College of Pharmacists of British Columbia

PDAP PORTAL TUTORIAL

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Continuing Professional Development (CPD) Requirements

The College's Professional Development and Assessment Program (PDAP) helps to ensure that pharmacy professionals continue to provide safe and effective pharmacy care. As part of the requirements to renew as a practicing pharmacist or pharmacy technician in British Columbia, licensees must successfully complete the Professional Development and Assessment Program (PDAP). Licensees will not be able to renew until their Continuing Professional Development (CPD) Learning Portfolio has been submitted.

Licensees must use the PDAP Portal to complete and submit their annual CPD requirements. To fulfill the CPD requirements for renewal, pharmacists/pharmacy technicians must:

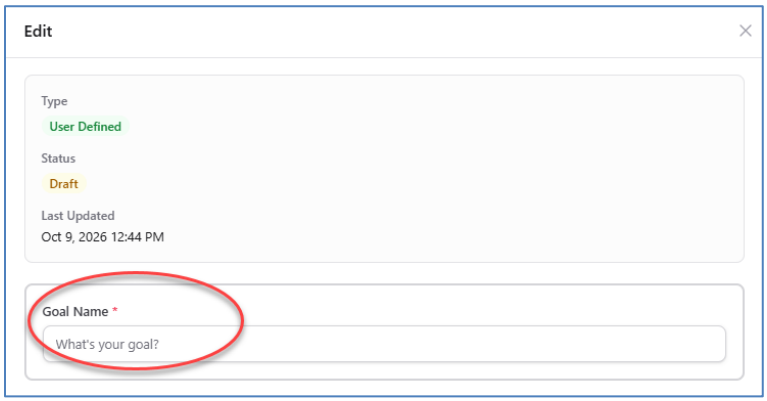
- successfully complete at least 15 hours of learning activities documented on a minimum of 6 Learning Records of which a minimum 5 hours must be accredited learning, (supporting documentation needs to be provided as part of the Learning Record(s) it pertains to). Retain all original supporting documentation for at least 2 years from your licence expiry date;
- complete a minimum of 3 hours of learning related to Indigenous Cultural Safety, Cultural Humility, and Anti-racism (ICSH/AR). These hours count toward the existing 15-hour annual CPD requirement and can be accredited or non-accredited learning activities;
- complete all learning activities in the most recent 12 months of their licence expiry date
- ***[NEW]*** **submit the Learning Portfolio.** The Learning Portfolio is the entirety of the submissions for a given CPD cycle that you wish to have count towards the CPD requirement.

For the PDAP Portal, follow the steps below:

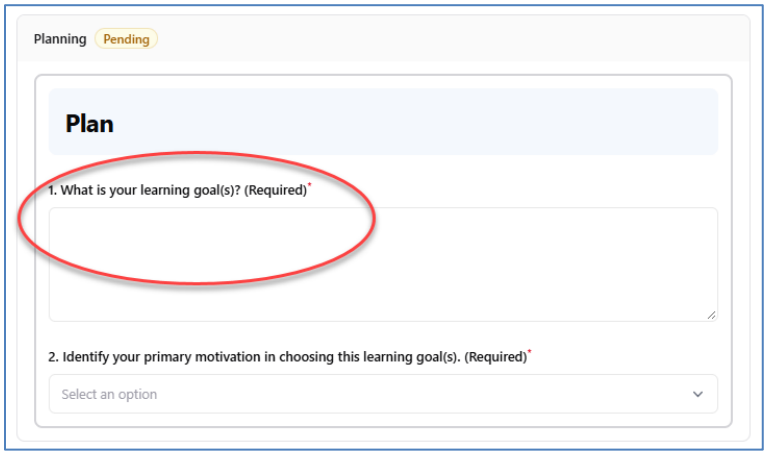
1. Go to www.bcpharmacists.org
2. Select ***"eServices"*** and follow the login prompts
3. Select the ***"PDAP"*** tab and then select the ***"PDAP Portal"***
4. Under "Programs": select ***"Renewal***" and under "Cycle": select your current cycle
5. Under "Program Step": click "***Continue***" for the "Renewal Learning Records" and scroll to the bottom of the page to **"**+ ***Add"*** a new learning record.

Plan

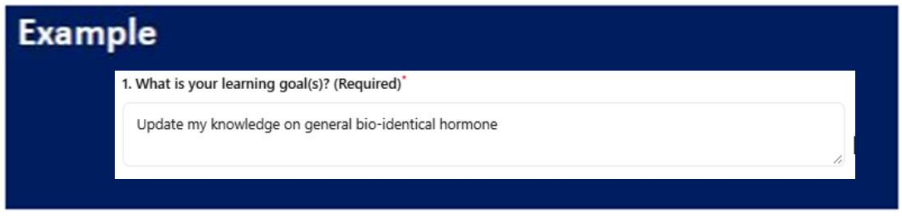
Learning Goals



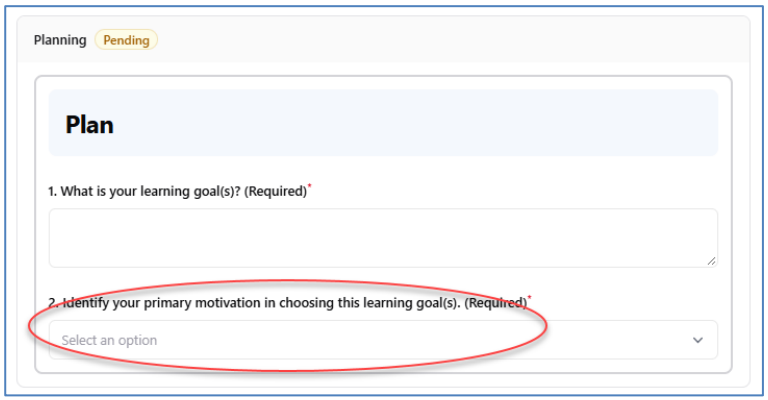
- Give your learning goal a name, a title, or summarize what this goal is regarding to help you easily identify the goal pertaining to this learning record.
- The “Last Updated” date and time refers to when this learning record was last updated.



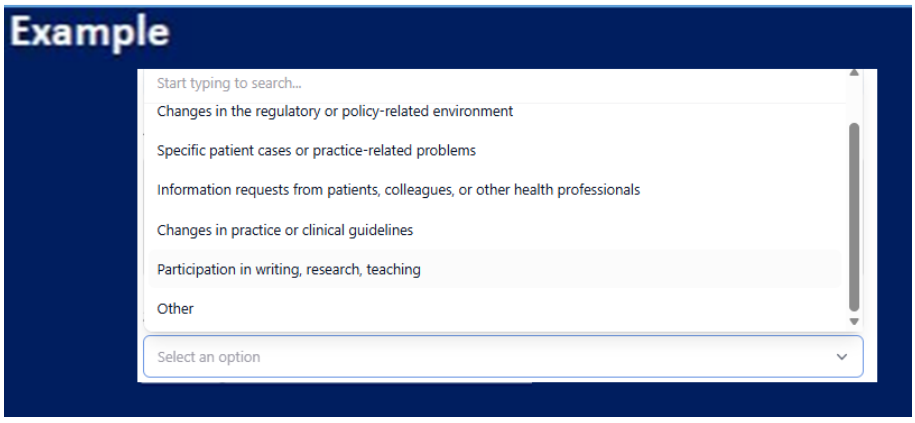
- Specify what you want to achieve (your goal).



Primary Motivation



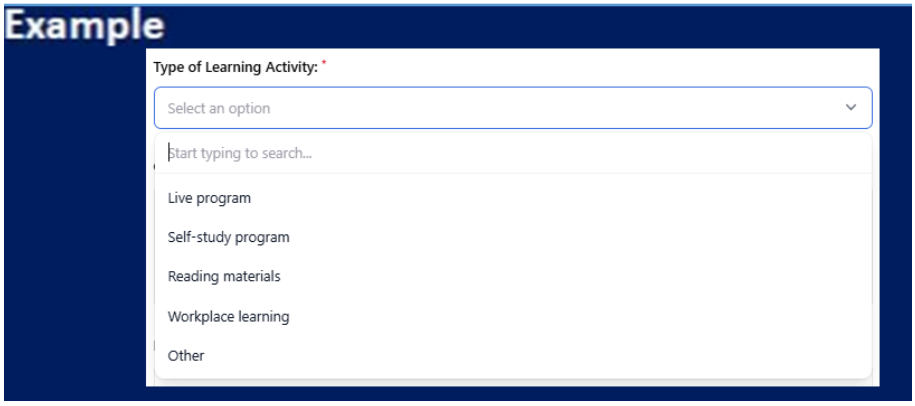
- Click on the drop-down menu.
- Select the main reason that motivated you to identify this learning goal.
- If you choose the option: “other”, then you must specify your primary motivation in the free text box.



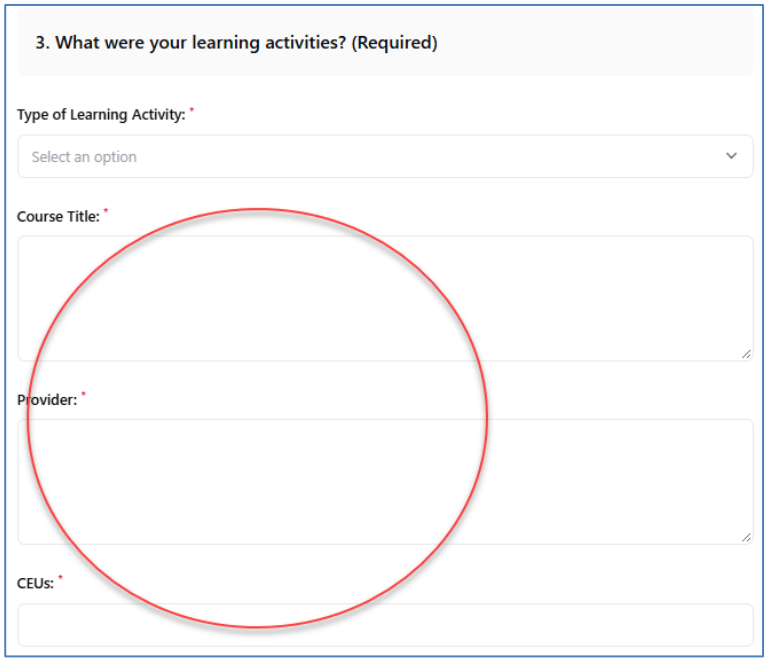
Act

Type of Learning Activity

- Click on the drop-down menu to select the appropriate type of learning activity.

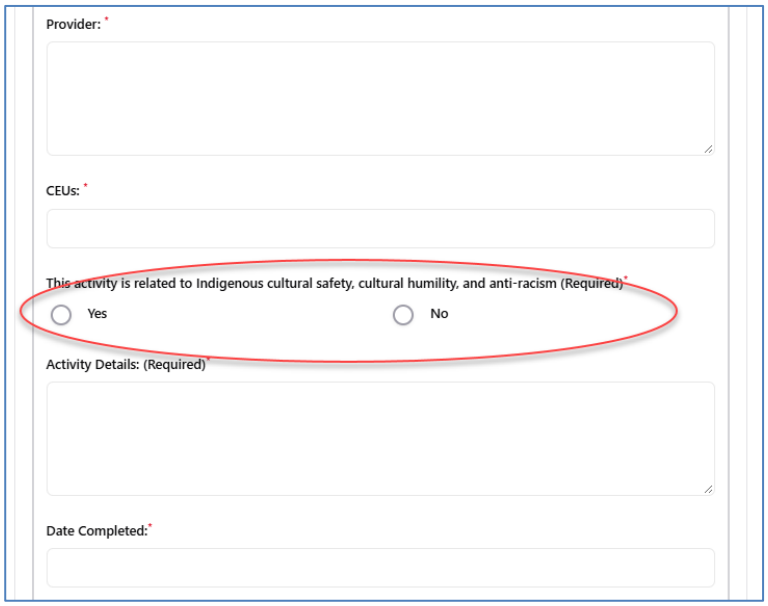


Course Title, Provider and CEUs



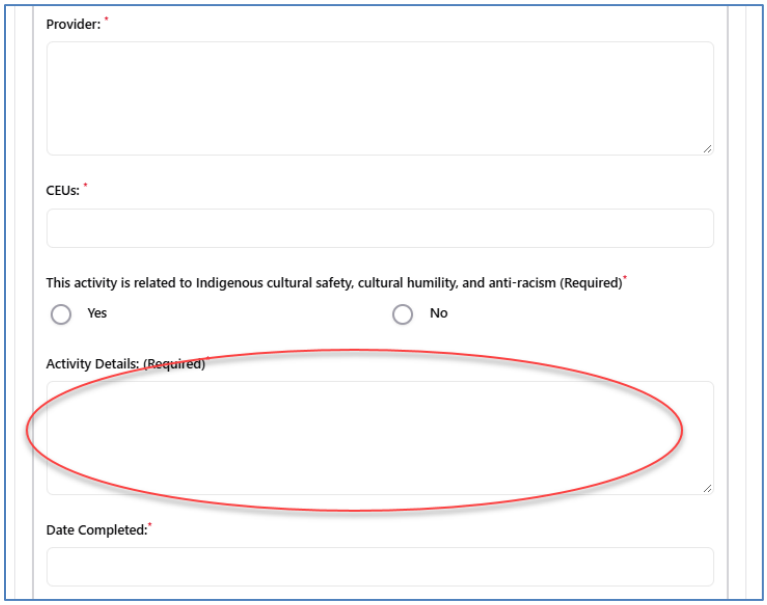
- Record the course title, provider and the number of eligible CEUs, if applicable.

Indigenous cultural safety, cultural humility, and anti-racism (ISCH/AR) Learning



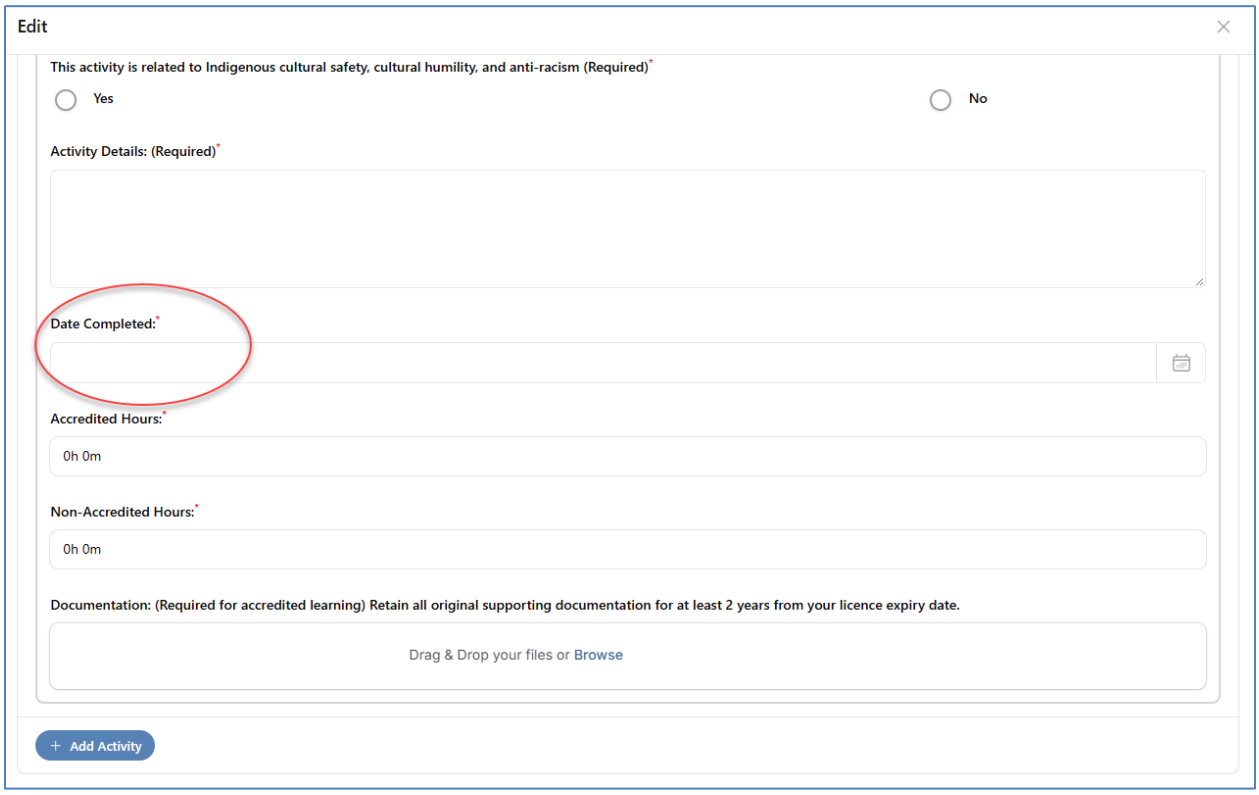
- Indicate whether this learning activity is related to *Indigenous cultural safety, cultural humility, and anti-racism* by selecting Yes or No.

Activity Details

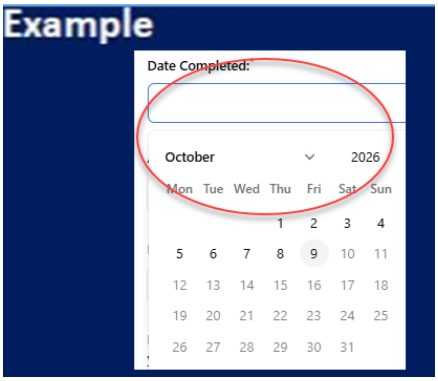


- Record specific details including name of program, name of colleague or expert, internet sites used, type of rounds, etc. for all types of learning activities.

Learning Activity Date



- Record date(s) of your learning activity. Learning activities must occur within the last 12 months prior to your renewal date to be considered current.
- Click on ***"Date Completed"*** field. A pop-up calendar will appear.
- Select the date you completed your learning.



Learning Activity Hours

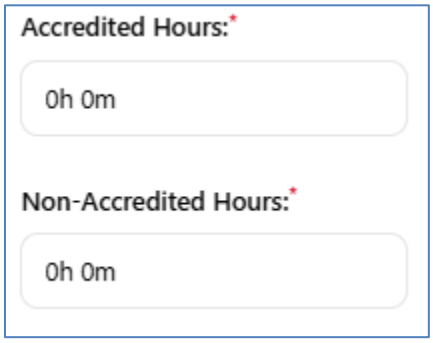
Accredited Learning

Accredited learning activities have been reviewed using stringent criteria to ensure they are of high quality, unbiased, and clearly identify learning objectives for participants. Accredited programs indicate the number of accredited hours assigned, and identify the accrediting body (such as CCCEP, UBC CPPD, ACPE, MAINPRO, etc.). Supporting documentation that states the licensee's name, the accrediting body, the number of accredited hours assigned, the date of completion, date accreditation is valid until, etc. is received upon successful completion.

Note: *Continuing Education Units (CEUs) are assigned by the accrediting body to a specific learning activity. The "conversion" of CEUs into accredited hours varies between different accrediting bodies. You should confirm with the course provider the number of hours the completed activity is accredited for.*

Non-Accredited Learning

Non-accredited hours are accumulated through informal learning. If you are doing self-study or on the job training, this will be classified as non-accredited hours.



- For accredited learning, document the hours the activity is accredited for under the ***"Accredited Hours"*** field. Any additional time spent beyond what the activity is accredited for, can be recorded as ***"Non-Accredited Hours".***

- For non-accredited learning, you can document the actual time spent on the learning activity.

- Time spent on activities must be recorded using the <u>exact</u> format specified in the field. The minimum time spent on an activity is 15 minutes (recorded as 15m).

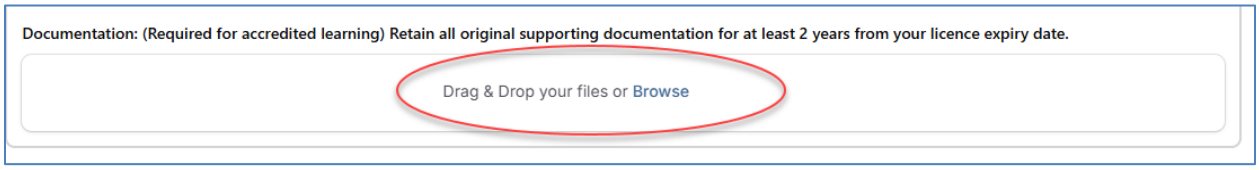
Supporting Documentation

Accredited Learning

Uploading supporting documentation including certificates, letters of completion, or school transcripts is required to provide confirmation of successful completion of accredited learning activity.

Non-Accredited Learning

Uploading supporting documentation is not required for non-accredited learning. You may choose to upload a photocopy of the cover of your reading material, flyer advertising an event you attended, an email verifying a meeting or conversation for your own record-keeping purposes.

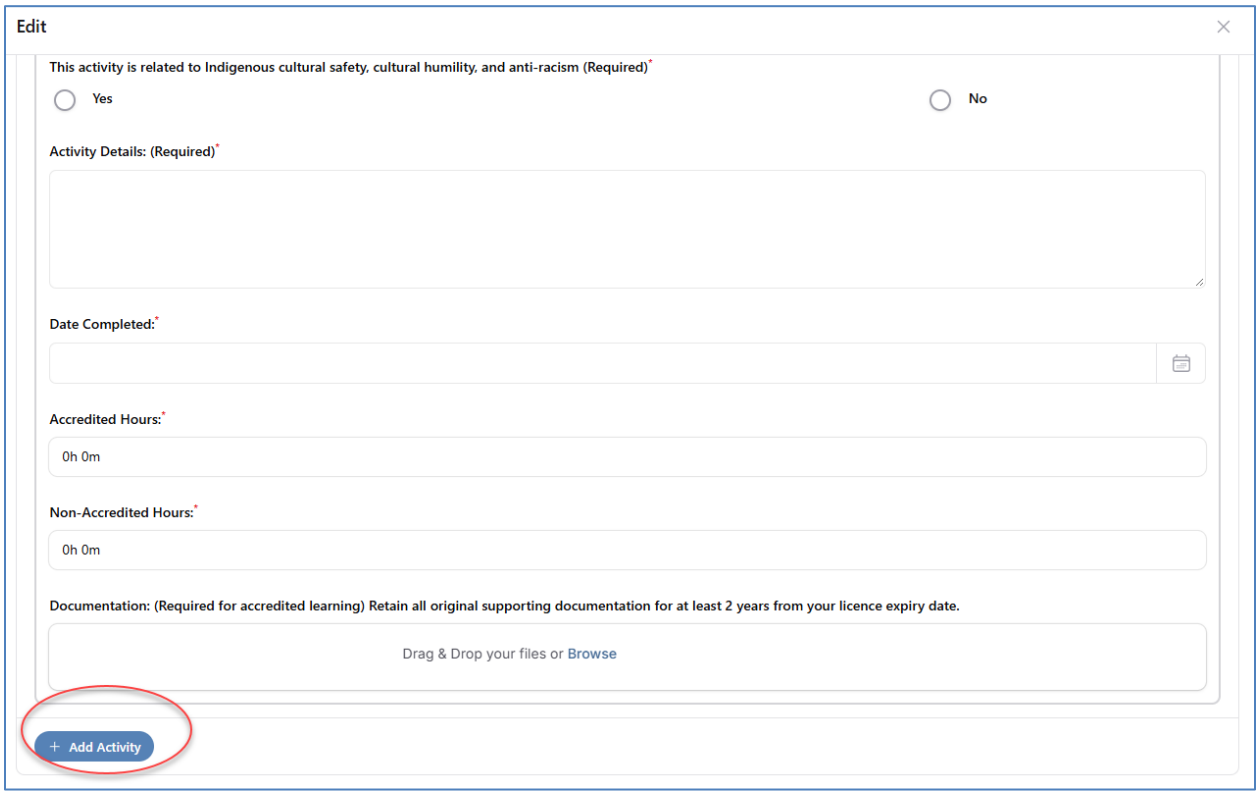


- To upload your supporting documentation, you can ***"Drag and Drop"*** your file(s) into the box or click ***"Browse"***.

- Click on ***"Browse"*** to select your desired file for upload. After your document is selected from your computer, click ***"Open"***. The document will successfully upload on the PDAP portal. The portal accepts common text and image file types such as .pdf, .txt, .doc, .docx, .jpeg, .jpg, .gif, .png.

Note: *Supporting documentation must be uploaded for all accredited learning activities. You may upload more than one file per learning activity.* ***Retain all original supporting documentation for at least 2 years from your licence expiry date.***

Add New Activity

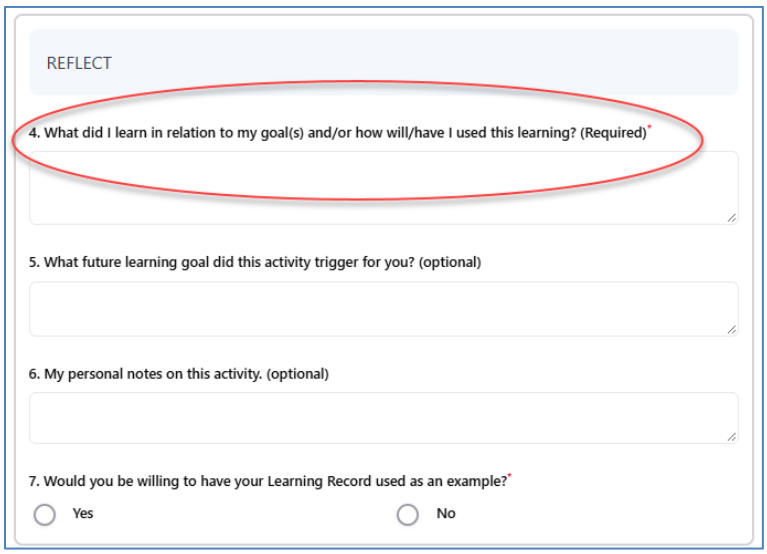


- Click on the ***"+ Add Activity"*** button to enter more learning activities.

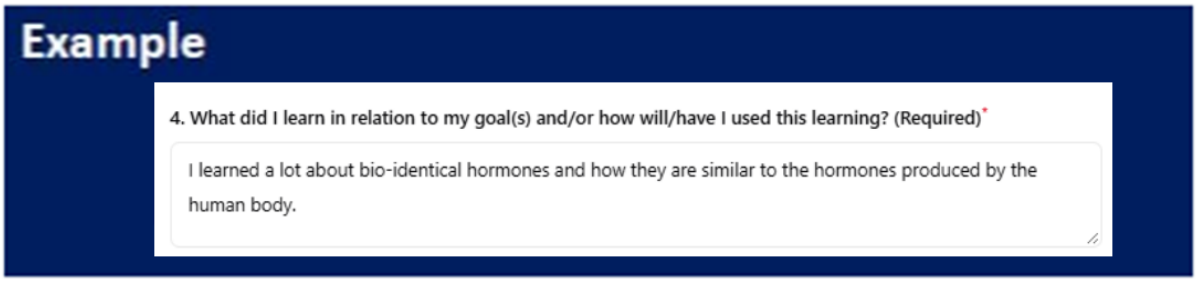
Note: *A Learning Record can have one or more activities. The* ***"Total Accredited Hours"*** *and* ***"Total Non- Accredited Hours"*** *are calculated automatically after you* ***"Submit"*** *your Learning Record(s).*

Reflect

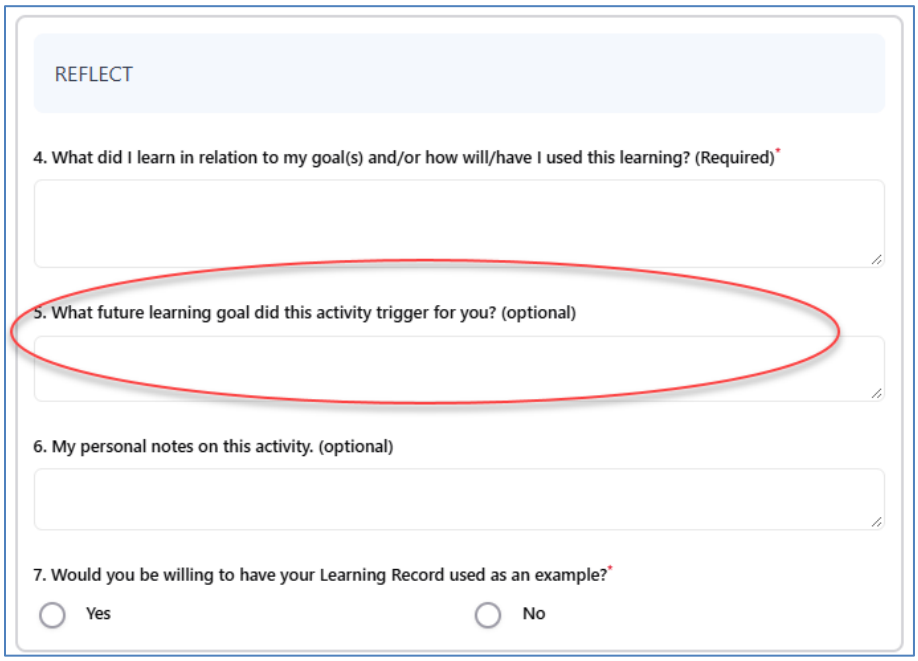
What Did You Learn/ Application of Your Learning



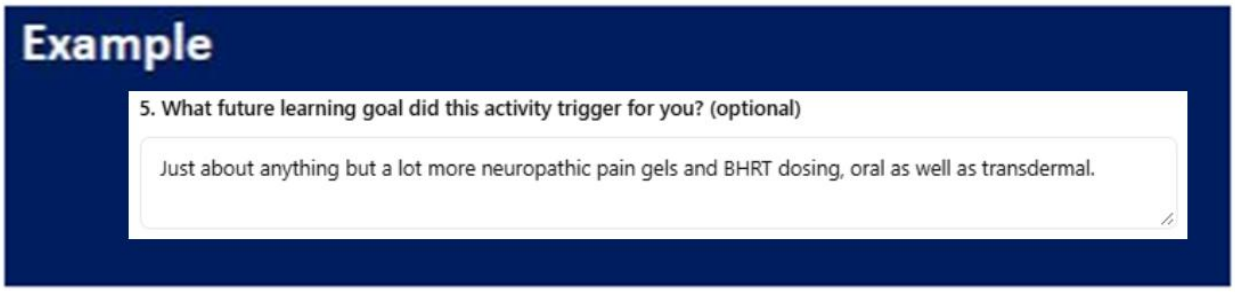
- Record the specific learning or development that occurred as a result of your learning activity; including details on how you have implemented/may implement what you learned into your practice. How has the learning activity been useful?



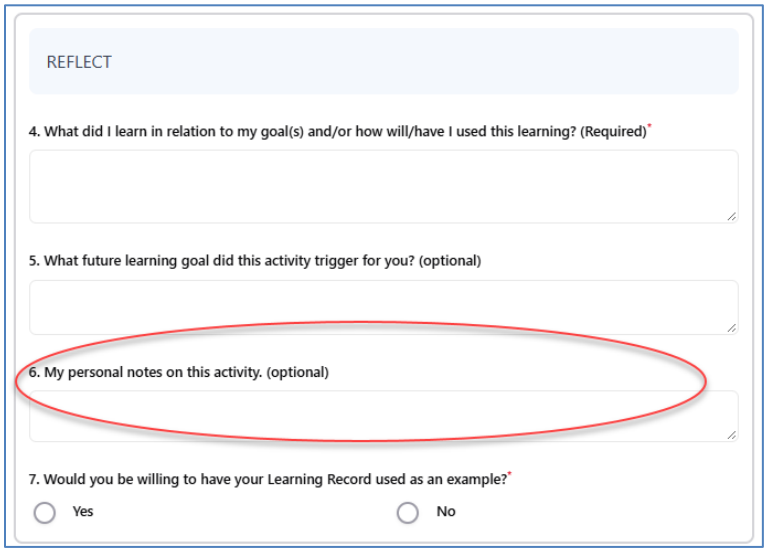
Future Learning (*Optional)*



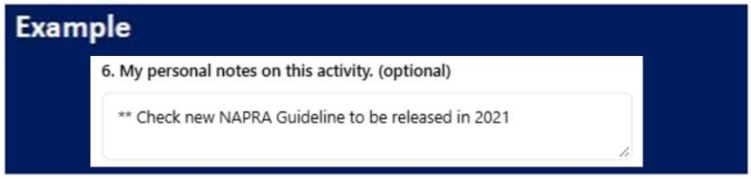
- ***Optional:*** Document any other professional development you have planned in this area.



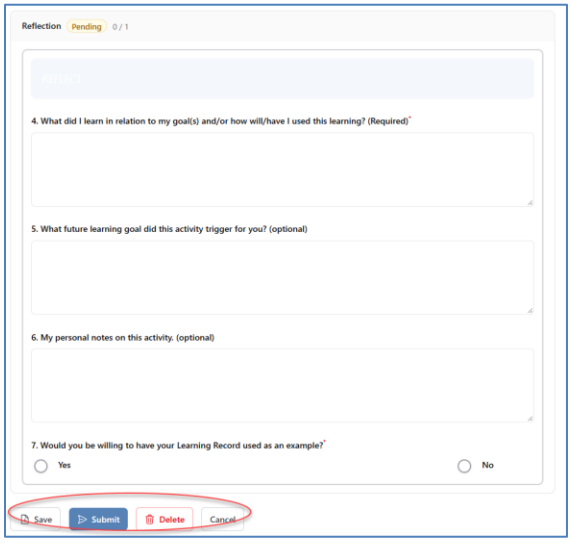
Personal Note (*Optional)*



- ***Optional:*** Use this area to record personal notes that relate to this Learning Record (i.e. future reading, name of presenter, colleague, etc.).



- Specify whether you would be willing to have your Learning Record used as an example
- Click ***"Save"*** at the bottom of the Learning Record Form or "***Submit***"



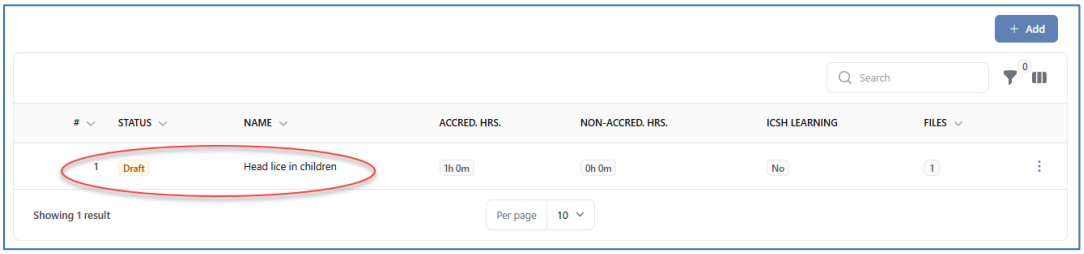
- The Learning Record is now added onto the PDAP Portal; title and status is displayed.

Learning Record Status

A Learning Record may be:

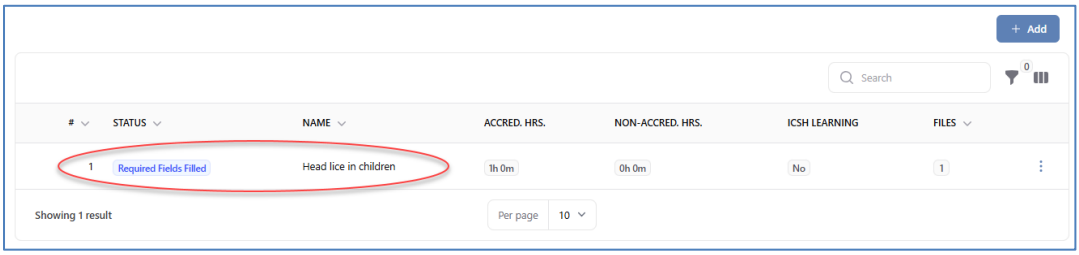
Draft (brown color)

Required information is missing from specific fields. Learning Record cannot be ***"Submitted"*.**



Required Fields Filled (blue color)

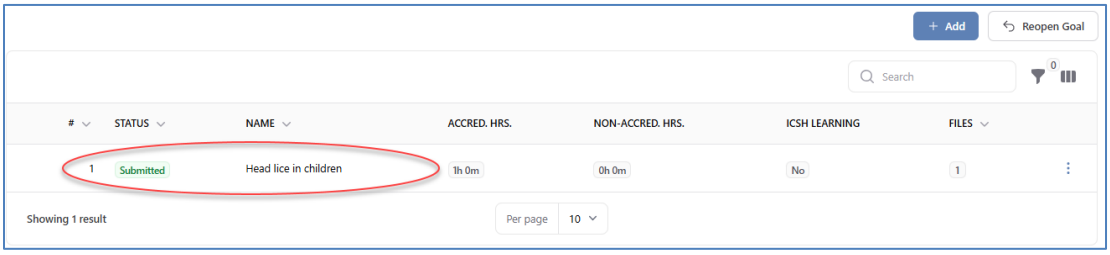
All required information has been entered. Learning Record can be ***"Submitted"***.



Submitted (green color)

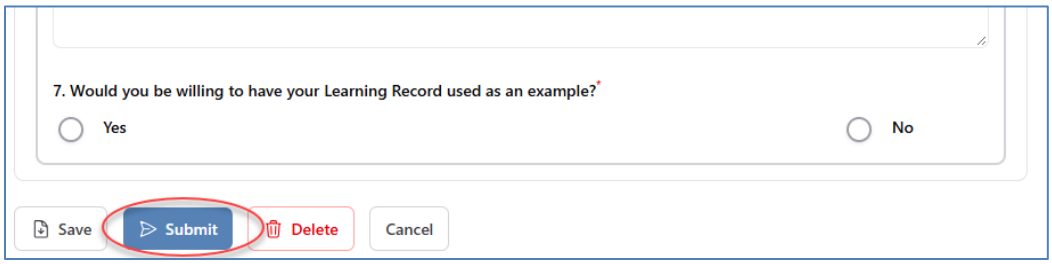
"Submitted" Learning Records count towards your CPD requirements and are recorded as part of your Learning Portfolio.

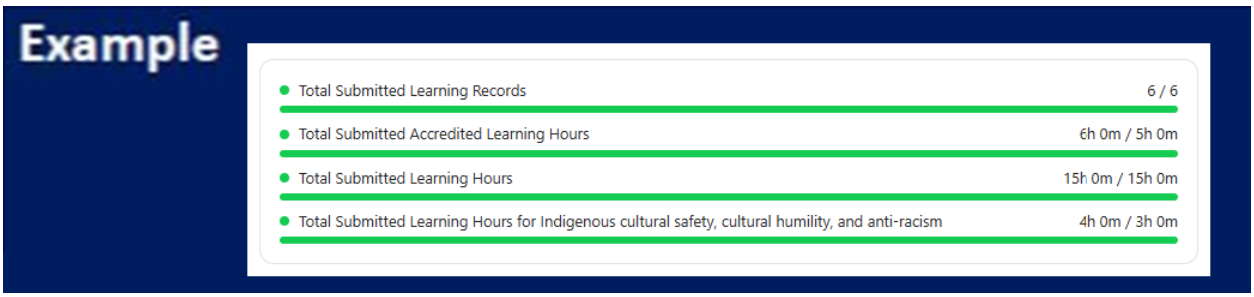
- ***"Submitted"*** Learning Records can be reopened and edited before the Learning Portfolio has been submitted.
- ***"Submitted"*** Learning Records cannot be edited after the Learning Portfolio has been submitted. Please email prodev@bcpharmacists.org for assistance with ***"Submitted"*** Learning Records after you have submitted the Learning Portfolio.



Submitting a Learning Record

- Continue entering and ***"Submitting"*** your Learning Records until the minimum CPD requirements are completed (all progress bars will turn to green).



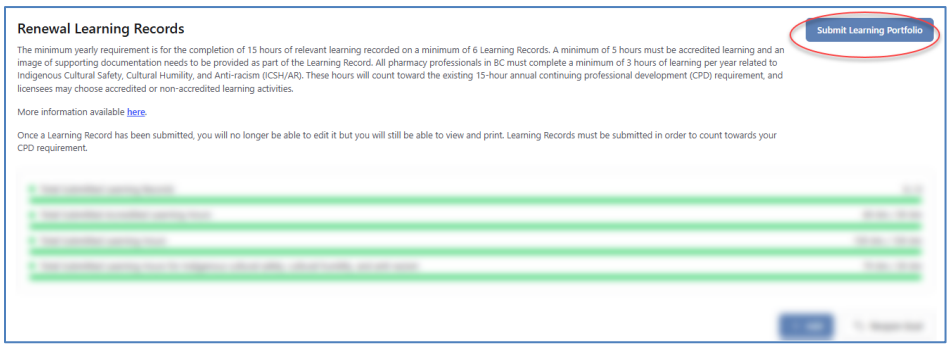


- Learning Records with status "Draft" or "Required Fields Filled" do not count towards your CPD requirements until they have been submitted.

Submitting the Learning Portfolio

After the minimum CPD requirements have been completed, you need to submit the portfolio. This is the final step: now all your submissions count towards your CPD requirement for the College.

To submit your Learning Portfolio, click on the ***"Submit Learning Portfolio"*** on the top right-hand corner of your screen.

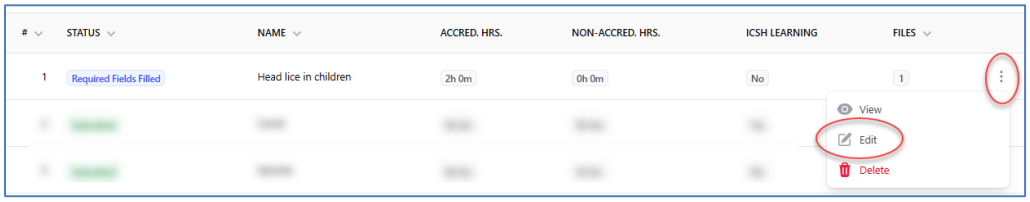


Making Changes to a Learning Record

Learning Records ***"Draft"*** or ***"Required Fields Filled"*** can be edited and/or deleted.

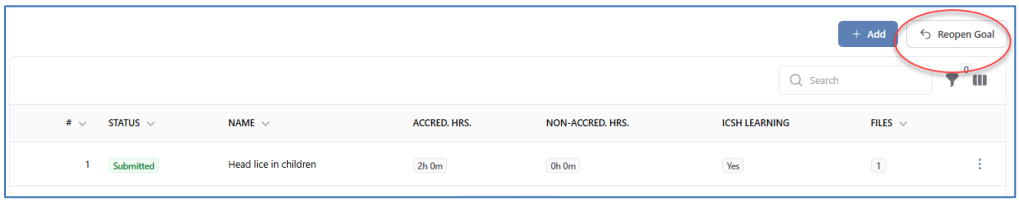
Edit a Learning Record

- Click on the ellipsis on the right-hand side of the Learning Record title you wish to edit.
- Select "***edit***" to open the Learning Record and edit information as needed. Remember to ***"Save"*** or ***"Submit".***

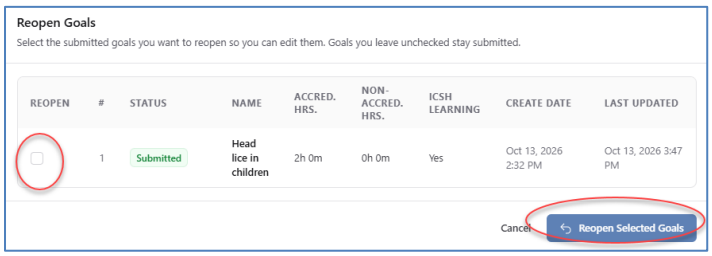


Reopening a Submitted Learning Record

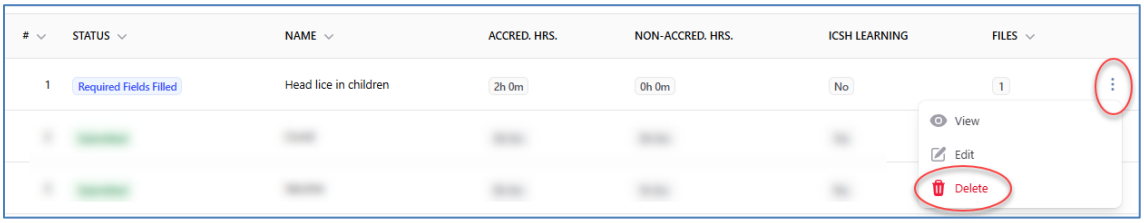
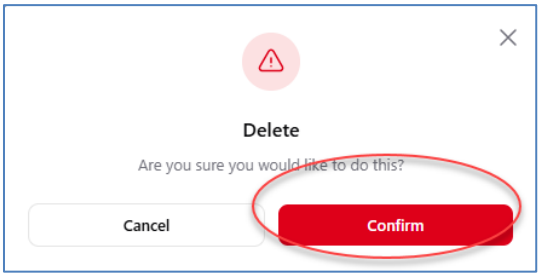
- Click **"*Reopen Goal*"**



- Select the Learning Record you wish to edit from the list
- Click on **"*Reopen Selected Goals*"**



NOTE: ***"Submitted"*** Learning Records can only be reopened before the Learning Portfolio is submitted. Please email prodev@bcpharmacists.org for assistance with ***"Submitted"*** Learning Records after you have submitted the Learning Portfolio.

Delete a Learning Record

- Click on the ellipsis on the right-hand side of the Learning Record title you wish to delete
- Select "***Delete***" to delete your Learning Record form