



# **PHARMACISTS COUNCIL OF ZIMBABWE POLICY ON CONTINUING PROFESSIONAL DEVELOPMENT**

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## SECTION 1

### BACKGROUND

The Pharmacists Council of Zimbabwe is a statutory body established through the Health Professions Act (Chapter 27:19) to regulate the practice of pharmacists, pharmacy technicians, optometrists, dispensing opticians, hearing aid specialists and orthoptists in Zimbabwe. The Pharmacists Council of Zimbabwe, as espoused in the Act, endeavors to promote public health and confidence in the health sector through setting, regulating and monitoring standards of practice, knowledge and skills of professions under its jurisdiction. Council requires that registered persons practice strictly within their areas of competence and enhance their competence through keeping abreast with developments and knowledge in their areas of expertise. The Pharmacists Council of Zimbabwe also requires that registered practitioners positively contribute to the advancement and development of the body of knowledge within their scope of practice.

Among other things, the Health Professions Act (Chapter 27:19) empowers Council to determine conditions for renewal of registration each year and as such Council saw it prudent to link the requirement for participation in continuous professional development activities to renewal of registration. The link between continuing professional development and renewal of registration enables Council to ensure that all registered practitioners actively participate in activities that keep them relevant in their professions or callings. While participation in continuing professional development activities should be intrinsic in individual practitioners it has been envisaged as important to nudge those practitioners who would ordinarily not want to participate in lifelong learning. Practitioners should note that it is an international best practice to maintain competence through a system of continuing professional development hence the introduction of this important aspect in 2006.

## SECTION 2

### WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT (CPD)?

Continuing professional development is the process by which professionals systematically maintain, improve and broaden their knowledge and skills. It is a commitment to skills enhancement which reflects on personal qualities necessary for the execution of professional and technical competencies throughout an individual's career. CPD can also be defined as a conscious process of developing knowledge and updating personal skills throughout one's working life. CPD is critical for the optimization of ones' career opportunities, self-esteem and self-actualization. CPD is a cycle which consists of five stages which are as follows:

- **Reflection:** can be defined as an activity of recapturing one's experience and evaluating it. Reflection can either be retrospective or prospective. Retrospective reflection is when one looks at the past to assess the skills, knowledge, attitudes and behavior gained. Prospective reflection is when one looks ahead to assess the skills, knowledge, attitudes and behavior to be gained.
- **Planning** can be defined as the process of formulating a scheme, program or method worked out beforehand for the accomplishment of an objective which would have arisen as a result of the reflection process. Planning answers the when, how, where and at what cost questions. An example of planning is when one arranges to attend an association meeting at the end of every month at the association's offices after paying subscriptions.
- **Implementation** can be defined as the deliberate action performed by an individual to convert plans into action such as paying subscriptions to associations, registering for online programmes, enrolling for refresher courses
- **Recording** can be defined as the process of storing information for future and easy reference. Recording is critical as it helps in the reviewing and reflection process. It also helps you remember what you have learnt and provide evidence when proving competence. It also helps as proof in the fulfillment of registration requirements.

- **Evaluation** can be defined as the process of assessing and judging the value of the undertaken continuous professional development activity. Evaluation helps in the assessment of how far or close one intended goals will be to the actual outcomes

While Council requires that practitioners submit a certain number of points as proof of participation in continuing professional development, practitioners should note that these are only minimum requirements. Individuals are encouraged to surpass these minimum requirements.

## **SECTION 3**

### **ADMINISTRATION**

Council administers continuous professional development through its Education and Liaison Committee which provides the framework for the execution, recording and assessment. The responsibility to provide continuing professional development activities is however outsourced to recognized voluntary associations, accredited tertiary educational institutions and other recognized providers. CPD providers are expected to offer CPD activities in a fair, equitable and responsible manner. Council through the Education and Liaison Committee has the right to review, redirect or withdraw any outsourced responsibilities from providers, should such need arise.

## **SECTION 4**

### **APPLICATION OF POLICY FOR VARIOUS CATEGORIES OF REGISTRATION**

This policy is applicable to all registered practitioners (pharmacists, pharmacy technicians, optometrists, dispensing opticians, hearing aid specialists and orthoptists) for renewal of practising certificates on an annual basis

## **SECTION 5**

### **EXEMPTIONS FROM CPD REQUIREMENTS**

The following categories of registered persons are exempted from accumulating the mandatory baseline target of CPD points:

- Registered practitioners who become Members of Parliament, Ministers and Permanent Secretaries
- Retired members who are no longer in active practice.

Please note that the following categories are not exempt from accruing the baseline target of CPD points;

- Registered persons undertaking full time or part time postgraduate Studies
- Registered persons who are practicing in the region and abroad (to meet cpd requirement of the registering body in the country they are practising and proof of such must be submitted at renewal to Council)
- Practitioners who are maintaining their names on registers (cpd documentary proof from any country of residence should be submitted).
- Practitioners who are serving time in designated health institutions to accrue the required minimum points

## **SECTION 6**

### **CPD REQUIREMENTS**

All registered members, including those on the provisional register and those restricted to work in designated health institutions, should accumulate at least 60 continuous professional development points in a membership year which is currently from 1 January to 31 December of each year.

There will be no carryover of points from one membership year to the next year. Members will not be registered if their points are below threshold. A deficit cannot be made up for in the following membership year neither can points be carried over to the next year. Council may require members whose points are below the threshold to partake a specific activity as a way of making up for the deficit. In cases where practitioners have inadequate points and are required to clear the deficit, they will also be required to pay a fine for each outstanding point at a rate to be prescribed by Council from time to time.

All registered practitioners would be required to record their CPD on the CPD Record form (Appendix A) which must be submitted to Council by the 30<sup>th</sup> of November of each year including the necessary attachments. The numbers of points allocated per activity, which are subject to review from time to time, are illustrated under Appendix B

## **SECTION 7**

### **CATEGORIES OF ACTIVITIES FOR CPD CREDITS**

It is a requirement that CPD credits must be obtained from at least two categories listed below and the maximum credits, which may be accumulated annually in each category, are also indicated.

#### **Category 1: Developmental Activities:** Maximum 35 points

The following activities will fall under category 1; Conferences, Congresses, workshops, Lectures and Seminars. Points allocated to each activity shall be as in the point allocation schedule (Appendix B)

#### **Category 2: Work-based Activities:** Maximum 30 points

The following activities shall fall under category 2; employer organised workshops and refresher courses e.g. all Ministry of Health and Child Welfare approved activities, product launches and workshops organised by organisations that operate chain retail outlets.

#### **Category 3: Mentoring Activities:** Maximum 15 points

Supervising pre- registration practitioners and undergraduate students during their attachments shall fall under this category. Please note that point allocation shall be as per Appendix B

#### **Category 4: Membership to Approved Associations:** Maximum 10 points

While the advantages of belonging to a professional association are overwhelming, the Health Professions Act (Chapter 27:19) is clear that membership to such associations is voluntary. Membership to such approved associations will however be awarded CPD points as per the cpd point allocation schedule (Appendix B).

#### **Category 5: Other Individual Activities:** Maximum 30 points

Activities under this category would include; online cpd activities, supervision of masters and PhD students, part time lecturing, research and publications, participation in policy development activities (writing EMLIZ etc), membership to Council committees and being association office bearers. Point allocation shall be as per Appendix B

## **SECTION 8**

### **APPROVAL OF PROVIDERS OF CPD ACTIVITIES**

Council has approved the participation of its members in certain associations, symposiums and seminars for CPD point allocation. Council has also approved the publication of articles in certain journals, both refereed and unreferenced for CPD point allocation.

Institutions/organizations that conduct in-house training such as hospitals, chain pharmacies, chain opticians and university departments and polytechnics shall first seek approval for their activities to be recognized before point can be awarded. The approval may be sought through an accredited body such as a professional association, which will in turn consult the Council. Approvals may also be sought directly from Council. Organizations whose purpose is primarily commercial shall not be allowed to award points without prior arrangement with an accreditor or the Council.

While Council notes the invaluable service that professional associations, tertiary educational institutions and other accredited providers render by assisting registered persons to maintain and improve their competence, these bodies are encouraged to continue to identify activities which meet the current professional trends. Council expects that there is continued monitoring and validation of activities to ensure that they are of high standards.

All providers are therefore expected to ensure that their cpd activities;

- Enhance the knowledge, skills and competence of all participants
- Meet an educational and developmental need and provide an effective learning experience for the participants.
- Are appropriate and sufficiently cover the subject matter under consideration with adequate time for discussion.
- Presenters have proven practical and academic experience and are good communicators.
- Are evaluated using the evaluation form provided by Council (Appendix C)

CPD providers shall be required to renew their accreditation every two years.

## **SECTION 9**

### **NON-COMPLIANCE**

Where a registered person has not complied with the CPD requirements, the practitioner, before being issued with a new practising certificate shall;

- Pay a fine at a prescribed rate for each of the outstanding points and,
- Accrue the outstanding points in a manner prescribed by the Registrar

Practitioners who provide false information with regards to cpd shall be referred to the relevant Committee of Council for the appropriate action.











## Pharmacists Council of Zimbabwe

### Continuous Professional Development points allocation

ACTIVITY	POINTS
Membership to Approved Association	5
Approved Association Office Bearer – per year	5
Approved Association CPD meeting	5
Branch Lecture meeting	5
Attendance at Annual congress & AGM e.g PSZ/CPCPZ joint congress	10
Attendance at relevant international conference	10
Attendance at PCZ Council & Other Committee Meetings per year	10
Approved publication – un- refereed	5
Approved publication – refereed	10
Delivery of an approved lecture	10
Delivery of a lecture to students (not in the course of work for tertiary education lectures)	5
Distance learning course run by Approved Organizations (e.g UZ- Pharmacy Dept & PSI, University Optometry Schools)	5
Product Launch Lecture	2
Workshop organized by the Ministry of Health and Child Welfare and its associates	5
Post graduate master's degree studies (per year from registration to completion of studies)	10
Pre-registration pharmacists supervisor (per year)	10
Approved employer organized workshops (per workshop)	5
Post graduate diploma studies (per year from registration to completion of studies)	5
PhD studies (per year from registration to completion of studies)	10
Online cpd exercises	5
First Aid Course offered by an approved ambulance association	3
Counseling course offered by an approved institution	5
Publication in the PSZ Journal	10
Supporting Students – per year	5

**NB: The minimum points to be accrued per year have been retained at 60 points**



**PHARMACISTS COUNCIL ZIMBABWE**

**CPD MONITORING & EVALUATION INSTRUMENT**

The form is used by the Council as an assessment tool

1. Date \_\_\_\_\_ Name of Resource Provider \_\_\_\_\_

Programme Venue \_\_\_\_\_ Province \_\_\_\_\_

1. Topic \_\_\_\_\_

**2. Objectives**

\_\_\_\_\_  
 \_\_\_\_\_

**3. Resource Provider**

Workshop Preparation	Excellent	Good	Fair	Poor
i. _____	_____	_____	_____	_____

Supporting Comments

\_\_\_\_\_  
 \_\_\_\_\_

Topic Relevance	Excellent	Good	Fair	Poor
ii. _____	_____	_____	_____	_____

Supporting Comments

\_\_\_\_\_  
 \_\_\_\_\_

Suggested Topics for Future CPD Programmes

\_\_\_\_\_  
 \_\_\_\_\_

**4. Assessment of Presenters**

The presenters can be rated as:

Name of Presenter	Excellent	Good	Fair	Poor
i. _____	_____	_____	_____	_____

Supporting Comments

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Name of Presenter \_\_\_\_\_

	Excellent	Good	Fair	Poor
ii. _____	_____	_____	_____	

Supporting Comments

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**5. Venue and Administration**

The standard of the venue and administration can be classified as:

	Excellent	Good	Fair	Poor
Venue	_____	_____	_____	_____
Administration	_____	_____	_____	_____

Supporting Comments

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**6. Attendance**

Number of professionals registered with the Council \_\_\_\_\_

Number registered with the Association (Nationally) \_\_\_\_\_

Number of members registered with the resource provider in the Province \_\_\_\_\_

Number of members who attended the workshop \_\_\_\_\_

Number of members who attended and are not members of the profession \_\_\_\_\_

**7. Overall Comments about CPD programmes:**

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2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_