

# College of Pharmacists of British Columbia



PDAP PORTAL TUTORIAL

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# Continuing Education (CE) 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/pharmacy technician in British Columbia, licensees must successfully complete the quality assurance program called the Professional Development and Assessment Program (PDAP). Licensees will not be able to renew until their Continuing Education (CE) requirements have been satisfied.

Licensees must use the PDAP Portal to complete and submit their annual CE. To fulfill the CE 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 renewal deadline;
- 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 CE requirement and can be accredited or non-accredited learning activities;
- complete all learning activities in the most recent 12 months of their licence renewal deadline.

For the PDAP Portal, follow the steps below:

1. Go to [www.bcpharmacists.org](http://www.bcpharmacists.org)
2. Select **"eServices"** and follow the login prompts
3. Select the **"PDAP"** tab and then select the **"PDAP Portal"**
4. Click on **"Complete Learning Records"** and select **"Add New Learning Record"**

# Learning Record Form

## Learning Record

[Print](#)

### PLAN

1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One

### ACT

Activity #1:

3. What were your learning activities? **(Required)** [Delete](#)

Type of Learning Activity: [Legend](#)

Select One

Course Title:

Provider:

CEUs: 0

This activity is related to Indigenous cultural safety, cultural humility, and anti-racism **(Required)**

Yes  No

Activity Details: **(Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)** Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

[Upload Documentation](#)

[Add New Activity](#)

Total Accredited Hours Entered: 0  
Total Non-Accredited Hours Entered: 0

### REFLECT

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?

Yes  No

[Back](#) [Save Changes](#)

# Plan

## Learning Goals

**Learning Record**

Print

**PLAN**

1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One

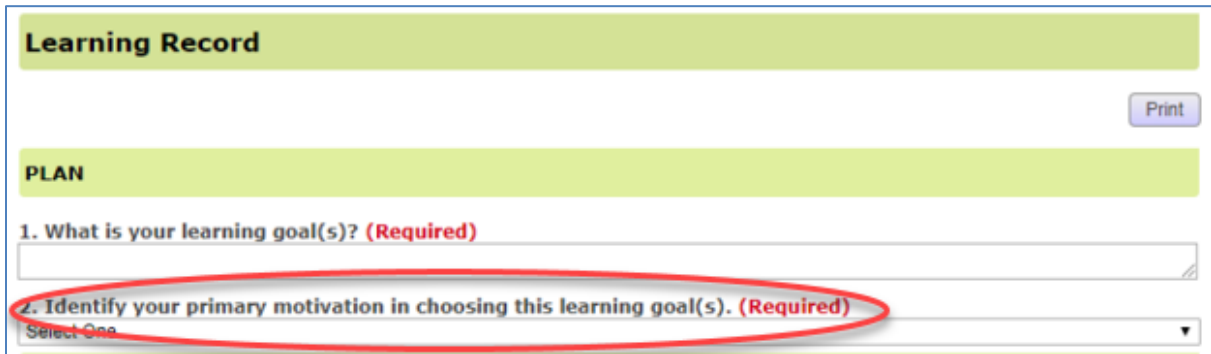
- Specify what you want to achieve (your goal).

## Example

1. What is your learning goal(s)? **(Required)**

Update my knowledge on general bio-identical hormone

## Primary Motivation



**Learning Record**

Print

**PLAN**

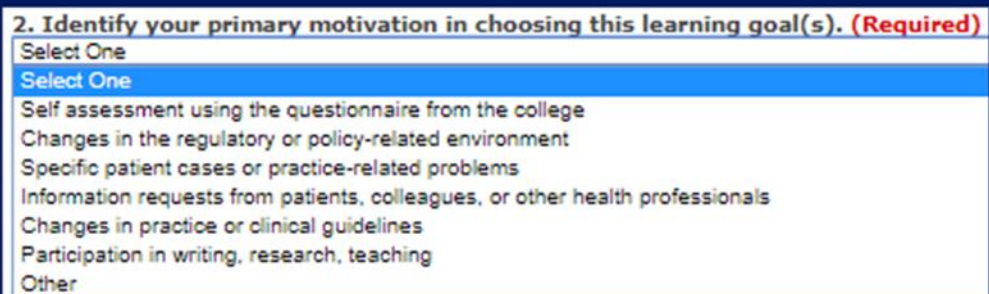
1. What is your learning goal(s)? **(Required)**

2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One

- Click on the drop-down menu.
- Select the main reason that motivated you to identify this learning goal.

### Example



2. Identify your primary motivation in choosing this learning goal(s). **(Required)**

Select One

Select One

- Self assessment using the questionnaire from the college
- Changes in the regulatory or policy-related environment
- Specific patient cases or practice-related problems
- Information requests from patients, colleagues, or other health professionals
- Changes in practice or clinical guidelines
- Participation in writing, research, teaching
- Other

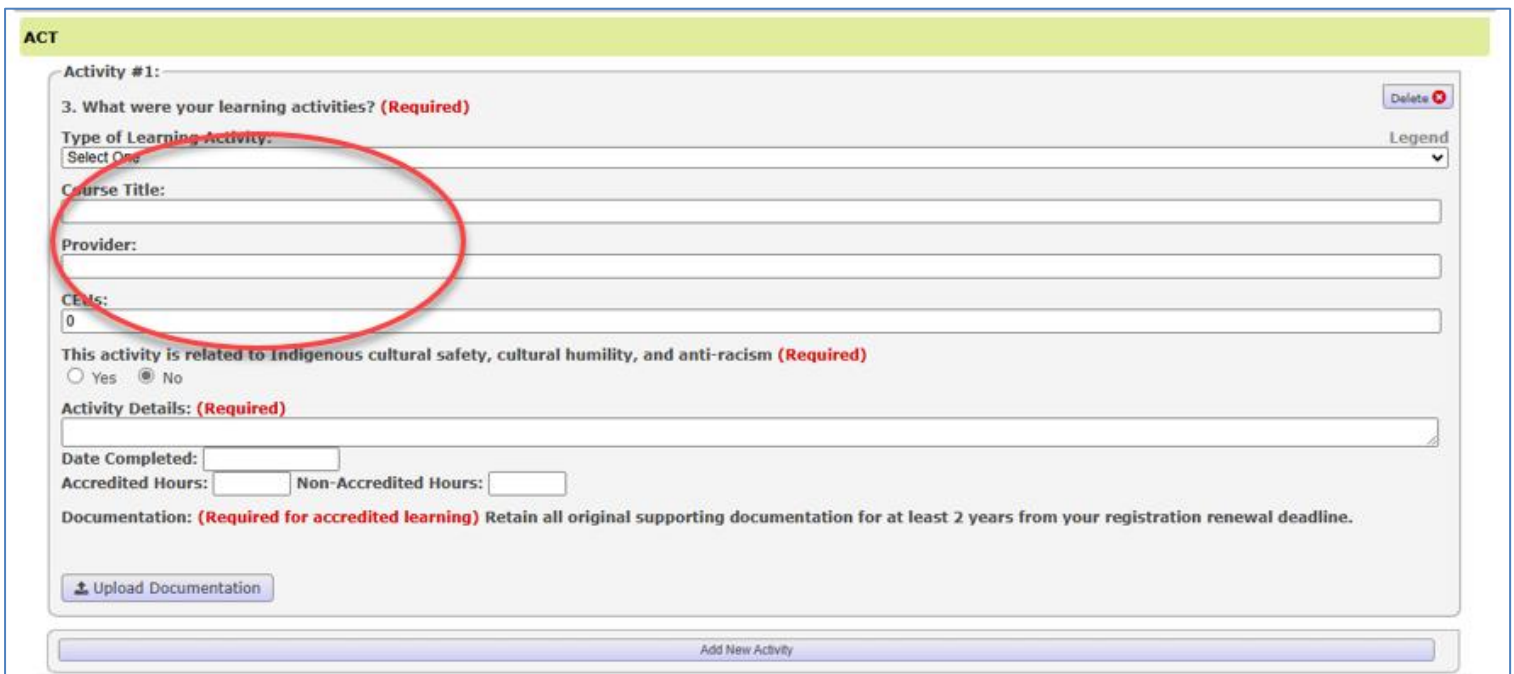
# Act

## Type of Learning Activity

- Click on the drop-down menu to select the appropriate type of learning activity. If you select **“Other”**, provide a description in the **“Activity Details”** section below.



## Course Title, Provider and CEUs



The image shows a screenshot of a web form titled 'ACT'. The form is for recording learning activities. It includes the following fields and sections:

- Activity #1:** A label for the first activity.
- 3. What were your learning activities? (Required)**: A section header with a 'Delete' button.
- Type of Learning Activity:**: A dropdown menu with 'Select One' as the current selection.
- Course Title:**: A text input field.
- Provider:**: A text input field.
- CEUs:**: A text input field with '0' entered.
- This activity is related to Indigenous cultural safety, cultural humility, and anti-racism (Required)**: A section with radio buttons for 'Yes' and 'No' (selected).
- Activity Details: (Required)**: A text area for providing details.
- Date Completed:**: A date input field.
- Accredited Hours:** and **Non-Accredited Hours:**: Two text input fields.
- Documentation: (Required for accredited learning)**: A note stating 'Retain all original supporting documentation for at least 2 years from your registration renewal deadline.'
- Upload Documentation:**: A button with a paper plane icon.
- Add New Activity:**: A button at the bottom of the form.

A red circle highlights the 'Course Title', 'Provider', and 'CEUs' fields.

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

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

**ACT**

Activity #1:

3. What were your learning activities? **(Required)** Delete

Type of Learning Activity: Legend  
Select One

Course Title:

Provider:

CEUs:  
0

**This activity is related to Indigenous cultural safety, cultural humility, and anti-racism (Required)**  
 Yes  No

Activity Details: **(Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:


Documentation: **(Required for accredited learning)** Retain all original supporting documentation for at least 2 years from your registration renewal deadline.


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

## Activity Details

**ACT**

Activity #1:

3. What were your learning activities? **(Required)** Delete 

Type of Learning Activity: Legend   
Select One

Course Title:

Provider:

CEUs:

This activity is related to Indigenous cultural safety, cultural humility, and anti-racism **(Required)**  
 Yes  No

**Activity Details: (Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:


Documentation: **(Required for accredited learning)** Retain all original supporting documentation for at least 2 years from your registration renewal deadline.


- 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.

## Add New Activity

**ACT**

Activity #1:

3. What were your learning activities? **(Required)** Delete 

Type of Learning Activity: Legend   
Select One

Course Title:

Provider:

CEUs:

This activity is related to Indigenous cultural safety, cultural humility, and anti-racism **(Required)**  
 Yes  No

Activity Details: **(Required)**

Date Completed:

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)** Retain all original supporting documentation for at least 2 years from your registration renewal deadline.


- Click on the **“Add New 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).

## Learning Activity Date

**ACT**

Activity #1:

3. What were your learning activities? **(Required)** Delete 

Type of Learning Activity: Legend   
 Select One

Course Title:

Provider:

CEUs:

This activity is related to Indigenous cultural safety, cultural humility, and anti-racism **(Required)**  
 Yes  No

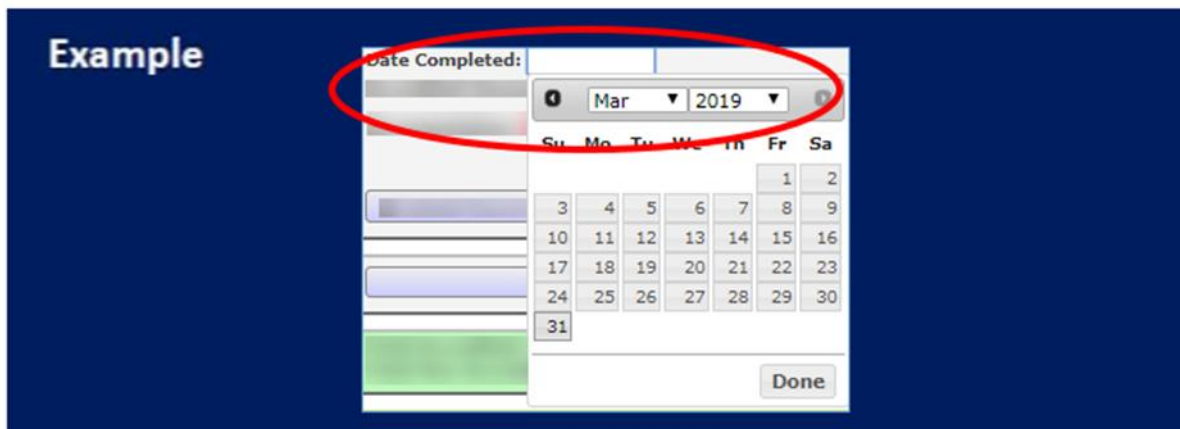
Activity Details: **(Required)**

**Date Completed:**

Accredited Hours:  Non-Accredited Hours:

Documentation: **(Required for accredited learning)** Retain all original supporting documentation for at least 2 years from your registration renewal deadline.

- 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 and then click **“Done”**.



## 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.

Accredited Hours:  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"** field using increments of 0.25 hours.
- For non-accredited learning, you can document the actual time spent on the learning activity using increments of 0.25 hours.

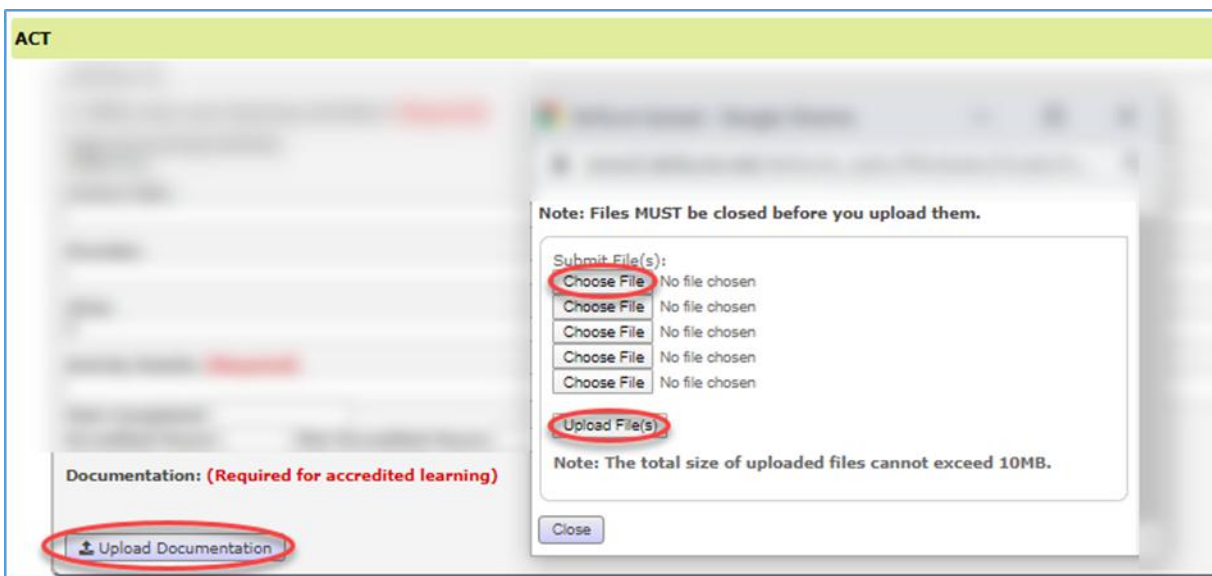
## Supporting Documentation

### 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.



- Click on **“Upload Documentation”**.
- Click on **“Choose File”** to select your desired file for upload. After your document is selected from your computer, click on **“Upload File(s)”**. 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 renewal deadline.**

# Reflect

## What Did You Learn/ Application of Your Learning

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

- 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?

### Example

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**  
I learned a lot about bio-identical hormones and how they are similar to the hormones produced by the human body.

## Future Learning (*Optional*)

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

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

**Example**

5. What future learning goal did this activity trigger for you? **(optional)**  
Just about anything but a lot more neuropathic pain gels and BHRT dosing, oral as well as transdermal.

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

**6. My personal notes on this activity. (optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

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

## Example

**6. My personal notes on this activity. (optional)**

\*\* Check new NAPRA Guideline to be released in 2021\*\*

- Select **“Save Changes”** at the bottom of the Learning Record Form:

**REFLECT**

4. What did I learn in relation to my goal(s) and/or how will/have I used this learning? **(Required)**

5. What future learning goal did this activity trigger for you? **(optional)**

6. My personal notes on this activity. **(optional)**

7. Would you be willing to have your Learning Record used as an example?  
 Yes  No

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

# Learning Record Status

A Learning Record may be:

## In Progress

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

<input type="button" value="Add New Record"/> <input type="button" value="Delete Record(s)"/> <input type="button" value="Submit"/>				
Show <input type="text" value="25"/> entries			Search: <input type="text"/>	
<input type="checkbox"/>	Goal / Development Opportunity	Hrs.	ICSH Learning	Status
<input type="checkbox"/>	#1:To learn about head lice in children	2.00	Yes	IN PROGRESS
Showing 1 to 1 of 1 entries				Previous <input type="text" value="1"/> Next
<input type="button" value="Add New Record"/> <input type="button" value="Delete Record(s)"/> <input type="button" value="Submit"/>				

## Complete

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

<input type="button" value="Add New Record"/> <input type="button" value="Delete Record(s)"/> <input type="button" value="Submit"/>				
Show <input type="text" value="25"/> entries			Search: <input type="text"/>	
<input type="checkbox"/>	Goal / Development Opportunity	Hrs.	ICSH Learning	Status
<input type="checkbox"/>	#1:To learn about head lice in children	2.00	Yes	COMPLETE
Showing 1 to 1 of 1 entries				Previous <input type="text" value="1"/> Next
<input type="button" value="Add New Record"/> <input type="button" value="Delete Record(s)"/> <input type="button" value="Submit"/>				

## Submitted

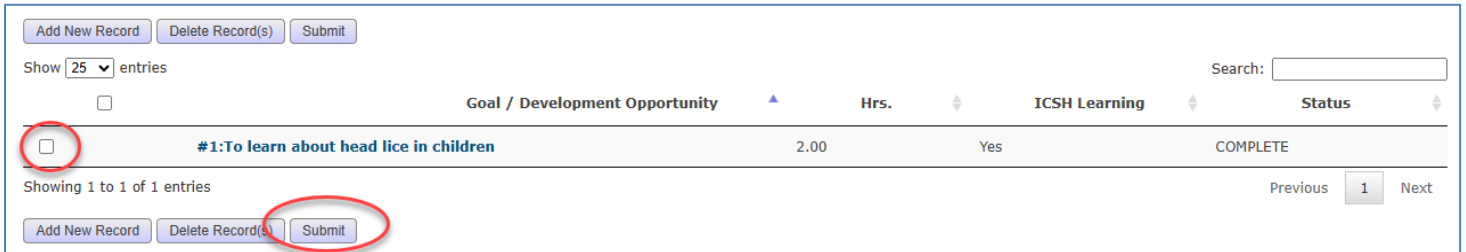
**“Submitted”** Learning Records cannot be edited. Please email [prodev@bcpharmacists.org](mailto:prodev@bcpharmacists.org) for assistance with **“Submitted”** Learning Records.

<input type="button" value="Add New Record"/> <input type="button" value="Delete Record(s)"/> <input type="button" value="Submit"/>				
Show <input type="text" value="25"/> entries			Search: <input type="text"/>	
<input type="checkbox"/>	Goal / Development Opportunity	Hrs.	ICSH Learning	Status
<input type="checkbox"/>	#1:To learn about head lice in children	2.00	Yes	SUBMITTED
Showing 1 to 1 of 1 entries				Previous <input type="text" value="1"/> Next
<input type="button" value="Add New Record"/> <input type="button" value="Delete Record(s)"/> <input type="button" value="Submit"/>				

# Submitting a Learning Record

To **“Submit”** a Learning Record:

- Click on the box on the left hand side and press **“Submit”**.



	Goal / Development Opportunity	Hrs.	ICSH Learning	Status
<input type="checkbox"/>	#1: To learn about head lice in children	2.00	Yes	COMPLETE

Showing 1 to 1 of 1 entries

Buttons: Add New Record, Delete Record(s), Submit

- Continue entering and **“Submitting”** your Learning Records until the minimum requirements have been satisfied.

The following will be displayed on your device screen once the CE requirements have been satisfied.

## Example

### Minimum Requirements Satisfied

Total Submitted Learning Records: 7 / (6 minimum)

Total Submitted Accredited Learning Hours: 6 / (5 minimum)

Total Submitted Learning Hours: 17.00 / (15 minimum)

Total Submitted Learning Hours for Indigenous cultural safety, cultural humility, and anti-racism: 5.00 / (3 minimum)

# Making Changes to a Learning Record

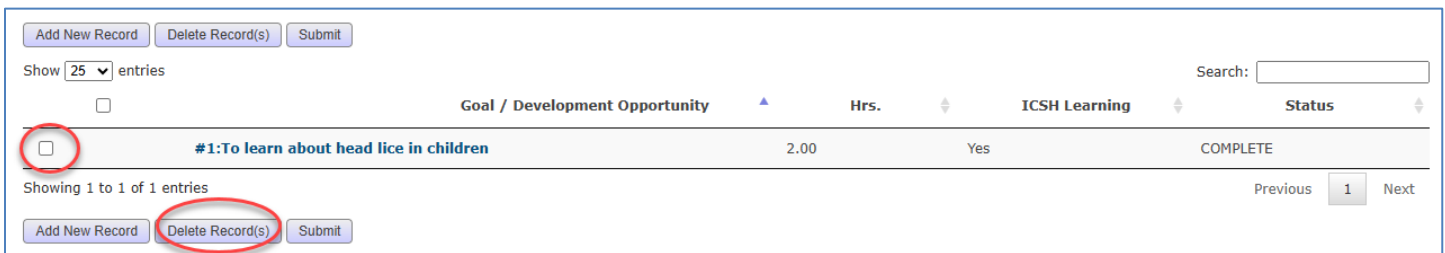
Learning Records ***“In progress”*** or ***“Complete”*** can be edited and/or deleted.

## Edit a Learning Record

- Click on the title to open the Learning Record and edit information as needed. Remember to ***“Save Changes”***.

## Delete a Learning Record

- Select the Learning Record to be deleted by clicking on the box on the left-hand side and press ***“Delete Record(s)”***.



The screenshot shows a web interface for managing learning records. At the top, there are buttons for 'Add New Record', 'Delete Record(s)', and 'Submit'. Below this is a search bar and a 'Show 25 entries' dropdown. The main content is a table with the following columns: 'Goal / Development Opportunity', 'Hrs.', 'ICSH Learning', and 'Status'. A single record is displayed with the title '#1: To learn about head lice in children', 2.00 hours, 'Yes' for ICSH Learning, and 'COMPLETE' status. A checkbox in the first column of this row is circled in red. Below the table, there are buttons for 'Add New Record', 'Delete Record(s)', and 'Submit', with the 'Delete Record(s)' button also circled in red. Navigation links for 'Previous' and 'Next' are visible at the bottom right of the table area.

	Goal / Development Opportunity	Hrs.	ICSH Learning	Status
<input type="checkbox"/>	#1: To learn about head lice in children	2.00	Yes	COMPLETE

**Note:** ***“Submitted”*** Learning Records cannot be edited or deleted.

Please email [prodev@bcpharmacists.org](mailto:prodev@bcpharmacists.org) for editing or deleting ***“Submitted”*** Learning Records.