

Consultation on the Draft CPD Framework and Standards

A consultation document

1 November 2012 to 7 February 2013

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About the Pharmaceutical Society of Northern Ireland

The Pharmaceutical Society of Northern Ireland is the regulatory body for pharmacists in Northern Ireland.

Our primary purpose is to ensure that practising pharmacists in Northern Ireland are fit to practise, keep their skills and knowledge up to date and deliver high quality safe care to patients.

It is the organisation's responsibility to protect and maintain public safety in pharmacy by:

- setting and promoting standards for pharmacists' admission to the Register and for remaining on the Register;
- maintaining a publicly accessible Register of pharmacists, and pharmacy premises;
- handling concerns about the Fitness to Practise of registrants, acting as a complaints portal and taking action to protect the public; and
- ensuring high standards of education and training for pharmacists in Northern Ireland.

Consultation summary

From 1st October 2012, the Pharmaceutical Society NI embarks on a new era, as new legislation in the form of the Pharmacy (NI) Order 1976 (Amendment) Order (NI) 2012 comes into operation, bringing additional fitness to practise sanctions, a new Council made up of 50% lay and 50% registrant membership and statutory CPD.

Since January 2005, Continuing Professional Development (CPD) has been a professional requirement of registration with the Pharmaceutical Society of Northern Ireland.

CPD is a process that all registrants are engaged in throughout their professional career to ensure that they maintain their competence and fitness to practise. The new CPD regulations¹ instruct that registrants CPD must have relevance to the safe and effective practice of pharmacy within their area/scope of practice.

From June 2013, with the enactment of new legislation, CPD will become a statutory legal requirement of registration. A statutory CPD framework will be provided, for the first time, governing how the Pharmaceutical Society of Northern Ireland regulates continuing professional development (CPD) for registrants.

The Pharmaceutical Society NI has produced a new CPD framework of standards and guidance to support pharmacists in how they should approach their professional development. This document will help you in making CPD a valued and necessary part of your professional work as a pharmacist.

Why are we consulting on the CPD framework and standards?

This consultation sets out the draft CPD framework and standards and invites the views of stakeholders on a number of areas, including:

- the requirements and conditions that must be met by registrants in respect of their CPD;
- the circumstances in which registrants can be regarded as having failed to comply with the CPD requirements;
- the consequences for registrants who fail to comply with the Pharmaceutical Society of Northern Ireland's CPD requirements or makes a false declaration about their compliance; and
- the procedure for restoration to the Register after CPD non-compliance.

We would welcome feedback from individuals and organisations including pharmacists, other healthcare professionals, professional and representative bodies and members of the public. It is important that everyone with an interest has an opportunity to tell us what they think of the draft framework and standards, to ensure we understand the impact of the proposals before they are published.

¹ The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012

How to respond to this consultation

We welcome your response to this consultation and have listed some questions to assist you. In order to help us analyse responses, we would strongly encourage you to complete the response template at Annex A. For ease of reference, the CPD Framework and the relevant questions are presented together in this document.

The questions are not designed to be exhaustive and we would welcome your views and comments on any part of the document. We also invite any comments that you may have on any aspect of the CPD process and its regulation.

Responses should be sent by post, fax or e-mail to:

CPD framework and standards consultation
Pharmaceutical Society of Northern Ireland
73 University Street
Belfast, BT7 1HL

Tel: 028 9026 7933

Fax: 028 9043 9919

E-mail: Michelle McCorry, consultation coordinator michelle.mccorry@psni.org.uk

Accessibility of information

If you are having difficulties accessing the documentation or you need us to make adjustments in order to be able to respond to this consultation, please contact us and we will do our best to address the issue.

If you wish your response to remain confidential, the Pharmaceutical Society NI will generally respect that request. However, the information you provide may be subject to disclosure under the Freedom of Information Act 2000 which gives the public a right of access to any information held by a public authority.

Consultation period

The consultation runs from 1 November 2012 to 7 February 2012. When the consultation closes, we will analyse the responses we receive which will be taken into account by Council when making its decisions, with a view to publishing the final CPD framework and standards in 2013.

What is Continuing Professional Development (CPD)?

Continuing Professional Development (CPD) is a term used to describe activities undertaken to maintain, enhance and develop existing knowledge and skills following the completion of a professional qualification. It helps maintain standards of practice and thereby helps to maintain and improve the quality of care to patients and the public.

Professional bodies worldwide are increasingly implementing systems to encourage their members to maintain and enhance their skills and competencies. The term 'continuing professional development' (CPD) is used by the majority of professional groups.

CPD is a process that all pharmacists registered with the Pharmaceutical Society NI are engaged in throughout their professional career to ensure that they maintain their competence and fitness to practise as well as enhance their professional work.

Background

The publication of the Kennedy report in 2002 following the Bristol Royal Infirmary Inquiry highlighted the importance of CPD:

'Continuing Professional Development (CPD), being fundamental to the quality of care provided to patients, should be compulsory for all healthcare professionals.'

(Bristol Royal Infirmary Inquiry Final Report Part 2 Recommendations, 2001)².

Since this Inquiry, CPD policies have been developed for all healthcare professionals within the UK. CPD is also clearly stated as one of the key elements of the clinical governance agenda within the National Health Service (DH London, 1999)³.

CPD in Northern Ireland

The CPD process for pharmacists registered in Northern Ireland was developed over a number of years.

In October 2003, funding was secured from the Department of Health, Social Services and Public Safety (DHSSPS) to develop and facilitate the roll-out of a CPD portfolio system to pharmacists in Northern Ireland. Initial development and evaluation was completed via a PhD study⁴ at Queen's University Belfast.

The process was developed through extensive consultation with the profession and research into best practice in other professions including healthcare.

² Learning from Bristol: the report of the public inquiry into children's heart surgery at the Bristol Royal Infirmary 1984 -1995 (2001) http://www.bristol-inquiry.org.uk/final_report/report/sec2chap25_16.htm

³ http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4012012.pdf

⁴ Haughey, SL. 'An evaluation of the implementation of a Continuing Professional Development (CPD) system for Pharmacists in Northern Ireland' Ph.D. dissertation, Queen's University Belfast, 2010

The reliability of the CPD process was established during a pilot, developed and facilitated by the Northern Ireland Centre of Pharmacy Postgraduate Education and Training (NICPPET).

The CPD process was then handed over to the Pharmaceutical Society of Northern Ireland for implementation where, since 2005, CPD has been a professional requirement for registration.

The Pharmaceutical Society NI manages and oversees all aspects of the CPD process and has trained an assessor team for the evaluation of selected portfolio records on an annual basis.

CPD - a statutory requirement from June 2013

Following a public consultation (January 2012) on amendments to the Pharmacy (Northern Ireland) Order (1976), and its associated regulations (April 2012) new regulations will provide a statutory framework governing how the Pharmaceutical Society of Northern Ireland regulates continuing professional development for registrants.

From June 2013, with the enactment of new legislation, CPD will become a statutory legal requirement of registration.

The CPD Framework should be read in conjunction with the *'The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations 2012'* which can be accessed via the Pharmaceutical Society NI website www.psn.org.uk/publications

Why is CPD important

CPD offers an opportunity to reflect on your practice and to anticipate and respond to changing demands. It enables registrants to keep up to date and fit to practise, and to maintain the professional standards required throughout their professional career.

It provides a number of important benefits for patients, for pharmacists and the profession alike.

Benefits for patients:

- improves quality of patient care
- increases confidence in pharmacy healthcare professionals

Benefits for pharmacists:

- improves your competence and performance in your work
- helps you to contribute to the delivery of high quality services as part of the healthcare team
- helps you to keep up to date with new treatments, technologies, organisations and ways of working
- improves your ability and confidence to respond positively to change
- makes your learning more focused and effective
- enhances your career progression and job satisfaction by continually improving your skills and knowledge
- provides evidence of your development for appraisal/performance reviews

Benefits for the Pharmacy profession:

- improves standards for the profession
- provides a greater sense of professionalism and raises the profile
- makes the profession more cohesive
- establishes the profession as a key player and valued member of the healthcare team
- instills public confidence.

Standards for Continuing Professional Development

Principle 8.8 of the Code of Ethics states that a pharmacist *'must comply with legal requirements, mandatory professional standards and accepted best practice guidance.'*

The standards for continuing professional development are **mandatory professional standards** (indicated by the word 'must' and 'have to') for all registered pharmacists. They are designed to ensure that all registered pharmacists are clear about the minimum requirements they must adhere to when undertaking CPD activity.

All pharmacists should be familiar with these standards and understand that they have a professional responsibility to raise concerns⁵ if they believe the standards are not being met. Serious or persistent failure to follow this guidance will put a pharmacist's registration at risk. The pharmacist must, therefore, be prepared to explain and justify his⁶ actions.

As a pharmacist registered with the Pharmaceutical Society of Northern Ireland, you must:

1. Keep a legible record of your CPD, either electronically online or as a hardcopy on paper, in the form and manner specified in the CPD framework.
2. Complete a minimum of 30 hours of CPD annually: 25 hours learning activity + 5 hours documentation time⁷. [*Partial submissions*^{*8} are allowed in extenuating circumstances upon application to the Pharmaceutical Society NI and with approval by a committee established by the Council of the Pharmaceutical Society].
3. Complete a minimum of 4 and a maximum of 12 CPD cycle entries per year relevant to your scope of practice and maintain appropriate evidence of participation.
4. Develop a reflective approach to learning ensuring that at least half your CPD cycle entries are scheduled learning, where you have identified prior learning needs.
5. Your CPD portfolio record should comply with the Pharmaceutical Society NI recording format and the essential assessment criteria.
6. Record how your CPD has contributed to patient/public safety.
7. Submit your CPD portfolio record annually to the Pharmaceutical Society NI and by the published deadline

⁵ <http://www.psnri.org.uk/documents/314/Guidance+on+Raising+Concerns.pdf>

⁶ 'his', the masculine pronoun is understood to refer to male/female gender

⁷ 'documentation time', is the time allowed by the Pharmaceutical Society NI for a registrant to record their CPD activity in a portfolio record

⁸ * A 'partial submission', previously called a 'pro-rata' submission, is allowed in circumstances where a registrant has been Registered for less than 6 calendar months or has worked less than 6 consecutive months in the CPD year. The registrant is permitted to submit a portfolio of 15 hours made up of 12.5hrs learning activity + 2.5 hours documentation.

Questions: CPD Standards

1. Do you agree that the standards for CPD are clear and proportionate?

Yes

no

not sure

Further comments

CPD Framework

The Pharmaceutical Society of Northern Ireland has produced a new CPD framework of standards and guidance to support pharmacists in how they should approach their continuing professional development.

It outlines 11 components, about which we are seeking your views.

- 1. Amount and type**
- 2. Information to be provided by registrants about CPD**
- 3. Calling your CPD for assessment**
- 4. Criteria for assessment**
- 5. Records of registrants' CPD kept by the Pharmaceutical Society NI**
- 6. Extenuating circumstances**
- 7. Return to practice**
- 8. Visiting pharmacists**
- 9. CPD non-compliance**
 - a. Remedial measures**
 - b. The process for removal of an entry or annotation**
 - c. Suspension from the Register pending appeal**
- 10. Appeals process**
- 11. Restoration to practice after non-compliance with CPD requirements**

1. Amount and type

CPD must be recorded using the specific recording format of reflection, planning, action and evaluation.

The CPD year or 'relevant period'⁹ is

'the period that commences with, and includes, the date on which the registrant person's name was entered in, or restored to the Register, and ends on 31 May following that date.'

The registrant is required to complete a minimum of 30 hours CPD during this time except in extenuating circumstances. The registrant must meet the following requirements.

- Record your CPD in a legible form, either electronically online or as a hardcopy on paper, using the recording format outlined in Appendix 1 and ensure that it is presented legibly to be assessed
- A minimum of 30 hours CPD must be completed each year (5 hours is allowed for documentation time¹⁰)
- A *partial*¹¹ submission of 15 hours CPD may be submitted in extenuating circumstances [Refer to section 6: Extenuating Circumstances]
- Submit a minimum of 4 and a maximum of 12 CPD cycle entries¹² during a CPD year relevant to your scope of pharmacy practice
- A minimum of half your cycle entries should be scheduled learning cycles, where you have identified prior learning needs
- Record your CPD in compliance with the criteria for assessment outlined in section 4: Criteria for Assessment
- Record the relationship between your CPD and patient and public safety by completing the compulsory field on your CPD record
- Submit your CPD portfolio record on request to the Pharmaceutical Society of Northern Ireland by the published deadline.

⁹ See Glossary of Terms

¹⁰ See Glossary of Terms.

¹¹ See Glossary of Terms

¹² Statistics show that Northern Ireland registrants submit an average of 8 cycle entries in their annual CPD portfolio record. [Please note that by submitting a higher number of cycle entries the registrant improves their chances of success, in particular, if some of the cycle entries 'do not meet standard'].

Questions: Amount and type

Eight is the average number of cycles in an annual CPD portfolio record submitted by registrants to the Pharmaceutical Society of Northern Ireland.

To help registrants meet the 'hours requirement' and make a successful submission, the CPD framework states that a minimum of 4 and a maximum of 12 cycle entries should be submitted in an annual CPD portfolio record submission.

2. Do you agree that it is helpful to stipulate to registrants 'a minimum of 4 and a maximum of 12 CPD cycle entries' in their annual CPD submission?

Yes

no

not sure

Further comments

2. Information to be provided by registrants about CPD

Continuing Professional Development must be relevant to the professional work of a pharmacist and needs to be expressed clearly in the CPD cycle entry.

In each cycle entry, there should be a clear learning need and outcome to the learning activity as well as, the number of hours learning clearly specified.

Your CPD cycle entry must:

- ensure patient and public confidence and safety by displaying relevant skills and competence
- address learning needs that are specific and relevant to your current scope of practice
- in the case of a scheduled¹³ learning cycle entry, follow the 4-stage CPD cycle of reflection, planning, action and evaluation set out in Appendix 1 of this document
- in the case of an unscheduled¹⁴ learning cycle entry, follow the 2-stage CPD cycle of action and evaluation set out in Appendix 1
- contain evidence how you have applied your learning in your practice (On some occasions, it might not be appropriate for you to implement your learning, for example, the administration of an Epipen® or the performance of Cardiopulmonary Resuscitation (CPR). If you have no means of generating evidence, simulation¹⁵ might be appropriate. (A maximum of 25% of your learning activity (7.5 hours) may be accepted in this way.)
- detail the number of hours of learning attributed to each CPD cycle entry
- record documentary evidence in respect of each CPD cycle entry, which must be retained for at least 5 years. This may be requested for submission by the Pharmaceutical Society NI as evidence of your participation in CPD activity.

¹³ See Glossary of Terms

¹⁴ See Glossary of Terms

¹⁵ See Glossary of Terms

Questions: Information to be provided by registrants about CPD

'Simulated role play' has been introduced to accommodate registrants who are unable to complete/'close' a CPD cycle, by completing the evaluation stage, because they are unable to apply their learning to their practice due to lack of opportunity.

3. Do you agree that it is appropriate to give registrants the option to *either* record how they have applied their learning in practice *or* describe how they will apply their learning in future?

Yes

no

not sure

Further comments

4. If 'simulated role play' is permitted, do you agree that it is important to cap the number of cycles to be submitted in this way to 25%?

Yes

no

not sure

Further comments

3. Calling your CPD for assessment

All CPD portfolio records should be maintained in a suitable manner. Each year, all registrants are **requested** to maintain and submit their CPD portfolio record, preferably using the online facility (this is for ease of recording by the registrant and to facilitate and minimise administrative costs to the Pharmaceutical Society NI).

Each year the Pharmaceutical Society NI samples a number of CPD portfolio records to verify that the information documented by registrants is correct. Those registrants whose portfolio records are sampled and assessed will receive a result, and individual feedback will be made available to them online.

- You will be expected to submit a CPD portfolio record annually.¹⁶ From all the portfolios submitted, a sample will be selected for assessment.
- Submit your portfolio record by the final submission date.
- A reminder email will be sent 7 days before the final submission deadline if your portfolio record has not been received before this date. [Please note: for registrants with no email addresses, reminder letters will be posted].
- A minimum of 10% of the Register will be sampled annually in accordance with Council policy.
- Keep evidence of participation in case you are asked to submit it to verify the information you have recorded in your portfolio record submission.
- Sampling will be a combination of randomised and targeted¹⁷ selection.
- When you receive notification to submit your CPD portfolio record, you will be given details of how to do this and the date by which you need to submit it. If you do not submit your CPD portfolio record by the published deadline, without good reason, the Pharmaceutical Society NI may remove your name from the Register.
- Your CPD portfolio will be assessed by a CPD assessor (see Appendix 3) who has been appointed and trained by the Pharmaceutical Society NI. The assessors are recruited and appointed on the basis of their ability to assess information objectively against the relevant criteria. The quality of their work is monitored frequently by the Pharmaceutical Society NI to ensure conformity to the criteria and consistency of application.

¹⁶ ALL registrants make a declaration on their annual retention form regarding the completion of 30 hours CPD. From June 2013, the Pharmaceutical Society NI exercises the right to verify compliance with this requirement by requesting annual submission from ALL registrants of their CPD portfolio records from which a sample will be assessed.

¹⁷ The Pharmaceutical Society NI is in the process of developing a set of risk criteria to distinguish between high and low risk practitioners

- Your portfolio record will be awarded one of two results:
 - *met standard (40% or more cycles acceptable)*
 - or
 - *Not met standard (< 40% of cycles acceptable).*

You will be informed in writing, of the percentage of cycle entries that have met the required standard along with the overall result. Feedback on your portfolio will be provided online.

- All portfolio records which have not met standard must be marked by a second assessor before a final result is awarded.
- Should it happen that the two assessors produce two differing results (that is, 'not met standard' and 'met standard') the Post-Registration Lead will arbitrate by assessing the portfolio record for a third and final time. This assessment shall be final and binding, save for application of the other statutory processes.
- If you are unable to meet your CPD deadline without '*reasonable excuse*¹⁸, as a result of an extenuating circumstance, you must complete the Pharmaceutical Society NI '*Extenuating Circumstances (EC) Form*' [refer to 'forms' section of this document] and submit this to the Post-Registration Lead as soon as practicable after the circumstance arising or, at the latest, within 5 working days after 1 June. [Refer to Appendix 2: '*Extenuating Circumstances Procedure and Guidance*'.]
- If, at any time during the CPD year, or relevant period¹⁹, you have been unable to undertake and record your CPD, you must inform the Post-Registration Lead, in writing, before submitting your portfolio record for assessment. Gaps in your CPD portfolio record must be supported with relevant evidence and should not normally exceed 12 months.

You must complete an '*Extenuating Circumstances Form*' outlining the circumstances. [Refer to Appendix 2: '*Extenuating Circumstances Procedure and Guidance*']

¹⁸ See Glossary of Terms

¹⁹ See Glossary of Terms

Questions: Calling your CPD for assessment

In order to confirm registrant compliance with the 'declaration' regarding completion of 30 hours CPD on their annual retention form, from June 2013, the framework proposes that it will be **compulsory** for **ALL** registrants to maintain and submit a CPD portfolio record annually from which a sample will be generated for assessment.

5. **Do you agree that it is reasonable and proportionate to make annual CPD submission compulsory for ALL registrants of the Pharmaceutical Society NI?**

Yes no not sure

Further comments

4. Criteria for assessment

The nine assessment criteria are developed around the prompt questions assigned to the four stages of the CPD cycle (see Appendix 1: CPD Record Form) to encourage pharmacists to engage in all aspects of the reflective learning cycle.

These nine assessment criteria were developed by Queen's University Belfast after extensive research on experiential and work-based learning and the evaluation of a Department of Health funded pilot project²⁰ which preceded the establishment of the Pharmaceutical Society NI's current CPD process in January 2005.

The current system has been in operation for seven years and has been regularly reviewed and quality assured during that time.

Criteria for assessment

- A minimum of half your cycle entries, for the 'relevant period'²¹, must be scheduled learning cycles, where you have identified a prior learning need.
- Each **scheduled** cycle entry is '*assessed*' against 9 assessment criteria – 5 of which are '*essential*'. By failing any one of the '*essential*' criteria the cycle entry will not meet standard.
- The assessor assesses scheduled cycle entries against the following assessment criteria outlined in the following table 1.

²⁰ See Glossary of Terms

²¹ See Glossary of Terms

Table 1

Reflection
<p>Did the pharmacist: 1. Identify specific learning need(s)?*</p>
<p>2. Describe why he/she wanted to learn about this?</p>
Planning
<p>Did the pharmacist: 3. Describe the activity/activities that he/she planned to undertake to meet these need(s)? *</p>
<p>4. Indicate when he/she planned to complete these by?</p>
Action
<p>Did the pharmacist: 5. Provide a brief description of the learning activity/activities he/she completed to meet the learning needs?</p>
<p>6. Include a brief summary of what he/she learnt? *</p>
Evaluation
<p>Did the pharmacist: 7. Indicate if he/she has met his/her learning need(s)?</p>
<p>8. Indicate how his/her practice has changed as a result of his/her learning or how he/her has applied or will apply his/her learning? *</p>
<p>Finally, considering the CPD cycle in its entirety: 9. Is it evident that his/her original learning need(s) has been addressed within the cycle?*</p>

*denotes the essential criteria: by failing to answer any one of these 5 essential criteria successfully, the CPD cycle entry will not have met standard

- Each **unscheduled** cycle entry is '*assessed*' against 2 assessment criteria – both of which are '*essential*'. By failing any one of the '*essential*' criteria the cycle entry will not meet standard.
- You must **ONLY** record your CPD activity as unscheduled when no prior learning need(s) has/have been identified.
- The assessor assesses unscheduled cycle entries against the following assessment criteria outlined in the following table:

Table 2

Action
1. Did the pharmacist include a brief description of the unscheduled learning activity and a brief summary of what was learnt? *
Evaluation
2. Has the pharmacist indicated how his/her practice has changed as a result of his/her learning or how he/she has applied his/her learning? *

***denotes the essential criteria: by failing to answer any one of these 2 essential criteria successfully, the CPD cycle entry will not have met standard.**

- Each portfolio is given a final mark based on the number of CPD cycles that have met the assessment criteria for scheduled and unscheduled learning.

Questions: Criteria for assessment

The assessment criteria were developed around the prompt questions in each stage of the learning cycle: for *scheduled* learning; there are nine assessment criteria, and for *unscheduled* learning, there are two assessment criteria.

Each **scheduled** CPD cycle entry is assessed against nine assessment criteria, five of which are denoted as essential. These five essential criteria* are regarded as representing the more significant steps in the learning cycle. For a cycle entry to be deemed acceptable all five essential criteria* must be met.

6. Do you agree that the application of the five essential criteria* is a fair and robust means of assessment of a CPD cycle entry?

Yes

no

not sure

Further comments

5. Records of registrants' CPD kept by the Pharmaceutical Society NI

The Pharmaceutical Society of Northern Ireland keeps personal files/records on all registrants. All records are treated as strictly confidential.

- A record is kept by the Pharmaceutical Society NI of the outcome of each CPD assessment and the date on which the assessment was completed.
- Copies of CPD portfolio records submitted for assessment and a record of any supplementary information submitted or obtained during the assessment process will be retained securely and in accordance with Data Protection Act requirements for a period of 5 years after the assessment has been completed, after which the data will be destroyed following proper procedures.

6. Extenuating circumstances

In extenuating circumstances, the Pharmaceutical Society of Northern Ireland has the power to waive a registrant's CPD requirements.

When a registrant presents a '*reasonable excuse*'²² which prevents the registrant from completing their CPD requirements, the Pharmaceutical Society NI must be informed at the earliest opportunity.

Any request for a deferral or an exemption will be considered through an application process for '*Extenuating Circumstances*'. Each application will be considered on a case by case basis.

Refer to Appendix 2 (Extenuating Circumstances Procedure and Guidance) and see the application form, contained in the 'forms section' of this document.

- An exemption²³ or deferral²⁴ can be requested in extenuating circumstances in which you have been unable to work because of, for example, a long term illness. Please note that long term unemployment is not considered a valid reason for an exemption or deferral.
- A partial submission²⁵ can be made if you have been on the Register for less than 6 months of the year or have worked less than 6 consecutive months in the CPD year. A partial submission of 15 hours will be needed (that is, 12.5 hours CPD activity + 2.5 hours documentation time)
- If, at any time during the CPD year, you have been unable to undertake and record CPD, you must inform the Post-Registration Lead, in writing, before submitting your CPD portfolio record. Gaps in your CPD portfolio record must be supported with relevant supporting evidence and should not normally exceed 12 months.

²² See Glossary of Terms

²³ See Glossary of Terms

²⁴ See Glossary of Terms

²⁵ See Glossary of Terms

Questions: Extenuating circumstances

7. Do you agree that the application process for 'extenuating circumstances' is clear and appropriate for registrants wishing to apply?

Yes

no

not sure

Please explain your answer

7. Return to practice

An unregistered pharmacist who applies for restoration to the Register after ‘withdrawing from the Register’ needs to fulfill certain requirements before restoration to practice.

[Please note: this is different to the procedure for ‘restoration to practice after CPD non-compliance’ dealt with in section 11 of the Framework document].

- If you have been off the Register *for more than* 12 months and wish to have your name restored, you must submit a ‘personal development plan’²⁶ in support of your application. This must be forwarded to the Registrar.
- If you have been off the Register *for less than* 12 months and wish to have your name restored there is no need to submit a ‘personal development plan’ unless the Registrar requires you to do so.

8. Visiting pharmacists

This applies to pharmacists visiting Northern Ireland from other EEA states who are entered onto the ‘temporary service Register’ of the Pharmaceutical Society of Northern Ireland are referred to as ‘visiting practitioners’²⁷.

- If you are registered on the Pharmaceutical Society of Northern Ireland’s ‘temporary’²⁸ service Register because you are registered as a pharmacist in another European state, where you normally practise, then the Registrar is able to take account of any continuing professional development that you are required to undertake in your home state.

²⁶ See Glossary of Terms

²⁷ See Glossary of Terms

²⁸ <http://www.legislation.gov.uk/nisi/1976/1213/schedule/2B>

9. CPD Non-Compliance

This section sets out the circumstances in which a registrant can be regarded as having failed to comply with the CPD standards or makes a false declaration about their compliance with the terms of the CPD framework. In circumstances of non-compliance, the Registrar may either:

- impose remedial measures,
- remove a registrant from the Register, or
- remove an annotation to a registrant's registration in respect of a specialist area of practice.

[Please note these latter steps may also apply to a 'visiting practitioner' if it is considered '*appropriate and proportionate*'²⁹ by the Registrar].

- You will be regarded as having failed to comply with the requirements and conditions of the CPD framework if, without reasonable justification:
 - you have failed to make an annual declaration that you will comply with the requirements and conditions of the CPD framework for the 'relevant period'³⁰
 - you have failed to meet the requisite hours [30 hours (i.e. 25 hours learning activity + 5 hours documentation) or 15 hours for a partial submission] for the relevant period
 - you have submitted an insufficient number of cycle entries (less than 4 cycle entries) amounting to the requisite number of CPD hours
 - more than half your cycles are unscheduled (that is, beginning at the action stage for the relevant period)
 - your CPD portfolio record has been selected for assessment but you have failed to submit your CPD portfolio record by the published deadline without 'reasonable excuse'³¹
 - the information you have recorded about your CPD has not been recorded in the manner specified in the CPD framework and/or fails to adequately record the dates the CPD has been undertaken
 - your CPD portfolio record does not demonstrate or have evidence that the CPD undertaken is relevant to the safe and effective practice of pharmacy or to your individual learning needs, including any specialisations, or to the environment in which you practice
 - you have submitted a CPD portfolio record which is not in a 'fit and proper state'³² to be assessed
 - you have not complied with remedial measures previously imposed by the Registrar

²⁹ The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012 3 (3)

³⁰ See Glossary of Terms

³¹ See Glossary of Terms

³² The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012, 2 (10) (b)

- your CPD portfolio record does not adequately reflect any special conditions that have been placed on your practice by the Pharmaceutical Society of Northern Ireland e.g. outside the directive of a Fitness to Practise Committee, or if you are a visiting practitioner, the relevant authority in your Home State
 - you have failed to reflect any additional CPD required by the Registrar following restoration to the Register
 - your CPD portfolio record has been found to be fraudulent e.g. the cycle entries have been plagiarised
 - your CPD portfolio record is found to contain false or misleading information
- Your CPD portfolio record should not be completed by a third party.
 - If you are subject to fitness to practise proceedings it may be deemed necessary by the Pharmaceutical Society NI to share CPD information/ portfolio records with other relevant bodies including other regulatory bodies within and outside the UK.

9 (a) Remedial Measures³³

The remedial measures that may be imposed include, but are not limited to, a requirement to:

- make entries in the form and manner specified in the CPD framework;
- make entries that accurately reflect the CPD activities already undertaken by you;
- undertake additional CPD activities;
- undertake additional CPD activities which relate to the safe and effective practice of pharmacy;
- undertake additional CPD activities which relate to a learning need for you that is relevant to:
 - the current scope of pharmacy practice;
 - any specialisation;
 - the environment in which you practise; or
 - the management or recording of your CPD.
- the Registrar may decide to impose a requirement to take one or more remedial measures, the Registrar must notify the registered person of:
 - the measures to be taken;
 - the reasons for imposing the requirement; and
 - the date (if any) by which the registered person must comply with each measure.

³³ See Glossary of Terms

Questions: Remedial measures

8. Do you agree that the remedial measures that will be applied to registrants after CPD non-compliance are clear and proportionate?

Yes

no

not sure

Further comments

9 (b) The process for removal of an entry or annotation³⁴ from the Register

In most cases, a single failure to comply with the requirements and conditions of the CPD framework will result in one or more remedial measures being imposed. However, there are circumstances, for example, where a registrant fails, without ‘reasonable excuse’³⁵ to submit a CPD portfolio record for assessment when requested to do so or fails to comply with any remedial measures imposed, where the Registrar may proceed to remove a registrant from the Register, or to remove an annotation from a Register entry.

- Where the Registrar intends to remove you from the Register, or to remove an annotation to your registration, he will consider if there is an issue with fitness to practise - if no case arises he will send out a ‘*notification of intention to remove*’³⁶. This will set out the grounds for the intention and the supporting evidence. You will be invited to make written submissions within 28 days.
- If the Registrar believes on reasonable grounds that your fitness to practise is called into question he will determine whether to refer the matter to either the Scrutiny Committee or Statutory Committee.
- If no submissions are received within 28 days, you may be removed from the Register, or an annotation to your registration may be removed.
- When written submissions are received, the Registrar will consider these and may make further enquiries. The Registrar will either then:
 - determine that no failure has taken place and close the matter;
 - make further inquiries (including obtaining legal advice) as considered necessary or expedient;
 - provide you with any further evidence obtained by the Pharmaceutical Society NI of the failure to meet the requirements and invite you to make further written submissions within 28 days.

The same process would apply for any further submissions made by you within the 28 day period. The Registrar would then consider the submissions and evidence and determine whether or not you had failed to meet the CPD requirements and terms of the CPD framework.

- Where the Registrar is not satisfied in making a determination, the Registrar will send copies of evidence to you and issue you with a ‘*supplementary notice*’³⁷ which will provide you with a further opportunity to submit evidence and attend a hearing.
- The main processes for removal of an entry or annotation from the Register are illustrated on page 32 entitled ‘*Main processes for removal of an entry or annotation from the Register.*’

³⁴ See Glossary of Terms

³⁵ See Glossary of Terms.

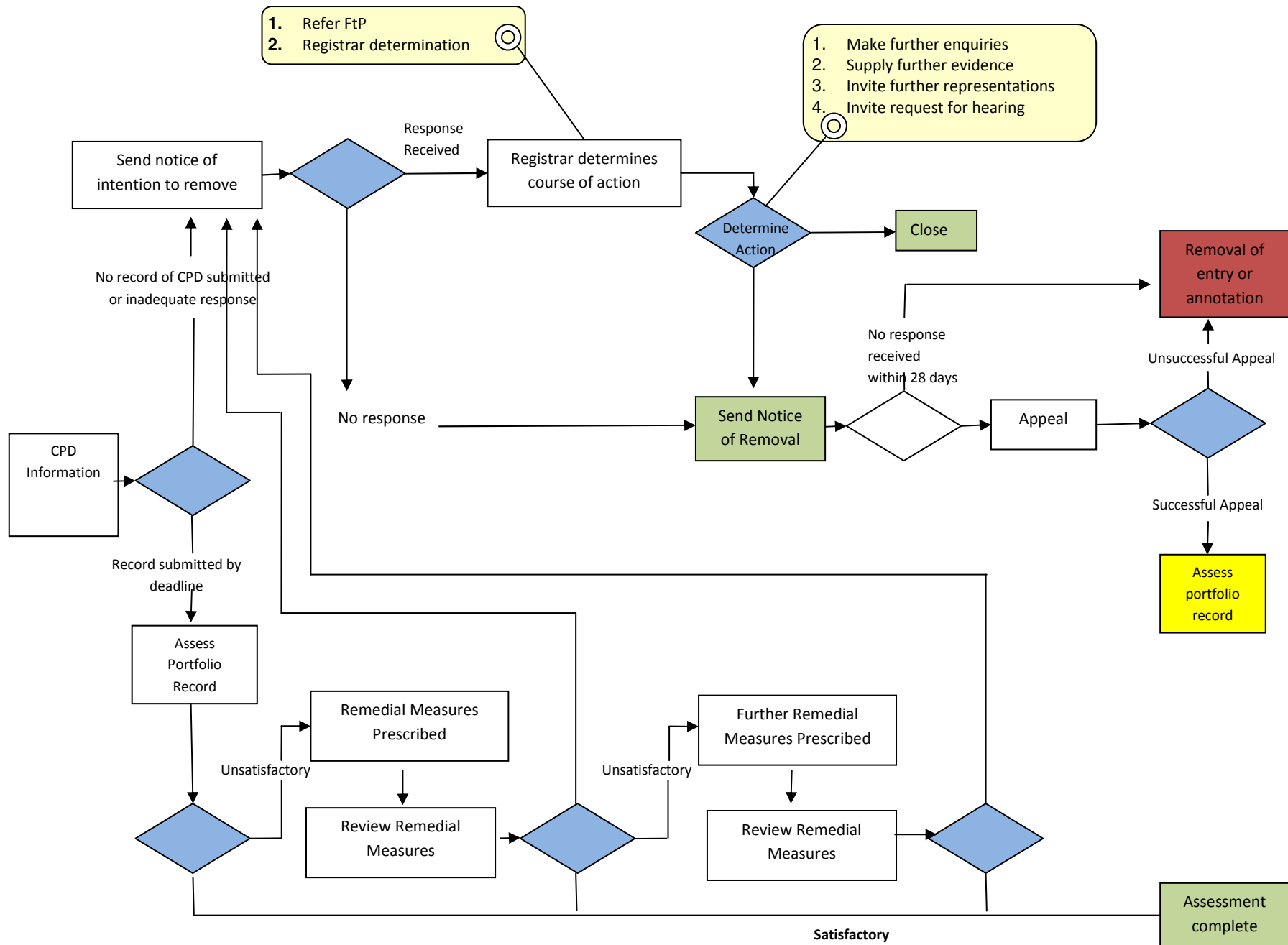
³⁶ See Glossary of Terms

³⁷ See Glossary of Terms

9 (c) Suspension from the Register pending appeal

Where the Registrar has decided to remove you from the Register and you have appealed that decision to the Appeals Committee, the Registrar has the power to suspend your registration pending the final outcome of the appeal.

Flow chart of main processes for removal of an entry or annotation from the Register



10. Appeals Process

The registrant can invoke the appeals process to the Statutory Committee within 28 days of notification of a decision³⁸ by the Registrar. During this time, the Registrar has the power to suspend registration pending the outcome of the appeal.

- You may invoke the Appeals Process after you have been notified by the Registrar of any of the following:
 - notification of removal³⁹
 - the refusal of an application for restoration to the Register. (*subject to legislative reform)
- If you wish to appeal against a decision you must send us a '*notice of appeal*'. This can be done in the form of a letter and must contain the following information:
 - your name and address
 - your contact number
 - your registration number
 - a statement that makes it clear you are making an appeal (for example, your letter should include a sentence like '***I wish to appeal against the decision by the Registrar***' – **outlining details of the decision and the grounds of the appeal**).
 - a concise statement of the grounds of appeal
 - attach any documents you wish to rely on as evidence.
- When your '*notice of appeal*⁴⁰' has been received a notice of acknowledgement will be sent as soon as practically possible advising you of the date by which you can expect the appeal to be heard and the date by which you can normally expect to receive a decision. Please note any documents you wish to be considered in support of your appeal must be received by the Pharmaceutical Society NI at least 7 days before the date of the hearing.
- The Registrar can suspend your registration pending the final outcome of the appeal⁴¹
- Your '*notice of appeal*' will be considered at a hearing of the Statutory Committee, in line with their published procedures, and you will be notified of the decision in due course
- The registrant can make representation at the hearing at the Registrar's invitation.

³⁸ See Glossary of Terms

³⁹ See Glossary of Terms

⁴⁰ See Glossary of Terms

⁴¹ The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012 9 (1) and (2)

Questions: Appeals process

9. Do you agree that the Appeals Process that may be invoked by registrants is fair and proportionate?

Yes

no

not sure

Please explain your answer

11. Restoration to practice after non-compliance with CPD requirements

When the Registrar has issued a '*notification of removal*⁴²' the registrant can apply for restoration to practice on:

- completion of the relevant application form;
- payment of the prescribed fee;
- presentation of additional documents, information or evidence as the Registrar may require; and,
- compliance with undertakings with regard to continuing professional development as the Registrar considers appropriate in the applicant's case.

Questions: Restoration to the Register

A registrant can apply to be restored to the Register after removal from the Register for CPD non-compliance on submission of appropriate documentation.

10. Do you agree that the proposed new procedure for 'restoration to practice' for registrants after their removal for CPD non-compliance is rigorous and provides sufficient safeguards for patients and the public?

Yes no not sure

Please explain your answer

⁴² See Glossary of Terms

General questions about the CPD framework

11. Are you satisfied that the draft framework document addresses relevant aspects of the CPD process in sufficient detail?

Yes no not sure

Further comments

12. Do you agree that a proportion of those portfolios selected for CPD assessment/sampling should be taken from pharmacists who are 'returning to practice' and those in 'patient-facing' roles?

Yes no not sure

Further comments

13. Do you have any further comments about the draft CPD framework?

Equality issues

The Pharmaceutical Society of Northern Ireland in writing the CPD framework considered the nine equality strands: religious belief; political opinion; racial or ethnic group; men and women; marital status; age; person with a disability; and, sexual orientation. The Pharmaceutical Society of Northern Ireland has considered each of these equality strands and does not believe that the CPD framework will impact on the equality of any of the aforementioned categories.

- 14. Do you think that applying the Standards and Guidance outlined in the CPD Framework will have an adverse impact on any of the aforementioned categories that should be considered before further development?**

If so, please identify which groups could be affected and how this might be addressed.

Appendices

Appendix 1: CPD Record Form

Appendix 2: Extenuating Circumstances procedure and guidance

Appendix 3: CPD assessors

Appendix 4: Restoration to practice procedure after non-compliance with CPD requirements

Appendix 1: CPD Record Form

CPD Record Form: *Scheduled* CPD Cycle Entry

Please provide precise and succinct information in each section

REFLECTION

1. I specifically need to learn...(list specific learning need(s))
2. I need to learn about this because ...

PLANNING

3. I plan to undertake the following activities to meet my learning need(s)...
4. I plan to complete the activity/activities by...

ACTION

5. In summary, I learnt the following in relation to my identified learning needs...
6. Provide detail of learning activity/activities in the activity table...

EVALUATION

7. Have I fully met my learning needs?
8. I have applied OR will apply my new learning by (provide an example(s))...
9. Have I identified any further learning need(s)?

Version July 2012

Pharmaceutical Society NI Registration no:

Name of entry:

Cycle:

What activity/activities did I undertake?

Activity	Date	Time Taken	Evidence

Time taken:

CPD link to Patient/Public Safety

Please tick ONE category ONLY.

1. Knowledge of medicines /drug substances	
2. Medical conditions and their management	
3. Knowledge of legislation	
4. Clinical governance (managing risks)	
5. Service development and provisions	
6. Other	
7. No relationship with patient/public safety	

If 'other', please explain in a few words how you categorise the cycle

--

CPD Record Form: *Unscheduled* CPD Cycle Entry

Please provide precise and succinct information in each section

ACTION

1. In summary, I learnt the following whilst undertaking the unscheduled learning activity/activities ...
2. Provide detail of learning activity/activities in the activity table...

EVALUATION

3. I have applied OR will apply my new learning by (provide an example(s))...

Pharmaceutical Society NI Registration no:

Name of entry:

Cycle:

What activity/activities did I undertake?

Activity	Date	Time Taken	Evidence

Time taken:

CPD link to Patient/Public Safety

Please tick ONE category ONLY

1. Knowledge of medicines /drug substances	
2. Medical conditions and their management	
3. Knowledge of legislation	
4. Clinical governance (managing risks)	
5. Service development and provisions	
6. Other	
7. No relationship with patient/public safety	

If 'other', please explain in a few words how you categorise the cycle

--

Appendix 2: Extenuating circumstances procedure and guidance

As a pharmacist registered with the Pharmaceutical Society of Northern Ireland you are obliged to undertake your CPD annually and complete and submit it in accordance with the procedures outlined in the CPD framework of the Pharmaceutical Society of Northern Ireland.

As a pharmacist you have a professional and statutory responsibility to manage your CPD activities throughout the CPD year⁴³.

It is therefore essential that you carefully plan and manage workload throughout this time and that you do not leave your CPD activities until too late in the CPD year.

It is also essential to recognise that illness and difficult or distressing life events do occur and that it is a normal part of life to have to manage these and continue to work. Such difficulties are not normally accepted in mitigation for non-compliance with the CPD requirements, and, will only very exceptionally be accepted as extenuating circumstances by the Pharmaceutical Society NI.

In relation to CPD, an **extenuating circumstance, or 'reasonable excuse'**,⁴⁴ is defined as '*a circumstance beyond the individual's control which has had a significant and/or detrimental impact on the individual's ability to comply with their CPD requirements*'.

⁴³ See Glossary of Terms

⁴⁴ See Glossary of Terms

Non-compliance with CPD requirements

The pharmacist must:

- read the section on '*acceptable circumstances*' in this document.
- contact the Pharmacy Forum or Post-Registration Lead at the Pharmaceutical Society NI for advice on the application process.
- download the Extenuating Circumstances (EC) form (see sample form in *Forms Section* of this document).
- complete the EC form and submit to the Pharmaceutical Society NI as soon after the untoward event occurring or within five working days after notification to submit the portfolio record.
- clearly indicate the nature of your application, that is, if you are making a request for an '*exemption*' or '*deferral*' or making a request for a '*partial submission*'
- if unable to complete the EC form for justifiable reasons, appoint a '*next of kin*' or other appropriate person to complete the form on your behalf.
- '*late applications*' for extenuating circumstances, received after the fifth working day from 1 June, will be considered at the discretion of the Post-Registration Lead and/or Registrar.

The Pharmaceutical Society NI is entitled to reject automatically and without consideration all extenuating circumstances applications that are submitted after the deadline above. The only exception to this provision is where the pharmacist is incapacitated through illness and is unable to submit the EC form any earlier. Where such an exception is made, the pharmacist's claim will be considered under this policy without prejudice.

- await the result: a committee of the Pharmaceutical Society NI will determine whether or not there is '*sufficient cause*' for non-compliance with the CPD framework.
- submit independent, reliable, documentary evidence of inability to work/undertake CPD activities. Please note: all supporting evidence will be treated confidentially in accordance with Data Protection Act 1998.

Standard of evidence

The 'burden of proof' to support an application lies with the pharmacist at all times. The Pharmaceutical Society NI reserves the right, without prior notification, to take any steps deemed necessary to verify the evidence submitted.

Where the Pharmaceutical Society NI is unable to authenticate the material to its satisfaction, the claim may not be accepted.

Evidence presented must meet the following standards and should:

- be written by appropriately qualified professionals who are independent of the pharmacist.
- be on headed paper and signed and dated by the author. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation.
- be dated at the time that the extenuating circumstances took place and not be retrospective.
- be in English.
- be original. Copies of supporting evidence will only be accepted in exceptional circumstances. Please note a copy of an original 'death certificate' will be acceptable.
- be unaltered by the pharmacist. Documentation that has been amended for any reason will be deemed inadmissible by the Pharmaceutical Society NI. If there is evidence that a pharmacist has fraudulently presented documentation to the Pharmaceutical Society NI the matter will be referred to the Statutory Committee and may result in removal from the Register.
- the Pharmaceutical Society NI will only uphold an application of extenuating circumstances when all of the above points are fully satisfied.

Parental leave⁴⁵

Parental leave is considered a '*special circumstance*'. A registrant can apply for a CPD exemption by filling in the EC form and submitting it to the Post-Registration Lead. Appropriate evidence in support of the application must be submitted.

⁴⁵ See Glossary of Terms

Acceptable circumstances

The following lists examples of the kind of acceptable circumstances (i.e. where the pharmacist has demonstrated 'sufficient cause') and the associated evidence that is normally required. This is given without prejudice and for general guidance; it is not exhaustive, definitive or prescriptive. The Pharmaceutical Society NI will consider each application on its own merits and as an individual case.

- **long-term illness:** an original medical certificate or letter from an appropriate medical professional confirming the nature of the illness
- **bereavement:** where there is a demonstrably close relationship between the pharmacist and the deceased, a copy of a death certificate or a letter confirming the death from an independent person (usually not a family member) with their contact details provided
- **acute personal/ emotional circumstances:** an original medical certificate or letter from an appropriate medical professional confirming the nature of the illness and/or circumstances
- **hospitalisation:** a medical certificate/letter from an appropriate medical professional confirming the nature and severity of the circumstances
- **family illness:** a medical certificate/letter from an appropriate medical professional confirming the nature and severity of the family circumstances
- **victim of crime:** a written statement of events that is supported by written evidence from the Police (including a crime reference number). Where relevant, an original medical certificate or letter from an appropriate medical professional or counsellor
- **criminal investigation or proceedings, litigation, other legal matters:** a solicitor's letter.

Unacceptable circumstances

It is not possible to list every circumstance that the Pharmaceutical Society NI will not accept or take into account. However some of the following are examples of circumstances that are likely to be considered as unacceptable:

- general pressure of work
- a short-term problem or illness which has occurred during the year
- personal disruptions or events which could have been anticipated: such as, holidays, staying abroad, weddings, changing address or employment
- excessive demands on time or pressure of one's employment
- financial constraints.

Information to registrants

After the panel has made its decision you will receive the following information:

- a decision on whether or not the extenuating circumstances application was accepted.
- the result of your extenuating application: whether an exemption/ deferral/ partial submission was granted.
- if your application was not accepted, you will be told a brief reason and that you will then be expected to submit a CPD portfolio record by 30 June or other agreed date.

Appendix 3: CPD assessors

- Assessors will be publicly recruited and appointed based on their performance at a competency-based interview.
- Assessors will have a proven track record within their field of employment.
- Assessors will have a range of knowledge and skills that will enable them to accurately assess registrants CPD portfolio records against the Pharmaceutical Society of Northern Ireland's CPD assessment criteria.
- Assessors will assess all CPD portfolio records in an impartial and confidential manner.
- Assessors will be issued with service level agreements (SLAs) from the Pharmaceutical Society of Northern Ireland.
- The assessor's work is continuously assessed for quality and consistency. Quality measures include:
 - successful completion of assessor induction training.
 - annual performance appraisal with the Post-Registration Lead
 - a number of portfolios are assessed by all assessors to validate the consistency and the application of the assessment criteria to portfolio records. Falling outside of the standards for assessment may lead to suspension of the SLA.
 - effective and timely assessment of CPD portfolio records
 - compulsory attendance at training meetings.
 - regular test exercises, outside the normal assessment period, to monitor consistency in assessment
- The role of facilitation is different to assessment and, in future, this role and function will be undertaken by the Pharmacy Forum.
- Assessors will not provide facilitation support to registrants under the terms of the new CPD framework to avoid any conflict of interest.

Appendix 4: Restoration to practice after non-compliance with CPD requirements

This procedure is unique to restoration to the Register after CPD non-compliance as laid down in The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012 regulation 10 and 11.

1. A registrant who is 'non-compliant' with his CPD requirements will receive a 'notification of removal' of name from the Register after:
 - not submitting a portfolio record by the submission deadline
 - not meeting standard for CPD assessment required by the Pharmaceutical Society
 - having an 'appeal' to the Statutory Committee overturned. [Refer to Section 10: Appeals Procedure in the CPD Framework]
 -

The registrant has the right to appeal to the High Court if he⁴⁶ does not accept the decision of the Statutory Committee. The registrant may have his registration suspended while awaiting the outcome of his appeal decision.

After removal, the registrant can apply to be restored to the Register by the submission of an application to the office of the Registrar. During the application process (as detailed in section 3 below) the Registrar will outline any additional education, training or experience that the registrant must undertake before he can be restored to the Register including any relevant CPD.

⁴⁶ The registrant is used with masculine pronoun but should be taken to mean male/female.

2. Restoration of name to Register following removal for CPD non-compliance

A committee of the Council of the Pharmaceutical Society of Northern Ireland may be established to consider all applications for restoration of a name to the Register along with supporting evidence.

a. The application form (see sample form in *Forms Section* of this document)

The applicant must:

- complete an application form with: name, home address and contact details (including a telephone number and email address, where possible)
- agree to a declaration to adhere to:
 - *‘the standards of continuing professional development which is necessary for a Registered person to maintain in order to continue to meet the standards of proficiency necessary for the safe and effective practice of pharmacy necessary in order for their name to be retained in the Register [Article 4A (1) (a) and (b) The Pharmacy Order (1976)]’.*
- declare that there is no allegation or fitness to practise proceedings calling into question the registrant’s fitness to practise
- declare that the application does not contain any false or misleading information specify:
 - any matters previously not notified to the Pharmaceutical Society NI
 - any findings of impairment of fitness to practise made by a regulatory body which have not previously been notified to the Pharmaceutical Society NI
- produce appropriate documentation to verify the information on the application to the satisfaction of the Registrar
- pay the prescribed application fee
- sign and date the application form.

b. The Registrar

The Registrar must consider:

- if the registrant should be required to undertake any additional education, training and development upon removal and before restoration to the Register; and the Registrar may determine the additional continuing professional development that is required after the registrant’s name or annotation is restored to the Register.
- in all cases a personal development plan⁴⁷ will be required along with a portfolio of documentary evidence of participation in additional learning activities along with a completed restoration to practice application form.
- the granting of an application subject to the condition that the applicant agrees to comply with undertakings with regard to CPD and which is appropriate in the applicant’s case.
- refusal of any application which is not accompanied by the necessary supporting documentation, information or evidence as mentioned in the application form or otherwise required by the Registrar or has failed to pay the prescribed fee..

⁴⁷ Personal development plan: a proforma is available via www.nicpld.org

c. Supporting evidence

Timeframe

An application form along with relevant supporting evidence can be submitted anytime after the applicant has been removed from the Register subject to any particular directions made in regard to the applicant's case by the Registrar or otherwise.

Evidence

The Registrar requests that an applicant submit a portfolio of evidence to support 30 hours of additional education, training and experience which must be appropriately recorded using the online CPD record form available via www.nicpld.org. The nature of the supporting evidence must:

- reflect the applicant's intended area of practice, specialty and other professional roles. This activity must be tailored to the specific needs and interests of the applicant and his practice.
- be focused on intended outcomes rather than on inputs.
- demonstrate by a process of evaluation what the applicant has learned and understood from the activity and how it will impact on and improve his performance/practice as a pharmacist.
- be relevant, authentic, sufficient and current.

The applicant's personal learning and development can be made up of any combination of supervised practice, formal study or private study. Evidence from completing any of the latter activities can be gathered to support any application for restoration to practice.

The evidence will be reviewed by a committee of the Council of the Pharmaceutical Society established for the purpose.

Activity

- **Supervised practice** is a period during which the registrant practises under the supervision of a registered health professional (normally a pharmacist).
- **Private study** is a period of structured study. If this approach is chosen the applicant can use resources such as online information, libraries and journals.

Please note that private study can only make up a maximum of 50% of the total learning experience.

- **Formal study** is a period of structured study which is provided by a person or organisation. For example,
 - return to practice programmes run by educational institutes, health trusts, health boards or other organisations;
 - relevant CPD courses;
 - distance learning modules or programmes offered by professional organisations.

The registrant will need to fill in the relevant form (see sample form in *Forms section* of this document) for each category of learning activity undertaken.

The Pharmaceutical Society NI does not approve or accredit return to practice courses because the registrant must decide for himself which courses are appropriate and which types of formal or private study will best update his skills and knowledge so that he can start practice again.

3. Restoration of an annotation⁴⁸ to be recorded against a registered person's name in the Register

The applicant must:

- complete the application form (see 2.a above)
- provide a portfolio of any supporting documents, information or evidence as mentioned in the application form sufficient to satisfy the Registrar
- pay the application fee
- sign and date application.

The Registrar will determine if:

- additional education, training or experience is required before the annotation is restored and if any CPD is required after the annotation has been restored
- The Registrar will refuse an application to restore registration status or an annotation if:
 - the applicant has failed to provide appropriate documentation, information or evidence as mentioned in the application form or otherwise required by the Registrar
 - the applicant has failed to pay the application fee or honour any other arrangement agreed with the Registrar.
- The Registrar may grant:
 - an application subject to the condition that the applicant agrees to comply with such undertakings with regard to CPD, as the Registrar considered appropriate in the applicant's case.

4. Post-restoration

The Registrar may consider that additional CPD should be undertaken and evidence submitted after the applicant's name or annotation to his name is restored to the Register.

The Registrar may request evidence of CPD activity at any or at all of the following intervals:

- a. 3 months after restoration: 7.5 hours CPD activity
- b. 6 months after restoration: 15 hours CPD activity
- c. 9 months after restoration: 22.5 hours CPD activity.

As with all registrants of the Pharmaceutical Society of Northern Ireland, the registrants is requested to maintain and submit their CPD portfolio record, preferably using the online facility (this is for ease of recording by the registrant and to facilitate and minimise administrative costs to the Pharmaceutical Society NI).

⁴⁸ See Glossary of Terms

Glossary of Terms

Annotation: appears next to a registrant's entry on the Register indicating a specialism awarded to advanced or specialist practitioners, for example, independent pharmacist prescriber (IP) or supplementary pharmacist prescriber (SP).

Assessment: a CPD portfolio record is assessed against assessment criteria by a specially trained assessor contracted by the Pharmaceutical Society of Northern Ireland for the purpose.

Assessment criteria: the criteria used to assess a registrant's CPD portfolio record.

Continuing Professional Development (CPD): is a process that all registrants are engaged in throughout their professional life to maintain their competence. A registrant's CPD must have relevance to the safe and effective practice of pharmacy, within the scope of their practice.

CPD framework: sets out the requirements and conditions that must be met by registrants in respect of their CPD.

CPD portfolio record: means a written record in either electronic or hard copy form which is completed by the registrant about the CPD that has been undertaken.

CPD cycle entry: a registrant's individual record of **learning activity** with specific details of the activity or activities undertaken, what was learnt as a result and how it has benefited patients and/or practice.

Deferral: is a postponement granted to a registrant in respect of their CPD submission due to a circumstance beyond their control, until an agreed specified time.

Documentation time: is the time allowed by the Pharmaceutical Society of Northern Ireland to a registrant to record their CPD activity in a portfolio record prior to submission.

Exemption: an immunity which is granted to a registrant who is unable to fulfil their CPD requirements due to a circumstance beyond their control.

Extenuating circumstance: is *'a circumstance beyond the individual's control which has had a significant and/or detrimental impact on the individual's ability to comply with their CPD requirement.'* See also definition for *'reasonable excuse'*

Learning need: identifying something you need to learn.

‘Notification of a decision’: a decision made by the Registrar of any of the following:

- notification of removal of an entry or annotation from the Register;
- the application of remedial measures;
- the refusal of an application for restoration to the Register.

[The Pharmacy (1976 Order) (Amendment) Order (Northern Ireland) 2012, 13 (a) to (c)].

‘Notification of intention to remove’: the Registrar proposes or intends to remove the name of a registered person or the annotation recorded against the name of the registered person from the Register. [The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012, 5 (a) to (g).]

‘Notification of removal’: the Registrar has removed the name of a Registered person or the annotation recorded against the name of the Registered person from the Register [The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012, 8 (1) and (2)].

‘Notice of appeal’: means a notice of appeal against an appealable decision.

‘The Order’: means the Pharmacy (Northern Ireland) Order 1976 which was amended in 2012.

Online submission: a legible CPD portfolio record which is submitted online via the link www.nicpld.org. The registrant must submit a CPD portfolio record annually preferably, in this way by the published deadline.

Parental leave: allows parents to take parental leave from their place of employment in respect of the following circumstances: adoption, paternity and maternity leave.

Partial submission: previously called a ‘pro-rata’ submission, is allowed in circumstances where a registrant has been registered for less than 6 calendar months or has worked less than 6 consecutive months in the CPD year. The registrant is permitted to submit a portfolio of 15 hours made up of 12.5 hours learning activity + 2.5 hours documentation.

Personal Development Plan (PDP): a plan that helps the registrant to think about their own learning, performance and/or achievements and to plan for their personal, educational and career development. The responsibility is on the registrant to plan their learning, to act on the plans and to generate evidence of what they have achieved. A ‘proforma’ is available to download via www.nicpld.org

Pharmacy Forum of the Pharmaceutical Society of Northern Ireland: carries out the professional leadership function of the Pharmaceutical Society of Northern Ireland and will perform the function of CPD facilitation to registrants on their behalf.

Reasonable excuse: refers to a circumstance ‘where the Registrar is of the opinion that the registered person has failed without reasonable excuse to make an annual declaration regarding the registered person’s compliance with the requirements or conditions of the CPD framework.’ *See also the definition for extenuating circumstance.*

[The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012, 2 (2)]

Registrar: appointed by the Department of Health, Social Services and Public Safety Northern Ireland under the Pharmacy (Northern Ireland) Order 1976 Part III Article 9 and is responsible for the registration and regulation of registered pharmacists and pharmacy premises.

‘Relevant period’: the period that commences with, and includes, the date on which the registrant person’s name was entered in, or restored to the Register, and ends on 31 May following that date. [The Council of the Pharmaceutical Society of Northern Ireland (CPD) Regulations (NI) 2012 regulation 2(11) (a) – (c)]

Remedial measure: any requirement specified in The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012 regulation 4 (1) (a) to (h).

Risk analysis: is a mechanism to identify and assess factors that may introduce an element of risk into a registrant’s practice.

‘Sample’ and ‘sampling’: the sample, is the percentage number of registrants, on the Register of the Pharmaceutical Society of Northern Ireland, that will have CPD portfolio records assessed against the assessment criteria detailed in the statutory CPD framework. The number to be sampled will be set by the policy of the Council of the Pharmaceutical Society. The sample generated from the Pharmaceutical Society NI’s database is a mixture of ‘targeted’ and ‘random’ sampling. ‘Sampling’ is the name given to the process of generating the sample.

Scheduled learning cycle: a cycle which has a prior identified learning need and all four stages of the CPD cycle must be completed – reflection, planning, action and evaluation.

Scope of practice: area of practice or realm of competency.

Simulation: any structured exercise involving a specific task that reproduces real-life situations. If simulation is used, care must be taken to ensure that the conditions in which you are being assessed/ observed mirror the work environment, that is, it is a realistic working environment.

Supplementary notice: any notice or request for information from the Registrar to the registrant for additional evidence or documentation regarding their CPD. [The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012 6 (5) (b) (i) to (iv) and 7 (1) (a) and (b)].

Temporary Register: a visiting practitioner from a relevant EEA state, other than the UK, is entitled to apply and be registered in a pharmaceutical Register by the Registrar of the Pharmaceutical Society of Northern Ireland and is thereby entitled to provide 'occasional pharmacy services' in Northern Ireland.

Unscheduled learning cycle: a cycle which does not start with a prior identified learning need and only two stages of the CPD cycle must be completed – action and evaluation.

Visiting pharmacists/practitioners: refers to pharmacy practitioners visiting Northern Ireland from other EEA states who are entered onto the 'temporary service Register' of the Pharmaceutical Society of Northern Ireland and referred to as 'visiting practitioners'. [The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012 3 (3) and 4 (f) (ii)].

Forms

- Extenuating Circumstances Form
- Restoration to Practice Form
- Supervised Practice Form
- Private Study Form
- Formal Study Form

Extenuating Circumstances Form (EC Form)

- Notes for completion and submission

1. Before completing the Extenuating Circumstances Form, it is important that you read the Pharmaceutical Society of Northern Ireland's Extenuating Circumstances Procedure and Guidance (Appendix 2).
2. An EC Form should be completed and submitted if you consider that you have suffered from circumstances that are beyond the normal difficulties experienced in life which may have caused exceptional interference with your ability to work or undertake CPD activities. Normally you must submit independent evidence of these circumstances.
3. As extenuating circumstances are exceptional, it is difficult to give specific examples, however, examples of circumstances that would normally be accepted and examples of the documentary evidence that would normally be expected include:
 - **parental leave**
 - **illness:** medical note, letter or certificate from GP, hospital consultant, hospital appointment cards (showing names /dates), prescription or medicine labelling (showing name/dates).
 - **family illness:** medical certificate/letter.
 - **acute personal/ emotional circumstances:** medical certificate/letter.
 - **criminal investigation or proceedings, litigation, other legal matters:** solicitor's letter.
 - **hospitalisation:** medical certificate/letter.
 - **bereavement:** death certificate (copy) stating relationship of deceased to registrant.
 - **victim of crime:** a crime report and number.

Examples of circumstances that would not normally be accepted:

- **general pressure of work**
- **personal disruptions or events, such as, holidays or travel**
- **short-term problem or illness**
- **financial constraints.**

4. How to submit extenuating circumstances

Please note there are time limits for submitting an application for extenuating circumstances. It is advised that you inform the Post-Registration Lead as soon as practicable after the untoward event arising. The Pharmaceutical Society NI will accept an application for extenuating circumstances at the latest 5 working days after 1 June. If an EC form is submitted after this time the panel would normally decline the application unless there is a valid reason for late submission (e.g. if you are confined to hospital and could not fill in an EC Form).

5. How are extenuating circumstances judged?

Extenuating circumstances applications are considered by a committee established by the Council of the Pharmaceutical Society NI.

6. Who can give advice on whether to submit an application form?

Pharmacy Forum or Post-Registration Lead

Extenuating Circumstances Form (EC Form)

Submission of evidence of extenuating circumstances to the Pharmaceutical Society of Northern Ireland

You should read the Pharmaceutical Society of Northern Ireland's Procedure and Guidance document. You must also remember to attach all necessary documentary evidence you wish to rely on.

How to complete and submit the EC Form:

- complete the following:
 - personal details
 - documentary evidence to support your application
- once you have completed all sections and all boxes on the form and attached your evidence, you must submit it to the Pharmaceutical Society NI
- you must do this as soon as practicable after the untoward event arising and no later than 5 days after the request for submission 1 June.

1 Personal Details

Name:

Address:

Telephone numbers:

Registration number:

2 Indicate clearly the nature of the request:

a. exemption/ deferral

or

b. partial submission

3 Details of extenuating circumstances

Please describe fully the nature of the circumstances

4 Documentary evidence

List of documentary evidence attached or reasons why documentary evidence cannot be attached. Please refer to the first page of this document 'Notes for completion and submission of Extenuating Circumstances Form'.

5 Check your form and evidence

Before you submit this form have you:

- Fully completed each section of the form. *Tick here when you have checked*
- Clearly explained your extenuating circumstance and how it has prevented you from meeting your CPD requirements. *Tick here when you have checked*
- Attached independent documentary evidence about your extenuating circumstances? If not, have you explained why? *Tick here when you have checked*

6 Certification of Form

I certify that:

- the information I have provided on this EC Form is correct to the best of my knowledge
- I have attached to the EC Form all the documents listed in 4 above.

Signed.....

Date.....

BEFORE YOU SUBMIT THIS FORM, PLEASE READ CHECKLIST ABOVE AND CHECK THAT YOU HAVE COMPLETED FORM CORRECTLY.

For office use only:

Date form was submitted:

Restoration Form after CPD Non-Compliance

The information that you provide in sections 1 to 3 of this form will be held by the Pharmaceutical Society of Northern Ireland to process your application and for regulatory and professional leadership purposes. Sections 4-5 of this form will be held by the Pharmaceutical Society of Northern Ireland purely for regulatory purposes and may be shared with other regulators within the EEA but will not be shared with professional leadership bodies except where the information is in the public domain.

PLEASE ENSURE THAT ALL RELEVANT SECTIONS OF THIS FORM ARE COMPLETED.

PERSONAL DETAILS

TITLE	<input type="text"/>
SURNAME	<input type="text"/>
FORENAMES (as on birth certificate)	<input type="text"/>
KNOWN AS	<input type="text"/>
MAIDEN NAME (IF APPLICABLE)	<input type="text"/>
ADDRESS LINE 1	<input type="text"/>
TOWN/CITY	<input type="text"/>
COUNTY	<input type="text"/>
POST CODE	<input type="text"/>
COUNTRY	<input type="text"/>
GENDER	<input type="text"/>
DATE OF BIRTH	<input type="text"/>
HOME TEL NO.	<input type="text"/>
WORK TEL NO.	<input type="text"/>
MOBILE	<input type="text"/>
EMAIL ADDRESS (case sensitive)	<input type="text"/>

TITLE OF QUALIFICATION
(as stated in country of origin
e.g. MPharm, BSc, Diplôme d'Etat de
pharmacien)

UNIVERSITY WHERE GAINED

DATE STARTED DEGREE

DD/MM/YYYY

DATE COMPLETED DEGREE

DD/MM/YYYY

REGISTRATION NUMBER
(as when registered)

DATE OF FIRST REGISTRATION WITH PHARMACEUTICAL SOCIETY NI

SUPPLEMENTARY/INDEPENDENT PRESCRIBER (CIRCLE APPROPRIATE)

DATE OF REGISTRATION AS A SUPPLEMENTARY PRESCRIBER WITH PHARMACEUTICAL SOCIETY NI

DATE OF REGISTRATION AS AN INDEPENDENT PRESCRIBER WITH PHARMACEUTICAL SOCIETY NI

IF YOU ARE REGISTERED WITH ANOTHER REGULATORY BODY PLEASE TICK APPROPRIATE BOX.

GPhC

PSI

OTHER (PLEASE STATE)

ARE YOU A SUPERINTENDENT PHARMACIST?

YES

NO

IF YES

NAME AND ADDRESS OF BODY CORPORATE

SECTION TWO PAYMENT DETAILS

RESTORATION FEE (PLEASE TICK APPROPRIATE BOX)

IF REMOVED BY COUNCIL £500

INDICATE METHOD OF PAYMENT

CHEQUE

DEBIT/CREDIT CARD⁴⁹

⁴⁹ Please note the Pharmaceutical Society NI will not accept any payment without first being in receipt of a fully completed restoration form.
Please note there will be a 2.4% surcharge for all credit card transactions.

SECTION THREE SCOPE OF WORK/AREA

MAIN EMPLOYMENT TYPE (PLEASE TICK) EMPLOYED SELF EMPLOYED

MAIN EMPLOYMENT AREA (PLEASE TICK)

COMMUNITY HOSPITAL INDUSTRY ADMIN

LOCUM/ HOSPITAL LOCUM/COMM ACADEMIA PRESCRIBING

ADVISOR

AVERAGE NUMBER OF DAYS IN EMPLOYMENT PER WEEK

MAIN EMPLOYMENT

NAME AND ADDRESS	EMPLOYER NO.1	EMPLOYER NO.2
	<input type="text"/>	<input type="text"/>

SECTION FOUR: PHARMACIST DECLARATIONS

A CHARACTER DECLARATION PRINT NAME

REGISTRATION NUMBER

Any Pharmacist wishing to register with the Pharmaceutical Society of Northern Ireland must be able to satisfy the Pharmaceutical Society NI of his/her good character.

1. HAVE YOU EVER RECEIVED A CAUTION OR BEEN CONVICTED OF AN OFFENCE WITHIN THE UK OR ELSEWHERE OTHER THAN A MOTORING OFFENCE NOT RESULTING IN DISQUALIFICATION ABOUT WHICH YOU HAVE NOT PREVIOUSLY ADVISED THE REGISTRAR? YES NO

(The position of Pharmacist is exempt from the provisions of the Rehabilitation of Offenders (Northern Ireland) Order 1978. Therefore you must declare all convictions including those that would be considered 'spent' under this legislation.)

2. ARE YOU SUBJECT OF ONGOING OR PENDING CRIMINAL PROCEEDINGS IN THE UK OR ELSEWHERE OTHER THAN A MOTORING OFFENCE NOT RESULTING IN DISQUALIFICATION ABOUT WHICH YOU HAVE NOT PREVIOUSLY ADVISED THE REGISTRAR? YES NO

3. ARE YOU SUBJECT TO ANY FINDINGS OR DETERMINATIONS BY A LICENSING OR REGULATORY BODY IN THE UK OR ELSEWHERE, ABOUT WHICH YOU HAVE NOT PREVIOUSLY ADVISED THE REGISTRAR? YES NO

4. ARE YOU SUBJECT TO SEX OFFENDER NOTIFICATION REQUIREMENTS? YES NO

5. ARE YOU LISTED ON THE DISQUALIFICATION FROM WORKING WITH CHILDREN OR VULNERABLE ADULTS LIST IN NORTHERN IRELAND, RELEVANT SCOTTISH LISTS OR OTHER LISTS HELD BY THE DEPARTMENT OF CHILDREN, SCHOOLS AND FAMILIES AND DEPARTMENT OF HEALTH IN ENGLAND AND WALES? YES NO

6. HAVE YOU AT ANY TIME BEEN SUBJECT TO EMPLOYEE DISCIPLINARY PROCEEDINGS ABOUT WHICH YOU HAVE NOT PREVIOUSLY ADVISED THE REGISTRAR IN WRITING? YES NO

7. HAVE YOU AT ANY TIME BEEN SUBJECT TO A DISQUALIFICATION ORDER, A DISQUALIFICATION UNDERTAKING, OR AN INSOLVENCY ORDER MADE UNDER RELEVANT NI LEGISLATION, ABOUT WHICH YOU HAVE NOT PREVIOUSLY ADVISED THE REGISTRAR IN WRITING? YES NO

If your answer is YES to any of the above, please provide details of convictions/proceedings and any evidence that you consider would help support your claim of good character for consideration by the Registrar if not previously supplied. **Any information supplied must be marked Confidential and for the attention of the Registrar only.**

Please note all fitness to practise information declared, will be referenced on any certificate of current professional status supplied by the Pharmaceutical Society NI to another competent authority.

DECLARATIONS BY THE PHARMACIST: YES NO

I declare that the information provided above (PARTS 1-7) is true.

B HEALTH DECLARATION (CONFIDENTIAL)

Principle 6.6 of the Code of Ethics 2009 states that you must:

‘Practise only if you are competent and fit to do so. Promptly inform the Pharmaceutical Society NI, your employer and other relevant authorities of any circumstances that may call into question your fitness to practise or bring the pharmacy profession into disrepute, including ill-health (which includes chemical dependence), impairing ability to practise.’

Are there any issues in relation to your mental or physical health that may impair your fitness to practise that you have not previously advised the Registrar?

PLEASE TICK APPROPRIATE BOX YES NO

If you are concerned that a physical or mental health problem may impair your ability to practise, you must seek to clarify this with your physician or consultant and make a health declaration in writing to the Registrar. Any information supplied must be marked ‘Confidential’ and for the attention of the Registrar only. Please note you may be asked to undertake an occupational health assessment commissioned by the Pharmaceutical Society NI.

C. CPD DECLARATION

- Have you completed your Personal Development Plan (PDP)?
 - Have you completed the additional CPD specified for you?
 - Have you submitted any documentary evidence you wish to rely on in support of your application?
-

D. DECLARATION BY APPLICANT

I agree to a declaration to adhere to:

'the standards of continuing professional development which is necessary for a registered person to maintain in order to continue to meet the standards of proficiency necessary for the safe and effective practice of pharmacy necessary in order for their name to be retained in the Register [Article (4A) and (b) The Pharmacy Order (1976)'

- I declare that there is no allegation or fitness to practise proceedings calling into question my fitness to practise
- I declare that the application does not contain any false or misleading information

DATA PROTECTION STATEMENT

The information that you provide in sections 1 to 3 of this form will be held by the Pharmaceutical Society of Northern Ireland to process your application and for regulatory and professional leadership purposes. Sections 4-5 of this form will be held by the Pharmaceutical Society of Northern Ireland purely for regulatory purposes and may be shared with other regulators within the EEA but will not be shared with Pharmacy Forum except where the information is in the public domain. This information will be held securely at all times in accordance with current data protection legislation.

The information provided at sections 1-3 may be used to contact you with regulatory and professional information, for example, information to assist you in complying with new legislation, regulation or Professional Standards and Guidance, or for notice of events.

In line with the Data Protection Act 1998, we may also share information held for regulatory purposes with other agencies e.g. the Police Service, the Courts Service and the Inspectorate of the Department of Health, Social Service and Public Safety.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
PRINT NAME	<input type="text"/>	REGISTRATION NUMBER	<input type="text"/>

FOR OFFICE USE

Restoration	<input type="checkbox"/>	Input to Database	<input type="checkbox"/>
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Private study form

This form is for you to provide details of any private study you have done as part of your period of updating. If you do more than one period of private study, please photocopy or print off as many copies of this form as you need.

Please tell us the total number of private-study hours that this form relates to. hours

For more information, please see the guidance notes for returning to practice.

Your Pharmaceutical Society NI registration number (if you have one):

Surname:

First name or names:

Please provide a brief summary (in no more than 200 words) of your study.

I confirm that I have completed the period of private study set out above. I declare that all the information in this form is true to the best of my knowledge.

Signature: _____

Date:

The Pharmaceutical Society NI reserves the right to verify declarations made on the form

Formal study form

This form is for you to provide details of any formal study you have done as part of your period of updating. If you do more than one period of formal study, please photocopy or print off as many copies of this form as you need.

Please tell us the total number of formal-study hours that this form relates to. hours

For more information, please see the guidance notes for returning to practice.

Your Pharmaceutical Society NI registration number (if you have one):

Surname:

First name or names:

Organisation or institution offering the course

Organisation/institution: | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ |

Department/unit: | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ |

Address and Postcode:

| _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | | _ | _ | _ | _ | _ | _ |
| _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ |

Telephone number: | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ |

(inc international and STD code)

Title of the course studied: _____

Dates you did your period of formal study:

From to

Please give us a brief summary (in no more than 200 words) of the course.

I confirm that I have completed the period of formal study set out above. I declare that all the information in this form is true to the best of my knowledge.

Signature: _____ Date:

The Pharmaceutical Society NI reserves the right to verify declarations made on this form