



Pharmacy Council

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

POLICY

&

GUIDELINES

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FORWARD

This Continuing Professional Development (CPD) policy for pharmacists is based on current legislation and lessons learnt during the implementation of the previous CPD policy for the practice of pharmacy in Ghana.

It is my wish that all practitioners, CPD providers and other stakeholders shall comply with the structures, procedures, guidelines and standards outlined in this document for acquiring or delivering the necessary continuing professional development credits annually by all registered pharmacists.

It is my hope that this new CPD policy for pharmacists will form the basis for the standardization of pharmacists' professional development throughout the country.

Pharm (Dr.) Yaw Gyamfi
Board Chairman

ABBREVIATIONS

CPD – Continuous Professional Development

CPE – Continuous Pharmacy Education

GPPQE – Ghana Pharmacy Professional Qualifying Examination

FIP – International Federation of Pharmacists

CPA – Commonwealth Pharmacists Association

WHO – World Health Organization

FDA – Food and Drugs Authority

HFRA – Health Facilities Regulatory Authority

NHIA – National Health Insurance Authority

PSGH – Pharmaceutical Society of Ghana

GLOSSARY OF TERMS/ DEFINITIONS

The following definitions describe the way the term is used in this document. The Glossary is not intended to provide or imply a globally adopted definition of the term.

Fitness to Practice-to have the skills, knowledge, character and health required to perform ones' professional job safely and effectively.

Practitioner - Refers to a registered pharmacist

Provider - A training institution, agency, firm or an individual accredited by the Pharmacy Council to implement training programmes for pharmacists.

Accreditation - Is the act of granting credit or recognition to a training institution or a person to prove that they meet a general standard of quality in training practitioners

Pharmaceutical care -The responsible provision of drug therapy for the purpose of achieving definite outcomes that improve a patient's quality of life.

Minimum Credit - Refers to a CPD score of not less than 10 points required by a practitioner annually to be eligible to practice.

POLICY BACKGROUND

Pharmacy is a dynamic profession. Day in and out there is the introduction of new pharmaceutical products, accumulation of clinical experience with existing pharmaceuticals, discovery of new knowledge regarding disease processes and therapy. It therefore becomes necessary for the pharmacist to continuously seek to bring himself/herself up to standards that will equip him/her to meet the challenges that come with this dynamism, and also satisfy the shared vision of the Council to guarantee the highest level of pharmaceutical care to all.

The World Health Organization (WHO), in the report of its consultative group on “Preparing the future Pharmacist” (Vancouver 1997), identified seven roles and responsibilities known as the “seven-star pharmacist”, which should be considered essential minimum expectations of a pharmacist by health care systems world-wide.

These roles are:

- Care giver
- Decision maker
- Communicator
- Leader
- Manager
- Life-long learner and
- Teacher

The Vancouver consultancy agreed that pharmacists must possess specific knowledge, attitudes, skills and behaviors to equip them to perform these roles and responsibilities effectively.

The undergraduate training in pharmacy and the one time passing of the Ghana Pharmacy Professional Qualifying Examination and hence the registration and licensing cannot adequately ensure the acquisition of all the seven qualities listed. This thus necessitates the need to have continuing professional development programmes for all registered pharmacists.

LEGAL FRAMEWORK

The Pharmacy Council is mandated by section 79 of the Health Professions Regulatory Bodies Act 2013, Act 857 Part 4 to secure in the public interest the highest standards in the practice of pharmacy in Ghana.

As part of the Council's efforts to ensure that pharmaceutical service providers practice within agreed standards to guarantee quality and safe practice of pharmacy, the Council prescribes, monitors and evaluates standards of practice to achieve its vision and mission.

The Pharmacy Council is mandated by the Health Professions Regulatory Bodies Act 2013, Act 857 Part 4 as quoted in the relevant sections listed below;

Section 80(b): to set standards for Continuous Professional Development of pharmacists and other pharmaceutical support staff.

Section 80(f): to set and ensure standards for pharmacy practice and professional conduct.

Section 80(g): to provide guidelines for the education, training, registration, licensing and the practice of all pharmaceutical support staff

The Pharmacy Council shall therefore accredit relevant institutions, agencies and firms and their programmes to implement the CPD for pharmacists.

The ultimate goal of the Council is to provide the framework for the adoption of a structured approach to reflection, planning, action and evaluation of the practitioners' professional career in an effort to continuously enhance their knowledge, skills and personal qualities. In this regard, the Pharmacy Council has developed a CPD policy and guidelines to address the emerging needs of the practicing pharmacists and the pharmacy profession as a whole.

The main issues of the CPD programme therefore is centered around six key areas namely:

1. Accreditation of CPD providers
2. Accreditation of CPD programmes
3. Curriculum and it's Delivery
4. Motivation
5. Resources
6. Practitioners' Training Needs Assessment.

This policy document is intended for all stakeholders. These include;

- ❖ Registered Pharmacists
- ❖ Pharmaceutical Society of Ghana
- ❖ Ghana College of Pharmacists
- ❖ Training Institutions for Pharmacists.
- ❖ All institutions or firms where pharmacists are employed
- ❖ Ministry of Health
- ❖ Ghana Health Service
- ❖ Food and Drugs Authority
- ❖ Ghana Standards Authority
- ❖ The Pharmacy Council
- ❖ Pharmaceutical Manufacturing companies
- ❖ Media agencies
- ❖ West African Postgraduate College of Pharmacists

RETENTION OF NAME IN THE REGISTER OF PHARMACISTS

To ensure a collective continuing professional education of all registered pharmacists, this CPD policy and guidelines shall form part of the existing requirements for retention of name in the register of duly qualified and practicing pharmacists in accordance with sections 85 and 86 of the Health Professions Regulatory Bodies Act 2013, Act 857 Part 4.

The Register of Pharmacists shall be in such a form as the Council shall determine as follows;

- Be duly registered under sections 83 (1) and 84 of the Health Professions Regulatory Bodies Act 2013, Act 857 Part 4.
- Possess a valid certificate of registration as pharmacist in Ghana;
- Have not contravened section 91 (a) (b) (c) and (d) of the Health Professions Regulatory Bodies Act 2013, Act 857 Part 4.
- Satisfy the minimum CPD requirements.
- Pay the prescribed fee.

A pharmacist seeking to retain his/her name in the register of pharmacists shall apply in the prescribed form to the Registrar of the Council. One of the requirements for retention of name in register includes satisfying a minimum of 10 credits for CPD. Each licensure shall be valid for one year after which a registered pharmacist must re-apply to retain his/ her name in the Register of Pharmacists.

CONTINUING PROFESSIONAL DEVELOPMENT/CONTINUOUS PHARMACY EDUCATION

Continuing Professional Development (CPD) is the education of pharmacy practitioners following completion of formal training. CPD consists of any educational activity which helps to maintain, develop or increase knowledge, problem solving, technical skills or professional performance standards all with the goal of enabling practitioners provide better healthcare, CPD includes 'formal' activities e.g. courses, conferences and workshops, as well as self-directed activities such as reading, research, peer review etc. The activities may not be directly related to the primary pharmaceutical specialty of the professional.

Continuous Pharmacy Education (CPE) refers to a specific form of continuing education (CE) that helps pharmacists to maintain competence and learn about new developments in their area of practice, CPE is subsumed in CPD

Benefits to Practitioners

- Practitioners are able to remain updated in their knowledge, keep up with development in their area of practice and enhance their 'fitness to practice'
- It enhances professional satisfaction

Benefits to the Public

- Improvement in efficiency and safety of pharmaceutical care by practitioners.

Benefits for employers

- Ensuring that practitioners that are employed are the best available and will offer the optimum care.
- Promotion can depend more consistently on evidence of professional development

CPD PHILOSOPHY

CPD should be designed to include all activities and programmes which help to maintain, develop or increase knowledge, problem solving and technical skills to improve professional competencies and outcomes after completion of formal professional training.

PURPOSE OF CPD

To enhance professional skill and competence of the pharmacist for safe and efficient practice.

POLICY GOAL

To provide the framework for the adoption of a structured approach of reflection, planning, action and evaluation of the practitioners' professional career. This will ensure that pharmaceutical service providers practice within agreed standards to safeguard the health and safety of the public in respect to pharmaceutical service.

STRATEGIC DIRECTION

The strategic direction is therefore to improve the knowledge and skills of practicing pharmacists, addressing the training needs and filling competency gaps to ensure a high sense of professionalism in pharmacy practice.

RENEWAL OF THE PHARMACIST'S LICENCE

Renewal of the pharmacist's license shall be done yearly in accordance with section 82 (1) (2) and (3) of the Health Professions Regulatory Bodies Act 2013, Act 857 Part 4.

Practitioners who have accumulated the prescribed credits over the period are eligible to apply.

OPERATIONAL FRAMEWORK

CPD TECHNICAL COMMITTEE

There shall be established a CPD Technical Committee charged with the following responsibility;

1. Review & recommend standards for CPD of pharmacists and other pharmaceutical support staff
2. Accredite relevant institutions, agencies and firms
3. Approve CPD programmes and to
4. Award of CPD credits to programmes as part of setting standards for CPD.

Membership

The CPD Committee may consist of the following members;

1. The Chief Examiner (GPPQE) who shall serve as chair
2. The Registrar of the Pharmacy Council.
3. A member each selected from the main areas of pharmacy practice namely Hospital, Community, Industrial practice, academia & research, policy & administration.
4. The Head of Education & Training Department of the Pharmacy Council shall serve as a member Secretary.

Meetings of CPD Technical Committee

The CPD Technical Committee shall meet thrice every year. These meetings shall be scheduled within the months of February, June and October every year.

Term of Office

The tenure of office of the Committee members shall be four years and eligible to be reappointed for another term only, except the ex-officio members (The Registrar, Chief Examiner and Head of ETD).

THE SCOPE OF CPD

The contents shall be activities that will help to develop or increase the knowledge, skills and professional performance needed for the delivery of quality pharmaceutical care to patients and the general public.

CPD Related Activities

The policy categorizes the following as CPD activities. This is by no means exhaustive and subject to periodic review by the CPD Technical Committee of the Council.

- Clinical meetings.
- Scientific conferences and workshops e.g. FIP, CPA, WHO
- Publication in peer-review journals.
- Review of journal.
- Facilitators at approved CPD events
- Attendance and participation in Pharmaceutical Society of Ghana (PSGH) conferences and scientific programmes.
- Technical reports on publications.
- Service as a preceptor/supervisor to a pharmacy intern;
- Service as a facilitator or resource person for approved CPD programmes;

- Regular attendance of meetings of the PSGH;
- Post-graduate studies in a pharmacy related field
- Fellowship programmes of the Ghana College of Pharmacists
- Fellowship programmes of West Africa Postgraduate College of Pharmacists (WAPCP);

A pharmacist may request the PC through its CPD Technical Committee to award credits for self-directed learning or educational experience that the pharmacist considers worthy of credit and the PC may grant such request.

CPD ACTIVITY DATABASE

There shall be established a dedicated CPD site linked to the Pharmacy Council website where all approved CPD programmes and their corresponding details shall be published.

OUTLINE OF AREAS OF CPD

- Law, Ethics & Practice Standards
- Law and Regulation
- Standards of Pharmaceutical care.
- International convention/ best practices related to pharmacy
- Health promotion and disease prevention.
- Practice Research and publication

Management and Administration

- Pharmacy Administration
- Pharmacy Information Management
- Health Service Management
- Human Resource Management
- Procurement and supply chain management

- Project Management
- Conflict Management
- Health Service Marketing
- Pharmaceutical Marketing
- Accounting
- Budgeting and Finance.
- Health financing.
- Pharmacoeconomics

OTHER AREAS

1. E- Learning
2. Tele- Pharmacy

KEY STAKEHOLDERS INVOLVED

1. PRACTITIONERS

This policy is mandatory for:

- All Pharmacists [herein after referred to as Practitioners] who are on the provisional and permanent registers of Pharmacists.

Guidelines for Practitioners

- The Registrar shall cause to be published notice of dates, location and number of credits available for approved CPD programmes within a given period.
- Practitioners should check with the Council about the credit status of any CPD they wish to attend.
- Credits are not necessarily transferable from activities of reciprocal regulatory bodies.

- Practitioners cannot accumulate more than 5 credits in any set of activities in one day
- Credit for past CPDs shall not be accepted

2. CPD PROVIDERS

All institutions, agencies and firms desiring to run CPD programmes must be registered as providers and the programme they intend to deliver must also be accredited by the PC. Credit points awarded to any programme must be indicated on all notices for that particular programme. Providers **MUST NOT** advertise programmes before accreditation is obtained.

Key CPD providers include;

- Training Institutions for Pharmacists
- Pharmaceutical Society of Ghana
- Ministry of Health
- Ghana Health Service
- Regulatory bodies (FDA, HFRA, NHIA)
- Ghana College of Pharmacist
- Teaching Hospitals
- Any other accredited organization or person

GUIDELINES FOR CREDIT AWARDS/DETERMINATION

CPD activities must satisfy the following criteria:

- Concise educational aims and objectives
- Clearly spelt out anticipated outcomes
- Clearly written evaluation procedures
- Providers must provide practitioners with verifiable documentary evidence of attendance

CPD CREDIT AWARD GUIDE

CPD (Category 1 – Compulsory)

Laws, Ethics and Regulations *up to 3 credits/ event*

CPD (Category 2)

Subject based events with hands–on learning *up to 5 credits/event*

Subject based events (oral only) *up to 3 credits/ event*

Online quizzes with certificates *1 credit/ event*
(Maximum of 25% of total credits required/ year)

- Published research (peer reviewed) *2 credits/paper*
(Maximum of 4 credits per year)

- Post-graduate studies in
Pharmacy/health related field *up to 3 credits/event*

Fellowship programmes of
Ghana College of Pharmacists *up to 3 credits/event*

Fellowship programmes of
WAPCP *up to 3 credits/event*

Service as a preceptor to
a pharmacy intern *up to 3 credits/event*

Facilitators at approved
CPD programme *up to 3 credits/event*

Published Article (non-peer reviewed) *1 credit/paper*
(Submitted to Council for assessment.
Maximum of 2 credits per year)

Clinical meetings *1 credit/event*
(*Maximum of 50% of total minimum credit required/year*)

Professional Association/Groupings *Up to 5 Credit/Event/year*
Scientific meetings and conferences.

CPD (Category 3) *Up to 5 credits/event*

- Procurement
- Supply Chain Management
- Communication Skills & Counseling
- Sales & Marketing
- Management and Administration
- Practice Research & Publications
- Pharmacy Records Management & Reporting
- Cost and Management Accounting
- Pharmacy Regulation
- Pharmacovigilance
- E- Learning
- Tele-Pharmacy, etc.

CPD CREDIT REQUIREMENTS

Practitioners are required to attain a minimum of 10 CPD credits over one year including attendance at one Law and Ethics program.

Types of Credits to be earned every year

1. Minimum of 7 Credits from CPD Categories 1 & 2 (Related to core functions)
2. Minimum of 3 Credits from CPD Category 3 (Areas outside of core functions)

Practitioners will be cautioned in writing if they fail to meet the minimum requirement in the year. A practitioner's license may not be renewed if he/she fails to meet the minimum 10 credits at the end of the year.

CPD PROGRAMME DOCUMENTATION

Proper documentation of CPD/CPE credits is important for the successful operation of this policy.

- There shall be the provision of a Credit Log Book (CLB) for each pharmacist in which should be recorded CPD programmes taken;
- Documentation could also be in the form of certificates awarded to participants upon completion of workshops, courses or seminars;
- Each pharmacist shall be responsible for acquiring the minimum CPD credits and ensure that accurate written records of acquired CPD credits is made available to the Pharmacy Council;
- The names of pharmacists obtaining more than the minimum required number of credits consistently over two renewal periods may be published for special commendations;

External CPD will not automatically earn the same credits as advertised for that programme. Certificates and available information on these programmes shall be submitted to the Council upon completion for credits to be awarded.

ROLES OF PHARMACY COUNCIL IN CPD IMPLEMENTATION

The Pharmacy Council shall be responsible for the following roles in the implementation of the CPD;

- Ensure that the relevant staff of CPD providers are trained on CPD documentation and certification to enable providers to report back within 4 weeks of completion of the activity
- May send inspectors to monitor the course or training and submit an independent report to the Council
- May require from providers a video evidence of the activity and
- Shall monitor & evaluate the impact of CPD programme on practice from time to time.

The Pharmacy Council shall also ensure that CPD programmes;

1. Are accessible to all categories of practitioners
2. Do not unduly disrupt work
3. Do not impose too much cost in terms of time and resources
4. Are relevant to a practitioners area of practice and is
5. Self-directed

POLICY ENQUIRY

Comments and suggestions should be directed to:

**The Registrar,
Pharmacy Council
P.O. Box AN 10344,
Accra North- Ghana
Tel: 0302 680150, 0302 680929
Fax: 0302 681931
Website: www.pcghana.org**