

## Re-accreditation 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

Re-accrediting 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 re-accreditation 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 AACP 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. Participation in a large proportion of non-accredited activities will increase the likelihood of an AACP audit.

### Policy

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

Whilst re-accrediting pharmacists are no longer required to submit documentation to support their CPD activities, the AACP will perform random audits to ensure that re-accrediting pharmacists have complied with the *Accredited Pharmacist's Declaration* which

states that the information submitted online is an accurate account of their recent CPD activity.

**Audit Process:** Re-accrediting pharmacists will be randomly chosen for the supporting documentation audit (every 25<sup>th</sup> CPD reaccreditation received by the AACP). The AACP will contact the re-accrediting pharmacist by telephone to advise that they are the subject of an audit and that all supporting documentation must be submitted to the AACP **prior to their re-accreditation date**. A formal letter, outlining the process and including a copy of this policy document, will be sent to the re-accrediting pharmacist on the same day as the verbal notification.

**Compliance:** Once the documentation is received, reviewed and approved, the re-accrediting pharmacist will be advised of their compliance with the Accredited Pharmacist's Declaration within seven working days. Their re-accreditation certificate will be forwarded at the same time.

**Non-compliance:** If a re-accrediting pharmacist is unable to supply the supporting documentation, or the documents do not support the information submitted online, then the re-accrediting pharmacist will be advised to resubmit details of their CPD activities when the documentation becomes available or 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 and supporting documentation and, once the information has been reviewed and accepted as meeting the requirements, accreditation will be reinstated.

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

## Related Documents

AACP Fact Sheet No. 5 *Re-accreditation for MMRs*

## Authorisation

AACP Board of Directors  
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