



# College of Pharmacists of Manitoba

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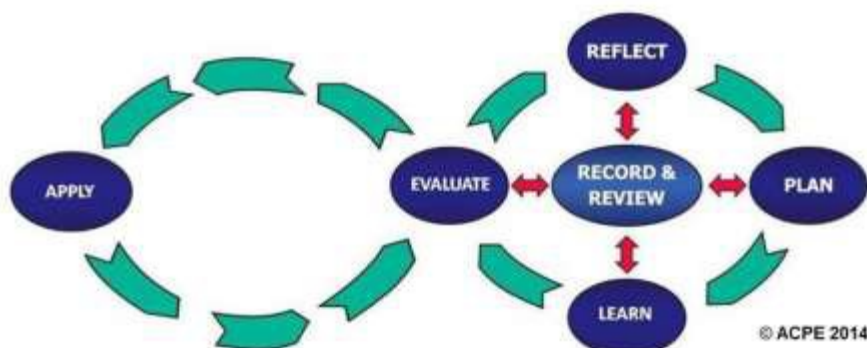
## Continuing Professional Development Self-Assessment Tool March 2019

### Acknowledgement

The College would like to acknowledge the Ontario College of Pharmacists (OCP) for granting permission to use and adapt elements of OCP's Self-Assessment Tool in development of this Manitoba specific tool.

### Background

The Self-Assessment Tool is designed to provide pharmacists with a document based on The National Association of Pharmacy Regulatory Authorities (NAPRA) Standards of Practice (2009), while utilizing the Continuing Professional Development (CPD) cycle learning philosophy. The purpose of the CPD cycle is to enhance learning by creating a continuous cycle of personal reflection, planning, action (learn and apply) and evaluation. The Accreditation Council for Pharmacy Education (ACPE) defines CPD as a self-directed, ongoing, systematic and outcomes-focused approach to lifelong learning that is applied to practice. Members are able to seek out and pursue areas of learning that directly apply to their professional practice and goals. Deficiencies in their abilities can be isolated and then focused upon. It is a self-directed tool meant to enable reflective learning and improve competence when performing the duties of a pharmacist.





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The four categories of a CPD cycle are Reflection, Planning, Action (Learn and Apply) and Evaluating. Reflection is required to determine your level of competence and areas of weakness. The planning stage is composed of creating concrete objectives of focused learning activities. Learning needs are prioritized according to importance and urgency. The plan is put into action in the Learn and Apply stage. You are not restricted to learning activities that are accredited, relevant learning activities can include academic programs, specialized training courses, journal clubs and professional discussions with colleagues. Evaluating your learning experience is the final stage of this process; it is crucial to document the outcomes of your learning experience so that you can apply those to your reflection stage. Altogether this provides you with a cycle that enhances competency and makes professional goals attainable.

## Introduction to Self-Assessment Tool

This Self-Assessment tool consists of three sections that will assist you in working through each step of the CPD cycle. The first section, NAPRA Standards of Practice, will help you reflect on your level of competence and areas of weakness when compared to the national Model Standards of Practice for Canadian Pharmacists. The second section, Practice Reflection, will assist you in evaluating your current practice environment in order to plan focused learning activities for areas in your practice where you may want to enhance competency and advance professionally. In the final section, you are asked to create a Personal Learning Plan by stating learning objectives that you can achieve over a specified time period, thereby concluding the learning cycle with a plan of action and a timeline over which you can evaluate yourself.



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## Section 1: NAPRA Standards of Practice

In this section, assess a series of statements which reflect the Standards of Practice. Determine if any of these are a learning opportunity.

	Learning Opportunity	Reflective of My Current Practice	Not Applicable
<b>1. EXPERTISE IN MEDICATIONS AND MEDICATION USE</b>			
<b>Pharmacists maintain their competence</b>			
I adhere to current laws, regulations, and policies applicable to pharmacy practice.			
I fulfill requirements for maintenance of competency, such as continuing education, maintaining certifications, practice assessment, and learning portfolio.			
<b>Pharmacists apply their medication and medication use expertise while performing their daily activities</b>			
I recognize and practice within the scope of my competence.			
I evaluate the accuracy, compliance, therapeutic appropriateness, safety and efficacy of medications (new or refills) patients are taking.			
I establish and maintain rapport with patients and their agents.			
I gather patient, disease and drug information to identify patients' actual and potential drug related problems / health care needs.			



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	<b>Learning Opportunity</b>	<b>Reflective of My Current Practice</b>	<b>Not Applicable</b>
I recognize drug interactions and their relevance to patients.			
I recognize adverse events of pharmacotherapy.			
As required, I make changes to the prescriptions based on laws, regulations, policies and guidelines or contact the prescriber to make recommendations; or refuse to dispense the medication.			
I assess the appropriateness of continued care prescriptions for chronic disease management.			
I prescribe medication in accordance with the applicable legislation and practice directions.			
I prescribe medications based on my assessment of the patient, having collected and interpreted relevant information.			
I assess and recommend appropriate self-care therapy options.			
I identify and reconcile changes in patient medication therapy.			
I identify patients who would benefit from a medication review.			
When completing medication reviews, I gather information, assess, evaluate and then make clinical decisions based on the evidence, with follow up as required.			
I provide the best-possible medication history to patients, their authorized agents or health care professionals.			



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	Learning Opportunity	Reflective of My Current Practice	Not Applicable
I interpret self-administered automated tests.			
I order the relevant lab tests for my patients.			
I administer medications only in accordance with authorities granted to pharmacists and in accordance with legal obligations.			
I access, retrieve, evaluate and communicate relevant information in compliance with PHIA.			
When supervising drug distribution or supply chain, I ensure all legal, professional and documentation requirements are met.			
I ensure safe, legal, environmentally sound disposal of medical waste.			
When preparing extemporaneous compounds, I ensure that all legal, professional and quality assurance procedures are followed.			
<b>Pharmacists provide evidence of application of their medication and medication use expertise through documentation</b>			
I document decisions / actions related to patient care in a clear, accurate, legible and retrievable record consistent with applicable legislation, regulations, policies and standards in a timely manner.			



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## 2. COLLABORATION

### Pharmacists work constructively with students, interns, peers and members of the inter-professional team

I conduct myself in a professional manner when dealing with staff, colleagues, other health care professionals and patients.

I understand and adhere to supervision practice direction.

I provide information about and refer patients to other appropriate providers of health care and support groups for optimal patient care.

I have a good understanding of the scope of my competence and how it fits within an inter-professional team.

### Pharmacists communicate effectively

I am proficient in written and verbal English or French.

I communicate effectively in all ways (verbal, non-verbal, written, listening) with respect and empathy.

I understand, respect and meet the challenges of communicating within a multicultural society.

I provide patients with appropriate information so that they can make informed decisions about their care.

I listen to and respect the patient's views about their health and medications.



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<b>3. SAFETY AND QUALITY</b>			
<b>Pharmacists undertake continuing professional development, quality assurance and quality improvement</b>			
I maintain a record of continuous learning activities in a learning portfolio (current for the last five years).			
I continually assess my quality improvement needs and address them through professional development activities.			
I take the appropriate measures to ensure pharmacy support personnel are adequately trained and qualified to competently perform delegated pharmacy related activities consistent with current legislation, regulations and policies.			
<b>Pharmacists respond to safety risks</b>			
I manage errors, incidents and unsafe practices including prompt disclosure to those affected and proper reporting protocols.			
I assess risks within my practice environment that have the potential to lead to errors and take appropriate action.			
I report the occurrence of medication incidents and near misses appropriately.			



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## 4. PROFESSIONALISM AND ETHICS

### Pharmacists demonstrate professionalism and apply ethical principles in their daily work

I understand and follow the Code of Ethics and explanatory document.

I accept responsibility for my actions and decisions.

I maintain the patient's best interest as the core of all activities.

I educate and enable patients to make informed choices, involving them in decision-making and the provision of self-care.

### Pharmacy Managers

I ensure that the physical layout of the pharmacy provides for patient safety and confidentiality.

I organize staffing and workflow to enable pharmacy staff to fulfill standards of practice and to optimize patient care.

I establish job descriptions that hold staff accountable for professional performance consistent with standards of practice, including measurable indicators.

I ensure the availability of specific resources to meet regulatory requirements.





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<p>I ensure proper inventory management, including purchase of products, identification and disposal of expired products and proper placement of scheduled medications, in compliance with all regulatory requirements.</p>			
<p>I ensure that accreditation and appropriate permits are in place.</p>			
<p>I provide a work environment that supports a collaborative care practice.</p>			
<p>I'm responsible for ongoing safety and quality control by developing policies and standard operating procedures, including medication supply, maintenance of the work environment, staff support and patient care.</p>			
<p>I have policies and procedures in place for reporting and reviewing medication incidents with a view to minimizing errors and supporting safe practices.</p>			



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## Section 2: Practice Reflection

The second section focuses on reflecting on your practice environment. By asking you to identify your patient population demographics, common therapeutic issues and disease states encountered, the Self-Assessment helps identify areas that you may want to focus on to enhance competency and / or advance professionally.

1. What other healthcare providers do you interact with regularly?

2. Describe the interaction(s):

3. What is/are the average age(s) of the patients in your practice?

4. What are the most common therapeutic issues, patient issues or disease states that you encounter? What are some recent trends or emerging practice areas at your site?



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5. If you are engaged in non-direct patient care activities, describe your work:

6. Describe a work-related situation from the past year in which you felt confident or competent:

7. What skills contributed to the success of this situation?

8. Describe a work-related situation from the past year that made you feel unsure or uncomfortable, or for which you were dissatisfied with the outcome:

9. What skills would you want to develop to better manage similar situations in the future?



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## Section 3: Personal Learning Plan

In the final section, you are asked to create a Personal Learning Plan. By reviewing each section and the related feedback, the Self-Assessment Tool helps you to identify your learning needs. These needs are stated as learning objectives. Ideally, learning objectives are SMART - specific, measurable, attainable, relevant and time-framed. The Personal Learning Plan provides you with learning objectives over a specified time period (usually a year). Remember to document all learning activities in your Professional Development Log.

<b>Learning Goals (Reflection):</b> What areas do I want to gain more experience in?	<b>Plan and Apply:</b> What Exercises or Activities would help me?	<b>Resources:</b> What resources could I use?	<b>Learning Outcome (Evaluate):</b> Am I confident in my Ability? Do I need more Experience?