



**COLLEGE OF
PHARMACISTS
OF MANITOBA**

**Professional Development
Independent Study
Accreditation Package**

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Acknowledgment

Some of this information was adapted from the Newfoundland and Labrador Pharmacy Board Standards of Practice Professional Development for Pharmacists and Pharmacy Technicians. September 2015.

Introduction and Overview

Life-long learning is crucial for healthcare professionals wishing to maintain their competence. The College of Pharmacists of Manitoba (College) requires continuous development of knowledge and skills through continuing professional development. To be eligible for licence renewal, pharmacists are required to participate in a minimum of 25 hours of professional development learning activities between November 1st and October 31st of each year. Of the 25 hours, a minimum of 15 hours must be from accredited learning with a balance of 10 hours of participation in either accredited or non-accredited learning activities.

For more detailed information, please see the College website: <http://www.cphm.ca>.

The Continuing Professional Development (CPD) Cycle aims to enhance learning by creating a cycle of personal reflection, planning, action 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 into practice. Members must use the principles of the CPD cycle to seek out and pursue areas of learning that directly apply to their professional practice and goals.

Continuing Professional Development Cycle

Taken from: <https://www.acpe-accredit.org/pdf/CPDGuidance%20ProfessionPharmacyJan2015.pdf>



Some members may have difficulty accessing 15 continuing education units (CEU) of accredited learning activities in order to meet their specific learning needs, especially for pharmacists who

may be in specialty practice. The College has developed a guidance document for members who wish to have their independent study activities accredited for professional development purposes. It is the responsibility of the member to ensure that the activity meets the criteria and that the learning experience is applicable to pharmacy practice.

The required Independent Study Accreditation Form is found at the end of this document and can be emailed to the College with the required fee at: accreditation@cphm.ca.

Criteria for Independent Study Accreditation

Independent study accreditation cannot bypass the normal process and standards required for a group learning activity to be accredited. Please see the [Professional Development Program Provider Accreditation Package](#). Learning activities that cannot be accredited through the Professional Development Program Provider Accreditation Package cannot be accredited through independent study, but can be used as one of the learning resources as part of an independent study.

In order to meet accreditation guidelines for independent study, the following learning principles must be present in the learning activity submission:

- Learning objectives need to be personalized according to the pharmacist's own learning needs. They should be specific, with measurable outcomes, attainable goals, containing relevant subject matter and within an appropriate timeline.
- The activity should enhance your skills as a healthcare practitioner, and be relevant to your pharmacy practice.
- The content includes an analysis of the current best practices.
- The learning activity directly addresses patient care and/or practitioner learning needs.
- The learning activity has a minimum of 2 resources/references.

Examples of resources or learning activities that can be used as part of an independent study would be: journal readings, study/research involved in preparing a presentation, study/review completed as a candidate for a certification program, and/or attendance of a non-accredited pharmacy/health related education program.

The following resource can be reviewed for information on how to write measurable learning objectives:

http://cme.medicine.iu.edu/index.php/download_file/view/132/84/.

Assignment of Continuing Education Units

- One Continuing Education Unit (CEU) is equivalent to one contact hour (60 minutes) and is awarded in 15 minute (0.25 CEU) intervals. The minimum contact time accepted is 15 minutes and does not include breaks, time to make slides and notes.
- The College issues Business Continuing Education Units (BCEU) to recognized, accredited programs in business or personal development relevant to pharmacy practice. A maximum of 10 BCEU in any 3 consecutive year period may be recorded from recognized, accredited programs in business or personal development.

Please see the College website for information of accreditation of CPR/First Aid, Preceptorship, and Jurisprudence Exam study: <http://www.cphm.ca/site/pdaccreditation?nav=qa>. An independent study accreditation form does not need to be submitted for these activities.

Examples of Eligible Learning Activities

The following are some **examples** of acceptable learning activities that would qualify for consideration under independent study accreditation:

Example

As a Certified Diabetes Educator, you identify a deficiency in your knowledge base when providing patient care to individuals with schizophrenia that have either pre-diabetes or diabetes. You create a learning plan that involves reading articles, a planned literature search, and a planned discussion with a colleague working in the mental health field. These learning methods will be utilized to gain a better understanding of patients with these co-morbidities, as well as developing a teaching guide for patients with mental illnesses and diabetes.

Example

As a community pharmacist, you have recently encountered numerous patients being treated for external hemorrhoids. You identify that your pharmacotherapy knowledge base is lacking. You conduct an in-depth literature review, and attend a non-accredited session on hemorrhoids.

Example

During your process of self-reflection, you identify that you are increasingly seeing patients that are older and are on multiple medications. You want to learn more about polypharmacy and how to play a more active role in deprescribing. You spend an afternoon researching the topic and call a pharmacist with additional training in geriatrics to discuss a few questions that have arisen from your research.

Examples of Ineligible Activities

The following activities are **not** normally considered eligible for accredited learning:

- **Committee/Board/Association Meetings.** Participation in committee or board meetings or related activities does not qualify.
- **Work Experience.** On-the-job training and other work experience does not qualify for accredited learning unless the work experience is structured as part of a planned and supervised continuing education experience that meets the professional development (PD) requirements. Continuing education typically is defined as learning that takes place outside one's typical employment responsibilities.
- **Entertainment and Recreation.** Attendance at entertainment or recreational activities does not qualify.
- **Travel.** Travel or participation in a travel study program does not qualify, unless the educational component of the travel study program meets the PD requirements.
- **Employer/Administration programs.** Programs sponsored by the employing agency to provide specific information about the work setting and orientation or other programs which address the institution's philosophy, policies and procedures; on-the-job training; and basic equipment demonstration are not acceptable for accredited learning.
- **Orientation programs.** A program designed to introduce employees to the philosophy; goals, policies, procedures, role expectations and physical facilities of a specific work place are not acceptable for accredited learning.
- **Courses.** Content which focuses upon overall self-improvement, self-therapy, personal weight loss (with the exception of weight loss management strategies to be applied to your practice), and yoga are not acceptable for accredited learning.



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Independent Study Accreditation Application Form

The following information is necessary to effectively evaluate an activity to assign continuing education units. Please be as concise and complete as possible. All questions must be completed. Please attach any applicable information or sheets as needed.

1. List the current learning need(s) in your pharmacy practice that you have identified that are related to this independent study. Why is this a current learning need?

2. Based on the learning needs identified above, identify at least three learning objectives that are personalized according to your learning needs for this independent study.

3. Describe the learning activities and resources (minimum of two) that you participated in or completed in order to meet your learning objectives. Include the amount of time spent on each activity or resource (do not include time spent creating presentation slides or breaks).

Please submit completed form to accreditation@cphm.ca or fax to 204-237-3468.

