

SINGAPORE PHARMACY COUNCIL



A Guide to

Compulsory CPE

for

Programme Providers

Version 2.0

|

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ACKNOWLEDGEMENTS

This Guide for CPE Providers had been prepared by the CPE Accreditation Committee on behalf of the Singapore Pharmacy Council.

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GLOSSARY OF TERMS AND ACRONYMS

Accreditation	The process by which an accreditation agency, through initial and periodic evaluation, grants recognition to an organisation that has met established criteria.
Professional Registration System (PRS)	The online system which records CPE activities and the CPE points awarded.
CPE	Continuing Professional Education
CPE AC	The CPE Accreditation Committee.
Continuing Professional Education	Refers to the planned and structured learning programmes provided by an internal or external agent that are designed to promote the continual development of knowledge, skills and attitudes in a practitioner beyond the entry-level professional qualifications or formal degree. Examples of CPE programmes include: (a) “live” programmes such as lectures, seminars, conferences, short courses, postgraduate courses and (b) structured distance-learning programmes and journal updates. In a wider context, CPE may also include self-reading, research and publication.
CPE activity	An event or programme organised by a CPE provider for the purpose of encouraging Continuing Professional learning.
CPE event	Same as CPE activity.
CPE points	These are the points earned by a pharmacist after taking part in a CPE activity.
CPE programme	Activity or event organised by a CPE provider.
CPE providers	These are the internal or external agents (companies, education agencies, professional or governmental bodies etc.) that plan and deliver the structured learning programmes for CPE. CPE providers have to be accredited by an accreditation agency, such as the Singapore Pharmacy Council. The Pharmaceutical Society of Singapore (PSS) is an example of an accredited CPE provider .
Qualifying period (QP)	The period of time, determined by the Singapore Pharmacy Council, during which the CPE points earned by a pharmacist can be used to renew his Practising Certificate.
Registered pharmacist	A person who is registered as a pharmacist under the “Pharmacists Registration Act”.
Practising Certificate (PC)	The certificate issued by Singapore Pharmacy Council which gives registered pharmacists the right to practice pharmacy in Singapore.
Pharmaceutical (Patient) Care	The direct, responsible provision of medication-related care for the purpose of achieving definite outcomes that improve or maintain a patient’s quality of life.
Pharmacist Registration Number (PRN)	A unique identification number given to each pharmacist upon his/her successful registration with Singapore Pharmacy Council.
PSS	Pharmaceutical Society of Singapore
SPC	Singapore Pharmacy Council
SMC	Singapore Medical Council
The Act	The Pharmacists Registration Act (PRA)
The Council	The Singapore Pharmacy Council
The Regulations	The Pharmacists Registration (Practising Certificates) Regulations.

INTRODUCTION

Pharmacists are expected to develop and maintain a high level of competency in their areas of practice. These areas range from the manufacture and distribution of pharmaceuticals to the delivery of pharmaceutical care. The compulsory CPE requirement for the renewal of Practising Licence (PC) under the new Pharmacists Registration Act will serve to ensure that pharmacists must keep abreast of the advances in these areas. To renew their PC every two years, pharmacists are required to obtain at least 50 CPE points by taking part in CPE activities that involve the areas of competency for pharmacists as given in Table 1. For pharmacists desirous of obtaining a PC to practise in all areas of pharmacy, no less than 15 CPE points must have been obtained from pharmaceutical care areas as defined by competencies **A**, **B** and **C** of Table 1. These CPE points are known as patient-care points in contrast to CPE points earned outside the pharmaceutical care areas (i.e. competencies **D**, **E**, **F** and **G** of Table 1) which are designated non-patient-care points. Pharmacists who are not able to obtain the requisite 15 CPE points in the pharmaceutical care areas will not be eligible to renew their PC.

The Singapore Pharmacy Council (SPC) is the national accreditation agency to accredit CPE providers in pharmacy. A CPE Accreditation Committee has been set up to advise and support the Council in this function. The SPC shall accredit CPE providers that provide CPE programmes in pharmacy. The accreditation of these CPE providers serves to ensure that the programmes they produce are up to the quality standards as set out by the Council.

CPE PROVIDERS

The SPC recognises two categories of CPE providers: Singapore Pharmacy Council accredited local CPE providers, and other CPE providers that have been accredited by the respective national accreditation agencies of certain advanced countries.

Singapore Pharmacy Council Accredited Local CPE Providers

These providers are domiciled in Singapore and they may apply to the SPC for accreditation. The criterion for accreditation rests on an undertaking that they must adhere to the terms and conditions as set out by the Council.

The Council requires the accredited CPE providers to present programmes according to the quality standards set by the Council. The providers must also take the responsibility of determining the appropriate points to be awarded for each programme in accordance to the Council's rules.

Other CPE providers / programmes

The SPC may, as a general practice, accept any CPE provider / programme that has been approved by the national accreditation agencies of certain developed countries where CPE activities are well developed. The accepted national accreditation agencies are listed out in Table 2. The CPE programmes that have been accredited by these accreditation agencies shall be accepted as meeting the quality guidelines prescribed by the SPC. In general, the Council shall accept the same CPE points assigned to these programmes by the respective accreditation bodies. These points shall be classified as patient-care points or non-patient care points according to the method of classification given earlier. The SPC may review, add to, or delete from the list of accepted accreditation agencies in Table 2 as and when the need arises.

A local agency that acts for a CPE provider or purveys a CPE programme accredited by these agencies (except the Singapore Medical Council), must apply to the SPC for accreditation as a local pharmacy CPE provider. It is technically a local provider who has outsourced the preparation of their CPE programmes to an external agency

TABLE 1 AREAS OF COMPETENCIES FOR ALL PHARMACISTS

	PHARMACEUTICAL (PATIENT) CARE COMPETENCIES	SUBJECTS
A	<p>Sound decision-making and problem-solving in relation to drug therapy</p> <ul style="list-style-type: none"> - Evaluating drug orders/prescriptions - Therapeutic drug monitoring - Medication reviews - Establishing and maintaining patient medication records - Drug utilisation review - Cost-benefit evaluation <p>Provision of drug information</p>	<ul style="list-style-type: none"> i. Disease states – aetiology, epidemiology, disease management, and drug therapies ii. Clinical pharmacology and pharmacotherapy iii. Clinical pharmacokinetics iv. Clinical pharmacodynamics v. Adverse Drug Reactions – including management vi. Interactions – drug-drug, drug-food, drug-supplements vii. Pharmaceutical dosage forms in clinical practice viii. Pharmacoeconomics ix. New drugs and therapies x. Clinical practice guidelines/protocols
B	<p>Making a positive contribution to patients' and customers' good health</p> <ul style="list-style-type: none"> - Health education and promotion - Appropriate management of common symptoms <p>Appropriate sale or supply of, and advice-giving with, dietary products, medical appliances/devices and reagents</p>	<ul style="list-style-type: none"> i. Effects of lifestyle on health ii. Pharmacotherapy and non-pharmacological management of common symptoms and minor ailments iii. Clinical appliances and devices – stoma appliances, incontinence appliances, trusses, graduated compression hosiery, wound management products, oxygen appliances, nebulisers, home care appliances, diagnostic tests and devices iv. Nutritional/dietary products and health supplements v. Herbal supplements
C	<p>Effective interpersonal skills with patients, customers, care-givers, and other professionals</p>	<p>Communication skills in relation to patient management and collaboration with other healthcare professionals:</p> <ul style="list-style-type: none"> i. Written, verbal and non-verbal communication ii. Patient-counselling iii. Negotiation skills <p>Influencing and persuading</p>

	NON- PHARMACEUTICAL (NON-PATIENT) CARE COMPETENCIES	SUBJECTS
D	<p>Drug development and provision of good quality medicinal products/therapeutic products</p> <ul style="list-style-type: none"> - clinical research/clinical trials - drug regulatory affairs/drug registration - procurement - storage - labelling - compounding/production - marketing - supply/dispensing 	<ul style="list-style-type: none"> i. Nature of medicinal products/therapeutic products/raw materials ii. Pharmaceutical / cosmeceutical formulation and compounding – including sterile products, cytotoxics etc. iii. Good distribution practices iv. Good manufacturing practices v. Quality control and assurance practices vi. Good clinical practice vii. Pharmaceutical marketing viii. Drug regulatory affairs
E	<p>Effective and efficient management of pharmaceutical services and operations within the organisation/institution and healthcare system</p>	<p>Application to pharmacy management/operations:</p> <ul style="list-style-type: none"> i. Information technology and other technological advances ii. Human resource management and development iii. Organisation change and management iv. Resource management - time, inventory control etc. v. Customer services
F	<p>An appropriate awareness of professional and social issues affecting pharmacy and pharmacists</p>	<ul style="list-style-type: none"> i. Pharmacy laws and ethics ii. Healthcare system – social, behavioural, and administrative aspects of the local healthcare system and population iii. National and international quality standards related to pharmacy and healthcare
G	<p>The effective and efficient application of scientific data and information to achieving and supporting evidence-based practice</p>	<p>Application to pharmacy & medicine:</p> <ul style="list-style-type: none"> i. Research methodologies and skills ii. Biostatistics iii. Literature search and evaluation iv. Laboratory, clinical, behavioural or health services research

TABLE 2 LIST OF ACCEPTED ACCREDITATION AGENCIES

CPE Accreditation Agency	Acronym	Country
Accreditation Council for Pharmacy Education	ACPE	USA
Accreditation Council for Continuing Medical Education	ACCME	USA
Canadian Council for Continuing Education for Pharmacists	CCCEP	Canada
College of Pharmacy Practice	-	UK
Pharmaceutical Society of Australia	PSA	Australia
Singapore Medical Council	SMC	Singapore

HOW TO APPLY FOR ACCREDITATION

All CPE providers that provide programmes in the pharmacy competency areas must apply to the Council for accreditation. The application shall be made on a standard application form available from the SPC (see Appendix 1). The applicant, who must be authorised, shall sign an undertaking, on behalf of the organisation, to adhere to the terms and conditions as set out below.

The provider's accreditation shall be valid for 4 years from the date of approval. Within the validity period, the accredited provider and the programmes it produced may be subject to random audits by the Council to ensure compliance with the terms of accreditation. The accredited provider may also be required to provide evidence of compliance at any time. The accredited provider status may be revoked, or put on probation, when it is confirmed that the terms of accreditation have been violated.

Terms and Conditions for the Accreditation of CPE Providers

1. The provider must ensure that the CPE programmes it provides will comply with the following quality standards:
 - a. The programme content is relevant to pharmacy practice and useful to the improvement of the competencies of a pharmacist (see Table 1 for the pharmacists' areas of competency).
 - b. The author / presenter is a recognised and reputable figure within the pharmacy profession or a profession relevant to the subject matter, i.e. the author or presenter must possess qualifications and experience that are relevant to the subject matter.
 - c. The aims and objectives of the programme are defined clearly and made known to the participants.
 - d. The target audience is clearly identified.

- e. Feedback and evaluation of the programme by the participants are conducted.
 - f. An attendance list of participants, duly signed by pharmacists, is sent to SPC within two weeks from the completion date of the programme.
 - g. The programme must not promote any specific medicinal products or any practices of a commercial nature.
 - h. The educational components of the programme must last a minimum of one hour.
 - i. The programme must not be restricted to the provider's staffs/pharmacists or a single organisation's staffs/pharmacists.
2. The provider is responsible for awarding the appropriate CPE points to each programme it produces according to the guidelines of the Singapore Pharmacy Council.
 3. The provider must have an effective and supportive organisational structure, adequate financial resources and qualified personnel for the development and presentation of CPE programmes.
 4. The provider shall have policies and procedures for the management of grievances including, but not limited to, tuition and fee refunds.
 5. The responsibility for compliance with the terms of accreditation shall rest with the accredited provider in cases where outsourcing and/or collaboration with others are involved in the development and presentation of the CPE programmes.

GUIDELINES FOR THE PROVISION OF PROGRAMMES AND EVENTS BY ACCREDITED CPE PROVIDERS

Upon accreditation by the Council, the CPE providers are allowed to present programmes and events *without prior approval* by the Council provided that they comply with the Council's terms and conditions as set out below:

Terms and Conditions

The CPE provider must

- (a) Adhere to the Council's quality standards for CPE programmes as set out under the terms of accreditation;
- (b) Follow the Council's guidelines in determining the appropriate CPE points for each programme;
- (c) Give prior notification to the Council of such programme; and
- (d) Keep all documentation required by the Council for audit purposes.

DOCUMENTATION AND PRIOR NOTIFICATION TO THE COUNCIL OF IMPENDING CHANGES TO CPE PROGRAMMES

Documentation

The accredited CPE providers must keep records of each programme they produce according to the format as set out in Appendix 2. The documentation is meant to assure the Council and its auditor that the guidelines of the Council have been complied with. An authorised person shall certify that the information entered therein is true to the best of his/her knowledge.

The following are the type of information to be furnished and kept by the CPE provider for *each programme* they produce as stipulated in Appendix 2:

- a) Title and date of delivery of the programme
- b) Contact hours
The timetable of the programme must be given if it involved more than one speaker and lasted more than one hour.
- c) Type of programmes
The programme may be “live” or “self-study” type. Live programmes can be lectures, seminars, conferences, workshops, tutorials, practical demonstrations or any other form of recognised educational/training activity involving direct contact between the educator and pharmacists. Self-study programmes are structured programmes that require the pharmacists’ active participation and self-assessment e.g. interactive computer or web-based programmes, distance-learning programmes etc
- d) Name, address and business of the organiser and sponsor, if any
The programme may be associated with commercial sponsorship but should not in any way promote any named proprietary medicinal products, devices or commercial practices.
- e) Programme aims and objectives
These should be stated clearly and honestly and must not deviate from the general theme of the educational programme.
- f) Target participants
The organiser must identify the target audience for the programme and state clearly in what way pharmacists may benefit from the programme. Generally, the main target audience must be the healthcare professionals and scientists.
- g) Credentials of the author(s) / presenter(s)
The CV of the author(s) / presenter(s) must include qualifications / experiences relevant to the subject matter. Generally, the main author must be a reputable and recognised practitioner/scientist in the subject matter of the programme. In the case of an in-house seminar, workshop and journal club, the presenter or instructors may be junior

members of a team that is under the direct and personal supervision of the main author.

h) Programme content.

- i. In the absence of complete lecture notes, an outline of the programme content must be given, together with appropriate tables, figures etc if necessary.
- ii. The programme content must be designed to increase pharmacists' knowledge and competency in one or more of the areas listed in Table 1.
- iii. Any programme that is intended solely to promote a company's product is not acceptable and no CPE points shall be awarded. Medicinal products should normally be referred to generically though brand names may be used where appropriate to add clarity. If it is necessary to mention a branded product of the sponsor when talking about a subject, branded products of other companies must also be mentioned.

i) Self-assessment sheet

- i. For "*Live*" Programmes such as talks, seminars etc – A knowledge assessment for the participants is recommended at the end of the programme, but not mandatory.
- ii. For *Self-study Programmes* – A knowledge assessment (e.g. MCQ tests, short questions) must be provided to all participants to assess their understanding of the subject matter. The correct answers may be made available to the participants at a later stage for self-grading.

j) Programme Evaluation Form (for "live" programmes only)

- i. The CPE provider may design his own Programme Evaluation Form or opt to use the standard evaluation form approved by the Council as given in Appendix 3.
- ii. The purpose of the evaluation form is for the participants to evaluate the programme and its presenter(s). The programme should be evaluated for its relevance to pharmacy practice and how well it advances the professional knowledge of pharmacists. The presenter should be evaluated by his/her expertise of the subject matter and how well the knowledge is transmitted to the participants.
- iii. The completed evaluation forms are to be kept for 2 years for random audit by the Council.

k) The attendance sheet (for "live" events).

- i. It is compulsory to provide an attendance sheet at all live events.

- ii. For events where other healthcare professionals are also participants, the attendance sheet must have a column for participants to indicate that they are pharmacists. Alternatively, a section of the attendance sheet may be devoted solely for participants who are pharmacists.
- iii. The pharmacist registration number of the participant must be included in the attendance sheet.
- iv. Each pharmacist must personally sign or initial against his/her name or otherwise indicate his participation *via* an electronic reader. The provider shall submit the relevant part of the attendance sheet to SPC within two weeks of the event.
- v. Providers may award a certificate of attendance to participants and a sample copy of the certificate of attendance should be kept for audit.

l) Promotional material

- i. The promotional material must be factual and must not be misleading with respect to the pharmacy content of the educational programme.
- ii. It may contain a statement to this effect: "Participants will be awarded xxx CPE points in accordance to guidelines of the Singapore Pharmacy Council".
- iii. It must contain a statement giving the programme provider's policy on fees refunds.

Prior Notification to the Council of Impending changes to CPE Events

The accredited providers must inform the Council immediately if they were any major changes in the event, or if the event had been cancelled. The providers are entirely responsible for any inconvenience suffered by pharmacists because of these changes or cancellation.

THE POINTS AWARD SYSTEM

Patient-care points and Non-Patient-care points

Accredited CPE providers are authorised by the Council to determine the CPE points of the programmes they produce. These points may be made known to pharmacists in the promotional materials of the event.

There are two classes of CPE points – patient-care points and non-patient-care points. Patient-care points are awarded to programmes that are related and contribute to the core competency of a pharmacist in the pharmaceutical care areas. These areas are listed under categories **A**, **B** and **C** in Table 1. Non-patient-care points are awarded to programmes that are related and contribute to the core competency of a pharmacist in the non-pharmaceutical care areas. These areas are listed under categories **D**, **E**, **F** and **G** of Table 1.

The award/receipt of the CPE points is on the condition that the pharmacist's participation is verifiable by the Council. (i) For “live” programmes, signing of an attendance sheet at the event is critical. The attendance list must be sent to the Council within two weeks.

(ii) For self-study programmes (online or off-line), there must be a knowledge assessment component (e.g. MCQ, short test) to provide evidence that the participant has taken part in and made an honest attempt to understand the topic. For self-study programmes without an assessment component, the pharmacist must write a brief review stating how he/she has benefited professionally from such an activity. For pharmacists not accustomed to précis writing, it is sufficient to quote statements, passages, etc from the programme materials that they think had enhanced their knowledge and competency in a relevant area. The verification of participation in these self-study events is by random audit of the pharmacist's CPE dossier.

The Award of Points for CPE Activities

The CPE points are semi-quantitative measurement of the effort put into CPE by a pharmacist. They are directly related to the time spent on CPE activity. Table 3 sets out the Council's guidelines on the CPE points to be awarded for “live” and self-study events produced by accredited providers. The CPE providers are advised to adhere strictly to the Council's recommendation in awarding the CPE points.

TABLE 3 ASSIGNMENT OF CPE POINTS UNDER DIFFERENT CATEGORIES OF ACTIVITIES

ACTIVITY CATEGORY	CRITERIA	#CREDIT POINTS AWARDED	SUBMITTED BY / VERIFIED BY
1A -Grand ward round -In-house CPE activities, e.g. Journal Club, guest lecture etc	Open to internal staff of organisation only <i>Accreditation of providers not required</i>	1 point per ward round 1 point per in-house activity	Pharmacist / <i>Attendance sheet or other form of records</i>
1B <u>Local events</u> - lecture -seminar -workshop -short course -conference	Organised by accredited local CPE provider. Events must be open to all pharmacists.	1 point ($1 \leq X < 2$ hrs) 2 points ($2 \leq X < 4$ hrs) 3 points ($4 \leq X < 6$ hrs) 4 points ($X \geq 6$ hrs) X = no. of contact hrs	CPE provider / <i>Attendance sheet</i>
3A <u>Online /off-line education programme</u>	Produced by accredited programme provider or recognised foreign provider	1 point per module or same points as awarded by the foreign accredited provider	Pharmacist / <i>Self-assessment exercise or review</i>

Patient-care points are awarded to programmes with topics classified under category **A**, **B** or **C** of Table 1. Non-patient-care points are awarded to programmes with topics under category **D**, **E**, **F** or **G**. No points are awarded for events lasting less than one hour. The maximum number of points awarded to any event lasting more than 6 hours per day is 4.

QUESTIONS AND ANSWERS

Q1 How can pharmaceutical companies, hospitals etc get themselves accredited as a CPE provider if they did not have the organisational structure, financial resources and qualified personnel for the development and presentation of CPE programmes?

Ans A minimum requirement is to have a CPE committee set up within your organisation. Technical expertise need not be developed in-house. They can be outsourced to external experts provided the terms of accreditation have been complied with. Financial resources should not be an issue if your company or organisation is an established one and of good reputation. The intention of the Council in laying down the above conditions is to exclude fly-by-night (unreliable) operators that purvey CPE programmes with high fees but are not able to deliver on their promises.

Q2 Is there any way the Council can assist pharmacists to recover fees paid to unscrupulous programme providers?

Ans The Council can only require all programme providers to have policies and procedures for the management of grievances, including, but not limited to, tuition and fees refunds. If a fee was levied on an event, the provider is required to state clearly on the publicity materials its policy on fees refund. Thus the Council may make demand on transparency, but the rest is *caveat emptor* (buyers beware).

Q3 Representatives from MNC or local suppliers do regularly give talks/seminars on their products. Can the MNC or local suppliers be accredited as CPE providers and their programmes awarded with CPE points?

Ans Any MNC or local pharmaceutical company can be accredited as a CPE programme provider if they undertook to abide by the terms laid down by the Council. The difficulty lies in the way in which the CPE event is presented. If it were a trade talk about a specific product by a medical representative, then no points would be awarded. However, most speakers from MNC are well qualified and quite knowledgeable about the rules imposed by the accreditation agency of different countries. If the speaker gave a technical presentation on a product and kept within the out-of-bound markers on product advertisement, the Council would have no reason to object. In any case, the Council shall rely on feedback and “live” audit to ensure that its rules are kept.

Q4 Providers of Continuing Medical Education (CME) may not consider pharmacists as their target audience and have no incentive to apply to SPC for accreditation. Pharmacists attending these medical talks/seminars etc are thus not entitled to any CPE points even though such talks may improve their competency in pharmaceutical care. How can the Council help?

Ans It is precisely for this reason that the Singapore Medical Council (SMC) has been recognised by the Council as one of the accepted accreditation agencies listed in Table 2. Thus events accredited by SMC are automatically accepted by the Council as qualifying for CPE points. The Council is well aware that not all CME programmes are relevant to pharmacy and that some programmes are in fact strictly out-of-bound to non-medical people. As a rule, the Council does not authorise

pharmacists to attend any specific CME event. The Council on its part shall actively encourage CME programme providers to invite pharmacists if the events are relevant to both professions (e.g. pharmacotherapy, clinical trials and other related topics). If the CME event is not accredited by SPC, pharmacists attending may submit claims by themselves under Category 1A or 1C.

Q5 If we are accredited CPE providers, are we obliged to open our in-house CPE events to outsiders?

Ans. You are obliged only by your sensitivity to the needs of fellow pharmacists. The Council recognises that some of these programmes are outsourced to external speakers at high costs and that there may also be sensitive issues discussed during the event that is confidential in nature. If you opened these events only to internal staff, the participants can only claim CPE points under category **1A**. If the events were opened to all pharmacists, inside and outside the institution, then the participants can claim points under category **1B**, which are higher. The Council thus encourages all in-house programme providers who are accredited to open their doors to other pharmacists if only to invite goodwill and reciprocity from their counterparts, thus creating a win-win situation for all.

Q6 We send our pharmacists for generic customer service / negotiation / communication skills conducted by external training providers under our company's Total Training Plan. Are these programmes eligible for CPE points?

Ans. Assuming that you are an accredited CPE provider yourself, you are entitled to outsource some of your events to an external provider based on a client/service provider agreement between the two of you. You may award CPE points to these events provided the Council's terms and conditions are satisfied. However, if the said courses provided by the external provider were generic in nature and opened to all and sundry, it would be difficult to justify the award of points because the topics may not be tailored for pharmacists and the target audience are not mainly healthcare professionals and scientists.

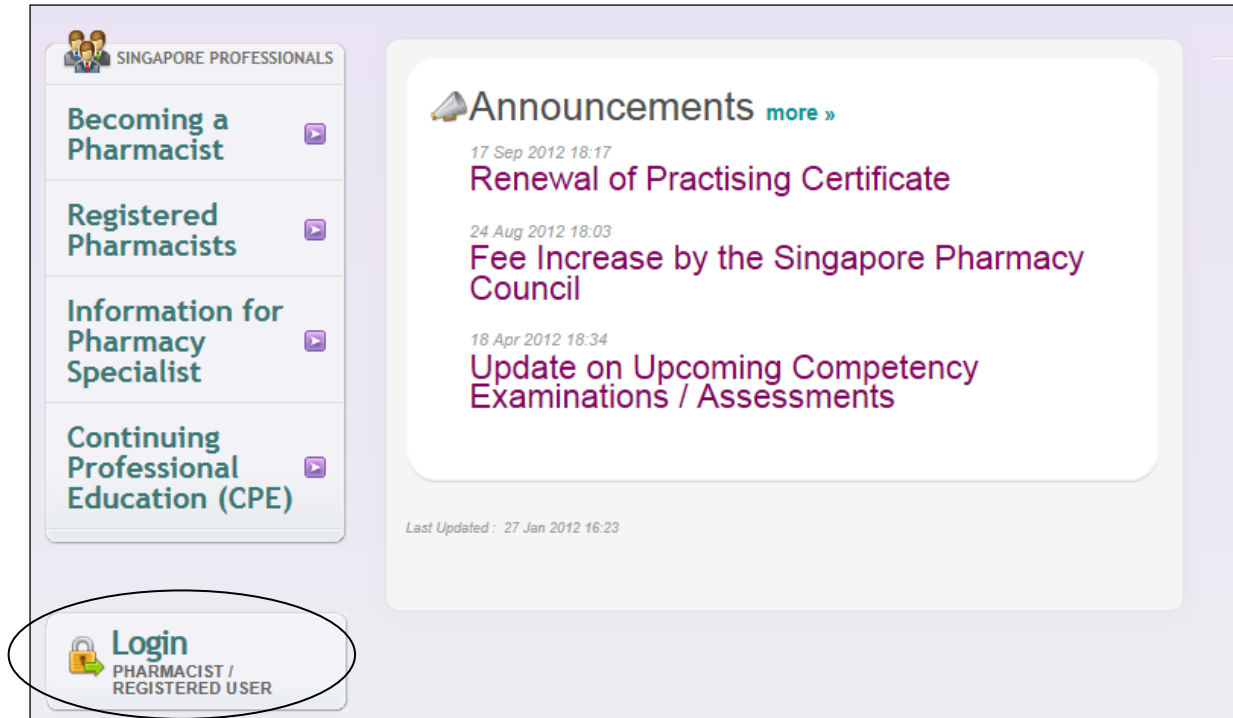
Q7 I run a small trading company with few employees. My principal from overseas occasionally sends its medical director to speak on the company's latest medicinal products and medical devices. I do not wish to be an accredited CPE provider just to host the talk. Is there any way by which my speaker can address pharmacists in Singapore and in the process earns them patient-care points?

Ans. You may offer your speaker to any of the accredited CPE providers. The PSS (Pharmaceutical Society of Singapore) and the pharmacy department of NUS (National University of Singapore) are generic CPE providers with no commercial interest. If the topic was appropriate, the provider might include it in its portfolio of CPE events. Your speaker must be mindful of the rules governing product advertisement and that the accredited provider is bound by its undertaking to the Council that no rule will be infringed.

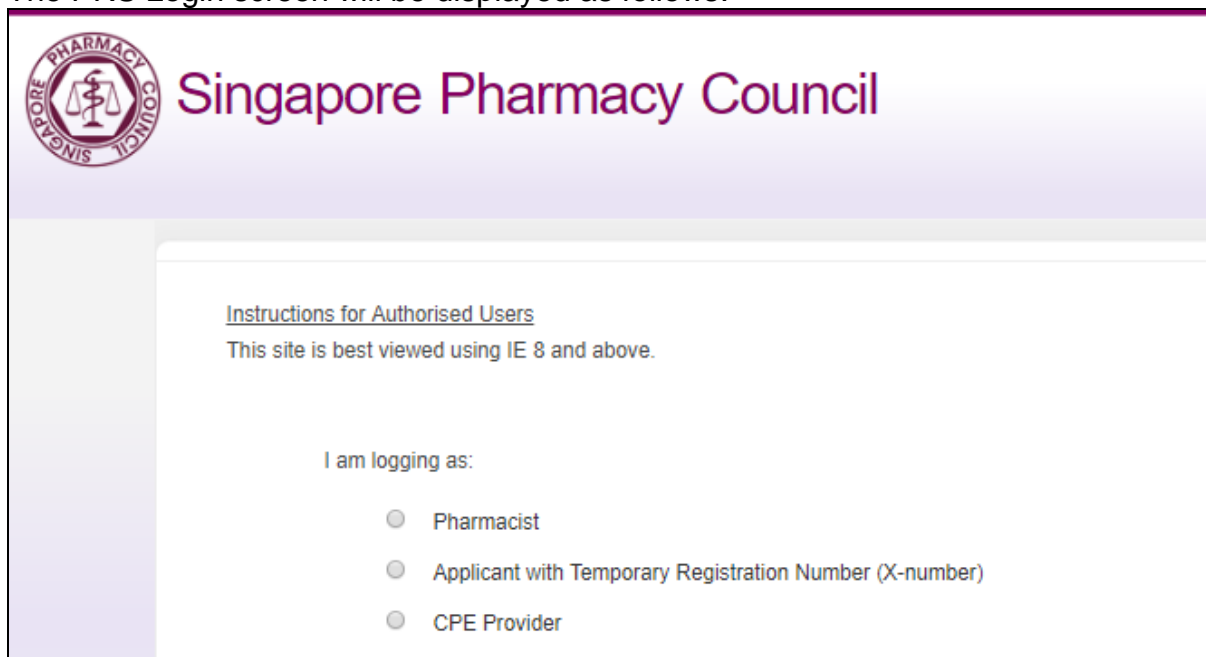
PROFESSIONAL REGISTRATION SYSTEM (PROVIDER) USER MANUAL

Submit Provider Application

To access the PRS, click on the [\[Login\]](#) button on the SPC's website (URL: <http://www.spc.gov.sg>).

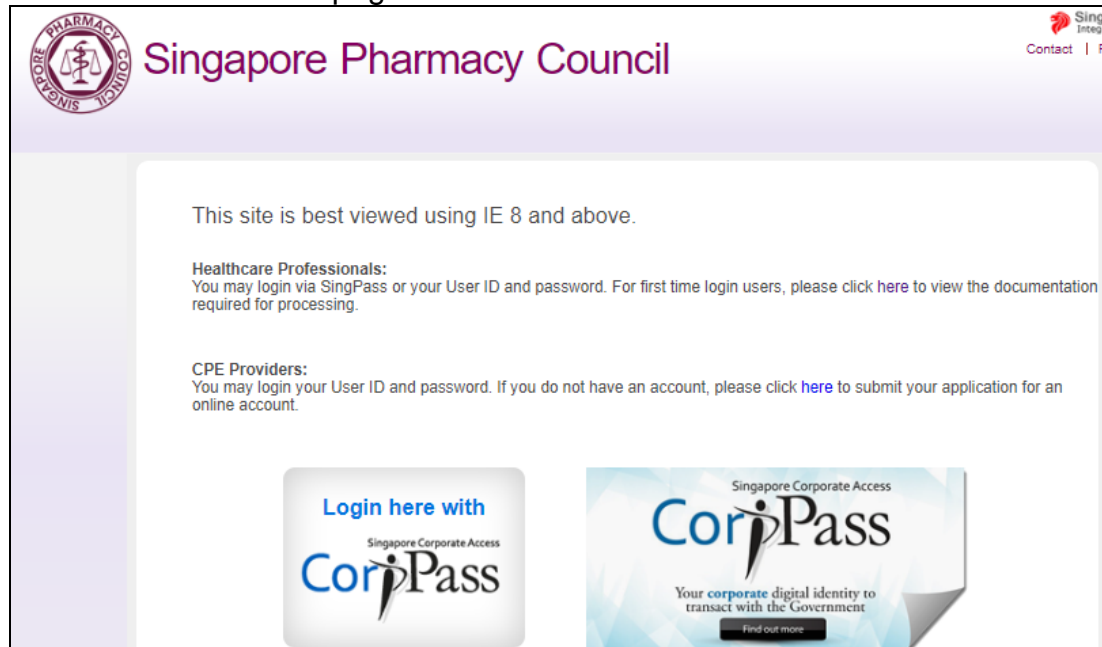


The PRS Login screen will be displayed as follows:



- Click on the [\[CPE Provider\]](#) check box

You will be directed to the page below:



To apply for a provider account if you do not have one:

- Click on the [\[here\]](#) link under [CPE Providers] section.

The Application for Provider page will be displayed as follows:

Application Documents Confirmation Payment Acknowledgement

Application for Accreditation of Provider

Note: All Fields marked with asterisk (*) are mandatory.

Provider Information

*Provider Type	Accredited
*Organisation Type	--Select Here--
*Organisation	--Select Here--
Department / Ward	--Select Here--
Website URL	
Additional Remarks	(0/500)

Provider Address

*Postal Code	
Block/House No.	
Level - Unit No.	-
Street Name	
Building Name	

Account Holder Details

Name	Designation	Email Address	Role	Delete

Add Account Holder

Proceed

To proceed to the next stage of the application (i.e.: Documents)

- Select an **Organisation Type**.
 - If **"Others"**, enter the name of other Organisation Type in the provided textbox.
 - There will be additional mandatory fields to specify
 1. Enter **Paid-up Capital**
 2. Enter **Year of Establishment**
 3. Select **Registered as**
 4. Select **Majority Owned by**
- Select an **Organisation**.
 - If **"Others"**, enter the name of other Organisation in the provided textbox.
- (Optional): Select a **Department/Ward**.
 - If **"Others"**, enter the name of other Department/Ward in the provided textbox.
- (Optional): Enter **Website URL**
- (Optional): Enter **Additional Remarks** if any
- Enter **Postal Code**
- (Optional): Enter **Level – Unit No.**
- Click [\[Add Account Holder\]](#) button at the bottom of the page to launch Add Account Holder page.

The Account Holder Details page will be displayed as follows:

Account Holder Details	
Note: All Fields marked with asterisk (*) are mandatory.	
*NRIC No./FIN	<input type="text"/>
Designation	<input type="text"/>
*Name	<input type="text"/>
*Gender	<input type="radio"/> Female <input type="radio"/> Male
*Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	<input type="text"/>
*Role	<input type="radio"/> Admin <input type="radio"/> Operational
*UEN of CorpPass Account	<input type="text"/>
*Institute Name issued CorpPass Account	<input type="text"/> (0/400)
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

To add account holder:

- Enter **NRIC No./FIN**
- (Optional): Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- (Optional): Enter **Fax No.**
- (Optional): Enter **Mobile No.**
- Enter **Email Address**
- Select Role

- **Admin user is the main point of contact between SPC and Provider for this Provider application. Any email notifications will be sent to Admin user's Email Address**
- Enter the UEN of your Institution
- Enter the Institute name that issued the CorpPass Account
 - **Starting from 2018, all institutions will have to apply and issue CorpPass accounts for their staffs to access government systems.**
- Click **[Save]** button at the bottom of the page to proceed on adding account holder to provider

Back to the Application for Provider page,

The details of Account Holder have been added to the table upon clicking on the **[Save]** button, displayed as follows:

Application Documents Confirmation Payment Acknowledgement

Application for Accreditation of Provider

Note: All Fields marked with asterisk (*) are mandatory.

Provider Information

*Provider Type

Accredited

*Organisation Type

Ministry / Statutory Board

*Organisation

Health Promotion Board

Department / Ward

--Select Here--

Website URL

Additional Remarks

(0/500)

Provider Address

*Postal Code

168937

Block/House No.

3

Level - Unit No.

01 - 00

Street Name

Second Hospital Avenue

Building Name

Account Holder Details

Name	Designation	Email Address	Role	Delete
Nicholas Ong	-	nicholasong@ncs.com.sg	Admin	Delete

Add Account Holder

Proceed

To proceed to the next stage of the application (i.e.: Documents)

- Click **[Proceed]** button at the bottom of the page to proceed to the Documents page.

The Documents page for Application of Provider will be displayed as follows:

The screenshot shows a web interface for the 'Application of Provider' process. At the top, there is a navigation bar with five tabs: 'Application', 'Documents' (which is highlighted in blue), 'Confirmation', 'Payment', and 'Acknowledgement'. Below the navigation bar, the main heading is 'Application for Accreditation of Provider'. A 'Note:' section contains two bullet points: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf).' and 'Each file size must not exceed 1MB'. The 'Supporting Documents' section features a form with a 'Document Title' dropdown menu (currently showing '--Select Here--'), a 'File' input field, and two buttons: 'Browse..' and 'Attach'. Below this form is a table titled 'Documents Attached' which currently displays 'No document attached.'. At the bottom of the page, there is a 'Proceed' button.

To proceed to the next stage of the application (i.e.: Confirmation)

Please attach the following documents:

1. CPE Provider Accreditation Application Form (Appendix 1).
 2. Cover letter addressed to Chairperson, CPE Accreditation Committee, stating the reasons for application.
 3. List of upcoming CPE events with brief information of the contents and speakers.
- Select a **Document Title**
 - If "**Others**", enter other document title in the provided textbox.
 - Click **[Browse]** button to browse documents for uploading
 - Click **[Attach]** button to attach uploaded document
 - Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page.

The Confirmation page for Application of Provider will be displayed as follows:

Application

Documents

Confirmation

Payment

Acknowledgement

Application for Accreditation of Provider

Provider Information

Provider Type	Accredited
Organisation Type	Ministry / Statutory Board
Organisation Type (Others)	-
Paid-up Capital	-
Year of Establishment (yyyy)	-
Registered as	-
Majority Owned by	-
Organisation	Health Promotion Board
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

Provider Address

Postal Code	168937
Block/House No.	3
Level - Unit No.	01-00
Street Name	Second Hospital Avenue
Building Name	-

Account Holder Details

Account Holder 1	
NRIC No./FIN	S7295360F
Designation	-
Name	Nicholas Ong
Gender	Female
Telephone No.	99999999
Fax No.	-
Mobile No.	-
Email Address	nicholasong@ncs.com.sg
Role	Admin

Documents Attached

[Document Title 1](#)

Confirm

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **Confirm** button at the bottom of the page to proceed to the Acknowledgement page.

The Acknowledgement page for Application of Provider will be displayed as follows:

[Application](#) [Documents](#) [Confirmation](#) [Payment](#) [Acknowledgement](#)

Application for Accreditation of Provider

Please be informed that your application request has been submitted to Singapore Pharmacy Council on 11/03/2013. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SPC-20130311-4493-AP.

You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+spc@gmail.com and quote the above application no.

[Rate this service](#)

[Print](#)

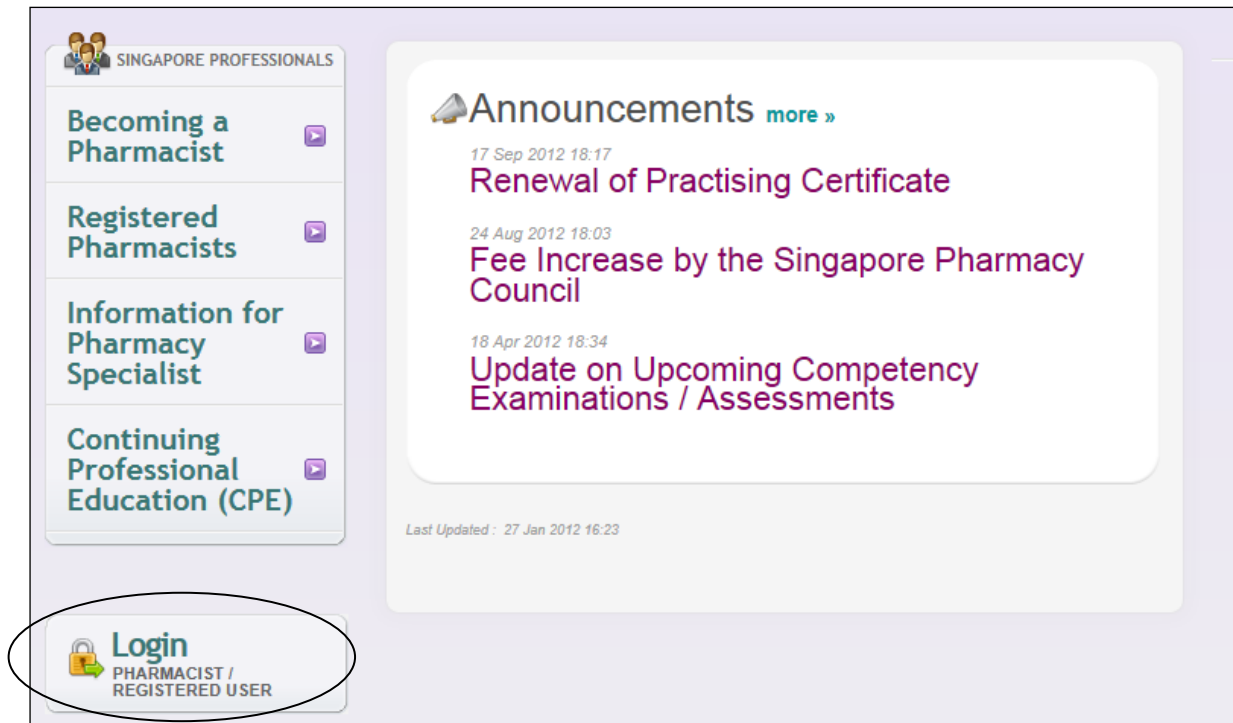
- Click [\[Print\]](#) button at the bottom of the page to print the Acknowledgement page, if necessary.
- Click [\[Rate this service\]](#) hyper link to rate the service

An acknowledgement email will be sent to Admin user's email address. It contains Application No., Temporary User ID and Temporary Password for user to login to the system, check the application status and upload more supporting document, if necessary.

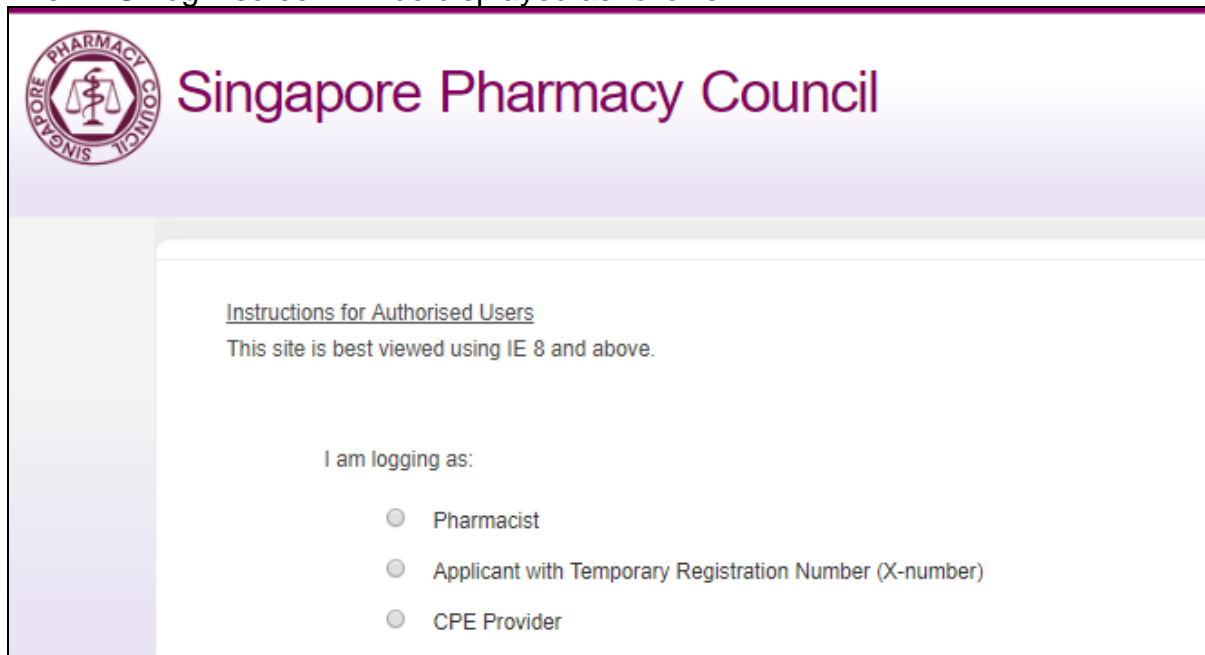
Upon provider application approval by SPC, the Account Holder will be able to login using CorpPass.

Login as Accredited CPE Provider

To access the PRS, click on the [\[Login\]](#) button on the SPC's website (URL: <http://www.spc.gov.sg>).

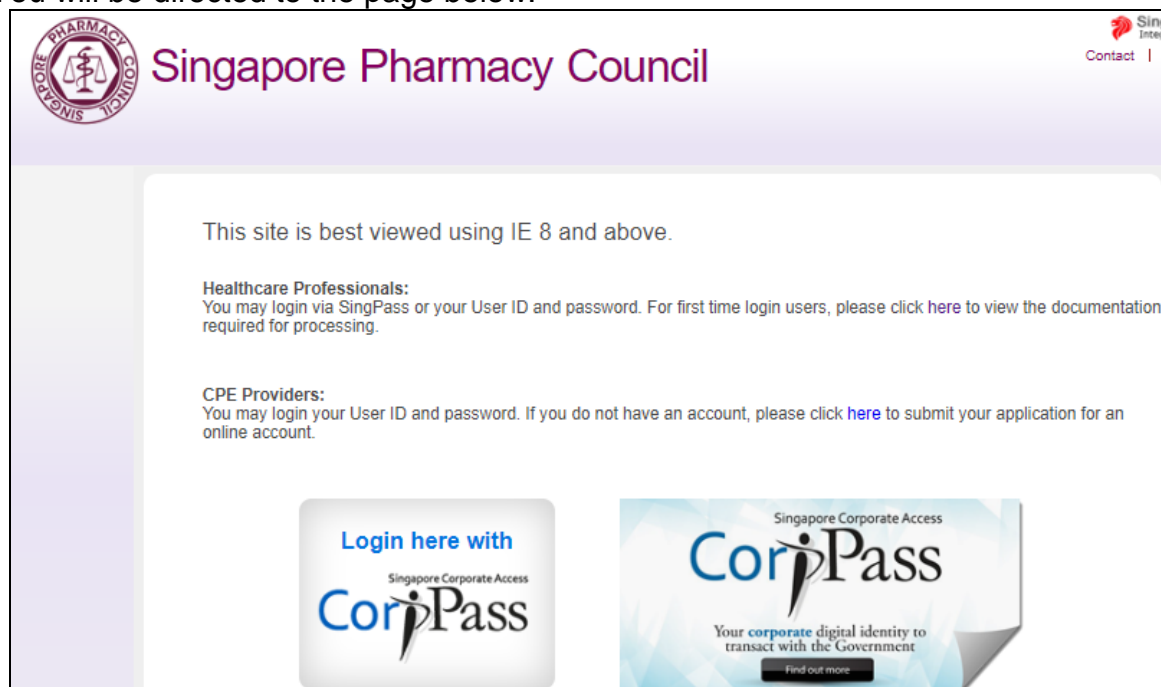


The PRS Login screen will be displayed as follows:



- Click on the [\[CPE Provider\]](#) check box

You will be directed to the page below:



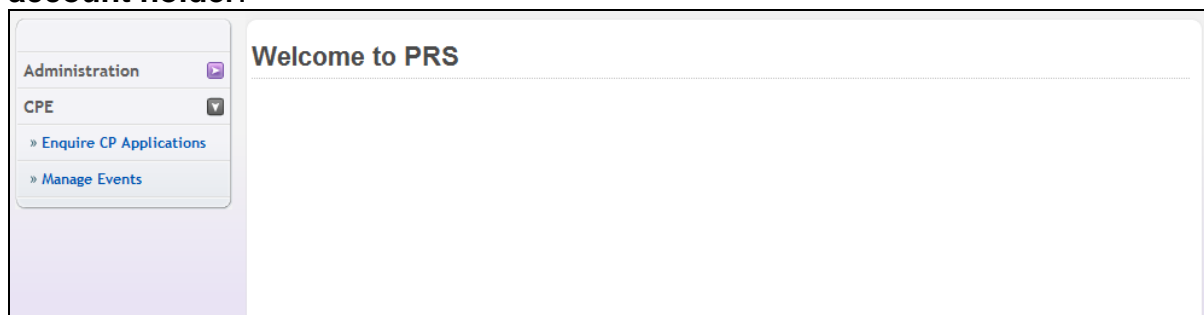
- Login using CorpPass

***Important:**

- You can only login via CorpPass.
- If you do not have a CorpPass Account, please contact the CorpPass Administrator of your organisation. To find your organisation's CorpPass Administrator, please use the 'Find Your CorpPass Admin' function which can be accessed through www.corppass.gov.sg > Services > Find Your CorpPass Admin.

Manage Events

Upon successful login, the PRS landing page will be displayed as follows: The menu on the left displays the functions you have access to as **an approved provider's account holder**.



To Manage Events,

- Click on the **[CPE]** menu item
- Click on **[Manage Events]** link

The Manage Events page will be displayed as follows:

Manage

Event ID

Application Status

Submission Date From Submission Date To

Event Date From Event Date To

Event Title

Category

Search Result

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
----------	-------------	--------------	------------------	--------------------	-------------------	---------

The Manage Events function allow you to

- Create/update/submit/search an Event Application
- Upload More Supporting Document for submitted Event Application
- Update an approved Event
- Submit Event Attendance for an approved Event

Create Events Application

To add New Events:

- Click on [\[New Event\]](#) button

The Application of Event page will be displayed as follows:

Category Event Documents Confirmation Payment Acknowledgement

Application for Accreditation of Event

Note: All fields marked with asterisk (*) are mandatory

Copy details from another event? ☐ Yes ☒ No

*Category

Category	Activities Involved
1B	Local Events

To proceed to the next stage of the application (i.e.: Events):

- Select **Category**
 - Select "1B" under category
- Click [\[Proceed\]](#) button to proceed with the application

The Application of Event for category 1B is displayed as follows:

Category	Event	Documents	Confirmation	Payment	Acknowledgement
----------	-------	-----------	--------------	---------	-----------------

Application for Accreditation of Event

Provider Details & Address

Provider Type	Accredited
Organisation Type	Societies
Organisation	Singapore Association of Pharmaceutical Industries (SAPI)
Department/Ward	-
Address	151 Chin Swee Road #02-13A Manhattan House SINGAPORE 169876

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Event Details

Category	1B		
*Event Specialty	<div>AP - Psychiatry</div> <div>AP - Cardiology</div> <div>AP - Geriatrics</div>	<div>>></div> <div><<</div>	<input type="text"/>
*Patient Care Subject	<input type="radio"/> Yes <input type="radio"/> No		
*Subject	--Select Here--		
*Type of Event	--Select Here--		
*Event Title	<input type="text"/>		
*Target Audience	<div>Others</div> <div>Pharmacists</div> <div>Pharmacy Specialists</div>	<div>>></div> <div><<</div>	<input type="text"/>
*Start Date	<input type="text"/>		*Start Time <input type="text"/> : <input type="text"/>
*End Date	<input type="text"/>		*End Time <input type="text"/> : <input type="text"/>
*Event Duration	--Select Here--		
Frequency	<input type="text"/>		
*Venue	<input type="text"/>		
Event URL	<input type="text"/>		
Previous Event ID	<input type="text"/>		
Copied from Event ID	<input type="text"/>		
Additional Remarks	<input type="text"/>		

(0/500)

☒ Display in Calendar

Session Details

Session	Date	Start Time	Duration	Specialty
<div>Add Session</div> <div> <div>Save</div> <div>Proceed</div> </div>				

To proceed to the next stage of the application (i.e.: Documents):

- Enter **Name** of Contact Person
- Enter **Telephone No.** of Contact Person
- Enter **Email Address** of Contact Person
- Select **Event Specialty**
- Select **Patient Care Subject**
- Select **Subject**

- Select **Type of Event**
- Enter **Event Title**
- Select **Target Audience**
- (Optional): Select **Target Audience Specialty**
- Select **Start Date**
- Enter **Start Time**
- Select **End Date**
- Enter **End Time**
- Select **Event Duration**
- (Optional): Enter **Frequency**
- Enter **Venue**
- (Optional): Enter **Event URL**
- (Optional): Enter **Previous Event ID**
- (Optional): Enter **Additional Remarks**
- Click [\[Add Session\]](#) button to add session to the event

The Add Session page will be displayed as follows:

Session Details

Note: All Fields marked with asterisk (*) are mandatory.

Session 1

*Date

*Start Time

 :

*Duration

*Patient Care Subject

☐ Yes ☐ No

*Specialty

>>

<<

Speaker 1

Reg No.

Specialty

*Name

*Duration

*Designation

*Institution

Topics

*Topic

[Delete Speaker](#)

[Add Topic](#)

[Delete Topic](#)

[Add Speaker](#)

[Save](#) [Cancel](#)

To add session:

- Select **Date**
- Enter **Start Time**
- Select **Duration**
- Select **Patient Care Subject**
- Select **Specialty**
- (Optional): Enter **Reg No.** of speaker
- Enter **Name** of speaker
- Select **Duration** of speaker
- Enter **Designation** of speaker

- Enter **Institution** of speaker
- Enter **Topic** of speaker
- Click **[Save]** button

Back to the Application of Event page,

The Session has been added to the table upon clicking on the **[Save]** button.

To proceed to the next stage of the application (i.e.: Documents):

- Click **[Proceed]** button at the bottom of the page

The Documents page for Application of Event will be displayed as follows:

To proceed to the next stage of the application (i.e.: Confirmation):

If there are supporting documents,

- Select a **Document Title**,
 - If “**Others**”, enter the other document title
- Click **[Browse]** button to browse documents for uploading
- Click **[Attach]** button to attach uploaded document
- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page

If there are no supporting documents,

- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page

The Confirmation page for Application of Event will be displayed as follows:

Category	Event	Documents	Confirmation	Payment	Acknowledgement
----------	-------	-----------	--------------	---------	-----------------

Application for Accreditation of Event

Provider Details & Address

Provider Type	Accredited
Organisation Type	Ministry / Statutory Board
Organisation	Health Promotion Board
Department/Ward	-
Address	168937, 3, Second Hospital Avenue, -

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Psychiatry		
Patient Care Subject	Yes		
Subject	Pharmacology and Pharmacotherapy		
Type of Event	Other Type of Event		
Type of Event (Others)	Seminar		
Event Title	Seminar		
Target Audience	Others		
Target Audience (Others)	Anyone		
Target Audience Specialty	-		
Start Date	28/11/2012	Start Time	10:00
End Date	28/11/2012	End Time	12:00
Event Duration	1<= X <2 Hrs		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Session Details

Session 1			
Date	28/11/2012	Start Time	10:00
Duration	1<= X <2 Hrs		
Specialty	Advanced Pharmacotherapy - Cardiology		
Patient Care Subject	Yes		
Speaker 1			
Reg No.	-	Specialty	-
Name	Andrew Koh	Duration	1<= X <2 Hrs
Designation	Professor	Institution	NUS
Topics	Pharmacotherapy		

Documents Attached

Document Title 1

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **[Confirm]** button at the bottom of the page to proceed to the Acknowledgement page

The Acknowledgement page for Application of Event will be displayed as follows:

Category Event Documents Confirmation Payment **Acknowledgement**

Application for Accreditation of Event

Please be informed that your application request has been submitted to Singapore Pharmacy Council on 11/03/2013. Please print / save a copy of this acknowledgement for your reference.

Your Event ID is SPC20130311-1B-0032.

You will be notified via email on the outcome of your application. For further query, please email to prncsi+sit+spc+cpe@gmail.com and quote the above Event ID.

[Rate this service](#)

Print

An acknowledgement email will be sent to account holder email and event's contact person email.

View Approved Event Application Details – Submit Attendance for Local Events

To upload attendance for a Local Event:

- Click on the **[CPE]** menu item
- Click on **[Manage Events]** link

Administration
CPE
» Enquire CP Applications
» **Manage Events**

Manage

Event ID
Application Status: --Select Here--
Submission Date From: dd/mm/yyyy
Submission Date To: dd/mm/yyyy
Event Date From: dd/mm/yyyy
Event Date To: dd/mm/yyyy
Event Title
Category: --Select Here--

Search New Event

Search Result
Total record(s) found: 1

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
SPC20121122-1B-2096	Seminar	Health Promotion Board	28/11/2012	Approved	Pending Submission	-

Page 1
[First] | [Previous] | [Next] | [Last]

- Click on the **[Event ID]** link of the Event with an Attendance Status = "Pending Submission"

The details of selected event will be displayed as follows:

Event
Attendance

Application for Accreditation of Event

Event ID	SPC20121122-1B-2096		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	22/11/2012		
Outcome Date	22/11/2012		
Attendance Status	Pending Submission		

Provider Details & Address

Provider Type	Accredited		
Organisation Type	Ministry / Statutory Board		
Organisation	Health Promotion Board		
Department/Ward	-		
Address	168937, 3, Second Hospital Avenue, -		

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Psychiatry		
Patient Care Subject	Yes		
Subject	Pharmacology and Pharmacotherapy		
Type of Event	Other Type of Event		
Type of Event (Others)	Seminar		
Event Title	Seminar		
Target Audience	Others		
Target Audience (Others)	Anyone		
Target Audience Specialty	-		
Start Date	28/11/2012	Start Time	10:00
End Date	28/11/2012	End Time	12:00
Event Duration	1<= X <2 Hrs		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Session Details

Session#	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	28/11/2012	10:00	1<= X <2 Hrs	Advanced Pharmacotherapy - Cardiology	Pending Submission	-

[View All Session Details](#)

Documents Attached

Document Title 1

To submit attendance for the event session:

- Click on the **[Status]** link of the selected Session

Session Attendance page will be displayed as follows:

Event
Attendance

Event ID
Application Status
Applicant Name
Applicant ID
Submission Date
Outcome Date
Attendance Status

SPC20121122-1B-2096
Approved
Nicholas Ong
nicholasong@ncs.com.sg
22/11/2012
22/11/2012
Pending Submission

Event Details

Category
Event Specialty
Type of Event
Event Title
Start Date / Start Time
End Date / End Time

1B
Advanced Pharmacotherapy - Psychiatry
Other Type of Event
Seminar
28/11/2012 10:00
28/11/2012 12:00

Session Details

Session 1

Date
Duration
Specialty
Speaker 1
Reg No.
Name
Designation
Topics

28/11/2012
1 to < 2 hours
Advanced Pharmacotherapy - Cardiology
-
Andrew Koh
Professor
Pharmacotherapy

Start Time
Duration
Specialty
Aesthetic
-
1 to < 2 hours
NUS

Attendance Details

Attendance Status
Last Approval Date
☐ No Attendance

Pending Submission
-

Add More Rows
20
Add

☐ S/N
☐ Reg No.
☐ Name of Professional
☐ Role
☐ Speaker Duration
☐ CPE Points
☐ Status

1
2
3
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10

--Select Here--
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Draft
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Draft

Delete

Note:
• File must be in EXCEL (.xls or .xlsx)

Upload Attendance File

Upload attendance Excel sheet, if participants are more than 20.
Click [here](#) to download attendance excel template. Click [here](#) to view sample of attendance upload excel

Browse.. Attach

Save Submit

To enter the attendance manually,

- Enter **Registration No.** of professional attending event
- Select **Role** of professional

Should the need arise to add more attendance rows,

- Enter the number of rows to be added in **Add More Rows** textbox
- Click **[Add]** link to add the attendance rows

Mass upload of attendance function is available to facilitate the uploading of attendance list. A certain format of attendance template must be used for successful uploading.

To view the excel sheet template of attendance:

- Click the first [\[here\]](#) link, under “Upload Attendance File”

The Local Event attendance excel template will be displayed as follow:

	A	B	C	D	E
1	Event ID	<Enter Event ID here>			
2	Session #	<Enter Session # here>			
3	Date (dd/mm/yyyy)	<Enter Session Date here>			
4	Start Time (hh24:mi)	<Enter Session Start Time here>			
5	Reg No.	Role			
6	<Enter Reg No.>	<Enter Role as 'P' for participant and 'S' for speaker>			
7					

To view the excel sheet sample of attendance with data:

- Click the second [\[here\]](#) to link, under “Upload Attendance File”

The sample of Local Event attendance excel sheet will be displayed as follow:

	A	B	C	D	E
1	Event ID	SPC20100527-1B-7528			
2	Session #	1			
3	Date (dd/mm/yyyy)	14/06/2012			
4	Start Time (hh24:mi)	09:00			
5	Reg No.	Role			
6	P00001A	P			
7	P00002B	S			
8					
9					

To mass upload of attendances using excel file,

- Select [\[Browse\]](#) button to browse the completed attendance excel sheet for uploading
- Click [\[Attach\]](#) button to attach excel sheet

Upon successful upload, attendance list is displayed on the screen

At any point of time, attendance page can be saved as draft:

- Click [\[Save\]](#) button at the bottom of the page to save the session attendance without submitting

The Session’s Attendance Status is set to “Attendance Updated”.

Please note that the professionals’ attendances are only saved as draft. Attendances are not submitted for approval at this status.

Once the attendance page is done and ready, submit the attendance to the system

- Click [\[Submit\]](#) button at the bottom of the page to proceed with the submission
- The Session’s Attendance Status will be set to “Attendance Submitted”.

If the attendance session has been saved before, the Status will be update from “Attendance Updated” to “Attendance Submitted”.

The updated attendance page will be displayed as follows:

Event Attendance

Application for Accreditation of Event

Event ID	SPC20121122-1B-2096		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	22/11/2012		
Outcome Date	22/11/2012		
Attendance Status	Attendance Updated		

Provider Details & Address

Provider Type	Accredited		
Organisation Type	Ministry / Statutory Board		
Organisation	Health Promotion Board		
Department/Ward	-		
Address	168937, 3, Second Hospital Avenue, -		

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Psychiatry		
Patient Care Subject	Yes		
Subject	Pharmacology and Pharmacotherapy		
Type of Event	Other Type of Event		
Type of Event (Others)	Seminar		
Event Title	Seminar		
Target Audience	Others		
Target Audience (Others)	Anyone		
Target Audience Specialty	-		
Start Date	28/11/2012	Start Time	10:00
End Date	28/11/2012	End Time	12:00
Event Duration	1<= X <2 Hrs		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Session Details

Session#	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	28/11/2012	10:00	1<= X <2 Hrs	Advanced Pharmacotherapy - Cardiology	Attendance Submitted	-

[View All Session Details](#)

Documents Attached

[Document Title 1](#)

At this time point, Professional will not be awarded CPE points. A scheduled job will run to approve the attendance and set the attendance status to “Attendance Approved”.

Once the job is completed, the CPE Points will be awarded.

Edit and Resubmit Approved Event Application Details

An account holder is able to edit an approved event details as long as no attendance tied to the event with either of the following condition is satisfied

- Display in Calendar = “No”, OR
- Display in Calendar = “Yes” and current date is at least 2 weeks before Event Start Date

Should the need arise to update an approved event which not fulfil the above conditions, please contact SPC for assistance.

To update the details of an approved event:

- Click on the [\[Event ID\]](#) link of event with an Application Status = “Approved”

The details of selected event with an [\[Edit\]](#) button will be displayed as follows:

[Event](#) [Attendance](#)

Application for Accreditation of Event

Event ID	SPC20121210-1B-2651		
Application Status	Approved		
Applicant Name	vida		
Applicant ID	junitav@ncs.com.sg		
Submission Date	10/12/2012		
Outcome Date	10/12/2012		
Attendance Status	Pending Submission		

Provider Details & Address

Provider Type	Accredited		
Organisation Type	Private		
Organisation	NCS Pte. Ltd.		
Department/Ward	Inpatient Dispensing		
Address	569141, 5, Ang Mo Kio Street 62, NCS Hub		

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Cardiology, Advanced Pharmacotherapy - Geriatrics, Oncology Pharmacy		
Patient Care Subject	No		
Subject	Pharmaceutical Marketing		
Type of Event	Other Type of Event		
Type of Event (Others)	asdf		
Event Title	from provider		
Target Audience	Others		
Target Audience (Others)	asdf		
Target Audience Specialty	Advanced Pharmacotherapy - Psychiatry		
Start Date	01/11/2012	Start Time	11:22
End Date	30/11/2012	End Time	22:33
Event Duration	4<= X <6 Hrs		
Frequency	-		
Venue	123		
Event URL	-		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	5		

[Edit](#)

Session Details

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	02/11/2012	11:22	2<= X <4 Hrs	Advanced Pharmacotherapy - Cardiology, Advanced Pharmacotherapy - Psychiatry, Others (Non-core)	Pending Submission	-
Session 2	03/11/2012	13:22	4<= X <6 Hrs	Oncology Pharmacy	Pending Submission	-

[View All Session Details](#)

To proceed to edit details of event application:

- Click on the [\[Edit\]](#) button

The edit details of event application will be displayed as follows:

Application for Accreditation of Event

Provider Details & Address

Provider Type	Accredited
Organisation Type	Societies
Organisation	Singapore Association of Pharmaceutical Industries (SAPI)
Department/Ward	-
Address	151 Chin Swee Road #02-13A Manhattan House SINGAPORE 169876

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1			
2			

Event Details

Category	1B		
*Event Specialty	<div> AP - Psychiatry AP - Cardiology AP - Geriatrics </div>	<div>>></div> <div><<</div>	<div></div>
*Patient Care Subject	<input type="radio"/> Yes <input type="radio"/> No		
*Subject	--Select Here--		
*Type of Event	--Select Here--		
*Event Title			
*Target Audience	<div> Others Pharmacists Pharmacy Specialists </div>	<div>>></div> <div><<</div>	<div></div>
*Start Date	dd/mm/yyyy		*Start Time
*End Date	dd/mm/yyyy		*End Time
*Event Duration	--Select Here--		
Frequency			
*Venue			
Event URL			
Previous Event ID			
Copied from Event ID			
Additional Remarks	<div></div> <div>(0/500)</div>		

☒ Display in Calendar

Session Details

Session	Date	Start Time	Duration	Specialty	
Session 1	12/03/2013	08:00	1<= X <2 Hrs	AP - Psychiatry	Delete
Session 2	12/03/2013	08:00	1<= X <2 Hrs	AP - Infectious Disease,AP - Cardiology	Delete

Add Session

To save the event without submitting it to SPC:

- Click **[Save]** button at the bottom of the page to save any updated changes without submitting it back to SPC

Upon successful saved, Event's Application Status will be updated to "Revising" and will be taken off from the SPC CPE Event Calendar.

To submit the updated event back to SPC:

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to Documents page

The steps are similar to creation of new event step. Please refer to the steps found in **“Create Events Application”** for further instruction.

Upon successful submission, Event’s Application Status is updated to “Application Submitted” and will be added back to the SPC CPE Event Calendar.

Appendix 1

THE SINGAPORE PHARMACY COUNCIL (SPC) APPLICATION FOR THE ACCREDITATION OF CPE PROVIDER

Please submit the following documents together with a completed application form to SPC via this link:

<https://prs.moh.gov.sg/prs/internet/cpe/provider/preApplicationProvider.action?hpe=SPC>

1. A cover letter addressed to the Chairperson of CPE Accreditation Committee with reasons for application to be an accredited CPE provider.
2. A list of CPE events organized by the provider in the recent past (if any), and future CPE events.

Name of company / organisation: _____

Address: _____

Company / Organisation UEN: _____

Type of business (please tick the most appropriate option):-

- ☐ Professional Body / Society
☐ Trade Industry
☐ Government
☐ Education
☐ Statutory Board
☐ Hospital
☐ Polyclinic
☐ Healthcare / Medical Institution
☐ Chain-Pharmacy
☐ Multinational Drug Company
☐ Local Manufacturer
☐ Voluntary Welfare Organisation ☐ **Others** (please provide the following information only if **Others** was ticked):

Type of business: _____

Paid-up capital: _____

Year of establishment: _____

The company is majority owned by *local / foreign investors.

The company is registered as a *private / private limited / publicly listed company.

DECLARATION

As authorised by my *company / organisation, I hereby declare that my *company / organisation shall abide by the terms and conditions as set out in **addendum A**. I further confirm that my *company / organisation has the organisational structure and the financial and personal resources for the promotion / production of CPE programmes.

* Delete as appropriate.

Name of CPE in-charge: _____

Signature and date: _____

Designation: _____

NRIC/FIN No: _____

Email address: _____

UEN of CorpPass Account: _____

Contact No: (Tel) _____

(Fax) _____

(Mobile) _____

THE SINGAPORE PHARMACY COUNCIL (SPC)
ADDENDUM A – APPLICATION FOR THE ACCREDITATION OF CPE PROVIDER

TERMS AND CONDITIONS FOR THE ACCREDITATION OF CPE PROVIDERS*

1. The Provider must ensure that the CPE programmes it provides will comply with the following quality standards:
 - a. The programme content is relevant to pharmacy practice and useful to the improvement of the core competencies of a pharmacist (see Table 1 of CPE Provider Guide for the pharmacists' areas of core competencies).
 - b. The author / presenter is a recognised and reputable figure within the pharmacy profession, or a profession relevant to the subject matter, i.e. the author or presenter must possess qualifications and experience that are relevant to the subject matter.
 - c. The aims and objectives of the programme are defined clearly and made known to the participants.
 - d. The target audience is clearly identified.
 - e. The programme should not be restricted to internal staffs.
 - f. Feedback and evaluation of the programme by the participants are conducted.
 - g. Attendance of pharmacists is submitted to Singapore Pharmacy Council online PRS (www.spc.gov.sg) within two weeks from the completion date of the programme.
 - h. The programme must not promote any specific medicinal products or any practice of commercial nature.
 - i. The educational components of the programme must last a minimum of one hour.
2. The Provider is responsible for awarding the appropriate CPE points to each programme it produces according to the guidelines of the Singapore Pharmacy Council.
3. The Provider must have an effective and supportive organisational structure, adequate financial resources and qualified personnel for the development and presentation of CPE programmes.
4. The Provider shall have policies and procedures for the management of grievances including, but not limited to, tuition and fee refunds.

The responsibility for compliance with the terms of accreditation shall rest with the accredited provider in cases where outsourcing and/or collaboration with others are involved in the development and presentation of the CPE programmes.

* These terms are subjected to change at the Council's discretion.

Appendix 2

THE SINGAPORE PHARMACY COUNCIL

REPORT ON CPE PROGRAMME DELIVERED

This report must be completed and signed by the authorised person within two weeks of the completion of a CPE programme. Please refer to the "Guide for CPE providers" for the full instructions on filling up this report.

Title of the CPE programme

Date of delivery

From _____ to _____

Programme type * live / self-study

(Please specify, e.g. lecture, seminar etc)

The programme is produced * in-house / outsourced.

If outsourced state the name and address of the producer

Name and address of Sponsor, if any

* Circle as appropriate.

Business of Sponsor

Aim and objective of the programme

If the information had been given in the promotional material, please circle "yes". If not, please give details in a separate sheet. * Yes / No

Target participants

☐ Pharmacists ☐ Other healthcare professionals ☐ Scientists ☐ Public
(You may tick more than one)

The combined total of pharmacists, other healthcare professionals and scientists is more than 90%. * Yes / No

Curriculum Vitae of Main Author

If the main author's CV had been given in the promotional material, please circle "yes". If "no", please give details in a separate sheet. * Yes / No

Programme content

If an outline of the programme content had been provided in the promotional material, please circle "yes". If "no", please give it in a separate sheet. * Yes / No

It is sufficient to attach the full lecture notes if they are available.

The programme is designed to increase the pharmacists' knowledge and competency in the following areas

Self-assessment sheet

Please attach a copy if provided.

* Circle as appropriate.

Programme evaluation form

Please attach the completed evaluation forms.

The attendance sheet

Please attach the completed attendance sheet.

Promotional materials

Please attach the promotional materials.

Fees levied for the CPE event * Yes / No

* Total refund/ partial refund of fees is * allowed / not allowed.

Type of CPE points awarded

☐ Patient-care points

☐ Non-Patient-care points

Computation of CPE points

Clearly show the computation according to the guidelines given in Table 3 of the "The Guide for CPE Providers".

DECLARATION

I hereby confirm that the information given above is true to the best of my knowledge.

Signature and date

Name in block letters

Designation

Appendix 3

SINGAPORE PHARMACY COUNCIL

CPE PROGRAMME EVALUATION FORM (SUGGESTED)

Name: _____

Date: _____

Organisation: _____

Programme Title: _____

Title of CPE programme

Name of CPE provider _____

Date of delivery _____

Name of author / presenter

Comments on programme content

The programme is *relevant / not relevant to pharmacy practice.

The programme advances the knowledge and competency of a pharmacist in the area of:

☐ Pharmaceutical Care ☐ Industrial Pharmacy ☐ Pharmacy Management

☐ Pharmaceutical Sales And Marketing ☐ Pharmaceutical Science And Technology

☐ Medical Sciences

☐ Others (*please specify*): _____

** Tick as appropriate.*

Usefulness of the programme to my professional practice

* 1 / 2 / 3 / 4 / 5

1= not useful

5= very useful

Ability of the speaker to deliver his/her knowledge

* 1 / 2 / 3 / 4 / 5

1 = poor

5 = excellent

** Circle as appropriate.*

Suggestions for improvement

Signature and date (optional)