

Reaccreditation

Mandatory Audit of Documentation to Support CPD Activity

Introduction

Accredited pharmacists commit to career-long learning and, once accredited, must re-accredit annually to demonstrate that they are remaining current with knowledge and practice.

Purpose

Reaccrediting pharmacists are required to provide evidence of CPD activity annually. Pharmacists will be required to produce evidence of CPD completed during the twelve months prior to their date of reaccreditation or the previous Pharmacy Board of Australia (PBA) CPD period (i.e. 1 October to 30 September each year)

The annual number of credits required is 60 credits. The number of group one credits reflects exactly those required by the PBA, with a maximum of 20 group one credits permitted. The AACCP will accept a variety of accredited and non-accredited CPD activities and these activities need not be exclusively related to the delivery of medication management reviews.

Policy

Reaccrediting pharmacists are required to upload evidence of their learning activities by online submission of CPD credits in each category via the AACCP website. CPD credits should be classified as either group 1, 2 or 3 in the relevant sections.

Whilst reaccrediting pharmacists are no longer required to submit documentation to support their CPD activities, the AACCP will perform random audits to ensure that reaccrediting pharmacists have complied with the AACCP's annual CPD requirement for reaccreditation.

Audit Process: Reaccrediting pharmacists will be randomly chosen for audit of their CPD log. The AACP will select every 25th pharmacist to provide their CPD log. The AACP will contact the reaccrediting pharmacist by email to advise that they are the subject of an audit and that a copy of their CPD log must be submitted to the AACP **prior to their re-accreditation date**. The email will outline the process and include a copy of this policy document.

Compliance: Once the CPD log is received, reviewed and approved, the reaccrediting pharmacist will be advised of their compliance with the AACP's Annual CPD requirement for reaccreditation within seven working days. Their reaccreditation certificate will be forwarded at the same time if payment has been made.

Non-compliance: If a reaccrediting pharmacist is unable to supply a copy of their CPD log, or has submitted an insufficient amount of CPD, then the reaccrediting pharmacist will be advised to resubmit details of their CPD activities when the CPD log is updated or when the additional CPD credits have been accumulated. AACP affiliates will have a period of three months to resubmit their revised CPD information with the appropriate number of credits, once the information has been reviewed and accepted as meeting the requirements, accreditation will be reinstated.

Note: A *Certificate of Reaccreditation* will not be issued until the CPD requirement has been fulfilled.

Related Documents

AACP Fact Sheet No. 5 *Reaccreditation for MMRs*

Authorisation

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