College of Pharmacists
of British Columbia

PDAP PORTAL TUTORIAL

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Continuing Education (CE) Requirements

The College's Professional Development and Assessment Program (PDAP) helps to ensure that pharmacy professionals continue to provide safe and effective pharmacy care. As part of the requirements to renew as a full practicing pharmacist/pharmacy technician in British Columbia, registrants must successfully complete the quality assurance program called the Professional Development and Assessment Program (PDAP). Registrants will not be able to renew as a full registrant until their Continuing Education (CE) requirements have been satisfied.

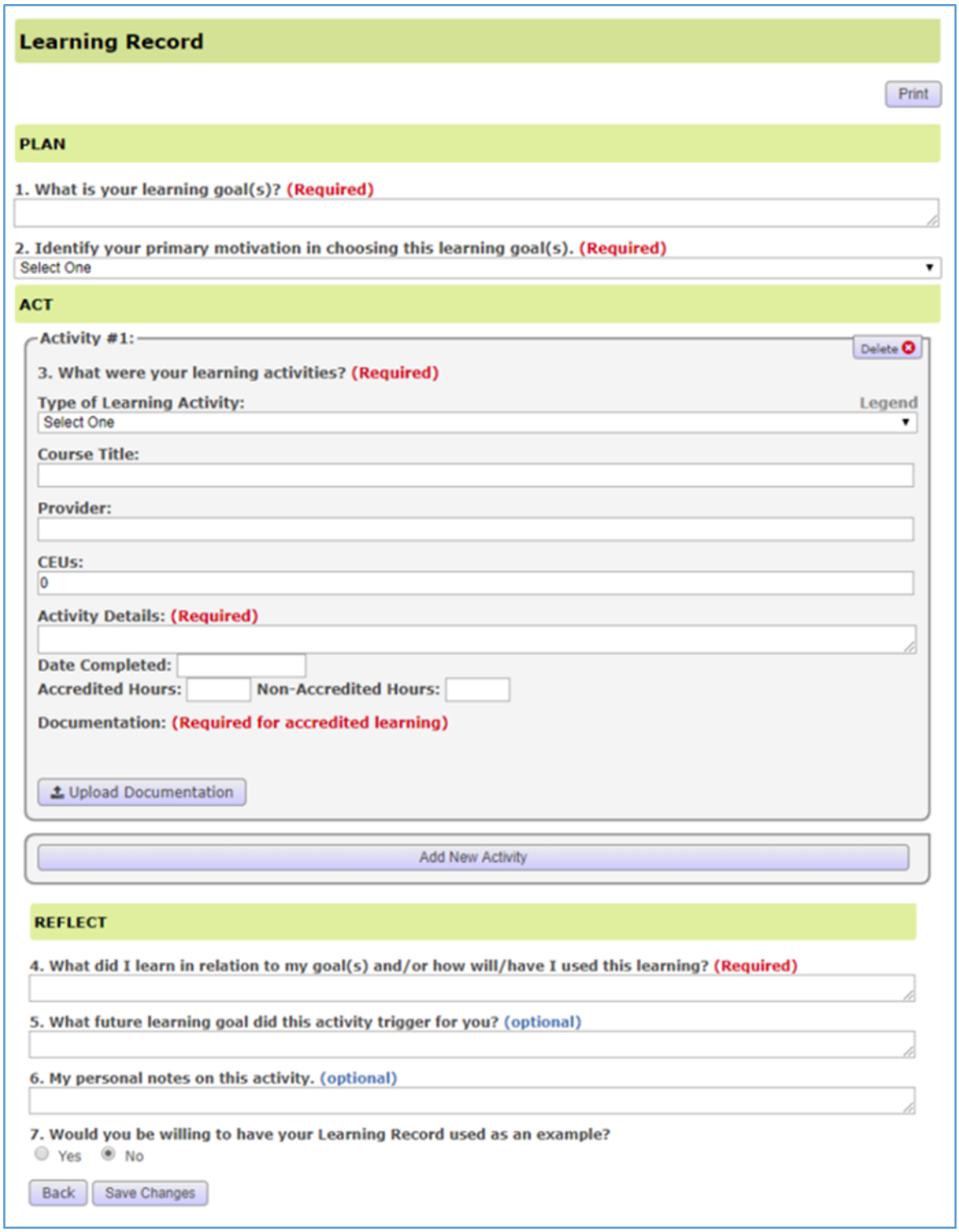
Registrants must use the PDAP Portal to complete and submit their annual CE. To fulfill the CE requirements for renewal, pharmacists/ pharmacy technicians must:

- successfully complete at least 15 hours of learning activities documented on a minimum of 6 Learning Records of which a minimum 5 hours must be accredited learning, (supporting documentation needs to be provided as part of the Learning Record(s) it pertains to). Retain all original supporting documentation for at least 2 years from your registration renewal deadline;
- complete all learning activities in the most recent 12 months of their registration renewal date.

For the PDAP Portal, follow the steps below:

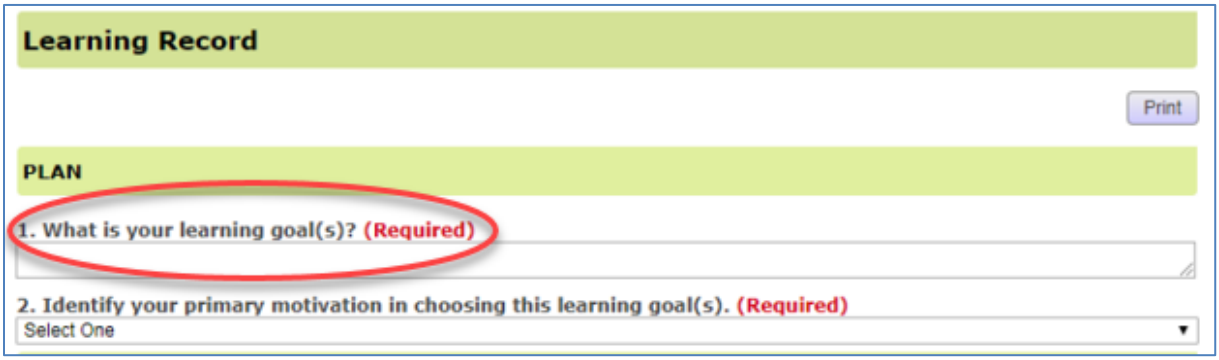
1. Go to www.bcpharmacists.org
2. Select ***"eServices"*** and follow the login prompts
3. Select the ***"PDAP"*** tab and then select the ***"PDAP Portal"***
4. Click on ***"Complete Learning Records"*** and select ***"Add New Learning Record"***

Learning Record Form

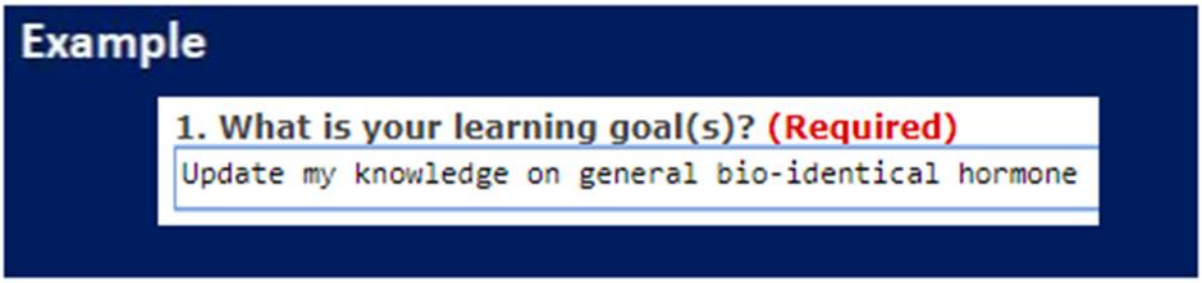


Plan

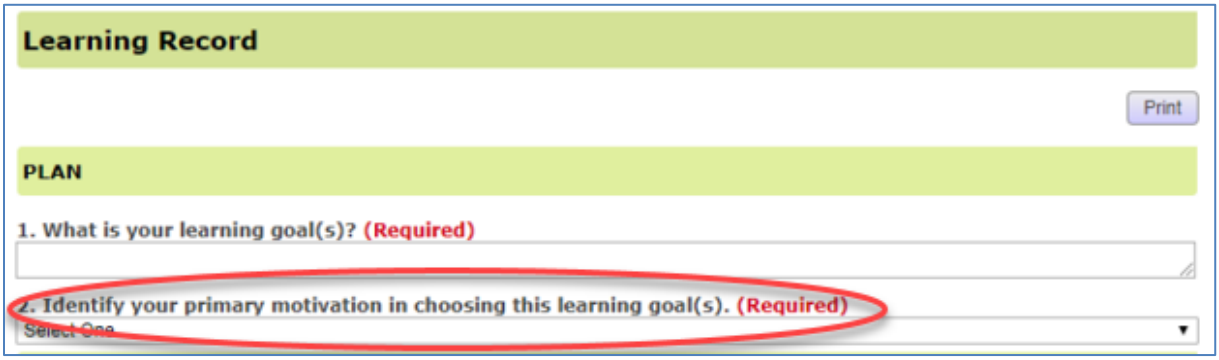
Learning Goals



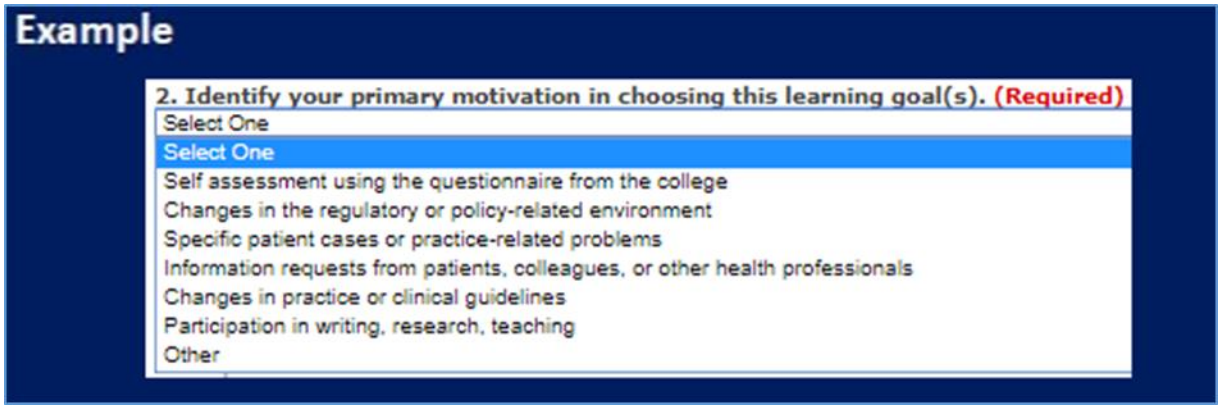
- Specify what you want to achieve (your goal).



Primary Motivation



- Click on the drop-down menu.
- Select the main reason that motivated you to identify this learning goal.

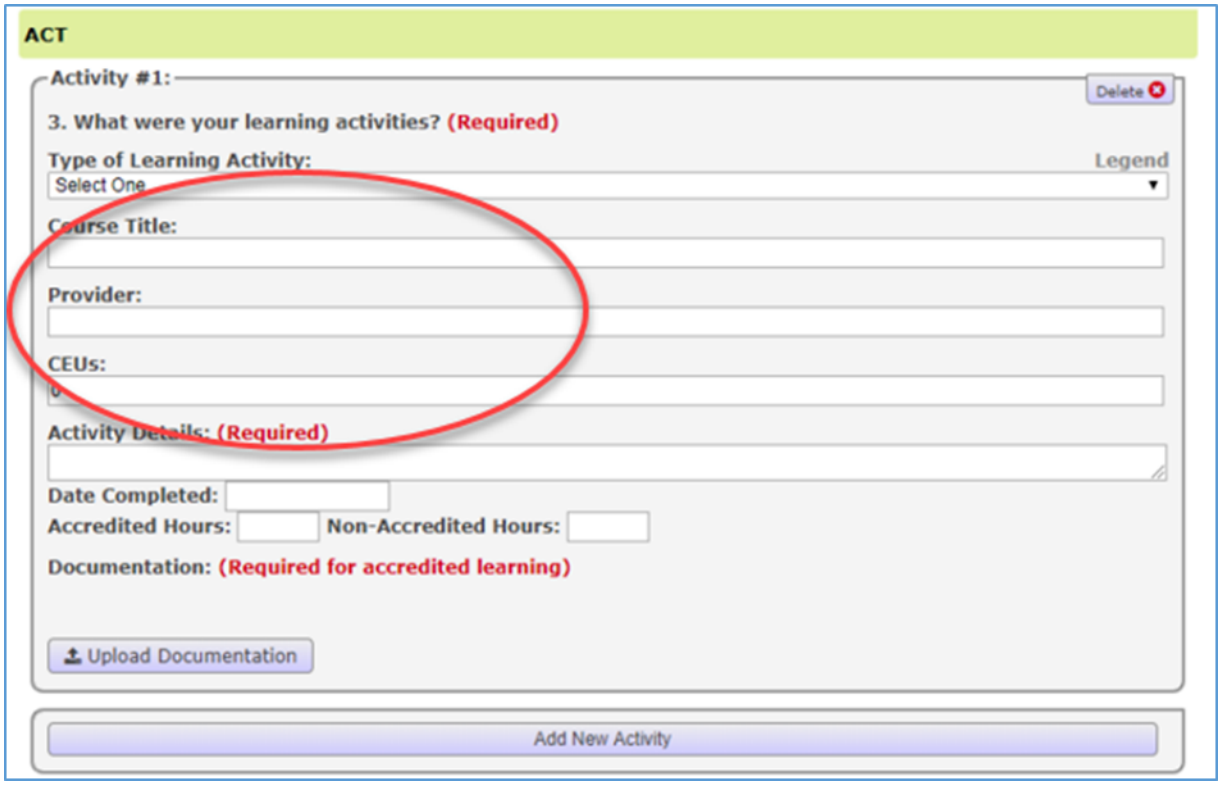


Act

Type of Learning Activity

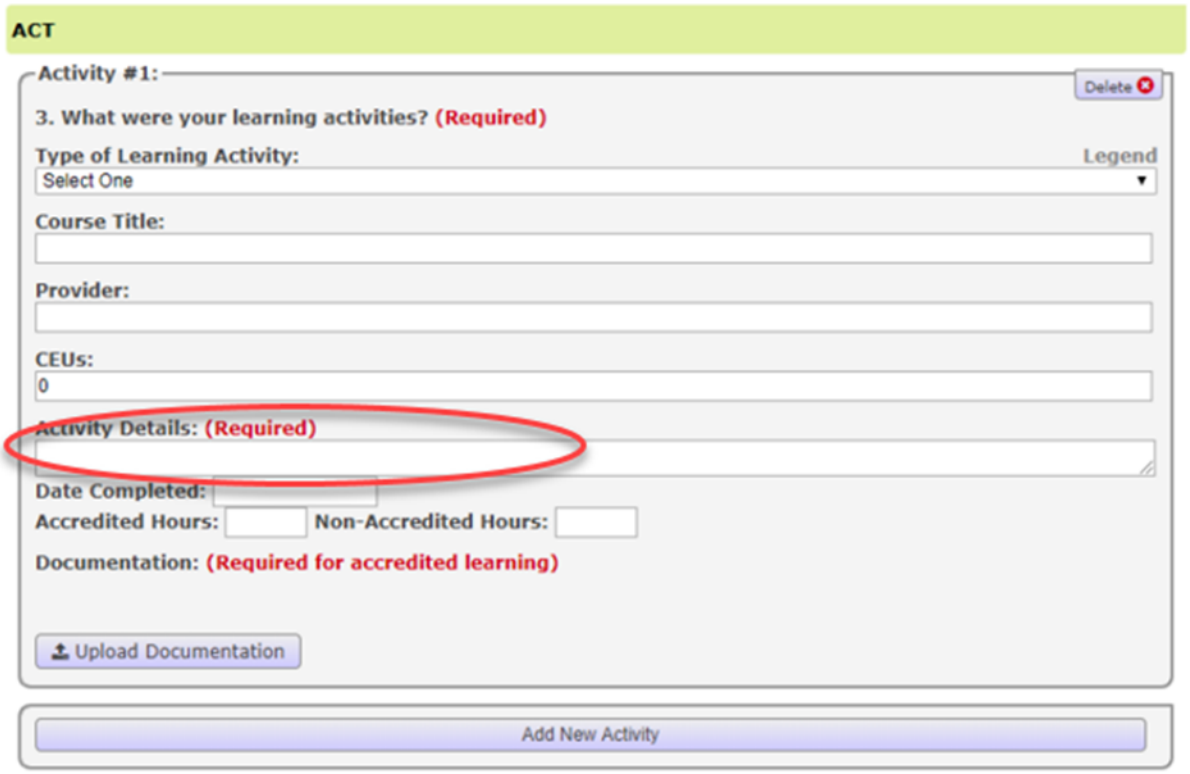
- Click on the drop-down menu to select the appropriate type of learning activity. If you select ***"Other"***, provide a description in the ***"Activity Details"*** section below.

Course Title, Provider and CEUs



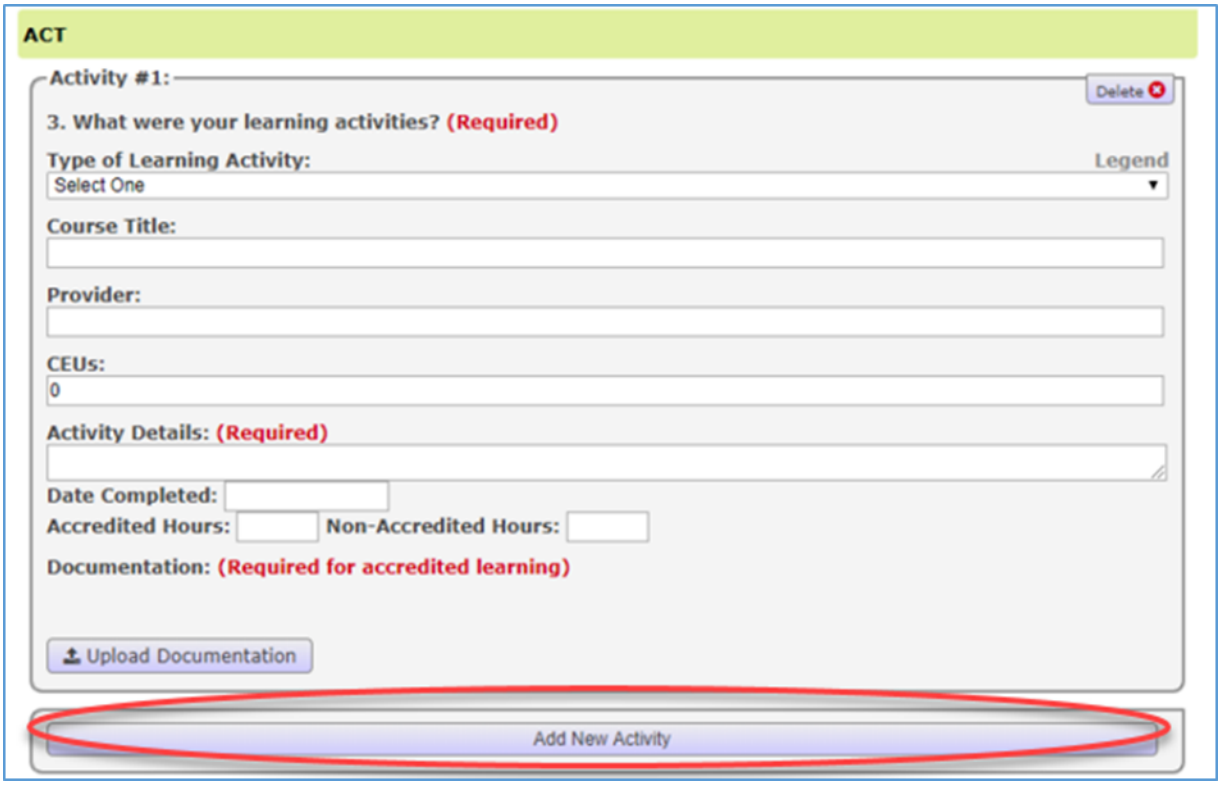
- Record the course title, provider and the number of eligible CEUs, if applicable.

Activity Details



- Record specific details including name of program, name of colleague or expert, internet sites used, type of rounds, etc. for all types of learning activities.

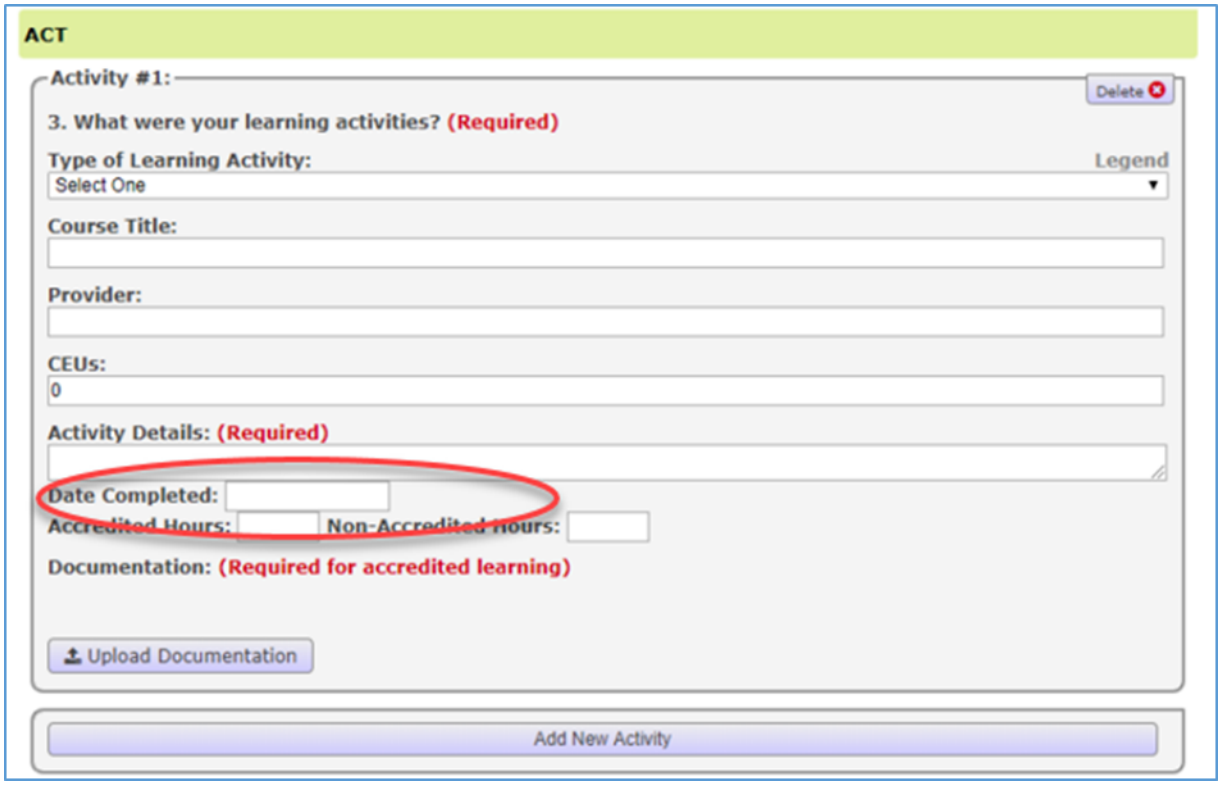
Add New Activity



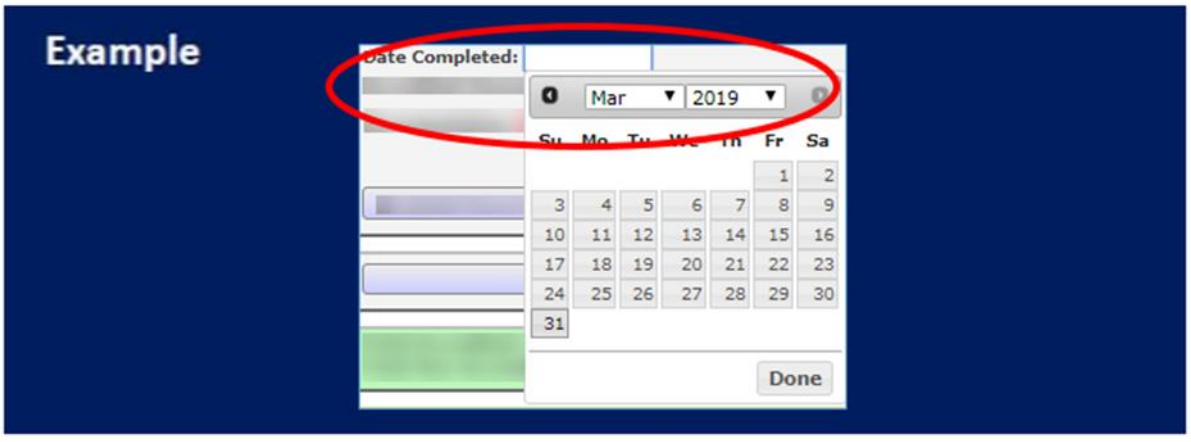
- Click on the ***"Add New Activity"*** button to enter more learning activities.

Note: *A Learning Record can have one or more activities. The* ***"Total Accredited Hours"*** *and* ***"Total Non- Accredited Hours"*** *are calculated automatically after you* ***"Submit"*** *your Learning Record(s).*

Learning Activity Date



- Record date(s) of your learning activity. Learning activities must occur within the last 12 months prior to your renewal date to be considered current.
- Click on ***"Date Completed"*** field. A pop-up calendar will appear.
- Select the date you completed your learning and then click ***"Done"***.



Learning Activity Hours

Accredited Learning

Accredited learning activities have been reviewed using stringent criteria to ensure they are of high quality, unbiased, and clearly identify learning objectives for participants. Accredited programs indicate the number of accredited hours assigned, and identify the accrediting body (such as CCCEP, UBC CPPD, ACPE, MAINPRO, etc.). Supporting documentation that states the registrant's name, the accrediting body, the number of accredited hours assigned, the date of completion, date accreditation is valid until, etc. is received upon successful completion.

Note: *Continuing Education Units (CEUs) are assigned by the accrediting body to a specific learning activity. The "conversion" of CEUs into accredited hours varies between different accrediting bodies. You should confirm with the course provider the number of hours the completed activity is accredited for.*

Non-Accredited Learning

Non-accredited hours are accumulated through informal learning. If you are doing self-study or on the job training, this will be classified as non-accredited hours.

- For accredited learning, document the hours the activity is accredited for under the ***"Accredited Hours"*** field. Any additional time spent beyond what the activity is accredited for, can be recorded as ***"Non-Accredited Hours"*** field using increments of 0.25 hours.

- For non-accredited learning, you can document the actual time spent on the learning activity using increments of 0.25 hours.

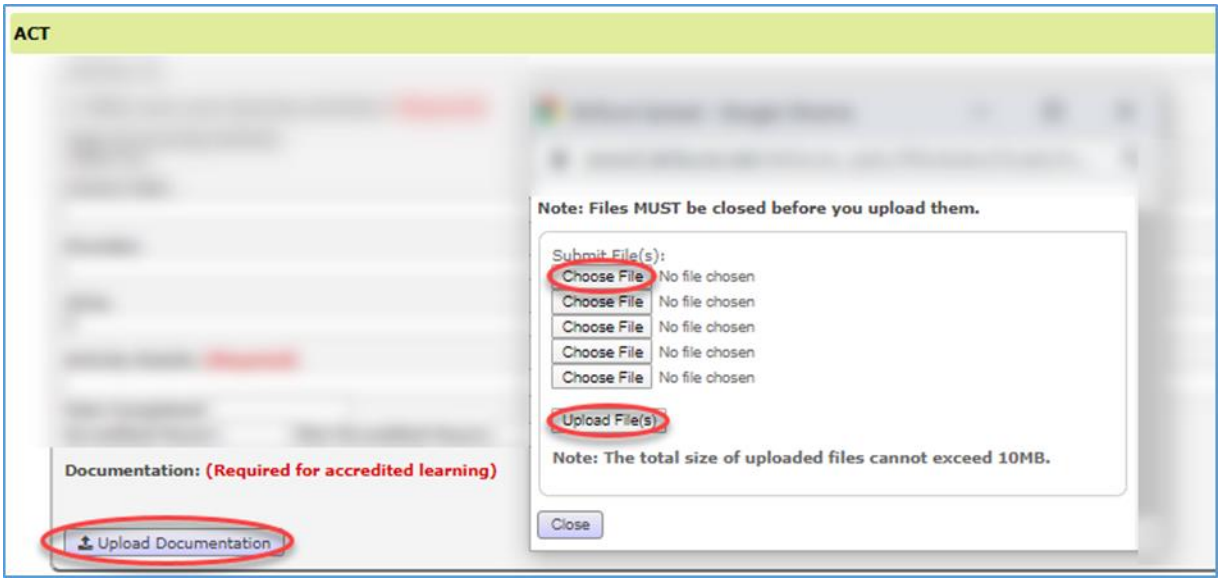
Supporting Documentation

Accredited Learning

Uploading supporting documentation including certificates, letters of completion, or school transcripts is required to provide confirmation of successful completion of accredited learning activity.

Non-Accredited Learning

Uploading supporting documentation is not required for non-accredited learning. You may choose to upload a photocopy of the cover of your reading material, flyer advertising an event you attended, an email verifying a meeting or conversation for your own record-keeping purposes.



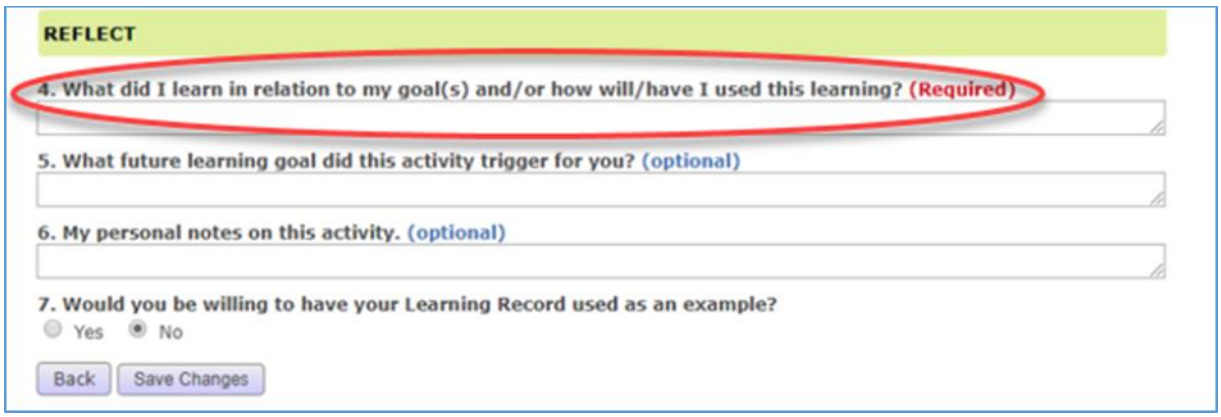
- Click on ***"Upload Documentation"***.

- Click on ***"Choose File"*** to select your desired file for upload. After your document is selected from your computer, click on ***"Upload File(s)"***. The portal accepts common text and image file types such as .pdf, .txt, .doc, .docx, .jpeg, .jpg, .gif, .png.

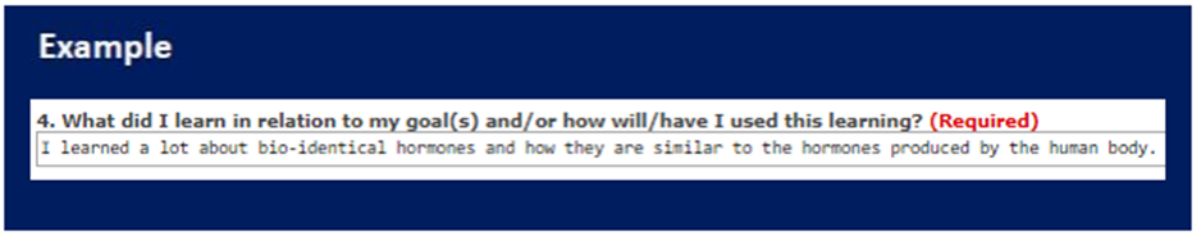
Note: *Supporting documentation must be uploaded for all accredited learning activities. You may upload more than one file per learning activity.* ***Retain all original supporting documentation for at least 2 years from your registration renewal deadline.***

Reflect

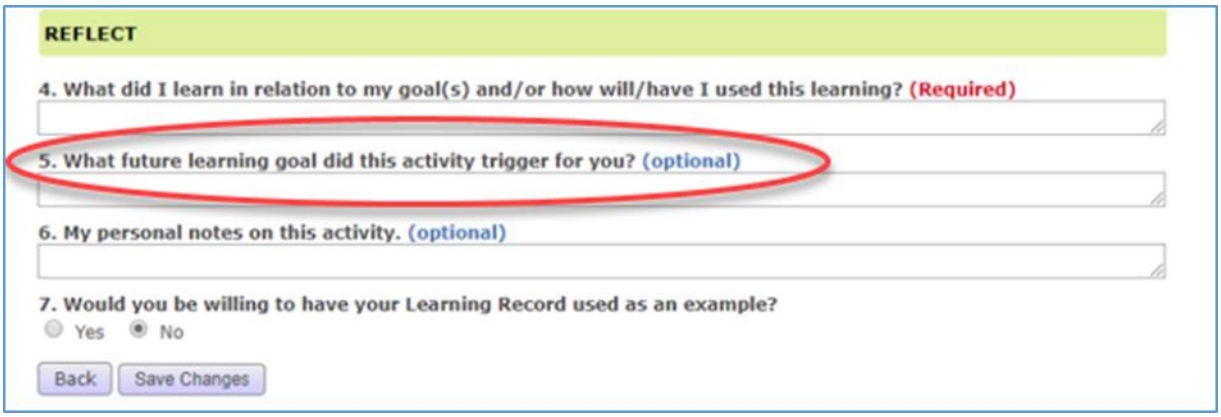
What Did You Learn/ Application of Your Learning



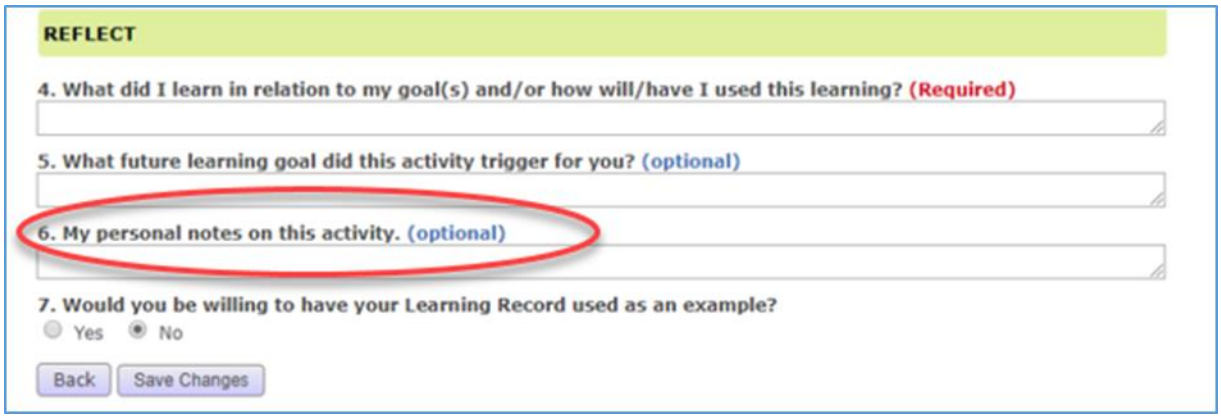
- Record the specific learning or development that occurred as a result of your learning activity; including details on how you have implemented/may implement what you learned into your practice. How has the learning activity been useful?



Future Learning (*Optional)*

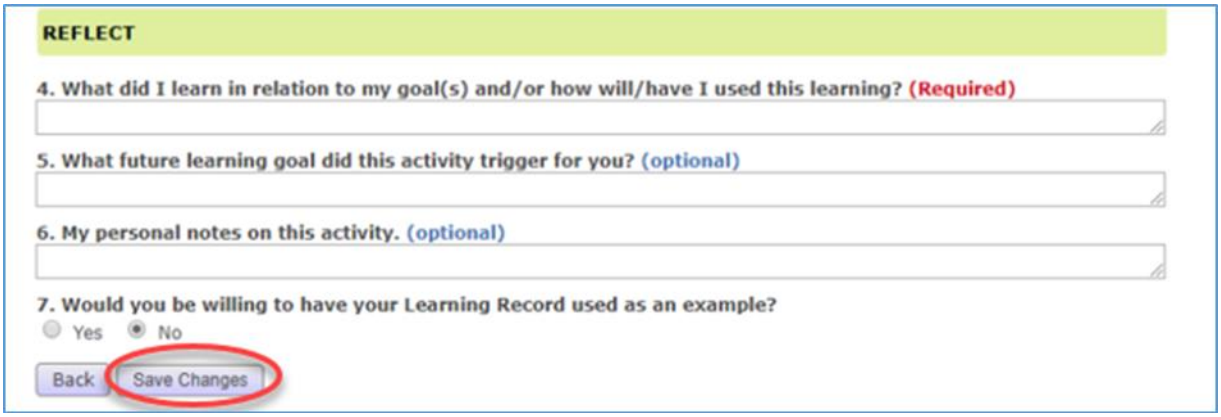


- ***Optional:*** Document any other professional development you have planned in this area.



- ***Optional:*** Use this area to record personal notes that relate to this Learning Record (i.e. future reading, name of presenter, colleague, etc.).

- Select ***"Save Changes"*** at the bottom of the Learning Record Form:



- The Learning Record is now added onto the PDAP Portal; title and status is displayed.

Learning Record Status

A Learning Record may be:

In Progress

Required information is missing from specific fields. Learning Record cannot be ***"Submitted".***

Complete

All required information has been entered. Learning Record can be ***"Submitted"***.

Submitted

"Submitted" Learning Records cannot be edited. Please email prodev@bcpharmacists.org for assistance with ***"Submitted"*** Learning Records.

Submitting a Learning Record

To ***"Submit"*** a Learning Record:

- Click on the box on the left hand side and press ***"Submit"***.

- Continue entering and ***"Submitting"*** your Learning Records until the minimum requirements have been satisfied.

The following will be displayed on your device screen once the CE requirements have been satisfied.

Making Changes to a Learning Record

Learning Records ***"In progress"*** or ***"Complete"*** can be edited and/or deleted.

Edit a Learning Record

- Click on the title to open the Learning Record and edit information as needed. Remember to ***"Save Changes"***.

Delete a Learning Record

- Select the Learning Record to be deleted by clicking on the box on the left-hand side and press ***"Delete Record(s)"***.

Note: ***"Submitted"*** Learning Records cannot be edited or deleted.

Please email prodev@bcpharmacists.org for editing or deleting ***"Submitted"*** Learning Records.