

Supplementary Notes for Accredited Administrators for the Continuing Pharmacy Education Programme

This Supplementary Notes provides additional information for accredited Continuing Pharmacy Education (“CPE”) Administrators about the administration of the voluntary CPE Programme which had come into effect from 1 June 2024. It should be read in conjunction with the Guidelines on the CPE Programme for Registered Pharmacists (“the Guidelines”).

Accreditation of CPE Programme Providers

2. CPE Administrators should refer to Appendix II of the Guidelines for accreditation of CPE Programme Providers. Prior to the official accreditation of an organisation as a CPE Programme Provider, a CPE Administrator, apart from assessing the association’s compliance with other accreditation criteria as set out in the Guidelines, should also provide information of the members of the governing body of the applicant organisation for the Pharmacy and Poisons Board’s (“the Board”) assessment on whether they are of good standing.

3. The Board Secretariat would inform the respective CPE Administrator of the result of the assessment. If there is no adverse comment on the assessment, the CPE Administrator should notify the applicant organisations on the grant of the accreditation status and copy the relevant correspondence to the Board’s Secretariat for record. The CPE Administrator should also promulgate the information of its list of accredited CPE Programme Providers at its website and inform other CPE Administrators of the accreditation.

4. Once a CPE Programme Provider is accredited by one CPE Administrator, other CPE Administrators would need to award CPE points for relevant CPE activities arranged by this CPE Programme Provider accordingly. To this end, CPE Administrators should exercise due diligence when processing applications for accreditation as CPE Programme Providers and applications for accreditation of individual activities as CPE activities. A CPE Administrator should communicate with other CPE Administrators on the applicant’s application and consider to request the applicant to provide its past accreditation application(s) with other CPE Administrators, etc. A CPE Administrator should also alert other CPE Administrators and provide details (including names of the applicant organisations, reason(s) for rejection, etc.) when rejecting such applications.

5. If a CPE Administrator has reservation on the accreditation status of a CPE Programme Provider or a CPE activity of another CPE Administrator, the CPE Administrator should first communicate with the CPE Administrator concerned. In case a consensus could not be reached, detailed information (e.g. details of the incompliance of the accreditation criteria of CPE Programme Provider) could be provided to the Board Secretariat. The matter might be brought up for consideration by the Postgraduate Pharmacy Training and Development Committee (“PPTDC”).

6. CPE Administrators should regularly review the accreditation status of their accredited CPE Programme Providers and put in place a quality assurance mechanism to ascertain the quality of CPE activities arranged, such as collection of enrollees’ feedback, record of complaints received, etc.

Accreditation of CPE Activity

7. CPE Administrators and CPE Programme Providers should have the expertise to assess whether an activity should be accredited as a CPE activity. In addition, the activity should not be subject to commercial influence. For accreditation of individual CPE activities, the accreditation criteria of the relevant organizer should be on par with that for accreditation of a CPE Programme Provider.

Arrangement of CPE Activities

8. The lists of CPE Administrators and CPE Programme Providers would be available at the website of the Board. CPE Administrators and their accredited Programme Providers should promulgate the latest information of all CPE activities for their enrollees' reference.

9. To facilitate CPE Administrators' calculation of CPE points, CPE Administrators may request their enrollees to provide relevant supporting document(s) on the accreditation status of a CPE activity which he/she has participated.

10. A CPE Programme Provider has the full discretion to decide on the eligibility of enrolment of the target participants for a training activity. Notwithstanding the above, CPE activities should be open for enrolment for all registered pharmacists as far as practicable with a view to promoting professional development of registered pharmacists.

11. As for the arrangement of self-study CPE activities, a CPE Administrator should prepare an approved reading list as stipulated in the Guidelines, which should also be available at its website for easy reference of its enrollees. A CPE Administrator should still award CPE points to its enrollees who have taken part in a self-study using reading material not listed in its own approved reading list but is included in the approved reading list of another CPE Administrator.

12. Pharmacists who would like to self-study materials not listed in the approved reading list should seek prior approval from their respective CPE Administrators to avoid doubt on the grant of CPE Points.

13. Internal training activities organised by community pharmacies or the pharmaceutical industry could be accepted as CPE activities if accredited by the CPE Administrators. Retrospective accreditation of such internal training activities may also be accepted.

Calculation of CPE Points

14. On completion of the activities, CPE Programme Providers would issue attendance proof to the pharmacists concerned, who shall then forward it to their respective CPE Administrators for record. In case a CPE activity spans across several CPE cycles where the attendance proof would only be issued upon completion of the whole CPE activity, the CPE Programme Provider should issue certification documents to the pharmacists concerned for record of CPE Points in respective CPE cycle.

15. As stipulated in the CPE Guidelines, pharmacists who have taken part in self-study CPE activities should submit the completed form as set out in Appendix III to the CPE Guidelines for the record by their respective CPE Administrators. CPE Administrators / CPE Programme Providers might provide suitable reference materials and advice to pharmacists concerned to facilitate their preparation of the report form.

16. For self-study activities or accredited self-assessment programmes requiring the submission of a reflection report or the passing of a self-assessment upon completion, a maximum of 7 CPE points per cycle would be allowed; whereas if a reflection report is not required to be submitted upon completion of the self-study activities, a maximum of 3 CPE points per cycle would be allowed. In any case, a maximum of 7 CPE points could be awarded for self-study in each CPE cycle.

17. Except for post-graduate studies, calculation of CPE points should be based on the "approved hours of attendance" attained in the respective CPE cycle.

18. For CPE activities which had commenced before 1 June 2024 (i.e. the official launch date of the voluntary CPE Programme) but completed within the CPE cycle, CPE points should still be allocated in accordance with the aforesaid principle (i.e. “approved hours of attendance” in respective CPE cycle) and the Guidelines. Examples are as follows –

Training Completed / To be Completed by a Pharmacist	Allocation of CPE Points
A certificate course comprising 10 lectures of 2 hours each, including 3 lectures completed after 1 June 2024	6 CPE points (= 3 lectures x 2 hours x 1 CPE points per hour)
A seminar with a total of 8 hours of attendance	8 CPE points (= 8 hours x 1 CPE points per hour)
A five-day international conference with a total of 40 hours of attendance	10 CPE points (= maximum CPE points for a receptive programme)
A part-time postgraduate course ¹ from September 2023 to July 2025	For CPE cycle 2024/25: 5 CPE points
A registered pharmacist serving as a preceptor/tutor of the Pharmacy Internship Training Programme from July 2024 to June 2025	For CPE cycle 2024/25: 5 CPE points For CPE cycle 2025/26: - 0 CPE point (if the pharmacist is no longer a preceptor/tutor supervising pharmacy intern for the period after 30 June 2024); or - 5 CPE points (if the pharmacist continue to serve as a preceptor/tutor and supervise pharmacy intern from 1 July 2025)

19. CPE Points are calculated on a 0.5 point per half an hour basis. The minimum duration to be eligible for calculation of CPE Points is 15 minutes. For an activity of 15 minutes or more but less than 30 minutes, it should be rounded up to 0.5 hour. For an activity of 30 minutes more but less than 60 minutes, it should be rounded off to the nearest 0.5 hour. Examples are as follows –

Duration of a CPE activity	Allocation of CPE Points
1 hour and 14 minutes	1 CPE point
1 hour and 15 minutes	1.5 CPE points
1 hour and 30 minutes	1.5 CPE points
1 hour and 40 minutes	1.5 CPE points
1 hour and 45 minutes	2 CPE points

¹ Postgraduate studies refer to PhD, master, postgraduate diploma or advanced diploma programmes offered by tertiary education institutions.

20. Participation as preceptors / tutors in the resident pharmacist training programme could be awarded CPE points under the same principles as those for the pharmacy internship training programme.

Enrolment Matters

21. To facilitate the PPTDC's review of the effectiveness of the voluntary CPE Programme, it is recommended that the personal particulars (including name, registration number) as well as the sector of work (i.e. Government, Hospital Authority, Private, Other Sector) should be collected from enrollees.

22. CPE Administrators should ensure that the personal data to be collected from registered pharmacists should be necessary and adequate but not excessive for the purpose of processing their applications for enrolment only and a Personal Information Collection Statement should be provided for such purpose. CPE Administrators are also reminded to remain vigilant in ensuring that all personal data submitted are handled with care and in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.

23. In case an enrollee intends to enrol with another CPE Administrator, CPE Administrators should obtain the consent of the enrollee and provide the log sheet(s) of the enrollee (using the prescribed format at Annex to Appendix I of the Guidelines) and other required documents to the new CPE Administrator.

**Postgraduate Pharmacy Training and Development Committee
The Pharmacy and Poisons Board of Hong Kong
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