College of Pharmacists of British Columbia

PDAP

PDAP REINSTATEMENT TUTORIAL

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Continuing Education (CE) Requirements for Reinstatement

The College's Professional Development and Assessment Program (PDAP) helps to ensure that pharmacy professionals provide safe and effective pharmacy care. As part of your requirements to reinstate as a practicing pharmacist or pharmacy technician in British Columbia, you must successfully complete the quality assurance program called the Professional Development and Assessment Program. All reinstating pharmacists or pharmacy technicians must successfully complete the Continuing Education (CE) requirements of PDAP prior to reinstatement as a practicing pharmacist or pharmacy technician.

To fulfill the CE requirements for reinstatement, pharmacists or pharmacy technicians must:

- successfully complete at least 15 hours of learning documented on a minimum of 6 Learning Records per year or partial year of absence (up to 45 hours of learning documented on 18 Learning Records); a minimum of 1/3 (up to 15 hours) must be accredited learning, and

- complete all learning activities in the year immediately prior to application for Full Pharmacist or Pharmacy Technician Registration
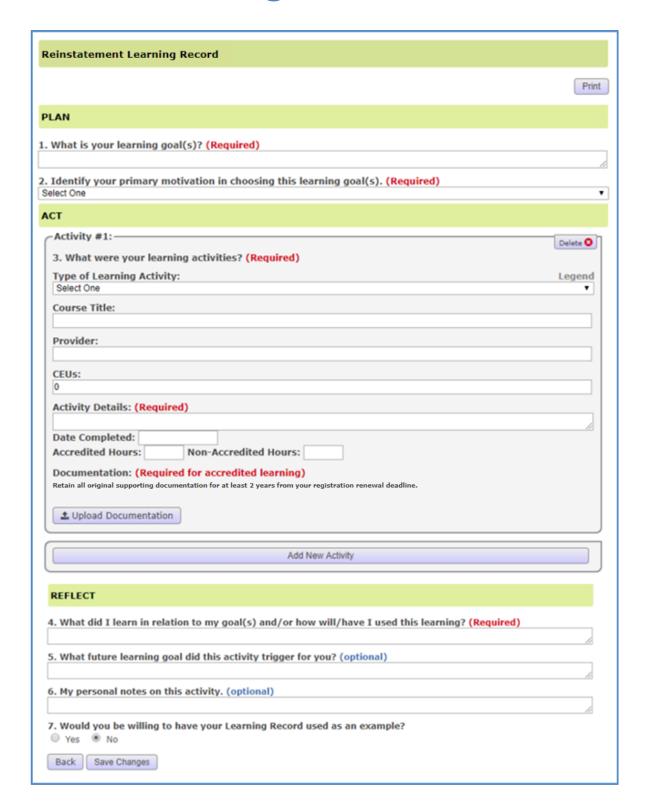
Reinstating applicants are to use the PDAP Portal to complete and submit their CE requirements.

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"**

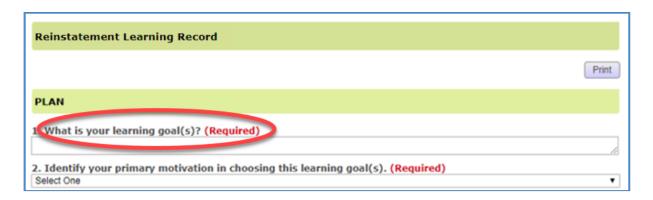4. Click on **"Complete Learning Records"** and select **"Add New Learning Record"**
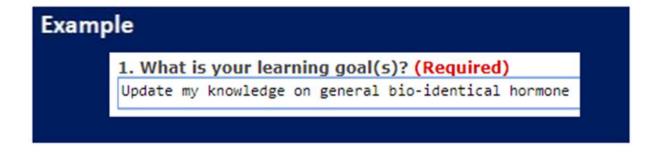
Learning Record Form

Reinstatement Learning Record

Print

PLAN

1. What is your learning goal(s)? (Required)

2. Identify your primary motivation in choosing this learning goal(s). (Required)

Select One ▼

ACT

Activity #1:

Delete ⊗

3. What were your learning activities? (Required)

Type of Learning Activity: Legend

Select One ▼

Course Title:

Provider:

CEUs:

0

Activity Details: (Required)

Date Completed:

Accredited Hours: **Non-Accredited Hours:**

Documentation: (Required for accredited learning)

Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

⬆ Upload Documentation

Add New Activity

REFLECT

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? (Required)

5. What future learning goal did this activity trigger for you? (optional)

6. My personal notes on this activity. (optional)

7. Would you be willing to have your Learning Record used as an example?

◯ Yes   ⦿ No

Back   Save Changes

Plan

Learning Goals

Reinstatement Learning Record

Print

PLAN

1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**
Select One

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

Example

1. What is your learning goal(s)? **(Required)**
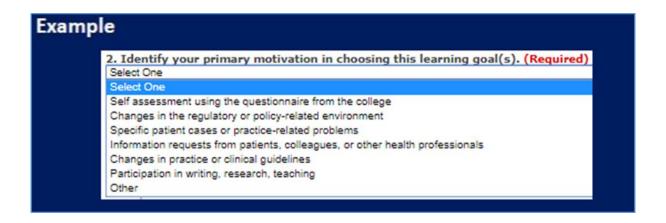Update my knowledge on general bio-identical hormone

Primary Motivation

- Click on the drop-down menu.

- Select the main reason that motivated you to identify this learning goal.
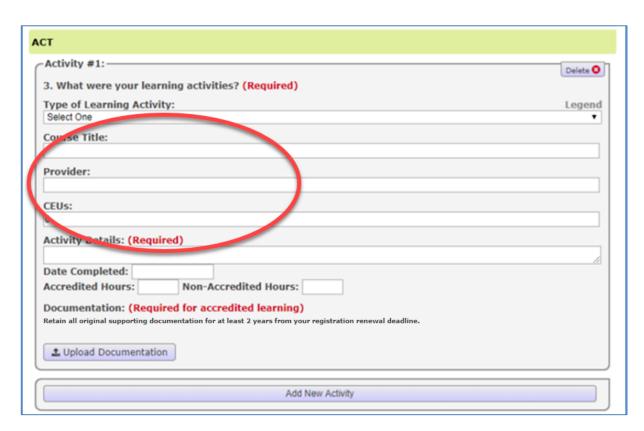
Act

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.
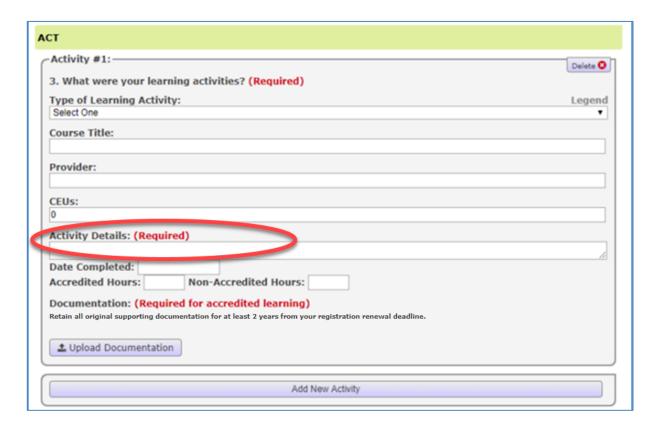

Course Title, Provider and CEUs

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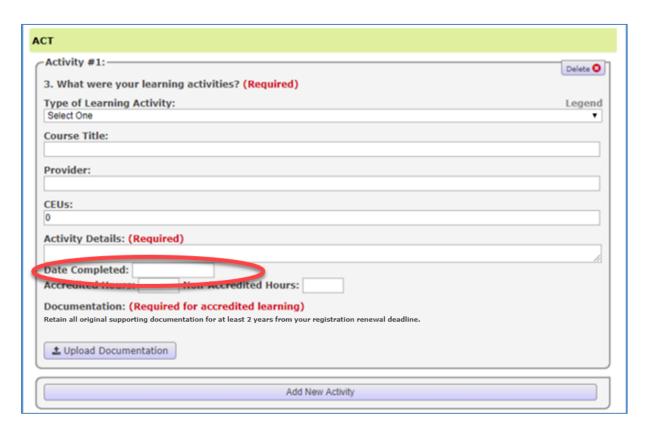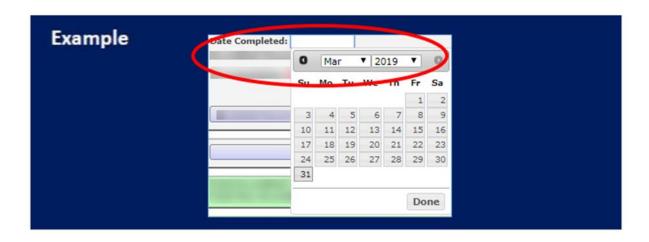
Activity Details

- 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.

Learning Activity Date

- Record date(s) of your learning activity. Learning activities must occur within the most recent 12 months prior to application for Full Registration 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 reinstating applicant'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.

Accredited Hours: 0   **Non-Accredited Hours:** 0

- 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.
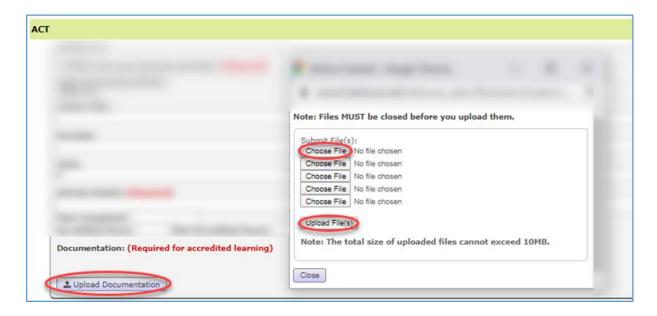
Supporting Documentation

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.
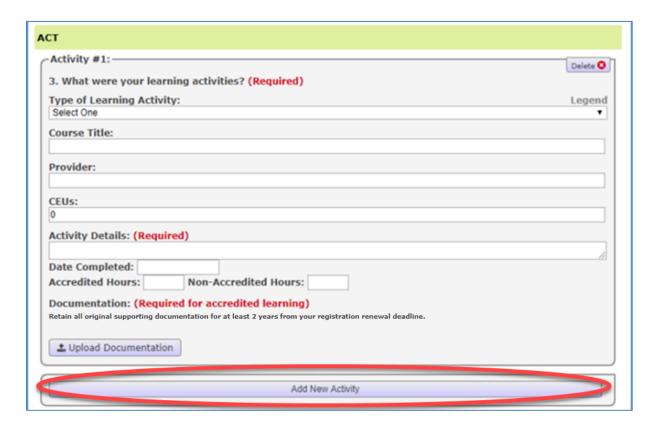

- Click on **"Upload Documentation"**.

- 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 first registration renewal deadline.***
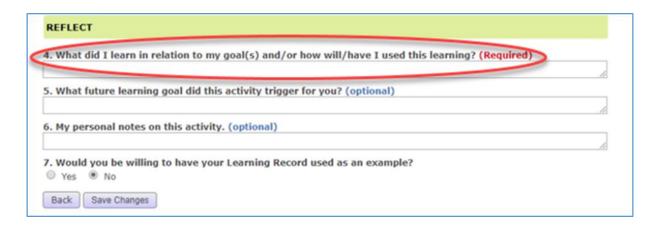
Add New Activity

- 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).*

Reflect

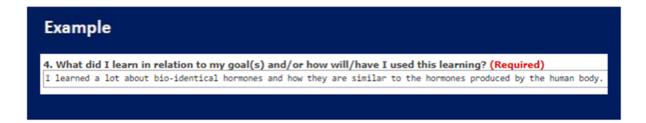## What Did You Learn/Application of Your Learning

- 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.

Personal Notes (Optional)

- *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.

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 for reinstatement 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.

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.

Not Current

At least one learning activity in this Learning Record was completed over a year ago. The Learning Record no longer counts toward your CE submissions for reinstatement. Learning Records that are not current can be edited or deleted.

PDAP Portal Status

The PDAP Portal landing page will display:

- your minimum CE requirements for reinstatement
- whether the minimum CE requirements have been satisfied
- whether there are any Learning Record(s) that are no longer current

Minimum CE Requirements for Reinstatement

Depending on the number of years you have been out-of-practice, one of the figures (Figures 1 through 3) below will display your CE requirements for reinstatement.

Figure 1

Minimum Requirements For Reinstatement *Not* Satisfied

Years-Out-Of-Practice: 1
Total Submitted Learning Records: 0 / (6 minimum)
Total Submitted Accredited Learning Hours: 0 / (5 minimum)
Total Submitted Learning Hours: 0.00 / (15 minimum)

Figure 2

Minimum Requirements For Reinstatement *Not* Satisfied

Years-Out-Of-Practice: 2
Total Submitted Learning Records: 0 / (12 minimum)
Total Submitted Accredited Learning Hours: 0 / (10 minimum)
Total Submitted Learning Hours: 0.00 / (30 minimum)

Figure 3

Minimum Requirements For Reinstatement *Not* Satisfied

Years-Out-Of-Practice: 3 - 6
Total Submitted Learning Records: 0 / (18 minimum)
Total Submitted Accredited Learning Hours: 0 / (15 minimum)
Total Submitted Learning Hours: 0.00 / (45 minimum)

Minimum CE Requirements for Reinstatement Satisfied

Figure 4 below will be displayed if the minimum CE requirements for reinstatement have been satisfied.

Figure 4

Minimum Requirements For Reinstatement Satisfied As Of Today

Years-Out-Of-Practice:
Total Submitted Learning Records: / (12 minimum)
Total Submitted Accredited Learning Hours: / (10 minimum)
Total Submitted Learning Hours: / (30 minimum)

Minimum Requirements For Reinstatement Satisfied As Of Today. ✓

Your Reinstatement as a Full Pharmacist or Pharmacy Technician is not yet complete.
Your CE submissions for Reinstatement have been received and are pending review.
You will receive an email regarding their status within 5 business days.
Please contact us at prodev@bcpharmacists.org if you have any questions.

Learning Record(s) That Are No Longer Current

Figure 5 below will be displayed if you have any Learning Record(s) that are no longer current.

Figure 5

You Have Learning Record(s) That Are No Longer Current!

The following Learning Record(s) have activities that were completed over a year ago:

- #1   Date Completed