



**United
Kingdom
Clinical
Pharmacy
Association**

GUIDELINES ON THE APPROVAL OF EDUCATIONAL PROGRAMMES

UKCPA, 2nd Floor, Alpha House, Countesthorpe Road, South Wigston, Leicestershire, LE18 4PJ

Tel: 0116 2776999, Fax: 0116 2776272, Email: admin@ukcpa.com
www.ukcpa.org

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The purpose of approval

An important part of the role of the UKCPA is to be at the forefront of education for practicing pharmacists in Healthcare and the UKCPA's mission is to foster pharmaceutical care for the benefit of patients, establish standards provide education and training and promote innovation.

UKCPA approval has been developed to meet the needs of providers of events, learning materials and other development activities wishing to have recognition of their activity.

The UKCPA approval scheme is primarily aimed at events (i.e. conferences, workshops, short courses) and learning materials which do not lead to a formally assessed qualification

The United Kingdom Clinical Pharmacy Association (UKCPA) is an independent non profit making organisation funded by membership fees.

Responsibilities for the approval process

The Approval Panel will consist of educational specialists and practising pharmacists.

A member of the Education & Training Group (communicate via the Chair of the Group)

A Member of UKCPA General Committee

A member of the relevant UKCPA group to provide subject expertise (communicate via the Chair of the Group)

It will be ensured that no member has had any prior contact with the applicant in another external advisory or employment capacity. The UKCPA declaration of interests guidance will be followed

The Approval Panel is accountable to the General Committee of UKCPA. In order to implement the policy in a professional and academically consistent manner. The Approval Panel will:-

1. Review the submissions for approval with a view to ensuring that the decisions recommended by the panel accord with the criteria for approval, are consistent with decisions made in other similar cases, and are not self-evidently perverse or unjust.
2. Make recommendations that seem appropriate and in line with developments within education to the General Committee about any modifications to the criteria or approval processes.
3. Periodically review the approval criteria, guidance given to applicants seeking approval, internal documentation, and the approval processes to ensure they are appropriate.

Confidentiality

UKCPA treats the work of the Approval Panel as confidential. No reports or minutes of meetings will be shown to anyone who is not a member of the Approval Panel or a member of the UKCPA General Committee and the Education and Training Group Committee or UKCPA staff.

Approval Criteria

Programmes for which UKCPA approval is sought must satisfy the following criteria:

- Relevant to the practice of Clinical Pharmacy within the chosen topic
- Aims and learning outcomes should be clearly defined at the outset and appropriate for the target audience
- The target audience should be clearly defined and the learning need identified .
- The content must be designed where appropriate in relation to the knowledge, skills, and attitudes to meet competency standards as appropriate to the learning outcomes
- The content must be non promotional
- The teaching methods used should be designed to achieve the stated learning outcomes
- Opportunities should be provided to participants for assessment of their learning
- The programme is evaluated under a quality assurance framework
- Any commercial sponsorship or interests of the programme planner, presenters, or facilitators must be declared on the application form.

Process of approval

Applications for approval must be made on the standard application form available and signed by a member of the organisation responsible for arranging the programme. This should be submitted together with a detailed programme and the appropriate fee.

Repeat events are charged at a reduced fee

The Approval Panel make their recommendations against the approval criteria. If approval is not granted feedback will be given.

Timescale from submission to receiving a decision

Four weeks for study days

Charges for study days

£200 per day event,
£100 per half day event, payable to "UKCPA".

Web based events and distance learning materials – price on application

Repeat events are charged at a reduced rate of 20% per event.



APPLICATION FOR APPROVAL OF EDUCATION PROGRAMME

Please complete this form and send it, together with the event programme, learning outcomes for the programme, speaker details, and any fee due to the address below:

UKCPA
 2nd Floor, Alpha House
 Countesthorpe Road
 South Wigston
 Leicestershire
 LE18 4PJ
 or e-mail it to us at admin@ukcpa.com

Title of Programme

.....

| | | |
|--|------------------------|----------------------------------|
| Start date: | Finish date: | Providing Organisation: |
| Venue: | Address:..... | Nominated contact: |
| Number of hours (excluding breaks) | Tel: | Fax: |
| Will the audience be: <i>(please tick)</i> <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> Regional <input type="checkbox"/> International | e-mail | Sponsors: (if any) |
| Fee charged to participants: £ | | |

Approval fee: £200 per day, £100 per half day,
 payable to "UKCPA"

Target Audience *(please tick all that apply)*

- clinical topics non clinical topics (personal skills, teaching, research, management, etc.)

Clinical speciality

- | | | |
|---|--|---|
| <input type="checkbox"/> cardiology | <input type="checkbox"/> care of elderly | <input type="checkbox"/> dermatology |
| <input type="checkbox"/> endocrinology | <input type="checkbox"/> gastroenterology & hepatology | <input type="checkbox"/> general medicine |
| <input type="checkbox"/> intensive care | <input type="checkbox"/> respiratory medicine | <input type="checkbox"/> rheumatology |
| <input type="checkbox"/> surgery | <input type="checkbox"/> all specialities | <input type="checkbox"/> infection management |
| <input type="checkbox"/> other (please specify _____) | | |

Aim(s) of the programme

.....
.....

Learning outcomes of the programme

.....
.....
.....
.....

What specific skills/knowledge will participants acquire during the programme?

.....

Does the material require completion of assessment exercises? If so, how will these be assessed?

.....

Which teaching methods will be used? *(please tick as appropriate)*

- | | | |
|---|--|---|
| <input type="checkbox"/> lectures | <input type="checkbox"/> practicals | <input type="checkbox"/> demonstrations |
| <input type="checkbox"/> tutorials | <input type="checkbox"/> individual performance review | <input type="checkbox"/> workshops* |
| <input type="checkbox"/> discussion group | <input type="checkbox"/> quizzes | <input type="checkbox"/> MCQs |
| <input type="checkbox"/> e-learning | <input type="checkbox"/> flexible delivery, e.g. video, CD Rom, distance learning , e-learning | |
| <input type="checkbox"/> other (please specify) | | |

.....

*please indicate the teaching methods which will be used in the workshop

How will the programme be evaluated? Please provide supporting documentation

Declaration of interest

I/we agree that I/we have provided all of the requested information regarding the sponsorship of the applied for programme(s).

Signed

Organisers of approved events are required:

1. to keep a record of the names of the people who attended – this record should be kept for a minimum of five years;
2. to provide attendance certificates to participants who require them.

FOR OFFICE USE ONLY

THIS PROGRAMME WAS APPROVED FOR UKCPA BY:

.....

signed

date

on behalf of United Kingdom Clinical Pharmacy Association

Approval –criteria