



# CRITERIA FOR APPROVAL

Supporting Excellence in Pharmacy

Criteria for approval	
<b>Scope of training</b> Relates to supply of <i>Pharmacy Medicines and/or            Pharmacist Only Medicines</i>	The training must focus on the appropriate <b>supply</b> of <i>Pharmacy Medicines</i> and <i>Pharmacist Only Medicines</i> . These medicines are sometimes referred to as S2/S3 or Schedule 2/Schedule 3 medicines.  Training which solely focuses on product knowledge or describing a health condition does not meet this criterion.
<b>Learning Outcomes</b>	Learning outcomes must: <ul style="list-style-type: none"> <li>• Build on the skills developed in initial training 'SIRCHCS201: Support the supply of Pharmacy Medicines and Pharmacy Only Medicines'<sup>1</sup> or equivalent.</li> <li>• Relate to the stated scope of the training</li> <li>• Be specific, measurable, attainable, relevant and timely</li> </ul>
<b>Course Content</b>  <i>Consistent with            pharmacy practice</i>	Course materials must be consistent with appropriate pharmacy practice.  The following resources may be used to consider whether training material meets this criterion: <ul style="list-style-type: none"> <li>• PSA Professional Practice Standards</li> <li>• The Quality Care Pharmacy Program's Requirements Manual</li> <li>• Other relevant documents/guidelines</li> </ul> Common aspects of pharmacy practice which are relevant to QCPP Approved Refresher Training include: <ul style="list-style-type: none"> <li>• Professional Standards for supply of non-prescription medicines</li> <li>• Supply protocols, such as: Ask, Assess, Advise   WHAT-STOP-GO   CARER</li> </ul> In considering whether training is consistent with supply protocols, the review team will consider: <ul style="list-style-type: none"> <li>• Whether appropriate information has been gathered</li> <li>• Whether all appropriate referral points to the pharmacist are covered</li> <li>• Whether appropriate advice is provided to the customer/consumer</li> </ul>
<b>Content accurate and complete</b>	Content must be accurate, relevant and appropriate to the audience which it is intended.  The activity must cover the learning objectives.
<b>Complies with legislation</b>	The content of the training must comply with, and support the learner to comply with, relevant legislation.  Common legislation relevant to QCPP Approved Refresher Training includes: <ul style="list-style-type: none"> <li>• State and territory pharmacy legislation</li> <li>• <i>Therapeutic Goods Advertising Code</i> and other advertising regulation (if the training material could be considered an advertisement)</li> </ul> <i>Comments from the review team should not be considered legal opinion. Applicants should seek their own advice on regulatory and legal issues.</i>
<b>Writers/presenters</b>	Writers, developers and presenters must have the appropriate skills, expertise and experience to develop and/or present the training material. In many cases, a job title or short biography will satisfy this criterion. In some cases the review team may request a copy of the writer's/ developers/ presenters resume.

<sup>1</sup> This qualification was previously titled SIRPPK001A Support the sale and supply of Pharmacy and Pharmacist Only medicines

Assessment tool	<p>Assessment tasks must:</p> <ul style="list-style-type: none"> <li>• Assess whether the learning outcomes have been achieved</li> <li>• Must focus on the appropriate supply of <i>Pharmacy Medicines</i> and/or <i>Pharmacist Only Medicines</i>. Questions which only assess recall of product knowledge will not satisfy this criterion.</li> </ul> <p>Using sample case based questions in assessment tasks is a preferred mechanism of assessment.</p> <p>All learning outcomes must be assessed.</p> <p>Multiple choice questions should generally contain at least four options. The use of true/false questions is strongly discouraged.</p> <p><b>The inclusion of an assessment task is not mandatory for face-to-face training.</b></p>
Certificate	<p>The certificate must include:</p> <ul style="list-style-type: none"> <li>• Name of participant</li> <li>• Name of activity</li> <li>• Date of completion</li> <li>• QCPP Approved Refresher Training Logo</li> <li>• Duration of activity (consistent with QCPP Refresher Training approval)</li> </ul>

## Conditions of approval

Where the review team considers an application appropriate for approval as Refresher Training, but not all criteria have been met, the application may be approved, subject to conditions being met.

Conditions of approval describe actions which must occur for all mandatory approval criteria to be met.

The applicant must meet or commit in writing to such conditions before the course is advertised as Approved Refresher Training.

Conditions must be met before the training is conducted.

## CONTACT US

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