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Guideline for Continuing Professional Development (CPD)

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1 LIST OF ABBREVIATIONS AND ACRONYMS

CPA	Commonwealth Pharmacist Association
CPD	Continuing Professional Development
FIP	International Federation of Pharmacist
MCA	Medicines Control Agency (The Gambia)
PCG	Pharmacy Council of The Gambia
WAHO	West African Health Organisation
WAPCP	West Africa Postgraduate College of Pharmacists
WHO	World Health Organisation

2 INTRODUCTION

2.1 Legal Basis

- 2.1.1. The regulation of the practice of pharmacy in The Gambia is governed by the provisions and requirements of the Pharmacy Council Act, 2014, by which the Pharmacy Council of The Gambia (PCG) was established as the regulatory body for the practice of pharmacy.
- 2.1.2. Part II Section 6 (j) of the Act requires the Council to “establish standards and provide guidelines for continuing professional development and training of registered pharmacists and pharmacy support personnel”.
- 2.1.3. Part IV Section 22 Sub-section 2 requires that “All drug store license holders before the enactment of this Act shall undergo a specified course as determined by the Pharmacy Council for the continued renewal of their licenses”.

2.2 Purpose

- 2.2.1. This guideline sets out the requirements and procedures for Continuing Professional Development (CPD) for pharmacists and pharmacy support personnel in The Gambia.
- 2.2.2. The CPD is a mandatory prerequisite for renewal of registration of pharmaceutical personnel (refer to PCG *Guideline for Registration of Pharmaceutical Personnel*).
- 2.2.3. CPD is a structured approach to reflection, planning, action and evaluation of the pharmaceutical personnel’s professional careers to continuously enhance their knowledge, skills and personal qualities.

2.3 Scope

- 2.3.1. This guideline applies to registered pharmacists and pharmacy support personnel (pharmacy technicians, pharmacy/dispensing assistants, nurse dispensers).

3 RENEWAL OF REGISTRATION CRITERIA

- 3.1. A pharmacist and pharmaceutical support personnel seeking to retain his/her name in the register of the Council shall apply in the form

prescribed in the PCG *Guideline for Registration of Pharmaceutical Personnel*.

- 3.2. For retention of the name in the respective register a minimum of 5 credits for CPD per year is required with the exception of pharmacy assistants that require a minimum of 3 CPD credits per year.
- 3.3. All other requirements of Section 4.2 of the PCG *Guideline for Registration of Pharmaceutical Personnel* apply.

4 REQUIREMENTS OF CPD

4.1 Scope of the CPD

- 4.1.1. CPD is the education of pharmaceutical personnel following completion of formal training.
- 4.1.2. The contents shall be activities that will help to develop and increase the knowledge, skills and professional performance needed for the delivery of quality pharmaceutical care to patients and the general public.
- 4.1.3. The PCG may award credits on request for self-directed pharmacy related or recognised learning or educational experience that the pharmacist or pharmacy support personnel considers worthy.
- 4.1.4. The PCG establishes on its website a CPD dedicated site that links to all PCG approved CPD programmes and their corresponding details.
- 4.3.1. PCG will monitor the implementation and evaluate the impact of CPD programme.
- 4.3.2. The PCG will ensure that CPD programmes:
 - Are accessible to all categories of pharmaceutical personnel;
 - Do not unduly disrupt work;
 - Do not impose too much cost in terms of time and resources;
 - Are relevant to a pharmaceutical personnel area of practice; and
 - Is self-directed.
- 4.3.3. The PCG accredits on-going CPD training courses that are provided at least once a year as stipulated in the PCG *Guideline for Accreditation of Training Courses*.

4.2 CPD Credit Award

- 4.2.1. The PCG will publish notice of dates, location and number of credits available for approved CPD programmes within a given period on the website.
- 4.2.2. Pharmaceutical personnel should check with the PCG about the credit status of any CPD they wish to attend.
- 4.2.3. Pharmaceutical personnel cannot accumulate more than 2 credits in any set of activities in one day and credit for past CPDs will not be accepted with the exception of the calendar year 2018.
- 4.2.4. CPD activities must satisfy the following criteria:
 - Concise educational aims and objectives;

- Clearly spelt out anticipated outcomes;
 - Clearly written evaluation procedures; and
 - Verifiable documentary evidence of attendance.
- 4.2.5. Pharmaceutical personnel are required to attain a minimum of 5 CPD credits or 3 CPD credits, respectively, over one year. Within three years it shall include attendance at one pharmacy practice related Law, Ethics and Regulations programme.
- 4.2.6. The CPD activities and credits awarded are as follows:

Activity	Credits
Relevant scientific conferences and workshops by e.g. PCG, MCA, FIP, CPA, WHO, WAHO and others	2 credits/event
Pharmacy practice related Laws, Ethics and Regulations programme	2 credits/event
Attendance and participation in Pharmaceutical Society of The Gambia conferences and scientific programmes	2 credits/event
Publication in peer-reviewed journals	2 credits/paper (Maximum of 4 credits/year)
Peer review for pharmaceutical/clinical journals	2 credits/event
Technical reports on publications	2 credits/event
Published Article (non-peer reviewed) (Submitted to Council for assessment.	1 credit/paper (Maximum of 2 credits/year)
Part time/online post-graduate studies in a pharmacy related field	3 credits/year
Full time post-graduate studies in a pharmacy related field	5 credits/year
Fellowship programmes of the West Africa Postgraduate College of Pharmacists (WAPCP)	3 credits/year
Service as a preceptor/supervisor to a pharmacy intern	3 credits/programme
Facilitators or resource person for CPD recognised programme	2 credits/event
Service as a facilitator or resource person for approved CPD programmes	2 credits/event
Lecturer for a recognised tertiary programme in a pharmacy related field	2 credits/semester
Report adverse drug reactions to the MCA	1 credit/two reports
Other CPD recognised courses in - Procurement - Supply Chain Management - Communication Skills & Counselling - Sales & Marketing - Management and Administration - Practice Research & Publications - Pharmacy Records Management & Reporting	2 credits/course

Activity	Credits
<ul style="list-style-type: none"> - Cost and Management Accounting - Pharmacy and Medicines Regulation - Pharmacovigilance - Other relevant areas as determined by PCG 	

4.3 CPD Programme Documentation

- 4.3.4. Each pharmaceutical personnel shall be responsible for acquiring the minimum CPD credits and ensure that accurate written records of acquired CPD credits is made available to the PCG .
- 4.3.5. Copies of certificates and available information on programmes, workshops, courses or seminars attended shall be submitted to the Council upon completion in the prescribed CPD form (Attachment 01) for credits to be awarded.
- 4.3.6. PCG maintains records of CPD programmes taken and credits awarded in the register.
- 4.3.7. The names of pharmaceutical personnel obtaining more than the minimum required number of credits consistently over two renewal periods may be published for special commendations.

5 FINAL PROVISIONS

- 5.1. This guideline is the first version. It will become effective on 15 October 2018 and be published on the PCG website.
- 5.2. The document will be reviewed within 3 years of becoming effective.

6 ATTACHMENTS

Attachment No	Title (as referenced on the attachment)
01	CPD Activity Report - Form

7 REFERENCES

- Pharmacy Council Act, 2014
- Pharmacy Regulations 2018
- PCG Guideline for Registration of Pharmaceutical Personnel (PCG-GL-101)
- PCG Guideline for Accreditation of Training Courses (PCG-GL-402).
- Pharmacy Council Ghana, Continuing Professional Development (CPD), Policy & Guidelines, 2013

8 DOCUMENT HISTORY

Version:	Issue Date:	Reasons for Change:
1.0	15 October 2018	New document