

Frequently asked Questions

How many CPD record sheets should I submit?

Please submit documentation supporting at least 12 and no more than 16 outcome credits.

What is a Learning Log

The learning log is a summary of all pharmacy related learning activities and is intended to supplement the evidence contained in your CPD record sheets. It will allow the auditor to take into account learning which may not have qualified for outcome credits.

Who will assess my CPD records?

The Council has appointed independent auditors, who will assess against predetermined criteria. As far as possible, CPD records will be audited by an auditor who practices in a similar practice area.

Will I receive feedback from the auditor regarding my CPD records?

Yes. The auditor will provide you with constructive feedback and if necessary suggest how you can optimise your professional development by documenting your learning more effectively.

What happens if I have been ill and not able to complete my CPD activities?

In cases of serious illness or extenuating unforeseen circumstances, Council will consider applications for dispensation on a case-by-case basis. Please inform Council (in writing) immediately if you are in this situation.

Can I be removed from the Register if I fail the audit?

No - failure to satisfy the requirements of recertification is not grounds for removal from the register.

The Pharmacy Council will manage the audit process. All correspondence will be with Council staff.

Further Information:

The full recertification policy document is available on the Pharmacy Council website:

www.pharmacycouncil.org.nz

(See Pharmacist >Recertification >Introduction & Policy)

Contacts:

Pharmacy Council

For general enquiries on recertification please contact

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Competence Policy Co-ordinator

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Pharmaceutical Society

If you are a current member of the Pharmaceutical Society of New Zealand, Liz Johnstone, is available to review your CPD records and she can provide specific feedback to you on the comments you make and your determination of the outcome credits. If you are not a Society member, Liz is still able to provide assistance to you, but you will be charged a fee for this service.

Liz Johnstone

Enhance Programme Manager

phone 04 381 8357

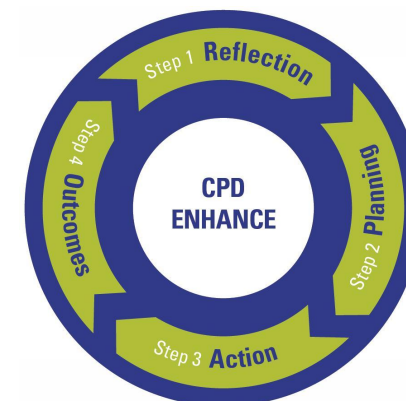
email enhance@psnz.org.nz

ENHANCE

Ensuring a Competent Pharmacy Profession



RECERTIFICATION AUDIT 2010



Audits

A recertification audit is an official assessment of CPD records against set criteria.

The CPD records of any practising pharmacist may be audited by the Council in any year.

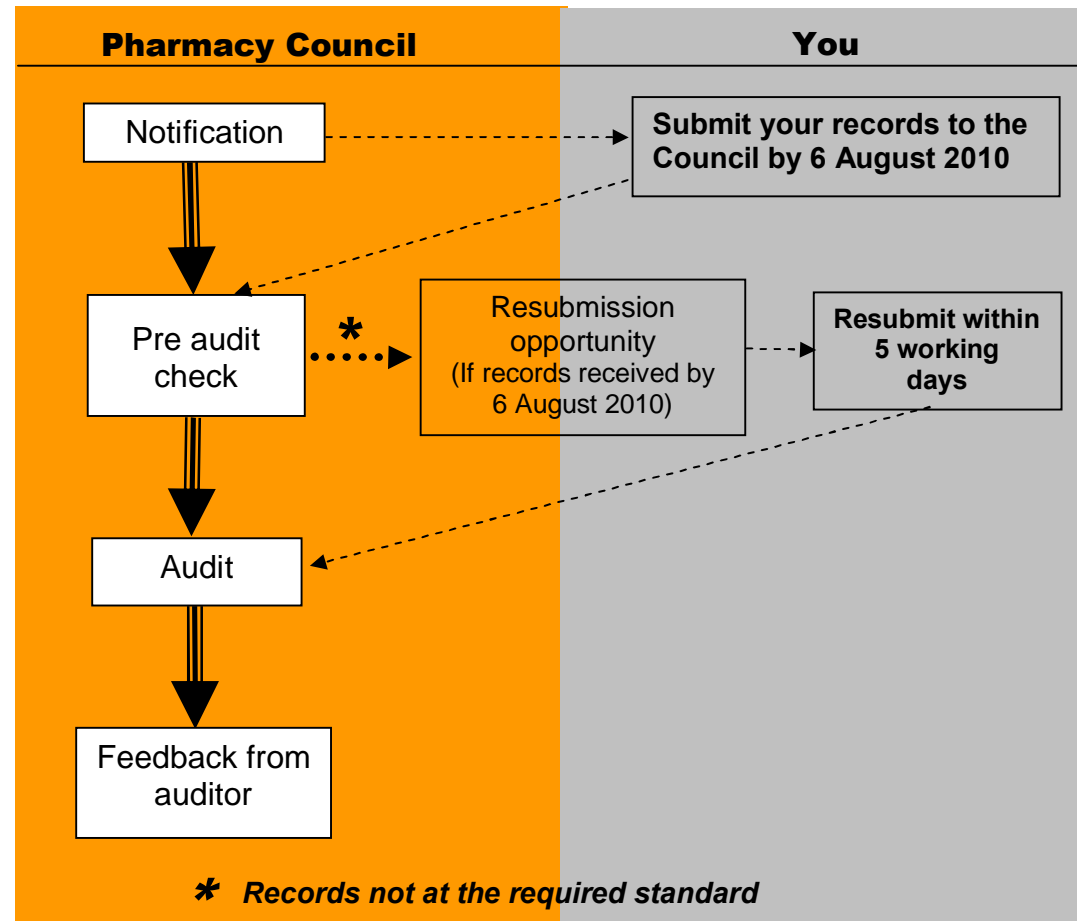
Why am I being audited?

Since April 2006, participating in the recertification programme (ENHANCE) has been mandatory for all New Zealand pharmacists holding an annual practising certificate. The purpose of the audit is to verify that pharmacists are participating and meeting the Council's recertification requirements.

Audit Process

- We have used a randomised process to select a group of practising pharmacists for the audit.
- Having been selected for audit, you have 15 working days from the date of the notification letter to submit your CPD documentation.
- You will have been advised of the outcome credit declarations you have made to Council over the last 3 years and you are asked to submit documentation in support of these.
- Forward your completed CPD records to the Council as per the covering letter.
- Council staff will carry out a pre audit check of your records to confirm they have been fully completed.
- If incomplete, you will have an opportunity to amend your records and resubmit them within 5 working days.
- Records received after 6 August 2010 must meet the pre audit check; no resubmission opportunities will be given.
- No submissions will be accepted after 13 August 2010.
- Records deemed acceptable at the pre audit check will be forwarded to an auditor.
- If the auditor determines that your documentation is of poor quality (e.g. insufficient learning demonstrated, a significant number of learning goals unrelated to professional pharmacy practice, insufficient learning outcomes demonstrated etc) you will be given the opportunity to remedy the issues identified.
- It is expected that you will be sent feedback by early September.

Audit Flowchart



Failing the audit requirements

Pharmacists, after the prescribed extension period, fail the audit if:

- ♦ They do not submit the required CPD documentation
- ♦ They do not submit documentation to meet the pre audit assessment requirements

In this instance Council will generally propose to place a condition on their scope of practice which will require the pharmacist to practice under the oversight of a professional peer.

For further information see the recertification policy, which is available on the Pharmacy Council website at http://www.pharmacycouncil.org.nz/recertification_main