

The Pharmacy Council

Re-Registration Requirements for Pharmacists:

Practicing and Non-practicing Registration
Status, Continuing Professional Development
and Minimum Practice Hours

The Pharmacy Council
January 20th 2014

Contents

1. Practicing and Non-practicing Registration status.....	4
2.1. Requirements to re-register as a practicing pharmacist:	4
2.2. Requirements to register as a non-practicing pharmacist:.....	4
2.3. Requirements to change registration status from non-practicing to practicing:	4
2. Continuing Professional Development	6
2.4. Continuing Education Units	6
2.5. Primary Practice Areas	6
2.6. Activity Groups.....	7
2.7. Documentation Requirements and Verification Process.....	10
Exceptions	10
3. Minimum Practice Hours:	11
Exceptions	11
Appendix 1: CPD Reporting form	Error! Bookmark not defined.

Published by:

The Pharmacy Council, v. 1
Copyright ©2014 Pharmacy Council,
Bermuda

Overview

The Pharmacy and Poisons Amendment Act 2013 introduced new criteria for re-registration including: Continuing Professional Development (CPD) and minimum practice hours to register as a practicing pharmacist; and a non-practicing pharmacist registration status.

The purpose of CPD and minimum practice hours are to ensure that all practicing pharmacists keep their knowledge and skills up to date. This is essential to maintain and improve quality of practice.

The non-practicing re-registration status is an option for pharmacists who are not practicing but intend to in the future. The status prevents a previously registered pharmacist from going through initial registration again, while still ensuring they meet standards set by Council to ensure professional competency.

This document outlines the specific requirements for CPD, minimum practice hours and to change registration status. These requirements are in effect for the 2015 re-registration period.

For further information regarding these requirements contact the Pharmacy Council via:

Email:

OfficeofCMO@gov.bm – include 'CPD' in the subject line

Phone:

Registrations Manager, 278-4904

Mailing Address:

Ministry of Health and Environment
PO Box HM 380
Hamilton HMBX
Bermuda

Physical Address:

25 Church Street
Hamilton HM12
Bermuda

1. PRACTICING AND NON-PRACTICING RE-REGISTRATION STATUS

A pharmacist must re-register as either 'practicing' or 'non-practicing':

- Practicing status - persons are able to practice pharmacy in Bermuda.
- Non-practicing status- persons are not able to practice pharmacy in Bermuda.

2.1. Requirements to re-register as a practicing pharmacist:

- a. Submit the required application form
- b. Pay the prescribed fee
- c. Complete the CPD requirements (see section 2)
- d. Complete the total number of minimum practice hours required (see section 3)

2.2. Requirements to register as a non-practicing pharmacist:

- a. Submit the required application form
- b. Pay the prescribed fee

2.3. Requirements to change registration status from non-practicing to practicing:

- a. Submit the required application form
- b. Pay the prescribed fee
- c. Have the appropriate qualifications, experience and be fit-and-proper to resume practice as deemed necessary by Council:

The following are the guidelines used by Council to determine what is required of a Registrant to return to practicing status:

- i. The length of time the Registrant was on the non-practicing register.
 - Table 1 provides guidelines for the maximum amount of CPD and practice hours the Council can require of a Registrant based on how long they were registered as non-practicing in Bermuda.
- ii. The length of time that the Registrant has not practiced pharmacy in Bermuda.
 - The total length of time a Registrant has not been practicing will determine if the maximum amount of requirements allocated in Table 1 are required and if any specific types of CPD would be required within the set amount.
- iii. If and when the Registrant practiced in another country while being registered as non-practicing in Bermuda.
 - CPD and practice hours can be transferred from another jurisdiction. The

Council can specify Bermuda specific requirements (CPD, practice hours or the legislative exam) based on the number of years abroad.

- Documentation required: Evidence of registration and a letter of good standing from the respective overseas regulatory body; a letter from the Registrant’s employer confirming practice hours.
- iv. The practice area the Registrant worked in when previously registered in Bermuda or overseas and the practice area they intend to enter upon their return to practice.
- If a Registrant is changing practice areas the Council may require specific CPD and/or on-island practice hours.

Table 1. Guidelines for requirements to return to practicing status

No. of years registered as non-practicing	CPD	Practice Hours	Exam on legislation
0 -2	30 CEUs	max 100hours	no
2-5	max 60 CEUs	max 250 hours	no*
more than 5 years	max 90 CEUs	max 480 hours	yes

* may be required for Registrants transferring overseas practice hours.

2. CONTINUING PROFESSIONAL DEVELOPMENT

Continuing professional development (CPD) keeps practitioners abreast with best practice and protects the interests of the public. In order to be eligible to re-register as a practicing pharmacist, registrants must meet the Council's CPD requirements. These requirements apply to **all persons** applying to re-register as practicing.

2.4. Continuing Education Units

Practitioners must accrue **30 continuing education units (CEUs) within the two-year period prior to re-registration.**

Accruing Continuing Education Units:

- One unit = one contact hour unless otherwise indicated in the **Activity Group** Table 1.
- CPD may be undertaken from across the **Practice Areas (1.2)** and **Activity Groups (1.3)**. Pharmacists are not required to accrue units in every area or group.
- Units cannot be accrued from activities that are a regular part of the registrants current work role.
- If a registrant has earned more than the required thirty (30) CEUs, they may carry a maximum of **five units** into the next registration cycle, if the units were earned in the year immediately prior to that period.
- At this stage, the CPD Committee does not provide, accredit or pre-approve CPD activities.
- Registrants must keep all verification documentation from the previous cycle to verify units attained if audited.

2.5. Primary Practice Areas

- Administration and/or Management
- Community Pharmacy
- Hospital Pharmacy
- Industrial Pharmacy
- Other

2.6. Activity Groups

The following outlines: activity groups, verification documents required, the definition of a unit when not equal to one contact hour, and the maximum number of units that can be accrued in the activity group over the 2 year period before re-registration.

Activity Group	Verification Documentation	Max Units
PROFESSIONAL SERVICE		
1. Volunteering for an organization, group, or individual position that adds to the overall development of one's practice roles. For example, Bermuda Pharmaceutical Association Executive or sub-committees, Pharmacy Council executive or sub-committees.	Letter from organization and a report describing the hours and outcomes of volunteer service.	12 units
2. Peer review of a professional manuscript or textbook	Letter from publishing organization. One review = 6 units	12 units
3. Mentoring a registered peer or other professional to improve their skills	Goals, objectives and analysis of mentee performance	12 units
ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING		
4. Attending employer-provided, workplace continuing education [does not include new staff orientation activities].	A certificate of attendance or letter from sponsor/employer verifying contact hours, dates, event title, attendee name and workshop agenda.	30 units
5. Attending workshops, seminars, lectures, professional conferences* approved by one of the following: 1) Accredited college or university; 2) Continuing education providers.	A certificate of attendance or letter from sponsor/employer verifying contact hours or units, dates, event title, attendee name and workshop agenda	30 units
6. Attending workshops, seminars, lectures, conferences provided by professional associations or other professional organizations.***	A certificate of attendance or letter from sponsor/employer verifying contact hours or units, dates, event title, attendee name and workshop agenda (if available)	30 units
7. Reading peer-reviewed, role-related professional journal article or textbook chapter and writing a report describing the implications for improving skills in one's specific role**.	Annotated bibliography AND a report with analysis of how articles impacted improving skills in one's role	12 units

	One report = 2 units	
8. Successfully completing academic course work. Course must relate to practice.	Official transcript from accredited college/university	30 units
9. Independent learning with assessment element (online courses, CPD articles, self study series).	Certificate of completion verifying name, dates and provider One online course, CPD article, self-study series = 2 units	30 units
10. Independent learning without assessment element (e.g. audited coursework, multimedia courses, activity based CPD).	Summary report of learning One piece of coursework or activity CPD = 2 units	20 units
11. Receiving mentoring from a registered health professional specific to profession to improve the skills of pharmacist.	Goals and objectives established in collaboration with the mentor and self analysis of performance	12 units
12. Participating in professional study group/online study group designed to advance knowledge through active participation.	Group attendance records verifying time spent, study groups goals and report of learning outcomes	12 units
PRESENTING		
13. Giving a presentation at local or international workshop, seminar or conference *,+	Copy of presentation and copy of program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.	15 units
14. Primary author of a poster presentation for workshop, seminar or conference*,+ :	Copy of presentation and copy of program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.	15 units
15. Serving as adjunct faculty, teaching practice area-related academic course per semester++, *, +	Letter on school letter head verifying dates, lectures/course title, length of session and course/lecture goals and objectives.	30 units
16. Primary or co-presenter providing professional in-service training, instruction or guest lecturer for profession or another related profession*,+.	A certificate of attendance or letter from sponsor/employer verifying contact hours or units, dates, event title, attendee name and workshop agenda	19 units
17. Primary or co-presenter providing presentation for local	Copy of attendance record and outline of presentation or letter from	

organizations/associations/group on practice area related topic*,+.	supervisor on letter head verifying; presenter's name, date/time/length of presentation.	19 units
PUBLISHING		
18. Primary or co-author of practice-area related article in professional publication e.g. journal, book chapter, research paper.	Copy of published article and letter from primary author verify input.	15 units
19. Primary or co-author or participator of practice-area related article in lay publication e.g. community newspaper or newsletter.	Copy of published chapter or letter from editor, and letter from primary author verifying input.	10 units
20. Primary or co-author of a chapter in practice-area professional textbook.	Grant funding letter or abstract/executive summary or copy of completed research/study that indicates registrant as primary/co-primary investigator.	30 units
21. Primary or co-primary investigator in extensive scholarly research activities or outcomes studies, or externally funded service/training project associated with grants or post-graduate studies.	Program description.	30 units
22. Developing instructional materials- training manuals, multimedia or software programs- that advance the professional skills of others++ (not for proprietary use)	Copy of materials. A report describing the hours and outcomes	30 units

* Activities may be claimed one time only for a unit

** Cannot claim for CPD purposes if activity is required reading for academic coursework

*** The Council and CPD Committee do not pre-approve CPD providers. If you are concerned the provider may not be approved during an audit, contact the CPD Committee of the Council.

+ Time spent on preparation cannot be included

++ Must not be one's primary role

2.7. Documentation Requirements and Verification Process

When re-registering as practicing, all Registrants must:

- Indicate on the re-registration form if they have completed the necessary CPD.
- Submit with their re-registration information the Continuing Professional Development Reporting Form which outlines the activities completed and units accrued (see Appendix 1).

Registrants will be subject to a random audit to verify compliance by the CPD Committee of the Pharmacy Council. Pharmacists can expect to be audited once every 6 years.

The Committee will notify those selected for an audit upon receiving their re-registration application. Those selected must submit all verification documentation electronically to the Committee within a week of receipt of notice.

If the Committee determines an applicant's CEUs do not meet the requirements for re-registration the applicant will be informed of the decision. Depending on the Committee's assessment the Registrant may:

- be required to complete CPD as specified by the Committee within a specified timeframe;
- be placed on the non-practicing register;
- have their registration cancelled.

The applicant has the right to appeal the decision pertaining to their registration status in accordance with the legislation.

Exceptions

In exceptional circumstances, a pharmacist may apply in writing to the CPD Committee for an extension in time to complete the CPD requirements or an exemption. An exception may be granted if the Committee is of the opinion that:

- i. the pharmacist applying is in a position to acquire the necessary units within a further reasonable period of time, and
- ii. the pharmacist will suffer undue hardship if such an extension is not granted.

Grounds for exemptions will be considered in relation to maternity leave and illness. Documentation will need to be provided by the applicant.

3. MINIMUM PRACTICE HOURS:

All registered practitioners must complete a minimum of **100 practice hours over the 2 years prior to re-registration** in order to re-register as practicing.

The Council recognizes that a range of practice environments exist for pharmacists and therefore **any work being done that provides pharmacy services, including management roles, are accepted** for minimum practice hours.

The completion of this criterion is to be indicated in the re-registration form by Registrants. All information provided for re-registration can be subject to verification by the Council.

If the Registrant does not meet the requirements for minimum practice hours, the Council may:

- Require the Registrant to complete a set number of practice hours determined by Council within a specified timeframe to maintain practicing status;
- Place the Registrant on the non-practicing register;
- Remove the Registrant from the practicing register.

The applicant has the right to appeal the decision pertaining to their registration status in accordance with the legislation.

Exceptions

In exceptional circumstances, a pharmacist may apply in writing to the Council for an extension in time or exemption from acquiring the minimum number of units.

An exception may be granted if the Council is of the opinion that:

- i. the pharmacist applying is in a position to acquire the necessary hours within a further reasonable period of time, and
- ii. that the pharmacist will suffer undue hardship if such an extension is not granted.

Grounds for exemptions will be considered in relation to maternity leave and illness. Documentation will need to be provided by the applicant.