



New Brunswick College of Pharmacists
Ordre des pharmaciens du Nouveau-Brunswick

Guidelines for Self Assignment of Continuing Education Credits

INTRODUCTION

Most live continuing education (CE) activity, as well as other non-rated activities, have been assigned CE units upon submission of the required form to the College office. The CE Coordinator was responsible for evaluating and assigning a value to the activity. This process is time consuming and may delay a presentation. In order to improve the timeliness of the process, the individual will now assign the credit value to the activity attended.

In an effort to be more responsive to members' needs, the process of establishing a credit value for educational activities has been revised to allow the member to assign an appropriate value. The following guidelines will assist the member in determining the CE value for an activity.

- **Determination of credit:**

Many CE activities have been reviewed and assigned a specific number of units. Accrediting bodies such as the Canadian Council on Continuing Education for Pharmacy (CCCEP) and the Accreditation Council for Pharmacist Education (ACPE) ensure that the quality of a program is consistent and meets defined standards.

For live CE events, or other activity that does not have an assigned value, the following process will assist the member in determining an appropriate value for the event.

One hour of contact time = a value of 1 continuing education unit (CEU); for example, a live presentation, correspondence, or web-based activity. CE is normally determined in increments of 0.25 units. The minimum contact time accepted is 15 minutes. The contact time does not include breaks but can include a reasonable period of time for questions and discussion.

- Example 1

A presentation lasting 45 - 50 minutes with 10 -15 minutes of discussion would be assigned a value of 1 CEU.

The member completes a Form M for this activity. The member retains the form, along with any handout, brochure, and notes taken as part of the activity.

○ Example 2

A journal club presents and discusses an article or articles. There is a presentation of the article, its premise, rationale, results, validity, etc. and discussion by the participants lasts 30 minutes. This would be assigned a value of 0.5 CEU.

The member completes a Form M for this activity. The member retains the form, along with any handout, brochure, and notes taken as part of the activity.

○ Example 3

A pharmacist identifies a deficiency in their knowledgebase when counseling a patient on a medication. The pharmacist researches various sources on the disease, drug treatment or other options, counseling information to provide, etc. This takes between 45-50 minutes. This would be assigned a value of 0.75 CEU.

The member completes a Form M for this activity and retains the form along with copies of the relevant information obtained and a synopsis of the findings and counseling information.

○ Example 4

A pharmacist attends a workshop on Diabetes management presented by another health discipline. The presentation and discussion period lasts 80-90 minutes. This would be assigned 1.5 CEU.

The member completes a Form M for this activity. The member retains the form, along with any handout, brochure, and notes taken as part of the activity.

Qualifying activities for continuing education

Eligible qualifying activities include, but are not limited to:

- Canadian Council on Continuing Education for Pharmacy (CCCEP) approved programs
- Accreditation Council for Pharmacy Education (ACPE) programs
- Classroom instruction, academic courses
- Conferences, Seminars, Workshops, training sessions, Teleconferences
- Independent study programs
- Lecture presentation, Article preparation, Drug Information question research and answer formulation

To determine if an activity meets requirements, the following checklist is provided. If you can answer “yes” to most of the following questions, the activity is probably appropriate:

- Does the activity enhance your skills?
- Is the activity related to the practice of pharmacy?

- Is the activity related to your area of practice?
- If the activity was a home study activity, was there a qualifying exam or testing mechanism to evaluate knowledge learned?
- If the activity was a teleconference, was there an opportunity for you to interact?

Members are encouraged to use a variety of sources to obtain CE. Accredited activities, e.g., CCCEP are usually of a high standard and quality. CE activity should be based on the member's needs as related to their practice.

Activities not eligible for CE credit

The following activities are not normally considered eligible for CE credit:

- Association Membership and Leadership Activities. Holding membership or serving in some leadership capacity in an association or College does not qualify.
- Committee/Board Meetings. Participation in committee or board meetings or activities does not qualify.
- Business Meetings. Meetings to discuss business, make policy, develop procedures, discuss association/organizational management, develop long-range plans, etc., do not qualify.
- Some Meetings, Conventions, Exhibitions. Meetings, conventions, and exhibitions that attract large numbers of participants, involve different activities, and are conducted primarily for information-sharing purposes generally do not qualify for CE credit. Planned learning activities within such events that meet the CE credit requirements are eligible for CE credit.
- Work Experience. On-the-job training and other work experience does not qualify for CE credit unless the work experience is structured as part of a planned and supervised continuing education experience that meets the CEU requirements. Continuing education typically is defined as learning that takes place outside one's typical employment responsibilities.
- Entertainment and Recreation. Attendance at cultural performances or at entertainment or recreational activities does not qualify unless these events are an integral part of a planned activity that meets the CE credit requirements.
- Travel. Travel or participation in a travel study program does not qualify, unless the educational component of the travel study program meets the CE credit requirements.

- In-service 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; basic cardiopulmonary resuscitation; and equipment demonstration are not acceptable for CE credit.
- Refresher courses. Programs designed to update knowledge or current theory and clinical practice, which consist of a didactic and clinical component to ensure entry level competencies into professional practice are not accepted for CE credit. Note: This type of activity should not be confused with the “Refresher” sessions Dalhousie University College of Pharmacy offers annually.
- 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 CE credit.
- Courses which focus upon self-improvement, changes in attitude, self-therapy, self-awareness, weight loss, and yoga are not acceptable for CE credit.

Documenting and Reporting of CE

- The member is responsible for maintaining a record of their CE activities. These records shall document completion of activity by original certificates of attendance, contact hour certificates, transcripts, etc. As required, and described, in the Regulation, members are required to document their educational activities on Form M.
- Keep a copy of Form N for your records
- Do not report anything for which you do not have documentation
- Only report activities you completed within the CE year
- List full dates (e.g., April 20, 2004 not Apr.20)

Retention of records

Members should retain the following documents for a period of three (3) years.

- Form M and N
- Any materials (handouts, lecture notes, brochures, etc.) used or received in completion of the recorded activities. If the member anticipates using these materials in daily practice, a copy of these materials should be made.
- Certificates of completion of a program

Renewal period

Members are required to renew their license annually. The licensing year means the period from January 1 to December 31. The CE year is defined as the period from November 1 of current year to November 30 of the following year (13 months).

For example: Qualified CE activities that fall within the November 1, 2014 to November 30, 2015 time period will be recognized for the 2016 renewal year.