

Recertification for Practising Pharmacists

Relevance to Health Practitioners Competence Assurance Act, 2003 (HPCA)

1. Section 27(1) (b), (f), (3), (4), & 29(1)
2. Section 41: Recertification Programmes
3. Section 43: Unsatisfactory result of a recertification programme

Policy statement

4. Maintaining competence is the professional responsibility of an individual pharmacist and is an expectation of the Council and the public.
5. Council requires practising pharmacists to participate in a continuing professional development (CPD) recertification programme to maintain and enhance their practice of pharmacy. Minimum annual requirements from different types of learning are prescribed for each year and each three-year learning cycle.
6. The principal purpose of the HPCA is to protect the health and safety of members of the public. The Act provides Council with mechanisms for assuring that pharmacists are competent and fit to practise in accordance with the *Competence Standards for the Pharmacy Profession*. One such mechanism is participation in a recertification programme.
7. This policy outlines the CPD recertification requirement and the process for verifying compliance.
8. This policy also outlines the minimum hours' requirement for unconditional recertification and Council's process when the requirement is not met.
9. This policy describes actions Council, or its delegate, may take if a pharmacist does not comply with the recertification requirements.

Information

10. At the time of applying for their annual practising certificate (APC), pharmacists must make declarations to Council relating to their health and competence, minimum hours worked and meeting CPD recertification requirements.
11. Council may place a condition on a pharmacist's practice if minimum requirements are not met.
12. This policy, together with Council's *Recertification Framework for Practising Pharmacists*, outlines minimum CPD requirements for the purpose of recertification.

13. Documentation of a pharmacist's learning activities and the associated CPD points must be recorded on the online platform provided by a Council-approved recertification programme provider.
14. Council verifies compliance with the minimum recertification requirements before issue of an annual practising certificate. Verification provides the public with reassurance that Council is ensuring pharmacists are maintaining their competence.
15. The quality of pharmacists' participation in the online recertification programme may be the subject of a separate Quality Review each year.

The role of CPD

16. Pharmacy practice is increasingly patient-focused, encompasses a variety of models of care and may involve integrated, multidisciplinary health care teams. Pharmacists must practise safely and competently within evolving models of care that stay abreast of improvements in medicines and medical technology, and changes to funded pharmacy services. Undertaking CPD to maintain and enhance competence is a professional responsibility of all pharmacists and provides Council with assurance of competence.
17. Learning may be with or without assessment and at least some is expected to result in evidence of changed pharmacy practice.

CPD recertification requirements

18. CPD requirements for recertification are outlined in Council's *Recertification Framework for Practising Pharmacists*. Requirements may change from time to time or be supplemented by additional requirements by decision of Council. At least 20 working days' notice will be given of substantive changes.
19. Pharmacists who submit their APC application before 1 April are deemed to hold a practising certificate until consideration of additional information requested by Council, or completion of declaration checks, has been completed.
20. Pharmacists applying for an annual practising certificate are asked to declare whether they meet the CPD recertification requirements. Separate requirements apply for individual certification years and three-year learning cycles.
21. For practising pharmacists who have been registered in the Pharmacist scope of practice in New Zealand for 12 or more continuous months:
 - 21.1 CPD requirements apply to all practising pharmacists, irrespective of hours worked
 - 21.2 annual requirements: minimum of 20 points per year from any combination of: Group 1, Group 2, Group 3 and Recognised Activities; of which a maximum of 10 points may be from Recognised Activities, and

- 21.3 requirements for a three-year learning cycle: completion of at least one full, or modified, practice review and a minimum of 70 points over three years, of which:
- 21.3.1 a maximum of 35 points is from Group 1, and
 - 21.3.2 a maximum of 10 points is from Recognised Activities, and
 - 21.3.3 a minimum of 10 points (two completed activities) is from Group 3, and
 - 21.3.4 ¹a minimum of 18 points² (and 12² Group 2 points) with focus on one or both of: *Understanding Hauora Māori* (competency M1.5) and *Practising in New Zealand's Culturally Diverse Environment* (competency M1.4), and
 - 21.3.5 ¹at least some learning is focused on understanding Hauora Māori.
22. For practising pharmacists who have **not** been registered in the Pharmacist scope of practice in New Zealand for 12 or more continuous months, recertification requirements vary from those in section 21 as follows:
- 22.1 intern pharmacists registering in the Pharmacist scope in December must be enrolled with a programme provider by 1 April the following year
 - 22.2 intern pharmacists registering in the Pharmacist scope in June must be enrolled with the approved recertification programme and have completed at least 10 CPD points by 1 April the following year, irrespective of hours worked
 - 22.3 for pharmacists returning to practice, or registering via the REQR³ or TTMRA⁴ routes:
 - 22.3.1 the competence, knowledge and experience of pharmacists within these groups may vary considerably,
 - 22.3.2 it is a professional and ethical obligation to remain competent to practise,
 - 22.3.3 to adjust to the changes in pharmacy practice or a new pharmacy practice environment, Council expects these pharmacists to complete more professional development activities than those who have been in continuous practice in New Zealand,

¹ First full implementation is for pharmacists completing their three year learning cycles between April 2019 and March 2020 and who are applying for a 2020-2021 APC. A transition requirement applies for pharmacists completing a three year learning cycle in the April 2018 - March 2019 certification year (see ² below).

² 12 points and 5 points respectively applies for pharmacists completing their three year learning cycles between April 2018 and March 2019 and who are applying for a 2019-2020 APC.

³ REQR- Recognised Equivalent Qualification Route- pharmacists from Canada, Ireland, United Kingdom and United States.

⁴ TTMRA – Trans Tasman Mutual Recognition Act: Australian-registered pharmacists are eligible to register in New Zealand because they meet the requirements for registration in Australia.

- 22.3.4 as an absolute minimum, pharmacists must complete a pro-rata equivalent of the annual CPD requirement of 20 points per year, in the year they started (or returned to) practising in New Zealand, based on the *number of months* registered – and irrespective of hours worked. They must then start a three year learning cycle, or, if appropriate, continue an existing cycle, the following April
- 22.3.5 pharmacists can only claim CPD points for activities over-and-above the set requirements for initial registration or return to practice.

Verification of a pharmacist's CPD recertification declaration (audit part 1)

23. A pharmacist must declare in their APC application whether they have met the CPD recertification requirements and recorded their CPD in the approved online recertification programme (ENHANCE).
24. Council verifies a pharmacist's declaration by checking the information held in his or her ENHANCE record at the time of APC application. CPD is checked for each year of the current learning cycle and, if approaching completion of a three-year learning cycle, compliance with the three-year CPD is checked.

Minimum hours recertification requirement

25. Pharmacists must declare in their APC application whether they have worked a minimum of 450 hours in the Pharmacist scope of practice over the three years immediately prior to their application.
26. If a pharmacist declares they have not worked 450 hours or more, they will be asked to provide information about their practice over the three years and their plans for practising in the next 12 months. Council will provide a framework to assist pharmacists to provide this information and to guide reflection on which additional actions would be reasonable to assure public safety.
27. If necessary, the Registrar will set a condition on scope of practice requiring a pharmacist to work in association with another pharmacist for up to three months.
28. From time to time, Council may verify declarations about minimum hours by requesting evidence of employment hours.

Failure to meet CPD recertification requirements

29. Failure to submit an APC application before 31 March:

Pharmacists whose APC applications are received after 31 March will not be deemed to hold a current practising certificate, and will not be eligible to practise, until their application has been duly considered.

30. Non-compliance with CPD recertification requirements:
 - 30.1 is not of itself grounds for taking disciplinary action against a pharmacist under Part 4 of the Act (complaints and discipline); section 43(5)
 - 30.2 may affect a pharmacist's entitlement to practise under Parts 2 or 3 of the Act. Council may decline an application for a practising certificate, impose conditions or other requirements on a pharmacist's practice, or suspend registration
 - 30.3 will result in communication to the pharmacist from the Registrar, acting under delegation from Council, to:
 - 30.3.1 advise that Council is not satisfied the pharmacist meets the required standards of competence
 - 30.3.2 propose a condition on their scope of practice, and that this will require them to practise under the supervision of a practising pharmacist (section 28(2)) and demonstrate full participation in the recertification programme
 - 30.3.3 advise that 10 working days will be allowed to make a written submission in response to the proposed condition and that the pharmacist may make a written submission or be heard on the matter either personally or by their representative
 - 30.3.4 advise that, if no submission is made, 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, or until the pharmacist is up to date with the recertification requirements. The condition will be made public on the Register.
31. Pharmacists with conditions on their scope of practice, as a result of the process described in paragraph 30, may not hold the following roles until the condition is lifted:
 - 31.1 preceptor pharmacists or supervising pharmacists
 - 31.2 Councillors (and Committee members) of the Pharmacy Council of New Zealand
 - 31.3 competence reviewers or practice counsellors
 - 31.4 pharmacist assessors appointed or contracted for all or any functions of Council (including overseas pharmacist assessors and intern training programme assessors).
32. Failure to meet conditions before the subsequent application deadline for practising certificates may be grounds for the Registrar to decline the application.

33. Making a false declaration in respect of meeting CPD recertification requirements - if a pharmacist's declaration to Council is found to be incorrect in the verification process, the Registrar may decline the application on the basis of the information provided being false or misleading; section 27(3). Pharmacists will have an opportunity to make written submissions or be heard in person or by a representative.
34. Processes are available for review or appeal of decisions made by the Registrar, or the Council, in respect of conditions on scope of practice or declining applications for practising certificates.

Quality Review (recertification audit part 2)

35. Each year, Council will review the quality of participation in the CPD recertification programme of a sample group of pharmacists.
36. The purpose of the Quality Review is to:
 - 36.1 inform Council of the quality of pharmacists' professional development
 - 36.2 enable Council to identify recertification requirements that may need clarification
 - 36.3 set new recertification criteria or modify expectations for existing criteria
 - 36.4 set targets for the programme provider as a condition for on-going approval of the programme
 - 36.5 set new recertification requirements for pharmacists.
37. Pharmacists will be advised if they are selected for the annual Quality Review. The Review will normally occur mid-year.
38. To conduct the Quality Review, Council or its agents will access the online learning record of selected pharmacists for the purpose of determining quality of participation in the recertification CPD programme.
39. Pharmacists selected for the quality review may be asked to provide further information to assess the quality of their participation in the continuing professional development programme.
40. Requested information must be provided within 20 working days of the request. Failure to provide information will amount to a failure to comply with the recertification programme and Council will consider taking action under section 43 of the Act in respect of alteration of scope of practice or suspension of registration.
41. Council may request that the recertification programme provider provides additional support and advice to any pharmacist whose CPD records have been reviewed in the Quality Review.

Role of the recertification programme provider

42. Pharmacists are responsible for ensuring they meet the requirements of an approved recertification programme.
43. Approved recertification programme providers must ensure their programmes meet Council requirements.
44. Providers of approved recertification programmes are responsible for ensuring compliance with their programmes and are expected to systematically monitor the quality of participation and proactively identify, and remediate, individual instances of unsatisfactory participation.

Document Controls

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