

Pharmaceutical Society (NI) CPD Framework

Supplementary Guidance 5: Restoration to the Register or restoration of annotation following removal for CPD non-compliance

The CPD regulations¹ outline the procedure for the restoration of a pharmacist's name to the register of the Pharmaceutical Society (NI), and the restoration of an annotation to be recorded against a pharmacist's name in the register, following any removal for CPD non-compliance.

Applications for restoration can be made at any time after a removal and will be considered by the Registrar in conjunction with the supporting evidence provided.

Application forms for restoration to the Register or restoration of annotation following removal for CPD non-compliance can be downloaded from the Pharmaceutical Society NI website www.psni.org.uk.

Requirements for applications

Any persons wishing to apply to the Registrar for restoration of a name to the Register or to have an annotation restored to their registration following removal for CPD non-compliance is required to submit:

- a completed, signed and dated, application form
- payment of the prescribed fee
- a personal development plan

- a portfolio of documentary evidence of participation in additional learning activities, amounting to a total of 30 hours
- Additional evidence and documents for verification as required by the Registrar for the purposes of determining the application.

In applying, the applicant agrees to comply with the CPD standards set by the Pharmaceutical Society (NI) and any undertakings applied by the Registrar.

Undertakings

Before granting an application, the Registrar must consider if undertakings are required to:

- Complete additional education, training or experience
- undertake any additional CPD after the registrant's name or annotation is restored to the Register
- make an early in-year CPD submission for assessment. The number of hours and cycles and the date for submission will be specified by the Registrar.

¹ Regulation 10 & 11 Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2012

Supporting evidence of personal learning and development or continuing education (CE)

The supporting evidence must:

- reflect the applicant's intended scope of practice, specialty and other professional roles.
- be focused on intended outcomes.
- have SMART objectives (Specific, Measurable, Achievable, Realistic and Timebound) and undertaken in a timely way.

The applicant's personal learning and development or CE activity can be made up of a combination of:

- *Supervised practice* - a period during which the applicant practises under the supervision of a registered health professional (normally a pharmacist).
- *Private study* - a period of structured study. The applicant can use resources such as on-line information, libraries and journals. Please note that private study can only make up a maximum of 50% of the total learning activities.
- *Formal study* - a period of structured study provided by a person or organisation. For example:
 - return to practice programmes run by educational institutes, health trusts, health boards or other organisations
 - relevant CE courses

- relevant distance learning modules or programmes offered by professional organisations
- attendance at a relevant conference.

Applicants must fill in the relevant form downloadable from the Pharmaceutical Society (NI) website for each category of learning activity undertaken.

The evidence will be reviewed by the Registrar based on the evidence submitted.

Refusal of an application – the right of Appeal

Where an application is refused the Registrar will write to the applicant outlining both:

- the reason for refusal of the application; and
- the right of an appeal to the Statutory Committee and how to make an appeal

An Appeal against the refusal of the applications will be processed with in accordance with any practice direction issued by the Chair of the Statutory Committee and detailing any reasons for refusal see regulation ²11 (9)&(10)

June 2020

² The Council of the Pharmaceutical Society of Northern Ireland (Continuing Professional

Development) Regulations (Northern Ireland) 2012 & 2013

draft