ul style="list-style-type: none"> • what areas you have identified as being areas of need • the time spent exploring, discussing and progressing resolutions with the special interest group, as this is the time counted for the activity • the evaluation of how practice was changed as a result of your involvement in the special interest group.
Introduce a new (or improve an existing) professional service in your pharmacy	<p>You will need to document:</p> <ul style="list-style-type: none"> • how you assessed your individual and practice needs for introducing this new (or the existing) professional service (e.g. assessment against the Competency Standards and/or the Professional Practice Standards) • the time spent addressing your individual and practice needs (e.g. through education, workflow changes, staff training), as this is the time counted for the activity • the evaluation of how practice was improved.

The Board's *Guidelines on continuing professional development* also outline other specific requirements. PSA reference cards will support you meet these requirements. Others to be available in this series include:

- **Accredited and non-accredited CPD.**
- **PSA programs for meeting CPD requirements.**
- **Maintaining records.**

Distributed with *Australian Pharmacist*, reference cards will also be available for members to download. Log in at www.psa.org.au.