

## PHARMACY AND POISONS BOARD OF HONG KONG

### Guidelines on the Continuing Pharmacy Education Programme for Registered Pharmacists

The purpose of the Continuing Pharmacy Education (“CPE”) Programme for registered pharmacists is to encourage pharmacists to keep themselves up-to-date about the current development of professional knowledge and skills in various areas of practice with an aim to upkeep their professional standard at all times. The Postgraduate Pharmacy and Training Development Committee (“the Committee”) has been appointed by the Pharmacy and Poisons Board (“the Board”) to implement the CPE Programme for registered pharmacists.

#### **Principles of CPE Activities**

2. The accredited CPE activities should be relevant to the practising knowledge and skills in the pharmacy profession. Meanwhile, activities which are not directly related to pharmacy professional knowledge but could facilitate the practice of pharmacists, e.g. knowledge on relevant laws, information technology relating to the pharmacy profession as well as interpersonal communication skills, may also be recognised as CPE activities for earning CPE points.

#### **Duration of the CPE Cycle**

3. The duration of CPE cycle is one year and will start on 1 June each year and end on 31 May of the following year.

#### **Target Participants**

4. All registered pharmacists are welcomed to enrol in the CPE Programme.

#### **Enrolment by Registered Pharmacists**

5. A pharmacist should enrol with only one CPE Administrator accredited by the Board at any one time, unless otherwise justified. The list of the Board’s CPE Administrators with their roles and duties and the guidelines for CPE Administrators are at Appendix I. Pharmacists who have already enrolled in the CPE Programme of the previous cycle are not required to enrol again. However, should they decide not to participate in the CPE Programme or wish to change to another CPE Administrator, they should inform their existing CPE Administrator so that necessary arrangement can be made. The pharmacist shall declare whether he/she has applied for accreditation of CPE activities with his/her previous CPE Administrator when he/she elects to register with a new CPE Administrator.

#### **Credit Point System**

6. The CPE Programme is based on a “credit point system” with CPE points awarded for participation in recognised CPE activities offered by CPE Programme Providers accredited by the CPE Administrators or CPE activities recognised by the CPE Administrators. CPE points will be awarded for CPE activities completed during the cycle. The CPE points accumulated within one CPE cycle cannot be carried forward to the next cycle. Besides, multiple attendance of

a CPE activity on the same topic at the same level within a CPE cycle will not be counted for additional CPE points. If a CPE course straddles across two CPE cycles, the calculation of CPE points for the pharmacist concerned should be based on the “approved hours of attendance” attained in the respective CPE cycles.

*Award of Certification Upon Satisfactory Completion of CPE Assessment*

7. The Board may award CPE certificates to pharmacists who have satisfactorily accumulated 15 CPE points within a CPE cycle as a recognition of their continuous pursuit of professional knowledge and participation in the CPE Programme. The certificate will bear the wording “This certifies that [Name of Pharmacist] has fulfilled the requirements for Continuing Professional Education for Registered Pharmacists during the period from 1 June 20XX to 31 May 20XX”. Such a certificate can be displayed as appropriate.

8. Since participation in the CPE Programme is currently voluntary, no action will be taken against the pharmacists who earn less than 15 CPE points within a CPE cycle.

**Scope of CPE Activities**

9. The following CPE activities shall be recognised for earning CPE points –

- (a) local CPE programmes provided by accredited CPE Programme Providers. The list of approved CPE Programme Providers with their roles and duties and the guidelines for CPE Programme Providers are at **Appendix II**;
- (b) local CPE activities not provided by accredited CPE Programme Providers but recognised by the CPE Administrators based on the information submitted; and
- (c) non-local CPE activities organised by non-local pharmacy boards and pharmacists’ associations recognised by the CPE Administrators.

10. CPE points will not be awarded for activities organised by organisations other than the accredited CPE Programme Providers or those recognised by the CPE Administrators.

11. The CPE programme will cover a wide range of activities with different modes of delivery, including online mode and physical attendance, as well as self-study learning. Details of different types of CPE activities and the allocation of CPE points for these activities are set out below –

(a) Active CPE Activities

- (i) Active participation as speakers or article / poster presenters in any accredited activities such as conference, seminar, meeting, workshop and forum (2 CPE points per hour);
- (ii) Teaching accredited CPE courses (2 CPE points per hour);
- (iii) Setting questions, marking of examination papers and assessment of candidates’ performance in oral examinations (5 CPE points per exercise); and
- (iv) Participation as preceptors / tutors in the pharmacy internship training programme (5 CPE points per training year).

(b) Receptive CPE Activities

- Receptive participation as participants or passive recipients in any accredited CPE activities (*1 CPE point per hour; and a maximum of 5 CPE points for a half-day programme / 10 CPE points for a full-day programme*).

(c) Publications

- Publication of papers / reports on pharmaceutical care, academic interests and/or public health in professional journals, books and newsletters of professional bodies which are accepted / approved by CPE administrators (*10 CPE points per publication*).

(d) Self-study **Note**

- (i) Reading / studying literatures, textbooks, journals, theses, research reports or other works which are included on the approved reading list;
- (ii) Self-study programmes such as accredited self-assessment programmes offered by CPE Programme Providers and other overseas institutions / professional bodies which have been accredited by CPE Administrators; and
- (iii) Self-study via online platform, including listening to audio, watching videotapes and reading articles published in other digital platforms.

*Note: The date, time spent, and materials studied should be recorded clearly with sufficient details. One CPE point will be allocated per an actual hour spent on reading the reference materials. If reflection report is required to be submitted upon completion of self-study activities, a maximum of 7 CPE points per cycle would be allowed; whereas a maximum of 3 CPE points per cycle should be allowed if reflection report is not required to be submitted upon completion of self-study activities.*

Pharmacists who have taken part in self-study CPE activities should submit the completed form at **Appendix III**, for record by their relevant CPE Administrators.

(e) Postgraduate Studies

- Enrollment in postgraduate studies in pharmacy or other relevant subjects such as clinical pharmacy, Chinese medicine and public health (*10 CPE points per cycle for full-time studies / 5 CPE points per cycle for part-time studies*).

(f) Other CPE activities

- Pharmacists who wish to apply for CPE points for undergoing other activities, such as completing a learning portfolio, should submit an application to their respective CPE administrators for assessment. Each case will be considered on its own merits and CPE points will be awarded upon satisfactory assessment of a case.

### **Submission of Documents for Award of CPE Points**

12. On completion of the activities, CPE Programme Providers shall issue attendance proof to the pharmacists concerned for retention. The pharmacists shall forward the attendance certificates to their respective CPE Administrator for recording of CPE points accumulated within the CPE cycle by the end of each cycle.

13. For pharmacists who wish to apply for award of CPE points for CPE programmes organised by non-local pharmacy boards and pharmacists' associations recognised by the locally-accredited CPE Administrators, he/she can complete the application form at **Appendix IV** with synopsis of the activity and proof of attendance and submit to the respective CPE Administrator.

14. Enrolled pharmacists are encouraged to keep record and submit documentary proof of the CPE activities to CPE Administrators, such as transcripts of postgraduate courses taken, photocopies of published activities, or documentation of self-study programme, attendance certificates (if necessary) etc., for assessment throughout the year.

### **Review of the CPE Programme**

15. The effectiveness of the overall CPE Programme will be reviewed by the Board from time to time.

### **Enquiries**

16. Enquiries on the CPE Programme should be directed to the respective CPE Administrators. Where necessary, the CPE Administrators may contact the Board for advice.

The Pharmacy and Poisons Board of Hong Kong  
March 2024

**Continuing Pharmacy Education (“CPE”) Programme for Registered Pharmacists  
The Pharmacy and Poisons Board of Hong Kong**

**List of Continuing Pharmacy Education (“CPE”) Administrators**

*(In alphabetical order of the names of organisations)*

- 1. School of Pharmacy, The Chinese University of Hong Kong**  
*(for staff (including adjunct staff) and students of the Master of Clinical Pharmacy Programme of The Chinese University of Hong Kong only)*
- 2. The College of Pharmacy Practice**
- 3. Department of Health**  
*(for pharmacists of the Department of Health only)*
- 4. The Hong Kong Pharmacists Union**
- 5. The Hospital Authority**  
*(for pharmacists of the Hospital Authority only)*
- 6. The Pharmaceutical Society of Hong Kong**
- 7. Department of Pharmacology and Pharmacy, The University of Hong Kong**

***Roles and Duties of CPE Administrators***

- (i) To set up personal CPE database for enrolled pharmacists, evaluate CPE applications along with CPE Programme Providers and calculate the CPE points awarded to enrolled pharmacists;
- (ii) To accredit CPE Programme Providers; and make such list published and available for all registered pharmacists;
- (iii) To monitor and review the work of CPE Programme Providers;
- (iv) To compile and publish a list of approved overseas pharmacy boards or pharmacists associations’ for awarding CPE points to programmes / activities accredited by them;
- (v) To assess and accredit CPE activities, which are not provided by accredited CPE Programme Providers, for the award of CPE points;
- (vi) To provide necessary documentary evidence to the pharmacist concerned when he/she elects to register with a new CPE Administrator;
- (vii) To submit to the Postgraduate Pharmacy Training and Development Committee (“PPTDC”) a list of enrolled pharmacists with their CPE points accumulated within the reporting cycle and the log sheet of each individual enrollee upon completion of **each** CPE cycle (log sheet template at **Annex**);

- (viii) To answer enrollee's enquiries on the CPE Programme and contact the Pharmacy and Poisons Board ("the Board") for advice when necessary;
- (ix) To submit to the PPTDC annual returns consisting of present members of the governing body of the organisation and the summary of work done as well as progress reports and necessary information as requested by Board; and
- (x) To devise registration procedures and fee structure for their services provided to the enrolled pharmacists.

### *Accreditation of CPE Administrators*

#### (a) Accreditation Process

The PPTDC will invite various organisations to submit applications for accreditation as CPE Administrators on behalf of the Board prior to commencement of the programme.

2. Upon receipt of the applications from local pharmacists' associations, pharmacists training institutes and/or relevant government departments/statutory bodies, the PPTDC will evaluate the applications against the assessment criteria set out in the ensuing paragraphs.

#### (b) Criteria for Accreditation of CPE Administrators

3. To be recognised as a CPE Administrator, an applicant organisation/association should satisfy the following –

- (i) be an established body which has been registered as a company or within legal framework;
- (ii) include an objective to promote pharmacy education or continuing pharmacy education for registered pharmacists in its memorandum/article of association or objective statement;
- (iii) have an established suitable track record;
- (iv) have a suitable training infrastructure; and
- (v) having received favourable assessment of past pharmacy education activities by the participants.

(c) Application Procedures

4. To apply for accreditation as a CPE Administrator, an applicant organisation/association should provide the following information in their application –

- (i) name of organisation;
- (ii) person in charge of the programme, their qualifications and experience;
- (iii) proposed organisational structure for the programme;
- (iv) proposed mechanism for quality assurance;
- (v) proposed methods to record the CPE points obtained;
- (vi) copies of (a) company register; (b) memorandum / articles of association or objective statements; (c) relevant CPE-related activities conducted in the last twelve months if available; and (d) course assessment by participants if available;
- (vii) procedures for registration which were in place/to be established; and
- (viii) fees schedule, if applicable.

**Record of CPE Activities of Enrolled Pharmacist for the 20XX to 20XX CPE Cycle**

CPE Administrator :  [Name]  [Name]  DH  
Name of Registered Pharmacist : \_\_\_\_\_  
Registration Number : \_\_\_\_\_  
Total CPE Points Awarded : \_\_\_\_\_

**Details of CPE Activities Enrolled :**

No.	Name of CPE Activity	Date & Time	CPE Points Awarded
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Total No. of CPE Points Awarded:</b>			



**Continuing Pharmacy Education (“CPE”) Programme for Registered Pharmacists  
The Pharmacy and Poisons Board of Hong Kong**

**List of Continuing Pharmacy Education (“CPE”) Programme Providers**

- 1. School of Pharmacy, The Chinese University of Hong Kong**
- 2. The Department of Health**
- 3. The Hong Kong Pharmacists Union**
- 4. Chief Pharmacist’s Office, The Hospital Authority**

***Roles and Duties of CPE Programme Providers***

- (i) To set up a dedicated division for co-ordinating matters of continuing education, and establishing an effective quality assurance mechanism of service for CPE programmes;
- (ii) To organise CPE courses and programmes for registered pharmacists, and evaluate CPE points to be awarded upon completion of such courses and programmes according to criteria prescribed by the Pharmacy and Poisons Board (“the Board”);
- (iii) To issue proofs of CPE points and/or attendance to registered pharmacists who have completed relevant courses and programmes, and submit the completed attendance records to the CPE Administrators for recording of CPE points;
- (iv) To submit progress reports and necessary information regularly as requested by the Board and the Postgraduate Pharmacy Training and Development Committee (“PPTDC”);
- (v) To keep records of all CPE programmes and activities for at least 6 years for easy access by the Board and programme participants; and
- (vi) To seek accreditation from the CPE Administrator prior to the conduct of CPE activities.

***Accreditation of CPE Programme Providers by Accredited CPE Administrators***

(a) Accreditation Process

The PPTDC will invite various organisations to submit applications for accreditation as CPE Administrators prior to commencement of the programme. After the commencement of the programme, individual pharmacists’ organisation with experience in providing CPE activities could apply to accredited CPE Administrators for accreditation as CPE Programme Providers.

2. Upon receipt of the applications from local pharmacists’ associations, pharmacists training institutes and/or relevant government departments/statutory bodies, accredited CPE Administrators will evaluate the applications against the assessment criteria set out in the ensuing paragraphs.

(b) Criteria for Accreditation as CPE Programme Provider

To be recognised as a CPE Programme Provider, an applicant organisation/association should –

- (i) be a local tertiary training institution, government body or statutory organisation, established professional association or society which has been registered as a company or a body with a legal identity;
- (ii) all applying organisations should be of good repute and members of the governing body of the organisations should be of good standing as assessed by the Board;
- (iii) have an objective to promote continuing pharmacy education for registered pharmacists;
- (iv) have a suitable track record in organising pharmacy-related activities of not less than 20 hours in aggregate in the past two years prior to application; and
- (v) demonstrate that all educational activities offered are not subject to commercial influence.

(c) Continuous Assessment of CPE Programme Provider

To maintain its accredited status, a CPE Programme Provider is required to –

- (i) organise activities with not less than 10 CPE points within a CPE cycle;
- (ii) submit to the PPTDC an Annual Return Form (Annex) of the accredited CPE activities organised and the present members of the governing body of the respective organisation by the end of August each year; and
- (iii) regularly review on the quality of the organised activities based on user feedback/complaints received.

**Annual Return Form on  
Continuing Pharmacy Education (“CPE”) Programme by CPE Programme Providers  
for the [Year] to [Year] CPE Cycle**

Please mail the original signed copy of this form to the Secretariat of the Pharmacy and Poisons Board at 1/F, Shun Feng International Centre, 182 Queen’s Road East, Wanchai, Hong Kong and email the softcopy in MS Word format to [ppb@dh.gov.hk](mailto:ppb@dh.gov.hk) separately.

Name of CPE Programme Provider: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

**(I) Report on the CPE Activities Organised**

<b>No.</b>	<b>Name of CPE Activity</b> <small>Note 1</small>	<b>Date and Time</b>	<b>CPE Point(s) awarded</b> <small>Note 2</small>	<b>No. of Registered Pharmacist Attended</b> <small>Note 3</small>	<b>Type of CPE Activity</b>

*Note 1: Please provide a brief description of each organised CPE activity.*

*Note 2: Please provide the written confirmation issued by the CPE Administrator certifying the CPE points accredited for each CPE activity.*

*Note 3: Registered Pharmacists refer to the pharmacists registered with the Pharmacy and Poisons Board of Hong Kong.*

**(II) Present Members of the Governing Body**

<b>Name</b>	<b>Qualification</b>	<b>Post Title</b>

Name of Person-in-charge: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Continuing Pharmacy Education (“CPE”) Programme for Registered Pharmacists  
The Pharmacy and Poisons Board of Hong Kong**

**Report Form for Self-study CPE Activities for the 20XX to 20XX CPE Cycle**

The report form should be submitted to the respective CPE Administrators for recording the CPE points to be awarded. One CPE point will be allocated per an actual hour spent on reading the reference materials. If reflection report is required to be submitted upon completion of self-study activities, a maximum of 7 CPE points per cycle would be allowed; whereas a maximum of 3 CPE points per cycle should be allowed if reflection report is not required to be submitted upon completion of self-study activities.

**I. Particulars of Applicant**

- (a) Name: \_\_\_\_\_
- (b) Pharmacist Registration No.: \_\_\_\_\_
- (c) CPE Administrator:  [Name]       [Name]       Department of Health
- (d) Report Date: \_\_\_\_\_

**II. Details of Self-study CPE Activities**

- (a) Information on the self-study material(s)<sup>Note</sup>

Title of paper/book/chapter(s)/e-learning material(s):	
Author(s):	
Journal/volume/pages/edition/year published/pages/websites:	

- (b) Time spent: \_\_\_\_\_ hour(s) \_\_\_\_\_ minute(s)
- (c) Summary

*Please describe the background of the subject area, main contents of the material and conclusions/suggestions in not less than 100 words.*

Note:

The self-study materials must be pharmacy-related including (i) scientific papers; (ii) books/book chapters/monographs published by professional publishers; and (iii) network educational programme/e-learning materials presented by academic institutions, professional bodies or government agents which must be published within the most recent 3 years counting from the date of report of the self-study CPE activity.

(d) Critical assessment of the value of the material studied

Please include a brief review of the subject area and rationale for the issue, scientific values of the material, clinical implications, critical views, recommendations and perspectives, etc in not less than 100 words.

Signature of the Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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**For official use only:**

**CPE points credited:** \_\_\_\_\_ **Checked by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Continuing Pharmacy Education (“CPE”) Programme for Registered Pharmacists  
The Pharmacy and Poisons Board of Hong Kong**

**Claim Form for CPE Points for Pre-approved Overseas CPE Activity or  
Activity Organised by Approved Overseas Organisation  
for the 20XX to 20XX CPE Cycle**

**I. Particulars of Applicant**

- (a) Name: \_\_\_\_\_ (b) Pharmacist Registration No.: \_\_\_\_\_
- (c) Enrolled CPE Administrator:  [Name]  [Name]  Department of Health
- (d) Date and Time of the Activity: \_\_\_\_\_

**II. Details of Overseas CPE Activities**

Name of CPE Activity: _____	
Organising Institute: _____	
Date(s): _____	Total no. of Hour(s) Attended: _____
<b><u>Mode of Attendance:</u></b>	
<input type="checkbox"/> Online with Live Streaming	<input type="checkbox"/> Physical Attendance
<input type="checkbox"/> Online (On Demand)	
Speaker(s): (if applicable/known) _____	
No. of hour(s) claimed as being: (Please select the appropriate item)	<input type="checkbox"/> Attendee _____ Hour(s) <input type="checkbox"/> Chairperson _____ Hour(s)
	<input type="checkbox"/> Demonstrator _____ Hour(s) <input type="checkbox"/> Presenter / Speaker _____ Hour(s)
Nature & Duration of Activity:	Meeting: _____ Hour(s) Workshop: _____ Hour(s)
	Others: (Please specify: _____) _____ Hour(s)

**Remarks:**

- (1) *Synopsis of the activity and evidence of attendance should be attached to the application form.*
- (2) *The application form should be submitted to the respective CPE Administrators and will be assessed individually on the CPE points to be awarded.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For official use only:**

**CPE points credited:** \_\_\_\_\_ **Checked by:** \_\_\_\_\_ **Date:** \_\_\_\_\_