

Competency Assurance Program

Continuing Professional Development Tool



SASKATCHEWAN
COLLEGE OF PHARMACY
PROFESSIONALS

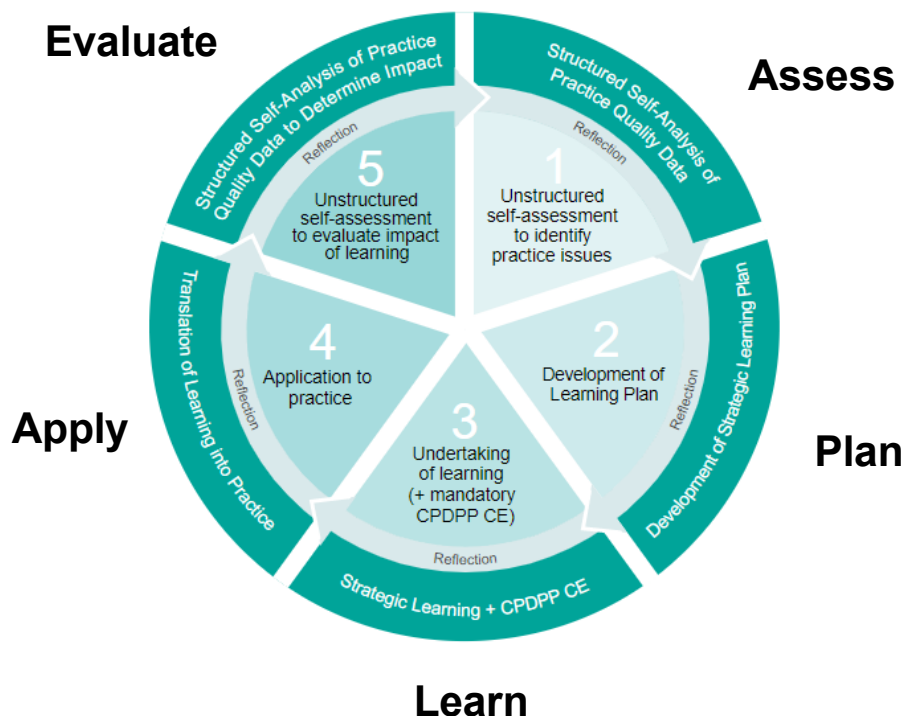
Introduction

Continuing Professional Development (CPD) is a self-directed ongoing process to maintain and enhance the quality of your practice. SCPP's CPD cycle has 5 steps, summarized in the graphics below and detailed through the rest of this tool. More information is available [here](#).

This tool is designed to guide you in identifying and improving areas of your practice. The five steps of the CPD cycle will help facilitate your learning and inspire you to focus on areas of your practice that mean the most to you and your patients. You are not required to submit this document to SCPP for the 2024-2025 licensing year, but you may wish to save it as a personal learning record and for additional verification of competency requirements if required.

These 5 steps may not necessarily occur in this order for each CPD cycle. Continuing Professional Development is an individual and ongoing process and this tool may be used starting at different steps depending on the unique situation of each CPD cycle.

This is a draft tool for content feedback. SCPP intends to build the tool into an online format.



Excerpt of CAP Framework

Assess



1. What prompted this CPD cycle? Identify a gap and explain how it could lead to poor outcomes for patients, colleagues, employees, and/or the health system.

2. What prompted this CPD cycle? [Check all that apply]

- Mandatory training**
Specific training courses required by SCPP, such as First Aid and CPR, or renewing Privacy Officer certification when required.
- A practice issue**
Such as a challenging situation or a question that came up during practice.
- New knowledge**
Such as attending an educational session you want to apply to your practice or has led you to identify additional learning needs on a topic.
- Informal feedback**
From peers, patients, or others
- Structured feedback report**
Such as feedback from the PREMs or Peer and Non-peer programs.
- Data about practice**
Such as reports about practice demographics, commonly prescribed medications, clinical practice key performance indicators (cpKPIs), etc.
- Self-assessment**
Such as an assessment against NAPRA standards of practice.
- A change to your practice environment**
Such as trends, guideline changes, regulation changes, changes to your scope of practice (e.g., prescribing authority), etc.

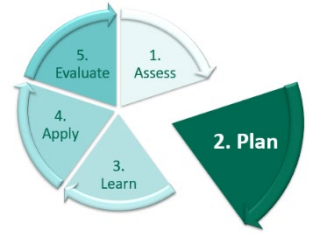
3. Which NAPRA standard of practice is most relevant to this CPD cycle?

See NAPRA's [Domains and Standards Quick Reference Guide](#) for a summary of each domain. For more detail see the full document: [NAPRA/SCPP Model Standards of Practice for Pharmacists and Pharmacy Technicians in Canada](#)

- | | | |
|--|--|---|
| <input type="checkbox"/> Providing Care | <input type="checkbox"/> Communication and Collaboration | <input type="checkbox"/> Leadership and Stewardship |
| <input type="checkbox"/> Knowledge and Expertise | | <input type="checkbox"/> Professionalism |

See the Competency Assurance Program [Frequently Asked Questions](#) (FAQs) page for details on why this is included.

Plan



Now that you have identified an area of improvement you would like to focus on, develop your learning plan. You may find the [SMART Goals Guide](#) useful.

4. Create at least one SMART goal for this CPD cycle (Specific, Measurable, Attainable, Relevant, Time-bound).

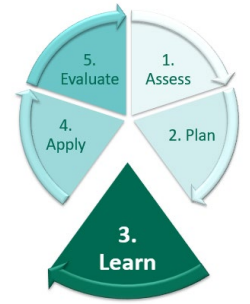
Write your SMART goal here:

5. [OPTIONAL] List any **barriers** (i.e., lack of resources, time, workflow, etc.) you may come across in achieving this goal, and any **support** that you could seek out to help.

6. [OPTIONAL] List how achieving this goal is **relevant** to you, your patients, your colleagues, your employees, or the health system.

7. [OPTIONAL]: Note any further details regarding **steps** to be taken and/or **resources** to be used.

Learn



Now that you have a goal and a plan, complete the learning needed.

8. Use this section to document the learning activities taken to meet your goal.

Reminder of goal(s) entered above:

Date	Activity (Title and provider if applicable)	Time spent (CEU)	Key Learnings/Takeaways Include a few specific points that are relevant to your goal and most impactful on your practice.

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Learning activities should be documented in your [Professional Development Log \(PDL\)](#) for submission.

Apply



Apply the knowledge you have gained to make real change in your practice and help you meet your goal.

9. Use this section to describe how you have applied the knowledge gained.

Reminder of goal(s) entered above:

Date	Notes Describe actions taken in practice. Measure and record your progress towards your goal. Reflect on impact, barriers, sustainability, or next steps.

Evaluate



The final step of the CPD cycle is to evaluate your goal and the application of your learning. Reflect on what you have accomplished, impact on your practice, and future learning needs.

Reminder of goal(s) entered above:

10. Did you meet your goal? ___ Yes No

11. Explain.

If your goal was met, reflect on how this will be beneficial to current and future patients, colleagues, employees, and/or the health system.

If your goal was not met, reflect on why you think that is and what you will do differently in the future.

12. [FOR APB PHARMACISTS ONLY] How will this improve my prescribing practice?

13. What are your next steps? [Select as many options as apply]

- Continue with changes made.
- Additional CPD cycle is needed on this topic in the future.
- Additional CPD cycle is needed on a similar topic in the future.
- Other

Describe:

14. Would you be willing to have your entries used as a de-identified example?

- Yes (Thank you. Please send to nicole.pulvermacher@saskpharm.ca)
- No (Retain a copy for your records.)

SCPP wishes to acknowledge UBC eCoach for their generous sharing of their tool that guided the concept of ours.