

RE-ACCREDITATION POLICY

Introduction

The AACP requires reaccrediting pharmacists to be fully registered by the Pharmacy Board of Australia. If there has been any change to registration status, such as restrictions on practice, you must advise the AACP immediately.

Pharmacists accredited to conduct Medication Management Reviews (MMRs) must meet specific requirements to maintain their accreditation. This includes annual continuing professional development (CPD) requirements and successful completion of an on-line clinical assessment (multiple choice questions (MCQs)) every three years, as well as payment of an annual reaccreditation fee.

Purpose

The purpose of this policy is to explain the AACP's deferment of accreditation and lapsed accreditation processes. Accredited pharmacists may apply for an extension to Reaccreditation beyond their anniversary due date. Extensions will be granted for a period no greater than one year and **no further extensions**, beyond that period, will be granted.

Note: It is a condition that the accredited pharmacist pays the deferment fee to ensure that they receive all the latest information on accreditation and the reaccreditation process. The deferment fee will be 50% of the Reaccreditation fee.

Policy

Lapsed accreditation: Pharmacists who have not provided a CPD information and Reaccreditation payment by the accreditation anniversary due date for year one or year two of the accreditation cycle, or pharmacists who have not provided CPD information, Reaccreditation payment and successfully completed the on-line MCQ assessment by the accreditation anniversary due date for year three of the accreditation cycle are deemed by the AACP to have lapsed their MMR accreditation.

Deferment of Reaccreditation: Pharmacists who have applied, in writing, to the AACP to extend the due date for the annual accreditation requirements by up to one year are deemed by the AACP to have their MMR accreditation deferred.

Deferment of accreditation may be requested for many reasons including, but not restricted to, overseas or extended travel, maternity leave or illness. The anniversary date for Reaccreditation purposes will remain as the date of successful initial accreditation.

Pharmacists must apply in writing to AACP at least one month before the anniversary date for a deferment. The maximum deferment allowed will be one year. No further extensions will be granted.

If all Reaccreditation requirements are not completed by the end of the period of deferment, pharmacists may be deemed to have **resigned** their MMR accreditation.

The CPD requirements for the duration of the deferment period will be the minimum annual requirement of the Pharmacy Board of Australia.

Accredited pharmacists who have deferred their annual reaccreditation are not permitted to conduct MMRs until such time as they have been issued with a valid Certificate of Reaccreditation.

Resigned accreditation: Pharmacists who advise the AACP that they wish to resign from their MMR accreditation are deemed to have resigned from the date the AACP receives the written advice. The AACP will request that the resigning accredited pharmacist complete a short exit survey. On resignation, pharmacists are no longer eligible to use the post-nominal AACPA.

Reaccrediting: Pharmacists who have allowed their accreditation to lapse for a period of less than three years, may apply to the AACP Chief Executive Officer to have their credential reactivated upon the successful completion of the Clinical MCQ Assessment and payment of relevant fees. Each application will be considered on its merit.

Pharmacists who have allowed their accreditation to lapse or have had their accreditation deemed as lapsed by the AACP, for a period in excess of three years, may be required to complete the stage two accreditation assessment process (MCQ assessment and four case studies) and may be required to undertake a new stage one (preparatory) course.

Related Documents

1. AACP Policy No. 007 *Audit of Documentation to Support CPD Activity*
2. AACP's *Fact Sheet No. 5 – Reaccreditation for MMRs*.

Authorisation

AACP Board of Directors
December 2014