

Continuing Professional Development (CPD) Frequently Asked Questions

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1. What is 'Continuing Professional Development' (CPD)?

Continuing professional development (CPD) is a formative and positive process that helps you to continually update and improve your knowledge and skills as a pharmacist. It is an activity you engage in as a pharmacy student and continue throughout your career as a registered pharmacist.

In June 2013, with the enactment of new CPD regulations, CPD became a statutory requirement of registration with the Pharmaceutical Society NI. In the new CPD regulations, the link between CPD and retention on the register is clearly described as:

“the continuing professional development which registered persons are required to undertake in order to have their name retained in the register and to maintain competence...”

The Council of the Pharmaceutical Society NI (Continuing Professional Development) Regulations (Northern Ireland) 2012

2. What are the CPD requirements of the Pharmaceutical Society NI?

The CPD Standards and Framework outline the CPD requirements for ALL pharmacists registered with the Pharmaceutical Society NI. These documents are available to download from the CPD section of our website at [CPD-Framework COMPOSITE](#). The Pharmaceutical Society NI has a statutory duty under the Pharmacy Order 2012 to publish a CPD framework outlining:

- the requirements and conditions that must be met by registrants in respect of their CPD, AND
- the circumstances in which registrants can be regarded as having failed to comply with their CPD requirements and subsequent remedial measures that may be applied by the Registrar.

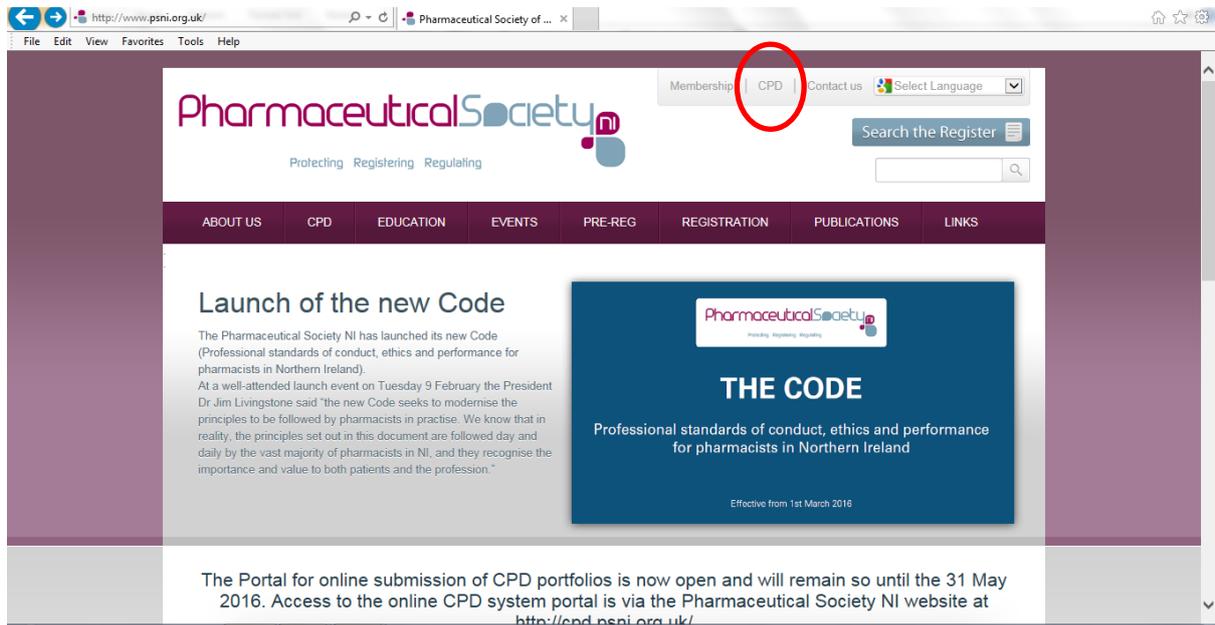
3. When does statutory CPD commence?

Statutory CPD commenced on 1 June 2013. This means that any CPD records that you record must comply with the CPD standards and the requirements for undertaking CPD, which are outlined in the framework produced by the Pharmaceutical Society NI, available at [CPD-Framework COMPOSITE](#)

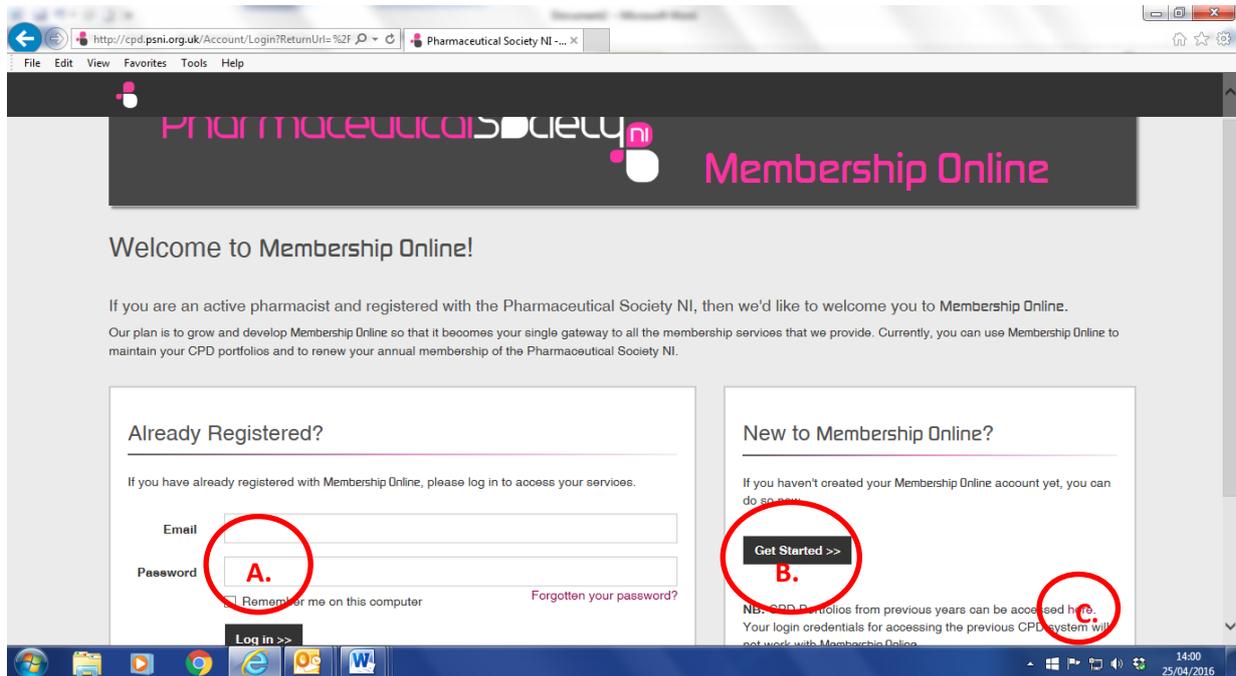
4. What if I work in different areas/sectors of pharmacy?

Your CPD record must be relevant to your scope or area of practice. If, for example, you work in academia most of the time but occasionally undertake locums in community pharmacy, your CPD records must contain CPD activity relevant to both areas of practice.

5. How do I access the new CPD online system?



Please access the CPD Membership online site via the CPD link available at the top of the psni.org.uk homepage. Alternatively enter: cpd.psn.org.uk.



A. This section is for members that have already used the new system in 2016.

B. This section is for any members that have not used this system in 2016.

C. Access to previous portfolios can be found by clicking on 'here'.

6. I am having difficulty logging onto the CPD online system

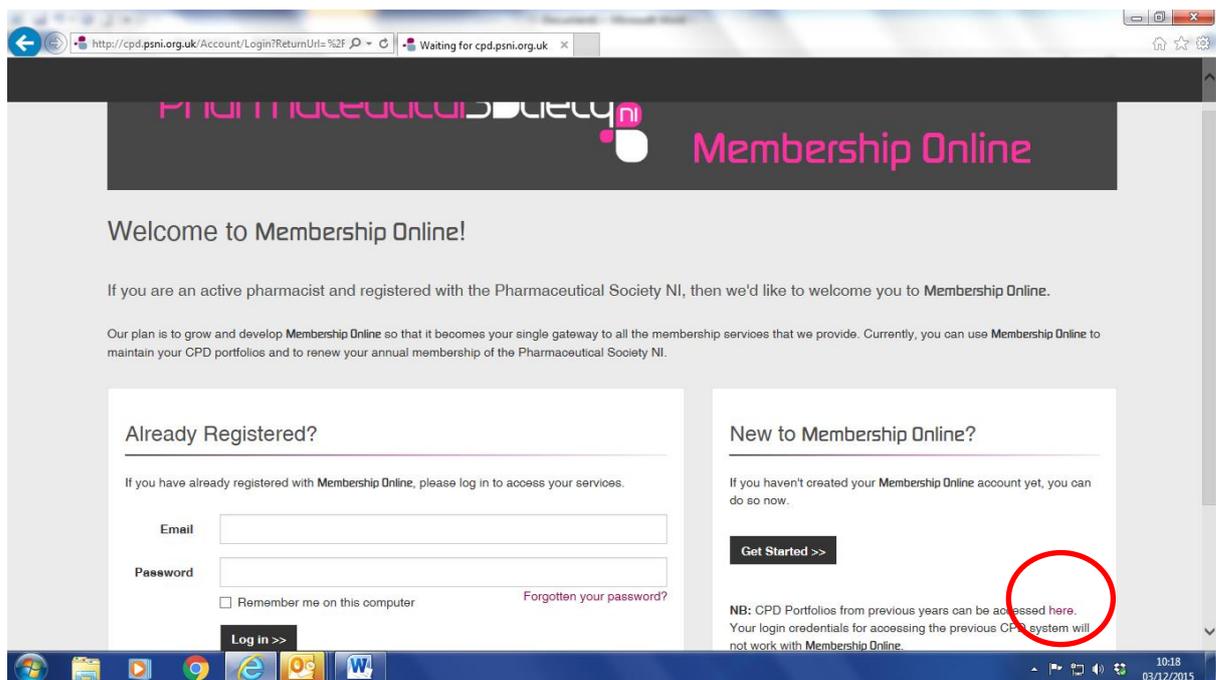
If a registrant is unable to register or log on to our new membership or CPD online system, they must check with us that the details we hold for them are accurate and up-to-date, that is, that their name, address, registration number and email address all match the information submitted at the time of annual retention. For a registrant to change any of their registration details they must notify our Registration Department of the change in writing or by email to info@psni.org.uk, an acknowledgement will be sent followed by a written confirmation from the registration department once the process is complete.

7. I am unable to access my historical CPD portfolios

When you click on the 'CPD link' on the home page of the Pharmaceutical Society NI you will enter into the '**Welcome to Membership Online!**' page, below, is a screenshot.

Go to the narrative under '**New to Membership Online?**' and you will see a link highlighted in red, '**here**', click on the link and this will take you into to all your previous CPD portfolios.

Ensure you use the correct login details.



8. Can I amend or edit my CPD cycles once I've allocated them to 'my portfolio'?

Cycles that are in a portfolio may not be edited. However, you may remove the cycle from the portfolio if you decide to make further changes, as long as the portfolio has not been submitted.

9. How can I print off my CPD cycles?

- Go to <http://cpd.psni.org.uk/cpd>
- Select "My Portfolios" from the banner at the top of the page.
- Click on the box entitled, "2015/16 Annual Portfolio".
- On the *rhs* of the page, a drop-down list of all your available cycles will appear.
- Click on the cycle you wish to print off and add to the portfolio.

- A summary of the cycle appears on screen.
- Hover your 'mouse' over the cycle summary and right-click on it to print off the cycle.

10. Will my CPD portfolio record be assessed by the Pharmaceutical Society NI?

From 1 June 2013, all registrants are expected to submit a CPD portfolio record annually to the Pharmaceutical Society NI by 31 May each year. From the total number of portfolios submitted a sample will be selected for assessment. Approximately 10% of the register will be sampled and assessed each year.

Who should do CPD?

11. Who should do CPD?

ALL pharmacists who are registered with the Pharmaceutical Society NI must be compliant with our CPD requirements and must complete 30 hours of CPD each year. This includes pharmacists who are working part-time, retired or who are living or working outside Northern Ireland.

12. What if I am a pharmacist working and living outside Northern Ireland and/or not working within the pharmacy sector. Am I expected to undertake CPD?

A condition of registration with the Pharmaceutical Society NI is the completion of a declaration on the annual retention/registration form indicating that you comply with our CPD requirements. This is a statutory duty for ALL registrants. This means that even if you are not resident in Northern Ireland or not working as a pharmacist you must still comply with our CPD requirements in order to be registered with the Pharmaceutical Society NI.

You must complete 30 hours of CPD each year.

13. What if I am retired but undertake a small amount of locum work

CPD applies to all pharmacists on the register. CPD requirements apply to you if you undertake pharmacy work of any kind, irrespective of the number of hours you work. The requirements are designed to ensure that you continue to maintain and develop technical knowledge and skills appropriate to your role. It is the view of the Pharmaceutical Society NI that whether a pharmacist works full-time or part-time they still need to maintain an acceptable level of knowledge and skills in order to retain the right to practise and to ensure the safety of the public.

You must complete 30 hours of CPD each year.

14. What if I am on a career break/unemployed/travelling overseas

Undertaking CPD is a statutory duty and a condition of registration with the Pharmaceutical Society NI whether you are on a career break/unemployed/travelling overseas. The purpose of CPD is to maintain public confidence by ensuring that pharmacists continually update their skills in order to give their patients the best possible treatment and care.

You must complete 30 hours of CPD each year.

15. What if I am working overseas and still registered with the Pharmaceutical Society NI

The Pharmaceutical Society NI does not keep an overseas register. Undertaking CPD is a statutory duty and a condition of registration with the Pharmaceutical Society NI even if you are working overseas.

You must complete 30 hours of CPD each year.

16. What if I am registered with the Pharmaceutical Society NI but have not been practising

If you are a pharmacist registered with the Pharmaceutical Society NI and do not practise as a pharmacist you are still required to complete and keep records of your CPD.

You must complete 30 hours of CPD each year.

17. What if I am not currently on the register and wish to be restored

If you leave the register and wish to be restored in the future, you should contact the Registrar for advice on the procedure. In relation to CPD, you will be asked to complete a Personal Development Plan detailing proposed activities to meet your CPD requirements.

18. What if I am dual registered but spend most of my time working in another jurisdiction?

Dual registrants must comply with the CPD requirements of each registering body.

CPD activity can be undertaken in any jurisdiction.

When recording your CPD activity you are required to record your CPD activity using the CPD recording formats of each registering body. Make sure the CPD information you record meets the criteria for assessment of each registering body before making a submission.

Extenuating circumstances

19. What if I am on long-term sick leave

If you are on long-term sick leave, you should contact the Pharmaceutical Society NI, explaining your circumstances. You may be eligible for an exemption or deferral from your CPD requirements in the current CPD year. The application for 'Extenuating Circumstances' is considered carefully by the Registrar along with the supporting medical evidence (e.g. letter from the hospital/consultant or other documentation), and, the period of the illness. In normal circumstances, the Registrar will contact you in writing with the determination on your application within 21 days after receipt.

20. What if I am on maternity, paternity or adoption leave

If you are on maternity, adoption or paternity leave, the normal CPD requirements do not apply. You must submit an application for Extenuating Circumstances (EC) to the Pharmaceutical Society NI advising us of the dates of your 'leave', including a specific date of when you plan to return to work.

If you have a gap of longer than two years, you must submit a Personal Development Plan showing how you will meet your CPD requirements before returning to practice.

Under employment law, an employee is entitled to undertake 10 days (keeping on touch (KIT) days) during maternity, adoption or additional paternity leave.

This means that a registrant can undertake 10 statutory KIT days and be exempt from their CPD requirements. Any work undertaken by the registrant over and above these statutory KIT days will be considered 'locum work' and the registrant will be eligible to make a CPD submission.

Please note:

- If you return to work **prior to and including 1 December in a CPD year**, you will be required to submit 30 hours of CPD by the submission deadline.
- If you return to work between **2 December and up to the submission deadline**, you are eligible to apply for a partial CPD submission of 15 hours using the EC form.
- If you are on **maternity leave over the submission deadline**, you are eligible to apply for a CPD exemption.

21. I will not be able to meet the deadline date for submission due to exceptional circumstances that have arisen unexpectedly. What should I do?

If there is good reason why you are unable to meet the submission deadline (for example, you have become gravely ill), you must notify the Post-Registration Lead at the earliest opportunity of the change in your circumstances. You will need to complete an EC form, which you can download at [Extenuating Circumstances Application Form](#)

You must post the completed form along with any supporting evidence at the earliest opportunity to:

Post-Registration Lead
Pharmaceutical Society NI

73 University Street
Belfast
BT7 1HL.

CPD Submission

22. What is the submission process?

Online portfolios

If you are submitting a portfolio online, the deadline for submission is 31 May each year. The portal to the online system opens 1 April each year and will close at midnight 31 May each year. You can submit your portfolio by logging in as usual and following the prompts through to “Submit Portfolio.” You will not be able to make any amendments to your portfolio once you have submitted it for assessment so please ensure that it is complete. You will be sent an automatic ‘read-receipt’ when your CPD submission has been successful. The online system will notify you by email if you have been selected for assessment by the end of the first week in June each year.

Paper-based portfolios

If you are submitting a paper based portfolio, it should arrive at the Society’s offices by 31 May each year. You should provide original documentation **plus** one ANONYMISED photocopy. You must submit your CPD cycles using the record forms prescribed by the Pharmaceutical Society NI which you can access at [CPD Online Manual](#)

We do not routinely require that you send copies of your documentary evidence as proof of participation in CPD activities. However, from time to time, we reserve the right to request such evidence to be forwarded to us.

23. What happens if I miss the submission deadline?

If you fail to submit a CPD portfolio by the submission deadline without a ‘reasonable excuse’ you will have failed to comply with the requirements of the CPD Framework.

In cases of non-submission, the Registrar will follow the procedure set out by Articles 5-8 of the regulations [\[The Council of the Pharmaceutical Society of Northern Ireland \(Continuing Professional Development\) Regulations \(Northern Ireland\) 2012\]](#).

24. When can I submit my CPD portfolio record?

We are giving registrants 60 days in which to make a CPD submission to the Pharmaceutical Society NI.

The portal or window to the online facility allowing you to make a CPD submission will open on 1 April each year and close on 31 May each year (before midnight). This means that you can submit your online CPD portfolio record anytime during this 60 day period.

For those submitting a paper-based portfolio the same rules apply regarding your CPD submission. We will expect you to submit 2 copies of your portfolio – one with your registration details and one which must be anonymised,

before the submission deadline of 31 May each year (see Question 17 above).

Please ensure that, if you are submitting a paper-based portfolio, your records are written in blue or black ink and your writing is legible.

25. What type of activities should I include in my CPD records?

Your CPD record must be relevant to your particular role or scope of practice as a pharmacist.

For example, an academic's record might contain learning cycles around the areas of research or teaching skills. Similarly, if you are working in a specialist area, such as management, your CPD activity should reflect this.

Be careful not to use any commercially sensitive information that might result in a breach of security or confidentiality, such as using sales information or patient names.

26. What feedback will I receive on my CPD records?

A feedback report will be provided online for portfolio records that have been assessed by a CPD Assessor. Feedback is more detailed for portfolio records that have not met the standard and less detailed for portfolio records that have met the standard. Feedback is formative and will focus on the parts of the CPD cycle where improvements might be made.

27. I'm not sure if my CPD records will meet the standard required by the Pharmaceutical Society NI – will someone look at my records before I submit them to the regulator?

This facility is not available from the regulatory side of the Pharmaceutical Society NI. The Pharmacy Forum offers facilitation support to registrants. For details contact the Pharmacy Forum on 028 9032 6927.

28. Who has access to my online CPD account?

No one, including staff at the Pharmaceutical Society NI, has access to your personal CPD online account unless you have given express permission for them to use your email and password. If your CPD portfolio has been selected for assessment, the Pharmaceutical Society NI will have full access to the CPD portfolio you submit for assessment.

Withdrawal from the register and my CPD requirements

Depending on the time of year the registrant submits an application for voluntary 'Withdrawal by Request' will determine the subsequent action and response by the Pharmaceutical Society NI.

A number of possible scenarios are outlined below.

29. If an application for voluntary withdrawal from the register is received from a registrant before the CPD submission deadline

The registrant can withdraw from the register without submitting a CPD portfolio for that CPD year (e.g. 2015/16). However, the registrant is advised that should they wish to be restored to the register at a future stage, the registrant must furnish the regulator with a compliant CPD portfolio, within 14 days of being restored to the list of Pharmaceutical Chemists.¹ The CPD portfolio must relate to the CPD year they left the register.

*Note: This **only** applies to registrants who make voluntary withdrawals since the introduction of statutory CPD (post June 2013).*

30. If the registrant submits a voluntary withdrawal application form after 1 June

The registrant is permitted to voluntarily withdraw from the register provided they have submitted a CPD portfolio for the CPD year just completed/exited (2015/16).

31. If the registrant submits a voluntary withdrawal application form after the 1 June and their CPD portfolio has already been selected for assessment

The registrant's application for withdrawal will not be processed until their CPD portfolio has been assessed as having met the standard. Once their portfolio has met standard, the application can be processed and the registrant can withdraw.

¹ as prescribed by the Pharmacy (Northern Ireland) order 1976

Support and resources

32. What support and resources are available from the Pharmaceutical Society NI to help with my CPD?

There are a number of resources available and these include:

- [CPD Online Manual](#)
- [CPD Framework COMPOSITE](#)
- [CPD Assessment Guide](#)
- Technical support for online CPD recording is available by telephoning: 028 9032 6927 and asking for CPD support

33. Where can I access facilitation support?

Details on facilitation support can be accessed via the Pharmacy Forum, telephone 028 9032 6927.