

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	<p>A conference should :</p> <p>a. Be conducted not less than 3 full days, a full day being 5-8 hours AND</p> <p>b. Involve speakers of international standing AND</p> <p>c. Contain plenary lectures / symposia AND</p> <p>d. Allow presentation of free communication / poster.</p>	Can be claimed if event is less than 3 days but at least 2 days, provided that the other criteria are fulfilled	<p>Proof of attendance (certificate or letter of participation)</p> <p>Certified Copy of event tag.</p> <p>Tentative program</p>	20	20
A2	<p>Scientific Meetings of Chapters of Academy/ Universities/ Colleges/Association/Institutions/ Ministry of Health & others</p> <p>a. Less than 2 hours</p> <p>b. 2-4 hours (1/2 day)</p> <p>c. 5-8 hrs (full day)</p> <p>d. 2 full days</p> <p>e. 3 or more full days.</p>	<p>1 point</p> <p>2 points</p> <p>3 points</p> <p>6 points</p> <p>10 points</p>		Any seminar/ symposium that contain presentation/ lectures on scientific papers and related to profession are considered as a Scientific Meeting.	<p>Proof of attendance (certificate or letter of participation)</p> <p>Tentative program</p>	20	20

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A3	<p>Workshops/ Courses/Seminars/ Fellowships/ attachment etc. (include hands-on & skills courses)</p> <p>a. Half day (2-4 hours)</p> <p>b. Full day (5-8 hours)</p> <p>c. 2 full days</p> <p>d. 3 or more full days</p> <p>e. Skills accredited structured courses by specific disciplines (e.g ALS, PALS, NRP, MTLs)</p> <p>f. Study Tour</p>	<p>4 points</p> <p>6 points</p> <p>10 points</p> <p>15 points</p> <p>20 points</p> <p>5 points</p>	<p>For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals.</p>	<p>For training related to work, including quality, IT, management and specific "Labs" etc.</p> <p>Duration of any activities under category A3 is based on number of days of the event.</p> <p>(e) Include MTAC, methadone attachments, laboratory hands-on training and online courses</p> <p>(f) Any study tour related to professional work only.</p>	<p>Proof of attendance (certificate or letter of participation)</p>	30	35
A4	<p>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</p>	1 point/ topic	<p>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.</p>	<p>For activities related to work, including quality, IT and management</p> <p>1 point/topic also equivalent to 1 point/session</p> <p>Includes Continues Education (CE) presentation in meeting</p> <p>1 point/1 ADR report</p>	<p>Proof from attendance records/ agenda / minutes of meeting</p> <p>Approval by DIS Unit or the authorised person in each MOH Pharmacy Facilities</p>	20	30

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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>	<p>Plenary lecture/long paper/free paper/short paper that is pertaining to A1/A2 activities.</p> <p>Points can be claimed for each activity (e.g. 5 points per workshop)</p> <p>Points can be claimed for the same event and same audience with differ topic as a visiting lecturer</p> <p>5 points can be claimed by a poster presenter, exhibitor, panellist (in a Forum) and moderator.</p>	<p>Certificate or Letter of appreciation or appointment for activity conducted</p> <p>Proof of the plenary lectures : ex. Tentative programme</p>	20	20
A6	<p>Publication of articles in journal/ chapters in book /reports/portal</p> <p>a. Indexed/ Peer reviewed Journal (authors)</p> <p>b. Non-indexed journal (authors)</p> <p>c. Chapter in book - each chapter</p> <p>d. Reports e.g. Technical report, working papers, Articles/ write up for portal</p>	<p>20 points</p> <p>10 points</p> <p>10 points</p> <p>10 points</p>	<p>An indexed journal is one which has international standing and is listed in the <i>Index Medicus</i> or similar indexing system.</p> <p>Maximum for writing chapters in a book is 20 points.</p>	<p>Claim is based on published date.</p>	<p>Verified publication in a book, journal and portal</p> <p>(d) Print screen of article/write up in Portal</p>	30	20

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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 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.		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.	Includes PRP Training. Based on Full registration certificate. Includes Board of Pharmacy Specialties (BPS) and Good Clinical Practice (GCP) examination (10 points only)	Proof of post-basic or other diploma certificate Proof of certificate/ examination results.	30	30
A10	a. Degree, Masters Programs, Postgraduate programmes (for each stage of examination passed) b. PhD/DrPH c. Advanced Diploma/ Subspecialty training	50 points 50 points 50 points	Allowed to also get points from other categories / sections	Points can be claimed upon completion of study. Officers on study leave must submit CPD record to their PTJ. Points will only be given upon award of degree at convocation, or completion of study	Certificate or exam result Final transcript is accepted only for coursework programme	50	50

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A11	Involvement as committee or project member a. Quality Initiatives eg. KMK, 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		Involvement as committee or project member for Quality Initiative, research project and training activities. (including 5S 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.	Includes translator (per article) All Editorial member can claims credit point once along project development. Publication SOP, Annual Report, and Guideline are included. All official publication can be claimed under A6 based on published date.	Documentation of position held from journal or editorial board, or Letter of appointment	10	10

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B2	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: a. Local level b. State level c. National level d. International level	2 points /activity 3 points /activity 5 points /activity 10 points /activity	These activities are not restricted to MOH functions e.g. involvement in PIBG may also be considered. Documented evidence (with verification) needs to be produced)	Activities are not related to work Languages/ IT/ leadership Course Spiritual/religious/ volunteer work Campaigns, health camps, voluntary and social work are included. Local : event organized by within IPKKM/ PTJ/ Institute National : event organized by KKM	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	Professional Societies such as 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 December, 2017

