

Processes for Monitoring and Re-accreditation of a New Zealand Pharmacy Education Programme

1. Subsequent to initial accreditation, a programme will be monitored and assessed for re-accreditation against accreditation standards at intervals agreed by the Council.
2. This document describes the monitoring and re-accreditation process in greater detail. It deliberately mirrors corresponding elements of the Australian Pharmacy Council's Accreditation Quality Assurance and Monitoring Policy (February 2015)¹.

Scheduling of monitoring and re-accreditation

3. Normal accreditation cycles for NZ Pharmacy education programmes are:
 - Bachelor of Pharmacy: 5 years
 - Prescriber: 3 years
 - Intern Training Programme: 3 years
4. Initial accreditation and subsequent re-accreditation decisions include:
 - date of accreditation decision
 - conditions and monitoring requirements, if any:
 - **conditions:** areas of non-compliance against the accreditation standards that require corrective action and reporting by a given deadline
 - **monitoring requirements:** area of expected improvement that must be demonstrated by a given deadline
 - date of expiry of accreditation. The next re-accreditation decision is due by this date.

Monitoring and reporting

5. Providers of accredited university education programmes are required to complete an annual monitoring report (annual report) per calendar year.
6. The annual report includes:
 - 6.1 staff list, including changes to organisational structure, employment role and changes to qualifications or teaching responsibilities
 - 6.2 curriculum changes
 - 6.3 enrolled student or intern numbers (including a breakdown of domestic and international students)

¹ Reflecting the desire to collaborate that is conveyed in a Memorandum of Understanding, both organisations agree that consistency of content is helpful.

- 6.4 anticipated changes in the next 12 months to infrastructure, curriculum or staffing
- 6.5 clinical placement hours delivered per programme year (pharmacy degree programme).
- 7. The APC will provide recommendations to the Council on conditions and monitoring requirements based on its review of the annual report.
- 8. An accredited education provider must notify the Council in writing of changes to its programme, including curriculum or resources, immediately following a change decision. The Council will seek an opinion on the magnitude of the change and if the change is deemed to be major it may bring forward the next scheduled re-accreditation audit process – either in full or in part.

Re-accreditation

- 9. The decision to re-accredit a provider rests with the Council.
- 10. In making its re-accreditation decision, the Council relies on the recommendation from an accreditation evaluation process.
- 11. Accreditation evaluation services, including a re-accreditation recommendation, are provided to the Council by the APC.
- 12. The re-accreditation evaluation process involves:
 - 12.1 submission of information, upon request, in accordance with the APC's usual schedule and processes
 - 12.2 review of the supplied documentation by the APC
 - 12.3 conduct of a site visit:
 - 12.3.1 for university bachelor programmes a Site Evaluation Team (SET) visit is conducted
 - 12.3.2 for university prescriber programmes a site audit is conducted
 - 12.3.3 for an intern training programme a site audit visit conducted
 - 12.4 provision of a written accreditation recommendation to the Council by the APC.
- 13. The Council makes a re-accreditation decision after consideration of the recommendation. The decision may be with or without conditions and with or without monitoring requirements.
- 14. The Council will inform the provider of its re-accreditation decision.

Effective date

- 15. Effective: 1 July 2015.

