Guidelines for Application of Accreditation of Continuing Education (CE) Activities by External (non PSNZ) Providers

An accredited CE activity must demonstrate that it satisfies all of the PSNZ Accreditation Standards. This guideline for the application process and forms has been designed to allow a provider of continuing education for NZ pharmacists to supply evidence that enables a consistent, quality assured review and assessment of each activity.

It is necessary to read, and refer to, the following documents to complete this application.

- **PSNZ Standards for Continuing Education (CE) Activities (2015)**
  www.psnz.org.nz > ENHANCE
- **PSNZ Policy for Accreditation of CE Activities by External Providers (2015)**
  www.psnz.org.nz > ENHANCE
- **“Group 2 Learning Activities and Assessment”**
  www.psnz.org.nz > ENHANCE
- **“Learning Objectives”**
  www.psnz.org.nz > ENHANCE
- **Using MCQs for Assessment of Continuing Education**
  www.psnz.org.nz > ENHANCE
- **Competence Standards for the Pharmacy Profession, Pharmacy Council of NZ**
- **Code of Ethics 2011, Pharmacy Council of NZ**

**Important information**

Applications must be submitted at least one month prior to the commencement of the learning activity to ensure enough time is allowed for a full assessment of documentation. Any queries or accreditation applications should be directed to the ENHANCE programme team enhance@psnz.org.nz

The accreditation process must be finalised and a notification letter received before an activity is delivered, published or distributed. Applications submitted for accreditation of activities after delivery, publication or distribution will not be accepted for review.

It is the provider’s responsibility to submit applications in sufficient time to allow for any revisions or rewrites required prior to final approval. PSNZ is not responsible for missed publication deadlines or lack of accreditation due to late submission of an application or any delays caused by revisions or further information required from the provider.

All forms are available from the PSNZ website:

Accreditation fees

The application fee covers review of the program material and is due upon submission of application of CE activities for review. Accreditation of CE activities is subject to fees being paid.

Fee structure is based on the length and amount of material that needs to be reviewed. The fee is non-refundable after the application has been reviewed regardless of whether the material meets the Accreditation Standards.

<table>
<thead>
<tr>
<th>CE activity type</th>
<th>Fee ex GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 hour activity</td>
<td>$250 (includes review of assessment)</td>
</tr>
<tr>
<td>e.g. lecture, interactive workshop, online module, article (up to 4000 words)</td>
<td></td>
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<tr>
<td>1 – 2 hours activity</td>
<td>$325 (includes review of assessment)</td>
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<tr>
<td>e.g. examples as above or article (4000 – 8000 words)</td>
<td></td>
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<tr>
<td>Half day activity (2 – 4 hours)</td>
<td>$500 (includes review of assessment)</td>
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<tr>
<td>Full day activity</td>
<td>$900 + $100 per assessment</td>
</tr>
<tr>
<td>2 day activity</td>
<td>$1800 + $100 per assessment</td>
</tr>
<tr>
<td>Appeals fee</td>
<td>$250</td>
</tr>
</tbody>
</table>

Appeals

Opportunities to amend content or other resources are provided as part of the review process, and the accreditation assessor may make recommendations for changes to assist with meeting the Accreditation Standards. In the event that any of the Accreditation Standards are not met, accreditation will not be granted. In this instance, the assessor will work with the provider to ensure compliance with the Accreditation Standards wherever possible.

An activity provider who is not satisfied with the accreditation decision may submit an appeal of the accreditation decision in writing to the ENHANCE Programme Manager. All complaints and appeals will be treated in confidence and without prejudice.

An appeal may be based on an error in the:

- evaluation against the Accreditation Standards
- The ENHANCE points allocated
- result of the application

The ENHANCE Programme Manager will notify the Provider of the required process. This process is discretionary and dependent on the nature of the appeal, but may include the application being reviewed by a different accreditation assessor. In this case, the assessor will not have any information about the outcome of the previous assessment of the application.

The required fee must accompany the appeal, and will be refunded if outcome of the appeal is in favour of the provider. This process will take between four to six weeks and the decision of the appeal is binding.

The ENHANCE Programme Manager will notify the provider of the outcome of the appeal process.
Changes to the Accredited Activity
(Accreditation Standard 3.4)

It is the provider’s responsibility to ensure the accredited activity is delivered exactly as submitted in their application. Changes to an accredited activity may require a review of activity material. Review following minor changes (e.g. name change) will be undertaken at no additional cost to the provider. Reviews following major changes may require submission of a completely new application, which will attract the applicable fee.

Promotion and delivery of CPD activity
(Accreditation Standard 2.4)

Once an activity is accredited, PSNZ grants the provider the right to use the ENHANCE logo on promotional material associated with the accredited activity. The logo and any accompanying text information will be provided to the provider when they are notified in writing of the accreditation outcome, with their accreditation number.

A statement containing the learning objectives must be accessible to pharmacists to allow them to choose appropriate activities.

Participants need to be provided with the following information to allow them to meet requirements for recording CE:
- Date of activity
- Source or provider details
- Type of activity (e.g. lecture, workshop, conference)
- Topics covered during activity
- Type and number of Enhance points

Sponsor acknowledgement and commercial bias
(Accreditation Standards 2.4; 3.1)

Sponsor acknowledgment must be clear, concise and transparent. PSNZ suggests the following as a guide for acknowledging different types of sponsorship:
- This article was independently commissioned and reviewed by XXX at the request of and/or with support from company XXX.
- This activity has been funded/supported by XXX.
- The educational material has been commissioned and supported by XXX, and independently reviewed by XXX.

Activities 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

Maintaining accreditation

- All CE activities are accredited for a maximum of two years.
- An expiry date is allocated at the discretion of the Pharmaceutical Society of NZ Inc

Providers may apply for reaccreditation if the activity is to remain accredited after the accreditation expiry date.

The content must be reviewed and revised within the provider’s review cycle and incorporate new and relevant researched information and relevant feedback from previous evaluations. A new application may be requested for the reaccreditation of an activity and will be at the discretion of PSNZ.
**Evaluation**  
(Accreditation Standard 3.4)

Participants must be provided with the opportunity to evaluate the quality of the CE activity to enable ongoing quality assurance and improvement process by the provider.

This must assess their view of:
- their achievement against the stated learning objectives
- the relevance of activity and content to their practice
- their overall satisfaction with the activity as a whole
- the suitability of delivery of the activity

A summary of this evaluation on these four points must be sent to PSNZ, by the CE activity provider, within **1 month** of the activity’s completion, however providers can include other questions on the evaluation forms if they wish.

If the activity is ongoing, the evaluation summary should be provided every **6 months** for the duration of the activity.

**Failure to provide evaluations within the specific time may cause the accreditation to be revoked.**

Template for both the evaluation form and Summary of evaluations form can be found on the PSNZ website at [www.psnz.org.nz/public/enhance/what_is_enhance/Enhance.aspx](http://www.psnz.org.nz/public/enhance/what_is_enhance/Enhance.aspx)

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**Audits**

PSNZ has an ongoing responsibility to their members to ensure that the quality of any accredited programme is maintained and improved. A systematic audit process will be used to evaluate a provider’s compliance with the Standards and designed to provide feedback on the quality of the activity to ensure that the context, structure and process remain relevant and useful to the intended participants, and thus providing support for the provider’s continuous improvement of their activity development and delivery.

PSNZ aims to randomly audit at least 5% of all accredited activities each year. The audit process may also be instigated (but is not limited to) when:
- a complaint is received about an activity
- activity content does not appear to be evidence-based or is controversial in some way (e.g. due to new evidence)

Audit will assess the provider’s compliance with the accreditation standards, and may involve:
- a PSNZ representative participating in the activity (with or without advance notice to the provider)
- surveying activity participants for their opinions against the standards
- requesting the submission of activity documentation which could include assessment and/or evaluation forms

If the activity does not meet the requirements of the accreditation process, the provider will be given the opportunity to bring their activity up to the required standard. If appropriate remedies cannot be made, or the provider fails to participate in the audit process, their accreditation may be withdrawn.

The provider will be responsible for notifying all future participants that accreditation has been revoked, and ensuring that all accreditation statements and PSNZ logos are removed from the activity immediately. PSNZ may also refuse to accredit future submissions from the provider or sponsor, either for a specified period of time or indefinitely.