



Fee Structure

Activity	Fee (inc. GST)
Up to 2 hour activity	\$600
Half day activity	\$1200
Full day activity	\$1800
More than 1 full day activity	POA
Any Group 2 component up to 1 CPD credit	\$180
1-3 CPD credits	\$100 per additional credit
>3 CPD credits	POA
Appeals fee	\$220
Application assistance (available on request)	\$130 per hour
Fast track fee	\$250

Note: Applications should be submitted at least 28 days prior to the event. A fast-track fee applies for applications received 14-27 days before CPD activity delivery. Accreditation applications received less than 14 days prior to delivery of a CPD activity **will not be considered**.

SHPA will advise the applicant of the estimated cost of accreditation when the application is received. SHPA must receive acceptance of the costs from the applicant before the assessment process can begin.

Accreditation is subject to fees being paid.

Fees are based on the length and amount of materials that need to be reviewed.

All fees are non-refundable regardless of whether the material meets the Australian Pharmacy Council's (APC) accreditation standards

CPD providers who have outstanding CPD evaluation reports for SHPA will need to submit them before they are eligible to apply for a new accreditation.

Terms of Application:

Under the auspices of the Australian Pharmacy Council (APC), SHPA may accredit continuing professional development (CPD) activities for pharmacists that meet the requirements for accredited CPD within the Pharmacy Board of Australia (PBA) Guidelines to the CPD registration standard. SHPA may accredit formal CPD activities offered by hospital and non-hospital providers. These may include conferences, seminars, workshops, lectures or other educational activities run by groups or individuals to support the professional development of pharmacists.

SHPA acknowledges that pharmacists access a wide range of CPD activities from numerous providers and encourages applications. The accreditation of CPD activities provides assurance to pharmacists that an activity has been reviewed for quality and relevance to practice.

CPD providers seeking accreditation will need to review the terms of service and use, complete the application form and pay the appropriate fee. Information provided in this accreditation form will help SHPA to determine whether an activity meets SHPA evaluation criteria (**Appendix A**) and the APC's [Accreditation Standards for Continuing Professional Development Activities](#). Applicants will also need to demonstrate that CPD activities map to the [National Competency Standards Framework for Pharmacists in Australia, 2010](#).

Sponsorship or commercial support provided for the development, promotion or delivery of CPD activities must be declared in all accreditation applications. Similarly, conflicts of interest (whether actual or perceived) must also be disclosed. See Appendix B for further information.

CPD applications should include draft content (e.g. course material, program or speaker/author briefs) and promotional material. Providers seeking Group 2 CPD accreditation must submit evidence (**Appendix C**) that their activity meets the APC's Accreditation Standards for Continuing Professional Development Activities.

For some applications, additional information will be required. CPD providers external to SHPA will need to provide additional information relevant to their organisation in their application (see external CPD provider information 1.1).

For assistance with planning a CPD activity, please refer to **Appendix D**.

Please send completed applications to: shpa@shpa.org.au

Please allow up to FOUR WEEKS for the assessment of applications. CPD providers will be informed by SHPA's accreditation pharmacist within this time frame if the application is incomplete, requires clarification or has been approved.

SHPA seeks to work with applicants to improve their submissions to meet evaluation criteria rather than 'rejecting' them. This usually leads to a better product and outcome for the provider. If approval cannot be granted, the reason for non-approval will be recorded and the applicant notified within the four week assessment period.

1. Additional information

1.1 External CPD Provider Information

CPD providers external to SHPA must provide additional detailed information about their organisation including:

- The organisation's mission statement and raison d'être
- The organisation's ABN and if the organisation is a registered training organisation
- Details on the organisation's membership and affiliations
- The organisation's conflict of interest and privacy policies
- The organisation's procedure for handling grievances and complaints
- If required, the organisation's policies on disability and racial vilification

External CPD providers should provide sample materials to SHPA (such as course material or slide presentations) once the CPD activity has been delivered to shpa@shpa.org.au so that the content can be reviewed for consistency with the submitted accreditation application.

1.2 Approval of Submission

To see the criteria used for applications, please refer to **Appendix A**.

Please allow up to FOUR WEEKS for the assessment of applications.

Please note:

- Activities cannot be promoted as 'accreditation pending'.
- Accreditation of activities cannot be granted retrospectively.
- SHPA will not extend an existing accreditation

Accreditation will remain current for the approved period provided that there are no changes to the:

- provider;
- learning objectives;
- pharmacist competency standards addressed;
- program format or duration; or
- program details.

The accreditation notification will confirm the: program; accreditation number; CPD activity group(s) of the activity; the total CPD hours and CPD credits; and the relevant pharmacist competencies.

The APC CPD logo with the program's unique identification number will be forwarded with the notification of approval.

CPD activities that are accredited may display the APC CPD logo with a unique program accreditation number in a dedicated accreditation section of the educational and promotional material. Presentation of the APC CPD logo should be consistent with the Australian Pharmacy Council's [Accreditation Marketing Policy](#).

1.3 Rejection of submissions

If an application is not approved, the reason for non-approval will be recorded and the applicant notified within 4 weeks of receipt by SHPA.

Providers will be offered an opportunity to submit a new application if the reason for rejection can be addressed.

1.4 Evaluation of accredited activities

In accordance with the Accreditation Standards for Continuing Professional Development Activities all accredited CPD activities must be evaluated by the CPD provider and a report must be submitted to SHPA within 4 weeks of CPD activity delivery. If an activity is repeated (e.g. seminars) then an evaluation report should be submitted each time the activity is offered/held.

An evaluation report must assess:

- the achievement of learning outcome objectives
- relevance of activity and content to practice
- overall satisfaction
- suitability of delivery
- any complaint received regarding the activity (see SHPA Continuing Professional Development (CPD) complaints form)

In addition, the report could include comments on:

- attendance or participation;
- participant reaction;
- participant learning;
- participant use of new knowledge and skills;
- changes in participant behaviour;
- the perceived value for money;

SHPA has evaluation templates available for accredited activities. For SHPA activities, use the SHPA CPD Activity Evaluation Form. For non SHPA activities, external providers can use the External Provider CPD Activity Evaluation Form. A sample evaluation report template is available for all providers submitting evaluation reports to SHPA following CPD activity delivery.

External hospital and non-hospital providers should provide sample materials to SHPA (such as course material or slide presentations) once the CPD activity has been delivered to shpa@shpa.org.au with their evaluation reports. SHPA will review the content provided for consistency with submitted accreditation applications.

1.5 Revocation of accreditation

SHPA reserves the right to revoke accreditation if there are major changes to an accredited activity (see section 1.2 approval of submission) or new information regarding the CPD activity is received (e.g. through the evaluation process, receipt of sample materials, complaint or feedback from an event attendee or quality reviewer). Formal complaints can be captured using the CPD Activity Complaints Form.

Any information provided to SHPA that suggests the quality or educational value of the activity has been compromised will be further investigated. SHPA reserves the right to review and / or revoke accreditation if there are concerns about the quality or education value of the activity. Providers will be formally notified if accreditation is revoked for any reason and will be offered an opportunity to submit a new application that illustrates that the reason for the revocation has been addressed.

Appendix A.

SHPA evaluation criteria for accreditation applications

Evaluation question	Yes / No
Has the activity been developed after a needs assessment?	
Was there a pharmacist involved in content development?	
Does the program support adult learning principles?	
Are the learning objectives clear?	
Do the learning objectives relate to the topic(s) and identified purpose of the activity?	
Are learning objectives suitable / relevant to identified target audience?	
Is the content to be delivered by suitably qualified / experienced persons?	
Is content independent, evidence based, accurate and up-to-date with contemporary practice?	
Is there a clear link between content and highlighted pharmacist competencies?	
Where relevant, does the program comply with the pharmaceutical industry code of conduct regarding sponsorship?	
Does promotional material provide enough information for pharmacists to identify the relevance of the activity to their personal CPD plan?	
Is proposed evaluation adequate for content and format?	
Have contact details for applicant, coordinator and person responsible for providing formal feedback report been provided?	
Has all requested information been supplied?	
Where relevant, has processing fee been paid?	
Should application be approved?	

Appendix B.

Transparency

Organisers of educational activities should ensure that the nature of any sponsorship provided is declared in their accreditation application. In addition, the applicant must outline how they will acknowledge sponsorship in the promotion of the activity and at delivery.

Managing commercial promotion at sponsored events

Applicants should note any involvement of the sponsor in the activity including attendance.

Any financial relationships that individual organisers/ speakers have or have had in the last twelve months with the sponsor should be declared in the accreditation application.

Sponsorship of activities by the pharmaceutical industry should be consistent with the provisions outlined in the Medicines Australia Code of Conduct (Edition 18) and Guidelines available at www.medicinesaustralia.com.au. "Company educational events" outlined under section 9.4 of the Code where the educational content and selection of speakers is arranged by the company will not be accredited.

Where there is pharmaceutical industry sponsorship of an accredited educational event (independently organised by a society, college or university), sponsorship must be paid to the organisation arranging or conducting the event, not individual healthcare professionals. Applications for accreditation of industry sponsored educational events should include the nature of any financial contribution/ s made by the sponsor in a manner consistent with event reporting requirements in Section 41.3.5 of the Medicines Australia Code of Conduct.

Payment/s for a trade display/ exhibit at an educational event (e.g. conference) is regarded as sponsorship and will need to be declared in accreditation applications for industry sponsored educational events. Pharmaceutical industry trade exhibits (displays) at accredited activities should be in an area separate from the area where the education is delivered.

Introductory presentations given by pharmaceutical industry representatives at accredited activities are discouraged and must not include product specific promotion.

Promotional material advertising sponsored events may carry a sponsor logo and a statement regarding the nature of the sponsorship (e.g. unrestricted educational grant), but the logo must not be given prominence. Sponsor logos should not breach the logo policy of the Australian Pharmacy Council and must not appear in the dedicated accreditation section of promotional material for accredited events.

In presented/ educational materials for accredited events, sponsors should be acknowledged in a manner that makes it clear that the educational content of the activity is independent of commercial influence. A sponsor logo (and sponsorship statement) may also be included at the beginning or end of a piece of presented/ educational material.

The use of promotional language and product specific promotion in CPD activities is strictly prohibited.

Conflicts of interest

The applicant should ensure that any conflicts of interest are disclosed, considered and managed throughout the planning, promotion and at the activity.

How can conflicts of interest be managed appropriately?

There is likely to be more than one way to effectively manage conflicts of interest. A combination of strategies may be required. Options include:

Recording/ registering the disclosure of the conflict of interest.

Restricting involvement in the matter; for example refrain from taking part in discussions, restrict access to information about the activity or abstain from voting on decisions. If it is not practical to restrict involvement and independent third party may be required to participate in or review the integrity of the decision-making process.

Removal from all involvement in the matter may be required where ad hoc strategies are not feasible or appropriate.

There may be a need to relinquish the personal or private interest causing the conflict. Resignation from involvement in the activity is required if conflicting interests cannot be resolved.

All declared conflicts of interest should be recorded in the CPD accreditation application form. Conflicts of interest should be disclosed on presented materials for accredited CPD activities in accordance with the APC's [Accreditation Standards for Continuing Professional Development Activities](#).

Appendix C.

Accreditation of Group 2 CPD Activities

Group 2 activities allow the participant to demonstrate acquisition of knowledge or skills by successful completion of some form of assessment. Examples of Group 2 activities can be found at the PBA Guidelines on continuing professional development.

The most common types of Group 2 activities that applicants seek to have accredited are self-assessment questions and small-group workshops / case-based discussions. All applications for Group 2 activities will require evidence that they are in accordance with The Pharmacy Board of Australia's definition for Group 2 CPD activities and Standard 4 of the APC's [Accreditation Standards for Continuing Professional Development](#).

Self-assessment questions

Self-assessment questions will be assessed for their relevance to the learning objectives and content. There should be ten (10) 'fact recall' questions OR five (5) more challenging questions (e.g. that require application of knowledge to a related situation) and 2 supplementary questions **per hour** of activity. For this type of activity to be accredited as a Group 2 activity, applicants must provide the following:

- Learning objectives for the activity with which the questions are associated
- Questions with answers
- Rationale for the answers

Questions can be multiple-choice questions (MCQs) or open-ended questions.

Small-group workshops / case-based discussions

Attendees may be split into small groups for case-based discussions or workshops. To enhance the learning experience, groups must be of a small enough size to encourage active participation from all group members. For this type of activity to be accredited as a Group 2 activity, 2/3 of the time allotted for the activity must be interactive (e.g. for a 30 minute session - 10 minutes case presentation and 20 minutes interactive group work)

For this type of activity to be accredited as a Group 2 activity, applicants must provide the following:

- Learning objectives for the interactive activity
- Names of facilitators/tutors and their qualifications/experience to the topic
- An indication of how the discussion/workshop will be facilitated in order to ensure active and ample participation from each attendee (e.g. facilitator/tutor briefing document)
- Size of small groups (maximum of 20)
- Case study content or outline for discussions

Evidence to support the application for Group 2 accreditation should be supplied as a separate document, along with the accreditation application.

Appendix D.

Overview of Development of CPD Activities

As shown in the flowchart below, an application for accreditation can only be made after key decisions have been made (e.g. learning objectives, format). The flowchart may assist applicants in the development and planning of their CPD activity. Please note that formal notification of accreditation status and any specific conditions are required before detailed promotion of the activity.

Overview of Development of CPD Activities

As shown in the flowchart below, an application for accreditation can only be made after key decisions have been made (e.g. learning objectives, format). The flowchart may assist applicants in the development and planning of their CPD activity. Please note that formal notification of accreditation status and any specific conditions are required before detailed promotion of the activity.

Step One	<ul style="list-style-type: none">• Customer Needs Analysis• Identification of target Audience
Step Two	<ul style="list-style-type: none">• Describe purpose of the CPD activity• Draft Learning objectives for the activity• Identify relevant pharmacist competencies• Identify how the activity will meet adult learning principles• Identify program format
Step Three	<ul style="list-style-type: none">• Identify funding source / need for sponsorship and role of sponsor (if any).• Identify program details i.e. duration per CPD activity group, skill set and types of presenter(s) required
Step Four	<ul style="list-style-type: none">• Finalise program title and format and CPD activity group(s)• Finalise learning objectives for each component of the activity• Finalise / Confirm presenters
Step Five	<ul style="list-style-type: none">• Compile information for attendees i.e. pre-reading, self assessment questions, etc,• Draft promotional material
Step Six	<ul style="list-style-type: none">• Complete accreditation application
Step Seven	<ul style="list-style-type: none">• Promote CPD activity
Step Eight	<ul style="list-style-type: none">• Deliver CPD activity
Step Nine	<ul style="list-style-type: none">• Undertake attendee evaluation and provide evaluation report to accrediting body