Competency Assurance Program

Continuing Professional Development Tool

**SASKATCHEWAN
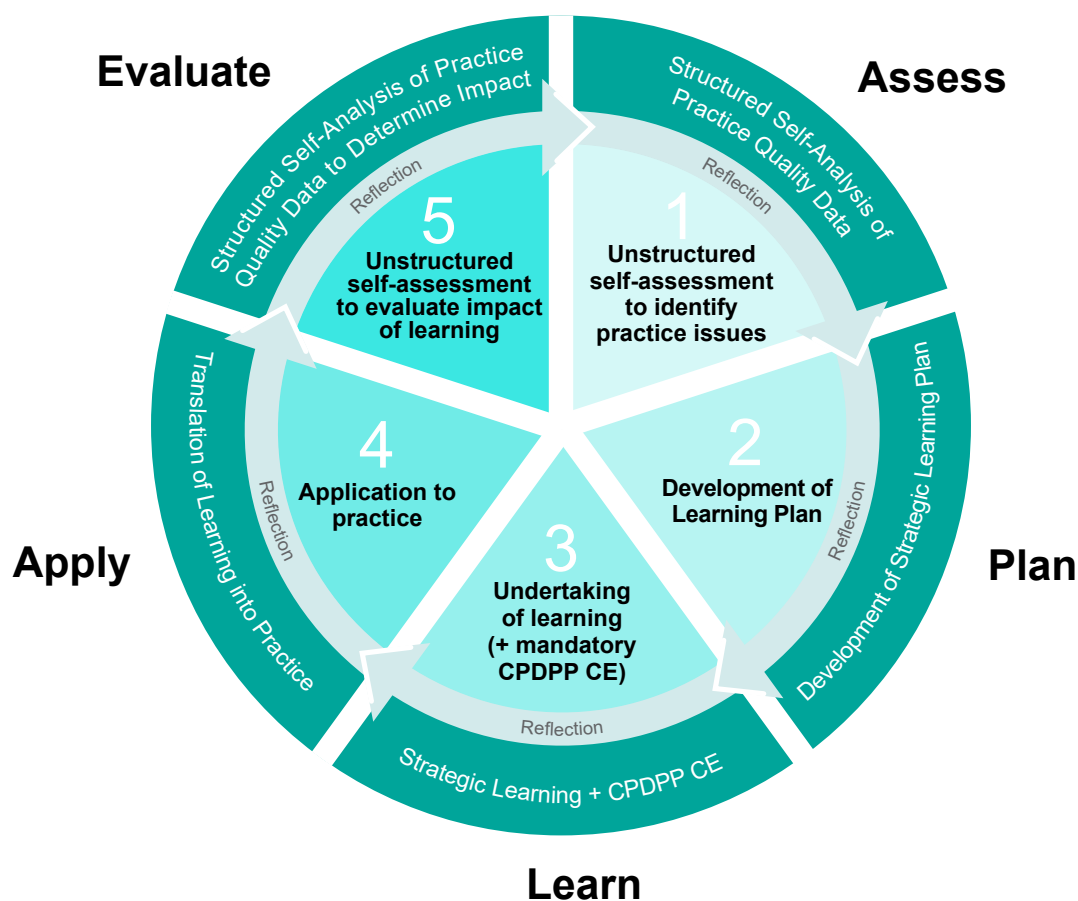COLLEGE OF PHARMACY
PROFESSIONALS**

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.
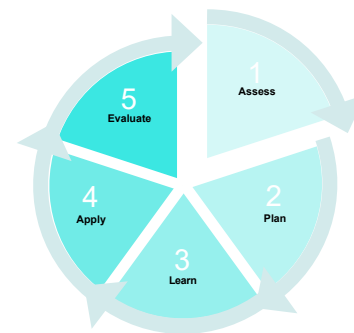
You are not required to submit this document to SCPP for the 2024/25 licensing year, but you may wish to save it as your personal learning record and for additional verification of competency requirements, if needed.

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

Evaluate

Assess

Structured Self-Analysis of Practice Quality Data to Determine Impact

Reflection

5
Unstructured self-assessment to evaluate impact of learning

Structured Self-Analysis of Practice Quality Data

Reflection

1
Unstructured self-assessment to identify practice issues

Translation of Learning into Practice

Reflection

4
Application to practice

3
Undertaking of learning (+ mandatory CPDPP CE)

2
Development of Learning Plan

Development of Strategic Learning Plan

Reflection

Apply

Plan

Reflection

Strategic Learning + CPDPP CE

Learn

Excerpt of CAP framework

Assess

1. 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 reports
Such as Patient-Reported Experience Measures (PREMs), or peer/non-peer feedback (more detail here).

Data about practice
Such as an assessment against NAPRA standards of practice.

Guided self-assessment

Such as an assessment against NAPRA standards of practice.

A NAPRA standard of practice
Such as one identified for further development through self-assessment.

### A change to your practice environment
Such as trends, guideline changes, regulation changes, etc.

2. Please describe the reasons for this CPD cycle in more detail. If relevant, summarize any data (e.g., PREMs, peer/non-peer feedback, practice reports, patient data).

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 PharmacyTechnicians in Canada.

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, it is time to begin developing a learning plan. This can be made easier by using SMART goals to organize your thoughts and identify your learning needs. More info: **SMART Goals Guide**
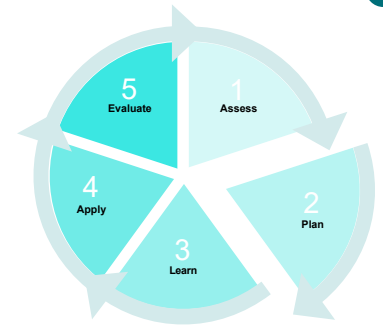
4. Create at least one SMART goal for this CPD cycle (Specific, Measurable, Attainable, Relevant, Time-bound).

   Follow these steps and adjust your goal at each step as needed.

   a. State what you want to improve, knowledge you want to gain, skills you want to learn or improve upon or attitudes you want to change, being as specific as possible (**Specific**).

   b. Adjust your goal so that it can be easily measured. How will you know when the goal has been met and will measuring this goal be feasible in your practice (**Measurable**).

   c. Add when you would like to achieve this goal by, make sure to pick a specific date that you will revisit your measurements to see if the goal has been met (**Time-bound**).

   Write your SMART goal here:

5. For extra guidance to check whether your goal is **attainable**, 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 (optional). If your goal above does not feel attainable once the barriers and supports have been considered, make some adjustments above.

6. For extra guidance to ensure your goal is **relevant**, list how achieving this goal will benefit you, your patients, your colleagues, your employees, or the health-system (optional). Ask yourself if your measurement strategy will help you to achieve your identified benefits. If this question is difficult to answer, consider making some adjustments to your goal above to ensure it is relevant.

Additional resources: SMART Goals Guide

Learn

Now that you have defined your goal, determine what you need to learn, resources you have available, and when you will be able to complete the learning.
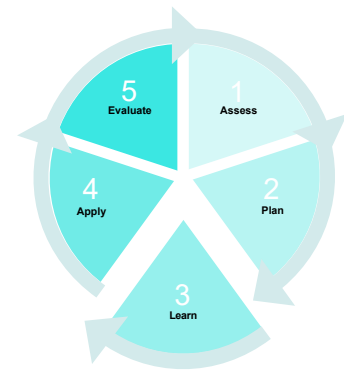
7. Use this section to document the learning activities taken to meet your goal.

    Reminder of goal(s) entered above:

Date	Activity (title and provider if applicable)	Time Spent (CEU)	Main Takeaway Points (as applicable to current plan)	Adjustments to Plan or Goals Based on Learning

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

Apply
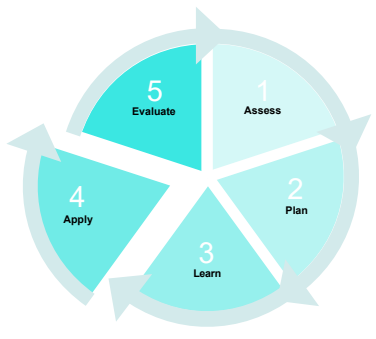
It is now time to consider how you will take what you have learned and apply to it your practice. Steps do not have to be successful to be included. Documenting steps that were attempted and did not make meaningful changes to your measures is still beneficial. Document in the notes any barriers you came across that prevented the action from being successful.

8. Use this section to describe the steps taken in practice to implement the change.

   Reminder of goal(s) entered above:

Date	Actions Taken in Practice	Measures Related to Goal (as applicable)	Notes

Evaluate
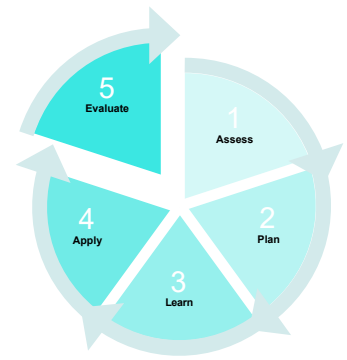
The final step of the CPD cycle is to evaluate your goal and the application of your learning. Reflection on what you have accomplished may help you to identify future learning needs.

Reminder of goal(s) entered above:

9. Did you meet your goal?   Yes   No

10. Explain

    Discuss the reasons you did or did not meet your goal and document any evidence you have related to the measures.

11. 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, please describe:

11. 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 CPD eCoach for their generous sharing of their tool that guided the concept of this one.