

Frequently asked questions

The CPD journey - webinar

29 September 2016

The Pharmacy Board of Australia (the Board) developed these frequently asked questions (FAQ) based on questions raised by participants attending the webinar, *The CPD journey*, which was held on 15 September 2016.

To watch a recording of the webinar, obtain the webinar transcript, or for more information about other issues on CPD, refer to the Board's [Continuing Professional Development \(CPD\) FAQ](#) page.

Renewal of registration requirements regarding CPD planning

1. What will I need to do at the upcoming registration renewal in relation to CPD?

You will need to declare that you met the requirements of the Board's CPD standard by having planned CPD relevant to your scope of practice and completed CPD activities that have an aggregate value of 40 or more CPD credits for the 12-month period ending 30 September 2016.

2. Will I have to submit my CPD plan at renewal of registration?

No. You will not need to submit a CPD plan at renewal of registration, however if selected for audit of compliance with the CPD standard, you would need to provide evidence of planning CPD relevant to your scope of practice, as well as evidence of the CPD activities you completed.

3. For the upcoming registration renewal and subsequent audit, am I required to have planned CPD relevant to my scope of practice for the previous CPD period (1 October 2015 to 30 September 2016), or the next CPD period (1 October 2016 to 30 September 2017)?

When you renew your registration, which is due by 30 November 2016, you will be asked to make a declaration about the CPD you undertook during the current (Dec 2015 – Nov 2016) registration period. Your declaration does not refer to planning CPD for next year.

4. What CPD-related records must I complete during 2016?

You should document the CPD that you completed between 1 October 2015 and 30 September 2016 that is relevant to your scope of practice. This record needs to demonstrate that you achieved at least 40 CPD credits and includes the details specified in the Board's *Guidelines on continuing professional development*. You will be required to make a declaration about this when you renew your registration by 30 November 2016.

As the subsequent 12-month CPD recording period commences 1 October 2016, you will need to plan your CPD for that period. You should review your scope of practice and include any changes which you can do by reviewing your previous CPD planning documentation. Identify your learning needs and any suitable CPD activities you can complete to meet those needs. During the 12-month period, you may need to make changes to accommodate any changes to your scope of practice and/or the inclusion of additional CPD activities.

5. If I completed a CPD plan this year, what will I need to do next year?

You can review last year's CPD plan to include any changes in your scope of practice (if any) and assess your CPD needs for the next 12-month period. Also refer to Question 39 in the Board's published [FAQ on Continuing professional development for pharmacists and pharmacy interns](#).

6. How do we plan our CPD in advance, not knowing what CPD activities will be available in the coming year?

The Board is asking pharmacists to be proactive in identifying their learning needs, and then identifying activities to address these learning needs. You aren't required to have all of your CPD activities identified at the beginning of the year. As you identify suitable activities, you should add these to your CPD plan.

7. I have completed 40 CPD credits for this CPD period, but have not developed a CPD plan. Am I still required to develop a CPD plan for the upcoming registration renewal?

You will not be required to submit a plan when you renew your registration. You should document how you planned your CPD according to your scope of practice and your reflections on how the CPD activities impacted your practice. You would need to submit this as evidence if selected for audit.

Audit of the CPD standard

8. For the purpose of audit, what might constitute 'evidence of planning CPD'?

If you are audited against the CPD standard, you should provide documentation that describes your scope of practice and details the CPD undertaken to address your learning needs. This should also include reflections on how the CPD activity has impacted your practice. Guidance will be provided to you about the required documentation to submit.

The Board has not mandated a particular template for the CPD plan and record. It has provided an example of a CPD plan/record template which provides guidance on the elements of recording so that a pharmacist has the required evidence that they meet the Board's CPD requirements in the case of audit.

The pharmacy professional organisations also offer CPD planning and recording tools for pharmacists, many of which have been well-received by pharmacists. Pharmacists are encouraged to engage with the professional associations to see what other tools are available.

9. Can manual or written records be submitted as a scanned document for an audit?

If you are selected for audit, you will be given clear guidance from AHPRA on which standards are being audited, and the required information to demonstrate compliance with the standards. The Board has not mandated a particular template or format for the CPD plan and record. A scanned document of written/manual records would be acceptable.

10. Who determines what my scope of practice is and whether I have undertaken relevant CPD?

You are responsible for describing your scope of practice and planning and completing CPD activities that meet your professional development needs. An auditor will review the documentation you provide to determine whether it provides evidence of this.

Intern CPD requirements

11. What is the due date for interns to complete their CPD?

Refer to Question 2 in the Board's published [FAQ on Continuing professional development for pharmacists and pharmacy interns](#).

Classification of activities – Groups 1–3

12. How do I know whether a CPD activity is Group 1, 2 or 3, if it is not an accredited CPD activity?

The definitions of each group are listed in the board's *Guidelines on continuing professional development*. The definitions include examples to guide you. Also refer to the Board's published [FAQ](#).

Post-graduate study

13. Can I count postgraduate study as CPD and, if so, how do I record this in my CPD plan?

You can count postgraduate study if it is relevant to your current scope of practice or if you are studying to address a proposed change in scope of practice. Once you have identified your learning needs you can compare the learning outcomes of the units you are studying to see if they are suitable. Remember that by defining your scope of practice and planning your CPD to meet your professional development needs, you will most likely identify a range of activities in addition to postgraduate study that you need to do to be competent to practise. This means that you might surpass the minimum 40 CPD credit requirement.

Mapping CPD to competency standards

14. Is it compulsory for my CPD plan to be derived from the competency standards alone?

CPD planning tools offered by pharmacy organisations may assist you to identify the competencies relevant to your scope of practice and provide suggestions for CPD activities that address those competencies.

If you are using a manual tool, e.g. the Board's CPD plan/record template, the Board recommends that you articulate your scope of practice and review the [competency standards](#) to be clear about the competencies that are relevant to your scope of practice that you are expected to meet when practising.

Remember that of the eight domains in the competency standards, domains one and two apply to all practising pharmacists. Select additional relevant competencies from the other six domains, and identify which aspects of your scope of practice are in need of CPD.

You may also decide to include competencies from the [Advanced Pharmacy Practice Framework](#).

Pharmacy CPD providers outline which competencies are addressed in the activities they deliver. Once you are clear about the competencies that are relevant to your scope of practice, you can identify which CPD activities may be relevant to you.

Anticipating scope of practice

15. How can I plan my CPD at the start of the CPD period if I am unsure what my scope of practice is going to be for the upcoming year?

If you do not know what your scope of practice is going to be for the upcoming year (for example, if you are planning to return to practice after a break but have not yet secured employment so are unsure of what your role will be), you should plan your CPD based on your anticipated scope of practice and professional development needs. When you secure employment, you may need to review your CPD plan and adjust it according to the role you secure.

CPD plan – content and format

16. Do I need to use a specific template to document my CPD plan and record?

No. You can use tools offered by pharmacy organisations, the template published by the Board or your own. Whatever you use, you should clearly describe your scope of practice, plan your CPD accordingly, maintain records of the CPD you complete and reflect on the impact that the activities have had on your practice. The Board's *Guidelines on continuing professional development* outline the details that you must record for each completed CPD activity. Identifying the competency standards relevant to your scope of practice will assist you choose suitable CPD activities.

The Board's FAQ include a sample CPD plan that may guide you. Pharmacy organisations that have developed CPD planning tools may also provide guidance.

17. Does every CPD activity I undertake need to be documented on my CPD plan?

The Board recommends that you record each CPD activity that you complete and reflect on how this has impacted your practice. On reflection if a particular activity did not address your CPD needs, it cannot contribute towards you meeting the requirements of the CPD standard. This reflection will assist you in determining whether you have met the required outcomes necessary for your practice or require any further activities to do so.

18. How do I plan my CPD if I practise in many different roles or areas of pharmacy practice?

In planning your CPD, you should take into consideration your entire scope of practice and then determine what your professional development needs are.

19. Does my CPD plan need to be in place at the beginning of the CPD period, or can I change it throughout the year?

CPD planning is a dynamic process. If your scope of practice changes, you should plan and undertake relevant CPD to prepare you for practice. This may be necessary when changing jobs or responding to emerging practice issues and new pharmacy services.

20. What if I don't complete all of the planned activities in my CPD plan?

Part of CPD planning is prioritisation and may require action beyond the 12-month registration or CPD period.

At the commencement of a registration or CPD period, you should review your previous plan and your scope of practice, maintain ongoing learning needs and add anything new.

CPD period dates

21. Why does the CPD recording period end on 30 September but registration renewal is due on 30 November each year?

The Board has set a CPD recording period ending 30 September to ensure that pharmacists complete the annual CPD requirement prior to and in time to make their declaration about their compliance with the CPD registration standard when the renewal of registration period commences shortly after.

Self-directed learning activities

22. How do I count personal study as CPD?

The Board's *Guidelines on continuing professional development* provide guidance under the definitions of Group 1, 2 and 3 CPD activities. For example, these guidelines state that researching an issue to support the care of an individual patient can be counted as a Group 1 CPD activity (i.e. 1 CPD credit per hour of activity). As with all CPD activities, to count as CPD the activity must be relevant to your scope of practice and address your CPD needs.

Non-medicine related CPD

23. Can non-medicine related educational activities count as CPD (e.g. business studies, leadership skill development)?

By describing your scope of practice and identifying the relevant competencies from the competency standards, you can assess whether non-pharmacy related education activities are suitable or relevant.

24. If my scope of practice is pharmacy management, could I count attendance at a clinical seminar as CPD?

If the activity is relevant to the context of your scope of practice (management), you might be able to count it. If the seminar was relevant to a proposed change in scope of practice, you could count it.