



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

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FOREWORD

Continuing Professional Development (CPD) is an internationally accepted approach that enables professionals to acquire the necessary knowledge, skills and ethical attitudes so as to remain current and competent in their practice.

In this regard, the National Pharmacy Council is dedicated to improve pharmacy profession in Rwanda and this document helps to better capture and understand the CPD program in general.

This CPD policy embraces a holistic view of pharmacy practitioners' learning, with learning opportunities stretching from didactic classroom-like settings to the point of practice or patient care.

Implementation of this policy will influence several aspects of regulation including renewal of license to practice for pharmacy professionals and the need to accredit CPD providers. The NPC will work with national professional bodies and other stakeholders to enforce regulations that set the pharmacy profession to the national standards that can underpin stronger health system.

We hope that this policy will guide pharmacy professionals and CPD providers in the development, attainment and implementation of high standard for the pharmacy profession in Rwanda for the wellbeing of those we serve.

Dr Innocent HAHIRWA, PhD.
Chairperson





ACKNOWLEDGEMENTS

The NPC is grateful to institutions, organizations and individuals that provided advice and information towards the development of this policy.

The NPC is also thanking all pharmacy professionals from different domains of the pharmacy profession, who accepted to contribute to the results of this strategic document.



LIST OF ABBREVIATIONS

CPD: continuing profession development

NGO: non- government organization

NPC: National pharmacy council



1. INTRODUCTION

1.1 Background

The NPC is an independent statutory organization accountable for the regulation of pharmacy professionals and it plays an advisory role to the Ministry of Health and the pharmacy institutions training programmes on all matters related to the pharmacy profession. It was set up by the Law No 45/2012 of 14/01/2013 relating to the organization, functioning and competence of the NPC.

In pursuance of its statutory obligations and functions, the National Pharmacy Council has approved a Continuing Professional Development program (CPD) to improve, renew, and update the skills and ability of all pharmacy professionals and to ensure that appropriate, high-quality health services are being provided to patients.

The vision statement of the NPC is to become a Centre of Excellence in the regulation and control of Pharmacy profession. Its CPD program reflects this by assuring and advancing quality in pharmacy education and practice.

1.2 CPD policy

The objective of this policy is to establish standard for pharmacy professionals CPD, and provide guidance for pharmacy professionals and CPD providers on its implementation.

Scope of the CPD policy

This policy provides for the position of CPD Administrators, accreditation for CPD programs and criteria for awarding CPD credits. The scope of CPD providers is large covering the public and private sectors. It may include training institutions, non-governmental organizations, private sector organizations, individuals and hospitals.



This policy also outlines activities that qualify for allocation of CPD points and those that do not. The financing of CPD activities in relation to conflict of interest is addressed. The guidelines also address issues related to improvement of pharmacy practice such as research, monitoring and evaluation.

1.2 Objectives of the CPD program

1.2.1 General Objective

To maintain and update professional competence of pharmacy professionals through CPD in order to comply with statutory requirements as set by the NPC.

1.2.2 Specific Objectives

- i. To maintain and improve the level of individual professional's technical and professional competence.
- ii. To extend the range of relevant professional skills.
- iii. To develop new areas of expertise.
- iv. To promote humility, confidence and satisfaction in one's professional achievements/work done.
- v. To promote links with fellow health professionals.
- vi. To increase career options for the professionals.

1.3 Responsibilities of stakeholders

1.3.1 National pharmacy council, owner

To establish, maintain, standardize and regulate CPD for pharmacy professionals in both the public and private sector by ensuring that CPD providers, users and programmes meet the minimum standards set and are well coordinated.

- i. Establishment of CPD standards
- ii. Accreditation of CPD providers
- iii. Approval of CPD programs.



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- iv. Ensuring implementation of CPD programs with the objective of enhancing skills of pharmacy professionals
 - v. Monitoring and evaluation of CPD programs and the management of allocation of CPD points.

1.3.2 CPD Providers

- i. Participate in pharmacy training needs assessments,
- ii. Developing CPD programs for accreditation, and publish a CPD action plan that include a CPD courses training calendar.
- iii. Administer, assess and maintain records of accredited CPD activities and attendance.
- iv. Collaborate with relevant authorities at all levels.
- v. Remitting training reports to the NPC.
- vi. Continuously undertake quality improvement measures for CPDs and adhere to stipulated CPD guidelines.
- vii. Conduct self-assessment to identify area for strength and or improvement and share findings with NPC.

1.3.3 Pharmacy professionals

CPD is mandatory; therefore pharmacy professionals have the responsibility of;

- i. Undertaking CPD programs as a pre-requisite for annual licensure to practice pharmacy profession.
- ii. Contribute to the development of the CPD program
- iii. Participate to the implementation of the CPD program

2. CPD-ADMINISTRATION AND GOVERNANCE

2.1. Administration of CPD

A CPD program is regulated by the National Pharmacy Council. The accredited CPD providers such as professional associations, Non-Government Organizations (NGOs), development partners, health training institutions or individuals administer the program



to pharmacy professionals. The NPC keeps records for all CPD activities conducted by accredited CPD providers. Pharmacy professionals are encouraged to give feedbacks to CPD providers regarding the quality of the activities presented by accredited service providers.

2.2. CPD Governance Structure

The NPC through its office has established a CPD committee under professional operations directorate. The membership and leadership of the committee will be as per the NPC internal rules and regulations. The committee is answerable to the Bureau of NPC.

2.2.1. Structure and organization of the CPD committee

The structure, organization and membership of the CPD committee is determined by NPC internal rules and regulations.

3. CPD ACTIVITIES

The pharmacy professionals must fulfill their responsibilities by adopting the concept of CPD which includes regular participation in continuing education programs and activities. CPD programmes shall have the following four cyclical activities.

- i. **Reflect on training needs** by self, employer, professional bodies, service providers and others. This is a key part of CPD where professionals identify their practice needs through reflection. This requires professionals to think about their practice, deciding whether they want to change the way things are done or develop their career.
- ii. **Putting in place a plan** on how to go about fulfilling the training needs: Planning is important to CPD because it enables a professional to identify and set priorities according to their urgency and importance to the patients and the public, professional colleagues and to the objectives of their organization.



- iii. **Undertaking training activities** which involves completing and recording what a practitioner has done, what they have learnt and when the learning was undertaken or completed.
- iv. **Evaluate the results of the training activities:** This involves a practitioner critically thinking about what they have learnt in terms of the success of the learning activities and the benefit to the practice as a pharmacy professional.

CPD programmes cyclical activities



CPD providers must structure each CPD activity to meet the knowledge, skills and/or practice-based competence needs of professionals. The following categories of CPD activities may be conducted:

3.1. Category 1 Activities

These are activities that do not have clearly measurable outcomes and are presented on a one-off non-continuous basis. They include activities such as:

- i. Small group activities (presentations, meetings, case discussions, and supervision)



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- ii. Large group activities (attendance or participation at conferences, seminars, symposia, congress and workshops where relevant topics and themes are discussed).

3.2. Category 2 Activities

These are activities that have a demonstrable/measurable outcome but do not constitute formal training. They include activities such as self-directed learning, training, research and publications in scientific journals, conference papers, review of other professional papers and providing professional development materials for other professionals.

Note: Teaching and examinations of undergraduate and post graduate students will not be accredited if these activities fall within a professional's job description.

- i. **Self-directed learning:** This is when an individual undertakes training through a structured learning plan from a source that is accepted by the NPC as CPD provider. This includes studying relevant publications, appropriate scientific journals, textbooks, e-learning and others. It is important that adequate proof be provided before CPD points can be awarded. All the activities included should be submitted to the council for CPD credits allocation.
- ii. **Providing education, training or professional development materials or other related materials for professionals:** These activities include, but are not restricted to developing and providing modules, reports, videos, training manuals and other educational materials intended for use amongst health professionals. These can be submitted to an accredited CPD provider for a recommendation and approval by the CPD technical committee.

3.3. Category 3 activities

These are activities that comprise structured learning programs or special unstructured training programs for instance formal programs that are planned, offered and evaluated



by an accredited training institution/ provider or a development partner with a measurable outcome. These include activities such as:

- i. **Formal Education:** This includes relevant post-graduate degrees, diploma or certificate courses recognized as additional qualifications by the National pharmacy council taking six months or more. It could be full-time or part-time.
- ii. **Short course/refresher courses:** taking less than six months with additional professional hands-on training or a formal assessment of the outcome. This includes courses run by accredited institutions, government bodies, professional associations, non-government organizations, development partners and accredited CPD providers.
- iii. **On-the-Job Training:** This involves training at the place of work by experienced professionals who serve as an instructor/tutor using hands-on training often supported by formal classroom training. This includes formal, structured and employer sponsored experience on the job, in house training schemes and personal activities aimed at development and enhancement of professional skills. Examples of such activities include, but are not limited to:
 - a) Developing and implementing standard operating procedures.
 - b) Preparation of lectures, course and papers for on-the-job programs.
 - c) Part-time lecturing.

Examinations/Evaluations/Assessments: These activities include, but are not restricted to the following: postgraduate examinations, evaluation undertaken on behalf of the registering authority; assessment of theses or scripts and pre-registration/enrolment examination.

Credits will only be awarded upon proof of participation in the evaluation exercise and release of results for enrolment or registration.



3.4 PRINCIPLES OF CPD CREDITS ALLOCATION

The allocation of credits is based on the following principles and is applicable to all categories of pharmacy professionals:

- i. The cutoff of CPD credits is fixed to 75 credits/ three years but the professional should have at least 15 credits per year. However, the board can adjust the minimum required CPD credits in case of force majeure.
- ii. No more than 80% of CPD credits may be accumulated from one activity category over the CPD calendar year. In case of force majeure, the board can decide otherwise.
- iii. All activities are accredited for a period of one calendar year.
- iv. The maximum number of CPD credits that will be awarded for a specific one day event is one CPD credit per hour to a maximum of 6 credits.
- v. CPD credits can be allocated for either presentation or attendance of an activity.
- vi. No extra CPD credits will be allocated for the assessment of the participants of any CPD activity.
- vii. No carry-over of excess credits in a subsequent year is allowed.
- viii. CPD credits acquired outside of Rwanda are subject to consideration upon presentation of a good standing certificate from the employer and relevant to pharmacy profession.
- ix. The NPC, through the Permanent secretariat reserves all rights for accreditation of CPD courses, events, training Institutions and certificates after a thorough analysis of the content and relevance of the content. In addition, they are responsible of allocating the CPD credits to non-accredited institutions/events after a thorough analysis of the content/standards.



3.5. CPD activities category 1

CPD activities	Credit/point
Presenting at an accredited workshop, training seminar and symposia, webinar, clinical training session	2/hour
Attendance to accredited workshops, training, webinar, symposia or seminars and clinical pharmacy session	1/ hour
Active participation in medicines adverse event monitoring, drug use evaluation, pharmacy mal/practice investigations leading to the development of a report	1/ hour
Presenting a scientific paper in Journal clubs	2/ hour
Presenting a scientific papers to other staff in Journal clubs	2/hour
Attendance to a Journal club	1/ hour
Attending international conference	1/ hour
Conduct accredited Online training course	1/ hour

Note: The NPC may assign more or less credit depending on the relevance of the event and content.

3.6. CPD activities category 2: those with measurable outcomes

CPD activities	Credit/point
Participate to the development of academic curricula and other educational materials for institutions of higher learning,	10 credits
Review of academic curricula and other educational material for institutions of higher learning,	5 credits
External examiner of undergraduate, master's and Doctoral thesis	3 credits



Writing a book relevant to the pharmacy profession (refer to areas defined in good pharmacy practice), first author (if not related to studies).	30 credits
Writing a book relevant to the pharmacy sector (refer to areas defined in good pharmacy practice), co- author (if not related to studies)	20 credits
First author of a scientific papers relevant to the pharmacy profession (refer to areas defined in good pharmacy practice) published in recognized international journals	20 credits
Co- author of a scientific papers relevant to the pharmacy sector published in recognized international journals	10 credits
First author of a scientific paper in local pharmaceutical journal	10 credits
Co- author of a scientific paper in local pharmaceutical journal	5 credits
NPC Online CPD course with a pass of 70%	1credit/hour

N.B: Publication related to studies are included in the requirements of completion of studies. E.g: Publication for PhD or Masters are basic requirements to get a PhD (therefore, they are not accepted, when considered, the degree will not be considered and vice versa).

3.7 CPD Activities category 3: Formal Structured Learning Program

CPD activities	Credit/point
Completion of a PhD program studies relevant to practice (see areas of pharmacy practice as published in good pharmacy practice)	50 credits



Completion of a Master program studies relevant to practice (see areas of pharmacy practice as published in good pharmacy practice)	30 credits
Completion of a post graduate diploma program studies relevant to practice (see areas of pharmacy practice as published in good pharmacy practice)	20 credits
Develop a training curricula (training manual and participant manual) relevant to the pharmacy profession (addresses gaps in CPD for pharmacy professionals) 3-5 days face to face training	10 credits
Undertaking relevant short courses, either face to face to face, online or distance education relevant to practice	5 credits per module
Undertake a 3days or more face to face training relevant to the pharmacy profession	1 credit per hour/ Max 20 credits/ per training
Working with a mentor or supervisor to improve practice or develop new skills	2 credits per week per mentee /max 20 credits per year)
Supervising pharmacy intern students in professional training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	2 credit per week per student per supervisor/max 20 credits per year)
Supervising pharmacy clerk students in professional training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	2 credit per week per student per supervisor /max 20 credits per year)



Supervising post graduates students in professional training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description)	3 credit per week per student /max 20 credits per year)
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3.8 Other CPD Activities (Policy and Decision makers, Public Health Managers, Health Systems Regulators)

CPD activities	Credit/point
Leading development of policies, protocols or guidelines relevant to the pharmacy profession	10 credits/ document
Participation in developing policies, protocols or guidelines	5 credits/ document
Lead the development of funded project or grant writing	20 credits
Significant contribution to the development of funded project or grant writing	10 Credits

3.9. Online CPD Credits

Members may take online CPD programs from reputable international organizations. However, approval for accreditation for the courses should be sought and obtained from the council prior to participation in that program. The council reserves the right to accept or to refuse the online CPD credits if they don't meet the international standards.

3.10 Exemptions for medical considerations

A pharmacy professional suffering from any medical condition that may prevent him/her from engaging in CPD activities will be exempted upon considerations by the NPC for that period duly confirmed to have such conditions.

A female pharmacy professional who has given birth is entitled to exemptions of three (3) consecutive months (equivalent to the CPD credits of a maternity leave of three (3)



months. The individual shall submit the birth certificate to the council for the assessment and consideration.

3.11. Non compliance

Failure to comply with the mandatory CPD requirements will ultimately lead to suspension by the Council of the pharmacy profession practitioner's license.

The Council suspends the license following these procedures:

- i. A notification will be sent to the member informing him or her of non-compliance;
- ii. If there is no response, notification will be sent to the member regarding the breach of CPD policy.
- iii. Member will be offered help/remediation to comply with CPD requirements.
- iv. Failure to comply with the remediation measures within six months will lead to notification of disciplinary measures in accordance with applicable regulations.

4. ACCREDITATION STANDARDS

4.1.1. CPD PROVIDERS ACCREDITATION STANDARDS

A CPD provider is a training institution or organization (private or public) which possesses expertise and assumes responsibility for CPD at the national level. Institutions of higher learning or colleges of health science, senior lecturers, the Ministry of Health and affiliated health institutions, National and International Non-Governmental Organizations or different association of pharmacy professionals can be CPD providers.

For every CPD activity, the CPD provider should designate an individual at a senior position to organize or coordinate the activity. Such a person is known as a CPD focal person.



CPD application

The CPD provider will forward the application, which include

- Filled application form
- Copies of degrees of facilitators
- A detailed agenda of the event
- Any other document relevant to the CPD for consideration
- The CPD providers shall be obliged to provide the course content and modules at least within six months after the CPD provision acceptance.

In reviewing the application, the NPC will check the following:

4.1.1.1 CONTENT OF CPD ACTIVITIES

1. The provider must develop a CPD goal and mission statement that defines the basis and intended outcomes for the majority of educational activities the provider offers.
2. The provider must develop CPD activities based on a multifaceted process where educational needs are prospectively identified.
3. The provider must structure each CPD activity to meet the knowledge application and/or practice-based educational needs of pharmacy professionals.
4. The provider must develop objectives for each CPD activity that define what the pharmacy professional should be able to do at the completion of each CPD activity.
5. The provider must plan all CPD activities independent of commercial interest. The educational content must be presented with full disclosure and equitable balance

4.1.1.2 DELIVERY OF CPD ACTIVITIES

6. The provider must communicate and collaborate with the persons to deliver CPD regarding the identified educational needs, intended audience, objectives, active participation and learning assessments for each CPD activity.
7. The provider must assure availability of qualified health professionals to plan and deliver such CPD activities



8. The provider must assure that all CPD activities include active participation and involvement of the pharmacist and technician.
9. The provider must offer educational materials for each CPD activity that will enhance participants' understanding of the content and foster applications to pharmacy.

4.1.1.3. ASSESSMENT

The provider in collaboration with persons to deliver CPD must include learning assessments in each CPD activity to allow pharmacists and technicians to assess their achievement of the learned content. Completion of a learning assessment is required for CPD credit. The provider must ensure learner assessment feedback is provided to participants in an appropriate, timely, and constructive manner.

4.1.1.4. EVALUATION

- i. Providers must develop a valid and reliable assessment methods
- ii. Providers must develop and conduct evaluations of each CPD activity. The evaluations must allow pharmacy professionals to provide feedback on the following items:
 - applicability of the CPD activity to meet their educational needs
 - achievement of each stated objective
 - quality of persons to deliver CPD
 - usefulness of educational material
 - effectiveness of teaching and learning methods, including active learning
 - appropriateness of learning assessment activities
 - perceptions of bias or commercialism
- iii. Providers must establish and implement evaluation plans that assess achievement and impact of stated mission and goals (Standard 1). They must use this information for continuous development and improvement of the CPD program.



4.1.1.5. RECORD KEEPING

Providers must establish and ensure viable record keeping system in place

4.2 ACCREDITATION STANDARDS FOR CPD ACTIVITIES

The accreditation of CPD activities provides an assurance to pharmacy professionals that an activity has been reviewed for its educational quality and for its relevance to pharmacy practice.

NPC assess CPD activities against the Standards set out in this document. The Standards defines measurable attributes that CPD activities must demonstrate to become accredited. The Standards allow NPC to objectively assess an activity to determine the number and type of CPD credits that can be allocated to the activity.

To be accredited, a CPD activity must demonstrate that it satisfies all of the Accreditation Standards. The application and supporting evidence must demonstrate how the activity meets each of these Standards.

4.2.1. LEARNING OBJECTIVES

The activity must have a statement of specific learning objectives

- Objectives must be actionable statements
- Objectives must be specific and measurable wherever possible
- A statement containing the learning objectives
- Objectives must be accessible to pharmacists to allow them to choose appropriate activities

4.2.2. DEVELOPMENT

- i. An appropriate development process must underpin the activity
 - A justification for conducting the educational activity must be stated



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- There must be significant pharmacist and/or another subject matter expert (SME) involvement in the development of the activity
 - Pharmacists and SMEs involved in activity development must be able to demonstrate they are suitably qualified and/or experienced
 - ii. The proposed content of the activity must be based on critical evaluation of relevant literature and/or practice-based professional evidence. Limitations on information must be disclosed.
 - iii. Conflicts of interest must be disclosed. All parties involved in development, including expert reviewers, must disclose conflicts of interest whether actual or perceived.
 - iv. The activity must be developed free of commercial bias.
 - Involvement of an entity with a commercial interest related to the subject area must be disclosed and the entity must not unduly influence the content of the activity.
 - Active ingredient and brand names must be used to achieve a balanced presentation

4.2.3. PRESENTATION

- i. Learning outcome objectives must be displayed on presentational and instructional and/or assessment materials.
- ii. Full disclosure of conflicts of interest must be made available to participants.
- iii. The activity must be presented free of commercial bias; Active ingredient and brand names must be used to achieve a balanced presentation.
- iv. The activity must be delivered in accordance with the application as approved

4.2.4. EDUCATIONAL METHODS

- i. Methods of delivery must promote effective adult learning
- Activities delivered face to face must allow time for interaction and questions or otherwise allow active involvement of participants and the opportunity to address problems relevant to practice



-
- Activities that are not conducted face to face (e.g. journal articles, online modules) must be designed using the principles of adult learning and include active learning components in order to gain accreditation
 - ii. If instructional materials are used they must enhance participants' understanding of the content
 - Appropriate instructional materials which are of satisfactory technical quality and current in content must be prepared for the activity
 - Instructional materials must include references and be dated

4.2.5. PROMOTION

The provider must ensure clear communication of activity accreditation and credit value

- Approved wording must be used to communicate the number of CPD credits;
- The promoters of CPD activities must not advertise or give the impression that the activity is accredited until the activity has been granted accreditation by NPC
- Sponsors of an activity and/or hospitality associated with an activity may be acknowledged during the activity in such a way that the educational content is independent

4.2.6. EVALUATION

Participants must be given the opportunity to evaluate the quality of the activity (or group of activities).

The evaluation must assess:

- Achievement of learning outcome objectives
- Relevance of activity and content to practice
- Overall satisfaction
- Suitability of delivery



Activities designed for repeated delivery must be subject to periodic review by the developer/provider and incorporate relevant feedback from previous evaluations

- The content of activities must be benchmarked against current practice
- It is expected that all activities will be reviewed and that the review cycle will be sensitive to the rate of change in the area covered by the content
- The provider must notify the NPC of any changes resulting from a review



CONCLUSION

Pharmacy professionals need to regularly update, improve, and acquire knowledge and new skills in their respective fields. The CPD Program is essential to helping them achieve that goal. This program is mandatory and is directly linked to the re-licensure annually and recertification system as well as the future career development of health professionals.

The program is guided by a policy statement that clearly indicates the role of the various stakeholders, including health authorities, health professionals' bodies, and CPD providers. The implementation plan is based on the strengths and limitations of circumstances and resources in Rwanda. It is also based on international CPD practices. All aspects of implementing, maintaining, and supporting the CPD Program will require strong will and commitment from all concerned parties; their success will positively impact the quality of health care in Rwanda in the short, medium, and long-term future



5.APPENDIX

CPD PROVIDER APPLICATION FORM

1. Identification

Name of the provider:	
Country:	Telephone N°:
City:	E-mail address:
P.O.Box:	Website:

2. Category of the provider (Tick as appropriate)

1	Individual	
2	Public	
3	Private(for profit)	
4	Other	
5	NGO	

3. Type of accreditation requested (Tick as appropriate)

Pharmaceutical (applied) sciences	
Supply chain management and logistics	
Administration/Management	
Information and Communication Technology in Pharmaceutical Sciences	
Pharmaceutical laws, policies & ethics	
Research	
Pharmacy practice	
Others (Specify)	

4. Evidence of previous performance or training activities (to be attached) (If any)

.....
.....

5. List of prospective persons to deliver CPD activities (Attach notified copies of the degree, evidences of qualifications and expertise).

Notice: All facilitators involved must hold current **licence to practice (where applicable)**.



Names	Qualification	Council Registration number (where applicable)
1.		
2.		
3.		
4.		
5.		
6.		

Representative names

Signature and stamp

.....

.....



FOR NPC OFFICE USE ONLY

I certify that.....fulfilled/has not fulfilled the requirements for the purpose of serving as a **CPD** Provider in the area of.....

Submitted by the Professional operations Manager

Date

(Signature)

Reviewed and approved by the Permanent Secretary & Registrar

Date

.....

.....
(Signature)

Therefore,is hereby accredited /not accredited as a CPD Provider in the area of.....



APPLICATION FOR THE CPD COURSE ACCREDITATION

Notice:

- ❖ Before conducting Category I CPD activity, accredited CPD provider should apply for the Course accreditation.
- ❖ Completed forms should be sent to the National Pharmacy Council in hard copy or emailed to rwandanpc@gmail.com or info@pharmacycouncil.rw

1. Course information

Course Name:	
Start Date:	End Date:
Venue / Location:	
Fee(s) to be charged to participants:	
Number of course hours (excluding break times):	
CPD provider and provider N°:	
Course organizer contact name:	Contact e-mail:
Contact Tel N°:	

2. Course facilitators and qualification

N0	Names	Qualification
1		
2		
3		
4		
5		
6		



3. Course purpose, objectives, teaching and evaluation methodology

Please provide details of the **main purpose** of the course:

Please list **learning objectives** for the course below. (Objectives should reflect measurable learning contents and be relevant to the target audience).

Which **teaching methods** will be used? (e.g. lectures / small group work / role-play / observation of procedural skills / discussions, etc.)

How will the educational content of the course be **evaluated** by participants?

4. Target Audience

Please specify the audience for whom the course is meant (in details)

(This declaration must be completed and signed by the CPD provider)

Names, stamp and signature of the course organizer

Date



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I certify that the course.....

Submitted by:

Is accredited

Yes

No

Number of CPD cred

Reviewed by the in charge of CPD

Date

.....
(Signature)

.....

Approved by the Permanent Secretary

Date

.....
(Signature)

.....