

CPD Credit Point System (Pharmacist and Pharmacist Assistant)

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	BPF CPD Committee Consensus on additional criteria/explanatory notes	Verification Method	Maximum Points for Annual Consideration	
						Pharmacist	Pharmacist Assistant
A1	Congress/ Conference (Local/ international)	20 per conference	A conference should : a. Be conducted not less than 3 full days, a full day being 5-8 hours AND b. Involve speakers of international standing AND c. Contain plenary lectures / symposia AND d. Allow presentation of free communication / poster.	<ul style="list-style-type: none"> ✚ This A1 category can be claimed if the event is: <ul style="list-style-type: none"> ▪ Less than 3 days with minimum at least 2 days provided that the other criteria are fulfilled 	Proof of attendance (certificate or letter of participation) Certified Copy of event tag. Tentative program	20	20
A2	Scientific Meetings of Chapters of Academy/ Universities/ Colleges/ Association/Institutions/ Ministry of Health & others a. Less than 2 hours b. 2-4 hours (1/2 day) c. 5-8 hrs (full day) d. 2 full days e. 3 or more full days.	1 point 2 points 3 points 6 points 10 points		<ul style="list-style-type: none"> ✚ Any seminar/ symposium that contains presentation/ lectures on scientific papers that is related to profession are considered as a Scientific Meeting. 	Proof of attendance (certificate or letter of participation) Tentative program	20	20
A3	Workshops/ Courses/Seminars/ Fellowships/ attachment etc. (include hands-on & skills courses) a. Half day (2-4 hours) b. Full day (5-8 hours) c. 2 full days d. 3 or more full days e. Skills accredited structured courses by specific disciplines (e.g ALS, PALS, NRP, MTLs) f. Study Tour	4 points 6 points 10 points 15 points 20 points 5 points	For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals.	<ul style="list-style-type: none"> ✚ This A3 category can be claimed for training that is related to work, including quality, IT, management and specific "Labs" etc. ✚ A duration of any activities under this category is based on the number of days of the event. ✚ MTAC, sterile preparation attachments, methadone attachments, laboratory hands-on training and online courses can be included under the category of A3 (e). ✚ Any study tour that is related to professional work can be claimed under A3 (f). 	Proof of attendance (certificate or letter of participation)	30	35

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A4	CME sessions/ other professional activities e.g. Topic seminar, Forum, Lectures, Journal Club, Formal Ward rounds (teaching rounds), Clinic attendance, Hospital clinical meeting, Video show, Video conferencing, Reflective Notes, Morbidity and mortality reviews, Epidemiological reviews	1 point/ topic	For ward rounds credit points are awarded to participants from outside own hospital/ establishment, e.g. Private practitioners, verified by the CPD Chairman of that institution.	<ul style="list-style-type: none"> ✚ This A4 category can be claimed for activities that are related to work, including quality, IT and management as well as Continues Education (CE) presentation in a meeting. ✚ Additional notes: <ul style="list-style-type: none"> ▪ 1 point/topic also equivalent to 1 point/session ▪ 1 point/1 ADR report 	<p>Proof from attendance records/ agenda / minutes of meeting</p> <p>Proof of report submission</p>	20	30
A5	<p>Presentation at accredited meeting</p> <p>- Plenary lecture/long paper (>45 min.) / Free paper / short paper</p> <p>- Others lectures/ talks e.g. Visiting lecture, Hospital clinical meeting, CME sessions, Public meeting, Giving talk /public advice, Lectures to NGO/ radio or TV talk, Technical briefing/ update.</p>	<p>10 points</p> <p>5 points</p>	<p>These credit points are in addition to full delegate attendance at congresses, scientific meetings or workshops. Otherwise only credit points for presentation are attainable.</p> <p>Visiting lecture – Where one is officially invited to give a lecture at venue/ function away from one's principal place of practice.</p>	<ul style="list-style-type: none"> ✚ This category can be claimed for the speakers who present a plenary lecture/long paper/free paper/short paper that is pertaining to category A1/A2 activities. ✚ Points can be claimed for each activity (e.g. 5 points given per workshop) ✚ Visiting lecture - Points can be claimed for the same topic in different events ✚ 5 points can be claimed by a poster presenter, exhibitor, panellist (in a Forum) and moderator. 	<p>Certificate or Letter of appreciation or appointment for activity conducted</p> <p>Proof of the plenary lectures : eg. Tentative programme</p>	20	20

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A6	Publication of articles in journal/ chapters in book /reports/portal a. Indexed/ Peer reviewed Journal (authors) b. Non-indexed journal (authors) c. Chapter in book - each chapter d. Reports e.g. Technical report, working papers, Articles/write up for portal	20 points 10 points 10 points 10 points	An indexed journal is one which has international standing and is listed in the <i>Index Medicus</i> or similar indexing system. Maximum for writing chapters in a book is 20 points.	✚ Points can be claimed once the article has been published.	Verified publication in a book, journal and portal Print screen of article/write up in Portal	30	20
A7	Self-study/ Group study/ Distance learning e.g. Reading scientific papers from indexed journals, Audio-visual, Organized group discussion under accredited co-coordinator	1 point/paper or session	Documented evidence (with verification) needs to be produced e.g: a) Self study – Self administered MCQ b) Documented evidence in the form of synopsis/ evidence table Each individual is personally responsible to source for and read relevant PTK materials.		Proof from CME provider or synopsis of article	20	20
A8	CME Online	1 point/article or session	The CPD Board is ultimately responsible for accreditation of the providers.	Depends on the CPD points provided by the organizer	Proof from CME-online provider	20	20
A9	Post-basic courses a. 1-2 weeks b. 2-4 weeks c. >1-3 months d. >3-6 months e. >6 months – 1 yr	10 points 12 points 15 points 20 points 30 points	These should be: a. Conducted by relevant recognized authorities - local or international b. Verified by the CPD committee c. Points are given only once, upon completion of studies.	✚ This category A9 also includes PRP Training and points can be claimed once the PRP has received his/her Full registration certificate. ✚ This category also includes Board of Pharmacy Specialties (BPS) and Good Clinical Practice (GCP) examination and only 10 points maximum can be claimed under A9 (a).	Proof of post-basic or other diploma certificate Proof of certificate or examination results.	30	30

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A10	a. Degree, Masters Programs, Postgraduate programmes (for each stage of examination passed) b. PhD/DrPH c. Advanced Diploma/Sub specialty training	50 points 50 points 50 points	Allowed to also get points from other categories / sections	<ul style="list-style-type: none"> ✚ Points can be claimed upon completion of study. ✚ Officers on study leave must submit their CPD record to their own PTJ. ✚ Points can only be claimed once the officer awarded with a degree or upon completion of their study 	Certificate or exam result Final transcript is accepted only for coursework programme	50	50
A11	Involvement as committee or project member a. Quality Initiatives eg. KIK, Innovations, TQM, Accreditation, ISO, etc b. Research projects (as researcher/ collaborator) c. Training activities (as facilitator/ trainer/ preceptor/Juri /Panel)	5 points for involvement in each area		<ul style="list-style-type: none"> ✚ This category also includes Involvement as a committee or project member for: <ul style="list-style-type: none"> ▪ Quality Initiative ▪ Research project ▪ Training activities (including 5S/EKSA committee) ✚ Any appointment as committee members can be included except those related to own job scope 	Letter of appreciation or appointment for activity	20	20
B1	Editor Member of Editorial Board Referee/ reviewer (per article)	10 points 5 points 5 points	Pertaining to production of journals, special reports, bulletins, newsletters etc.	<ul style="list-style-type: none"> ✚ This category also includes translator and points can be claimed for every article produced. ✚ All Editorial member are eligible to claim once only throughout the project development. ✚ This category also includes publication of Annual Report and Guideline. ✚ All official publication can be claimed under A6 based on the published date. 	Documentation of position held from journal or editorial board, or Letter of appointment	10	10

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B2	<p>Other supporting activities related to personal development and self-improvement: leadership, management, IT, Secretariat innovation, arts, music, languages, teamwork, etc., as organizing committee/secretariat/council member of professional body, etc at:</p> <p>a. Local level</p> <p>b. State level</p> <p>c. National level</p> <p>d. International level</p>	<p>2 points /activity</p> <p>3 points /activity</p> <p>5 points /activity</p> <p>10 points /activity</p>	<p>These activities are not restricted to MOH functions e.g. involvement in PIBG may also be considered.</p> <p>Documented evidence (with verification) needs to be produced)</p>	<p>✚ This category involves with the activities that are not related to work</p> <p>✚ It also includes:</p> <ul style="list-style-type: none"> ▪ Languages/ IT/ leadership Course ▪ Spiritual/religious/ volunteer work ▪ Campaigns, health camps, voluntary and social work ▪ Sports activities (i.e. Charity Run, Marathon, KOSPEN PLUS games etc) <p>✚ Additional notes:</p> <ul style="list-style-type: none"> ▪ Local: event organized by the officer's own PTJ ▪ National: event organized by MOH 	Certificate or Letter of appreciation/ appointment for activity	10	10
B3	Registered Members attending Professional Society Annual General Meeting	2 points	A valid membership registration & proof of attendance must be provided and verified	✚ Example of Professional Societies are MPS, MAP, mySPOR etc.	Attendance list or certificate of AGM	2	4

Notes:

1. Maximum points refers to maximum that will be accepted for each category, and will be taken into account for the annual CPD/PTK points (e.g. attending 3 conferences in one year will only result for a maximum of 20 points being awarded). [Full implemented in 2017]
2. For all activities, certificates of attendance, certified attendance lists, or other evidence for verification are required.
3. These activities are not entitled for CPD points
 - a. Special Task (Enforcement)
 - b. Meeting and Meeting Secretariat
*Except Morbidity and Mortality Review Meeting & Drug Evaluation Meeting by BPF KKM
 - c. Input for annual report
 - d. Interview
 - e. Monthly Assembly for P&P

Updated on November 2020