

Keeping up to date

Requirement

You are required to record evidence of at least one learning activity in each recertification year that keeps you abreast of new medicines, technology, professional practice and services, and that ensures optimal outcomes for users of your services.

This is a place to record how you maintain and develop the skills, knowledge and attitudes that are relevant to competence in your role.

What learning activities might contribute?

Pharmacists undertake a wide range of learning activities to keep up to date. These could be either to maintain or further develop your competence in your role. It may also be specific incidental learning that you gain in the course of your daily work. These learning activities may be those

- Outlined in your professional development plan (**planned**), or
- That you undertake or occurs in response to a situation, need or opportunity that arises in your practice (**unplanned**)

Examples of learning activities you could include

- Journal article(s) or guidelines read while researching a question
- In person or online learning event(s) attended – name of event, speaker(s), topic, location, date of event
- Learning to gain qualifications e.g. postgraduate qualifications, becoming a vaccinator, accreditation to supply medicines such as trimethoprim
- Proactive review of journals or literature search on a topic relevant to your practice – recording the search strategy (how you went about the search) and summary of findings
- Workplace based activities
 - queries from patients or other healthcare professionals where you don't initially know the answer. Describe your literature search strategy and critical appraisal of the evidence to inform the answer given
 - new knowledge or skills that benefit groups of pharmacy service users, which you actively develop while you do the wider aspects of your job such as completing a service development, writing a guideline or delivering training.
 - in-house courses including on the job training (and may include validations) which is relevant to your competence in your role. E.g. being trained to check an aseptically compounded product, clinically screen chemotherapy prescriptions, join on-call team

We know you will undertake many activities in the course of the year which could be described as keeping up to date. You do not need to record them all; only one needs to be recorded for the purpose of recertification.

Documentation

As long as you include the minimum data set, MyRecert offers several ways to upload or enter information about your Keeping up to Date activities.

1. Information directly entered (typed) and upload any supporting information (e.g. certificate, document, photo, snip of journal information, email trail) directly into MyRecert or
2. Entered into the Keeping up to date template and uploaded, or
3. You may use your own template that includes the minimum data set and upload

Minimum data set

- Date
- Name and description of the activity and can be described as text, uploaded pdf or image.
Examples
 - journal article(s) or guideline information
 - learning event attended – name, speaker, topic, location. Certificates of attendance if issued
 - Qualification gained – name, date, awarding organisation or institute
 - a literature search strategy and summary of critical appraisal
 - workplace based activities e.g.
 - describe query from patient / other health care professional, describe research undertaken, critical appraisal and answer given
 - describe new knowledge or skills actively developed while undertaking activities such as completing a service development or writing a guideline, upload outputs if relevant
 - validation certificates

Optional information

- Background / rationale for learning
- Reflection on learning, could include a summary of learning points
- Date completed if longer piece of work

Links with other recertification requirements

Discussions within your **peer support groups** or with your **verifier**, your **written reflection**, or your **professional development plan** may all inform the activities you need to undertake to **keep up to date** on a variety of topics including **cultural safety**.

