



Continuing Education Committee

Continuing Education Audit Process

October 2006

The Continuing Education Committee (CEC) is responsible for the continuing education (CE) requirement for pharmacist licensure and annual license renewal to practice pharmacy in New Brunswick.

Objectives

Objectives of the Continuing Education Committee are to:

- a. Promote life long learning for pharmacists;
- b. Maintain a liaison with the Continuing Education Division at the College of Pharmacy at Dalhousie University;
- c. Present special programs as the need arises;

A responsibility under the management of CE is to audit pharmacists' documentation of their continuing education efforts, ensuring that pharmacists are adhering to the requirements for renewal of their license to practice.

Continuing education requirement

The purpose of continuing education is to promote and enrich the pharmacists practice knowledge base, improve skills and develop attitudes and techniques to enhance the provision of pharmaceutical care. The Society requires members to maintain high standards within the profession by selecting, and participating in, quality educational programs and activities to fulfill their educational requirement.

The Regulations of the Society currently state that:

- a) Every Licensed Pharmacist and every Certified Dispenser shall in each CE year be required to obtain a minimum of fifteen (15) Units, from two (2) or more sources, to qualify for licensing in the following licensing year.

Refer to the document "Guidelines for Self Assignment of Continuing Education Credits" for information on qualifying activities, process for assignment and other information on CE credit.

CEC Audit process

A. Selection of members for audit.

The CEC will determine from time to time a percentage, or a specific number, of applicants to be selected for audit. For example, 10% of members may be audited. The audit period will usually be the previous CE year, although the CEC may alter the time period under review. Members will be randomly selected from the Register for audit. Note that this may lead to a member being audited in consecutive years, or a member not being audited for a number of years.

B. Screening of the submitted Form N's

The CEC, or designated reviewers, will examine the Form N submitted by the members selected for audit. This examination will evaluate

- i. the completeness of the form
- ii. the number of hours documented
- iii. the kinds and source of the recorded activities
- iv. any member comments or notations

C. Notification to members being audited

Members selected for audit will be notified by the Society by regular surface mail, using the members address on file, or by email if an email address is on file. Should the member not respond, a second notification by registered mail will be sent. Members may be asked to submit specific supporting documentation, or all documentation related to the recorded CE activities. Failure to notify the Society of any change in address does not absolve the member from audit requirements, and may inadvertently result in disciplinary action by the Society for failure to respond to any requests related to this process.

D. Review of submissions by members audited

The submitted documents will be reviewed and a determination made as to whether the member's application is acceptable, or whether there are discrepancies that require further investigation. Results of the audit will be noted in the members file.

E. Action taken based on results

- a. If the member's application is deemed compliant and acceptable, the member will be notified of compliance.
- b. If the member's application is deemed not compliant, the member will be given 14 days (postmarked date) to respond to the noted discrepancies.

The response by the member will be assessed and a determination made as to whether the response is acceptable.

- i. If the response is acceptable, results of the audit will be noted in the members file, and the member will be notified of compliance.
- ii. If the response is not acceptable, the member will be referred to Complaints Committee for possible disciplinary action.
- iii. A member, who has been non-compliant in the previous audit year, will be audited in the current audit year.

F. Disciplinary action

Discipline Committee may review and impose penalties and sanctions on any member referred to it as noted above. Such action may be imposition of a fine, requirement to complete additional CE activities, suspension of license, or any combination thereof.

G. Right of appeal

A member has a right to appeal any such conviction, and may make application to Council within 30 days of such notification.