

POLICY TITLE**Recertification for Practising Pharmacists****RELEVANT TO HPCAA**

Section 27(1)(a)
Section 41: Recertification Programmes
Section 43: Unsatisfactory result of a recertification programme

POLICY STATEMENT

All pharmacists who hold an Annual Practising Certificate (APC) must participate in an accredited recertification programme. Accreditation and recertification requirements for these programmes are set by the Council. The recertification requirements must be met irrespective of hours worked or breaks in practice.

Failure of a pharmacist to satisfy the requirements of recertification is not of itself, grounds for taking disciplinary action under Part 4 (complaints and discipline) against that pharmacist [Sec 43(5)]

The Council reserves the right to change the recertification requirements and/or the framework. Pharmacists will be notified of any significant changes made.

RATIONALE

The principal purpose of the HPCA Act 2003 is to protect the health and safety of members of the public. The Act provides the Council with mechanisms to ensure that pharmacists are competent and fit to practise and recertification is one of the mechanisms through which the Council will ensure pharmacists are competent to practice on an ongoing basis within their scope of practice.

IMPLEMENTATION

- 1) An APC is not automatically issued upon receipt of payment.
- 2) Each year, when applying for an APC, every practising pharmacist must make a declaration that they are actively participating in a Council accredited recertification programme.
- 3) If the pharmacist's declaration indicates they are not actively participating in a recertification programme, an APC may not be issued.
- 4) Pharmacists who are newly registered must be participating in a recertification programme within three months of the issue date of their APC.

Meeting recertification requirements

- 5) The Council accredited recertification programme requires a practising pharmacist to achieve the recertification requirements by actively participating in the programme. This includes:
 - a. Clearly identifying the competence standards that form part of their practice
 - b. Assessing their competence in the above standards
 - c. Addressing any lack of evidence for elements and activities within these standards by undertaking appropriate CPD
 - d. Undertaking CPD to accumulate a minimum of 12 Outcome Credits in a three year period (including a minimum of four in the first year of participation in the programme, or five in the first year of participation in the programme if it is more than one year since they last practised).
 - e. Re-assessing their practice every five years, or if a change in practice area occurs, and identifying any additional standards relevant to the new role and addressing any lack of evidence for elements and activities by undertaking appropriate CPD.

Not meeting recertification requirements

- 6) Pharmacists whose APC declarations do not indicate that recertification requirements have been met will be advised in writing that because of the lack of information provided, the Council is not assured of their participation in recertification. The letter will inform the pharmacist:
 1. That the Council proposes to place a condition on their scope of practice and that this will require them to practise under the oversight of a professional peer (under s.28(2)) until they

- can demonstrate they are participating.
2. That 10 working days will be allowed make a written submission in response to the proposed condition and/or to be heard on the matter either personally or by their representative, and that any submission received will be considered by the Competence Policy Advisor and the Registrar.
3. That if no submission is made, or the submission is not accepted, the pharmacist will have their Scope of Practice endorsed with the condition proposed and will receive an APC with the condition valid until 31 March of the following year. The condition will be made public on the Register.
4. That they may not hold the following roles until the condition lifted:
 - Preceptor pharmacists
 - Councillors (including Committee members)
 - Competence reviewers or practice counsellors
 - Pharmacist assessors appointed or contracted for all functions of Council (including overseas pharmacist assessors and preregistration programme assessors).

The Condition of Oversight

5. A pharmacist with a condition of oversight on their scope of practice must provide reports to the Competence Policy Advisor every three months. These reports are to be signed by the pharmacist and their professional peer and will indicate the progress being made towards achieving compliance with the recertification process.
 6. Failure to report may result in a referral to the Council who may then deem that the pharmacist is not satisfying the requirements of the programme and, under Section 43 of the HPCA Act 2003, may make either of the following orders:
 - a. That the pharmacist's scope of practice be altered .
 - i. By changing any health services that the pharmacist is permitted to perform [Sec 43 (1)(a)(i)]; or
 - ii. By including any additional practice condition or conditions (on the scope of practice) that the Council considers appropriate [Sec 43 (1)(a)(ii)]
 - b. That the pharmacist's registration be suspended [Sec 43, subsection (a)(b)].The Council will determine which of the above (a. or b.) will apply to an individual pharmacist on a case by case basis.
 7. In either of the cases above the Council is required to give:
 - a. A notice to the pharmacist concerned stating:
 - iii. The reasons for the above order(s) [Sec 43 (2)(1)(a)(i)] and
 - iv. That he/she has a reasonable opportunity (20 working days will usually be allowed from the date of the notification) to make a written submission and/or to be heard on the matter, either personally or by their representative [Sec 43 (2)(1)(a)(ii)]
 - b. A copy of any information on which the Council has based the above order(s) [Sec 43 (2)(1)(b)].The notice must contain sufficient detail to clearly inform the pharmacist of the particular grounds for the proposal to make the order [Sec 43 (3)], and that the above actions remain in effect until the pharmacist has satisfied all the requirements as specified by the Council [Sec 43 (4)].
 8. The condition of oversight will be lifted from the pharmacist's scope of practice when the recertification requirements are met and a new APC without conditions will be issued.
 9. To meet the requirements the pharmacist must submit documentation to a standard acceptable to the Competence Policy Advisor. This will include:
 - a. a completed Practice Review (from within the previous five years) which has been reviewed and amended with assistance from the peer, and
 - b. CPD records (usually a minimum of 2) which have been reviewed and amended with assistance from the peer.
 10. In the event that the above documentation is not satisfactorily completed, Council may decline to issue an APC for the following year.
- 7) If any information included in a pharmacist's APC renewal is found to be false or misleading, the Registrar may decline to issue an APC.

Appeal of orders made by Council under Section 43 of the HPCA Act 2003

- 8) A pharmacist may appeal to a District Court against any Council decision to include or vary conditions on his/her scope of practice or to suspend his/her registration as a result of a failure to

meet recertification requirements.

- 9) The appeal must be lodged with the District Court within 20 working days of the date the pharmacist receives notification of the Council's decision. [Sec 106 (4)].

APPROVAL DATES

This policy was originally approved November 2006

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This policy is to be reviewed by **May 2011**

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