



**Royal  
Pharmaceutical  
Society**  
of Great Britain

## **Professional Standards and Guidance for Continuing Professional Development**

### **About this document**

The Code of Ethics sets out seven principles of ethical practice that you must follow as a pharmacist or pharmacy technician. It is your responsibility to apply the principles to your daily work, using your professional judgement in light of the principles.

The Code of Ethics says that you must **“Develop your professional knowledge and competence”**. In meeting this principle you are expected to:

- Undertake and maintain up-to-date evidence of continuing professional development relevant to your field of practice.

This document expands on the principles of the Code of Ethics to explain your professional responsibilities in respect of CPD. It is designed to meet the Society’s obligations under the Pharmacists and Pharmacy Technicians Order 2007.

The CPD requirements apply equally to all practitioners. They are not changed by factors such as part-time employment, or working in positions of authority. You are expected to cover the full scope of your practice in your CPD record, including responsibilities such as superintendent or pharmacist prescriber and roles in different settings such as industry and community pharmacy.

## Status of this document

Principle 6.6 of the Code of Ethics states that you must comply with legal requirements, mandatory professional standards and accepted best practice guidance.

This document contains:

- Mandatory professional standards (indicated by the word “must”) for all registered pharmacists and pharmacy technicians; and
- Guidance on good practice (indicated by the word “should”) which you should follow in all normal circumstances.

If a complaint is made against you the Society’s fitness to practise committees will take account of the requirements of the Code of Ethics and underpinning documents, including this one. You will be expected to justify any decision to act outside its terms.

## STANDARDS

Patients, the public and government expect that every practising pharmacist and registered pharmacy technician maintains their professional capability throughout their career. Keeping a record of your continuing professional development (CPD) enables you to confirm that you are meeting these expectations. It also helps you to retain and build your confidence as a professional and it will provide evidence that you meet the Society’s CPD requirement. In order to comply with the requirements of the Code of Ethics, you must:

- 1.1.** Keep a record of your CPD that is legible; either electronically online at the Society’s website [www.uptodate.org.uk](http://www.uptodate.org.uk), on another computer or as hardcopy on paper and in a format published or approved by the Society and carrying the RPSGB CPD approved logo.
- 1.2.** Make a minimum of nine CPD entries per year which reflect the context and scope of your practice as a pharmacist or pharmacy technician.
- 1.3.** Keep a CPD record that complies with the good practice criteria for CPD recording published in Plan and Record by the Society.

- 1.4** Record how your CPD has contributed to the quality or development of your practice using the Society's CPD framework.
- 1.5** Submit your CPD record to the Society on request.

### GOOD PRACTICE GUIDANCE

- You should maintain a learning portfolio with records of attendance and key learning points from continuing education and notes of other learning e.g. through work. This will provide a useful resource for reference. (The learning portfolio is a personal record of professional development that can provide evidence for your CPD record).
- You are likely to learn more than you need to meet the Society's CPD requirement through working as a pharmacist or pharmacy technician. You should aim to complete more than the minimum number of CPD entries each year and reflect on your practice at least once per month.
- You should make some CPD entries that start at reflection.
- You should ensure that your CPD record is up to date.
- You should take part in and record CPD that results from a range of learning activities that is relevant to your practice as a pharmacist or pharmacy technician and is, overall, relevant to pharmacy.

There is no defined activity requirement, however as a guide, the following activities may lead to learning that could be included in a CPD record.

- a) learning knowledge and skills on conferences and courses;
- b) practice-based learning including feedback from patients and audit;
- c) analysis and review of critical incidents;
- d) self directed learning, including reading, writing and undertaking research;
- e) learning with others including peer review;

- f) interactions with other healthcare professionals;
- g) giving lectures and writing publications and the design and delivery of training courses; and other activities that result in learning relevant to practice.

## **Guidance that supports this document**

We have produced documents or guidance bulletins on the following which should be considered in conjunction with these standards:

- Code of ethics for pharmacists and pharmacy technicians.
- CPD for Pharmacists and Pharmacy Technicians in Great Britain.
  - Plan and Record for Pharmacists.
  - Plan and Record for Pharmacy Technicians.
  - Other CPD Materials.

You can download these documents and more copies of this document from our website ([www.rpsgb.org](http://www.rpsgb.org)), the CPD website ([www.uptodate.org](http://www.uptodate.org)) or you can telephone us on 020 7735 9141.

## **Other sources of Society advice**

Further information and advice on CPD recording is available from the Society's CPD team on 020 7572 2540 or by e-mail [cpd@rpsgb.org](mailto:cpd@rpsgb.org)

Technical support is available from the CPD Technical Help desk on 01225 383663 or e-mail: [helpdesk@coacs.com](mailto:helpdesk@coacs.com)

Further information or advice on the professional or legal obligations of the pharmacy profession can be obtained by contacting the Society's legal and ethical advisory service on 020 7572 2308 or by e-mail [leadvice@rpsgb.org](mailto:leadvice@rpsgb.org).