

SELF-ASSESSMENT TOOL

2016

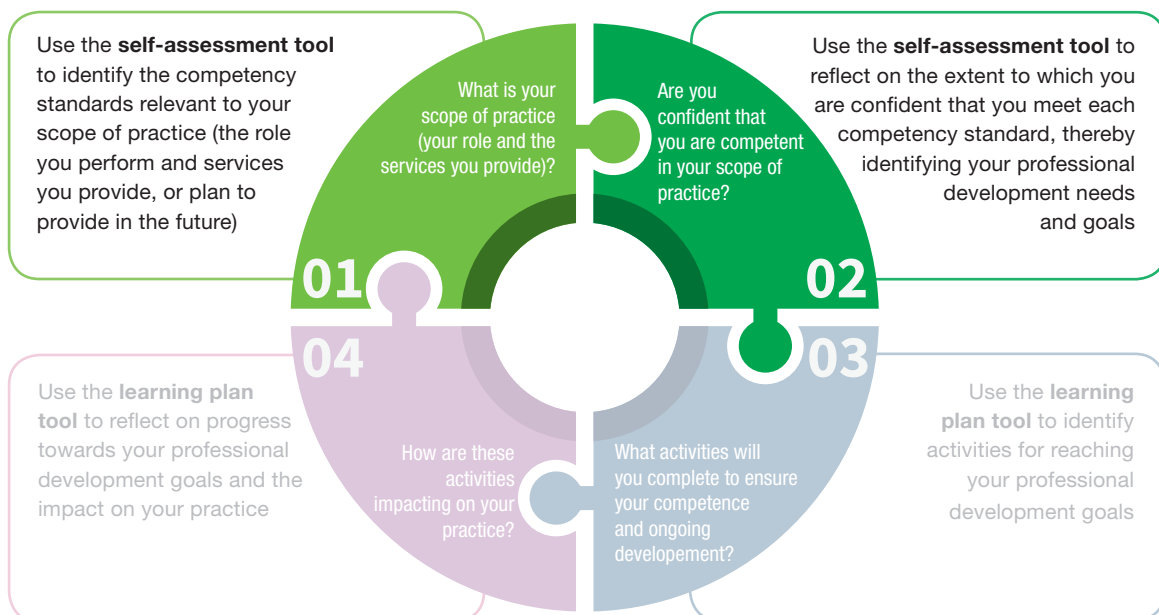
NATIONAL COMPETENCY STANDARDS FRAMEWORK FOR PHARMACISTS IN AUSTRALIA

From 1 October each year, pharmacists need to plan their continuing professional development (CPD) in relation to their scope of practice. Each year when seeking to renew their registration, pharmacists must declare whether they have met the Pharmacy Board of Australia's CPD registration standard.¹

There are two tools that are available to all pharmacists to guide you through the process: a self-assessment tool and a learning plan tool. (Note: the use of these tools is not mandatory. You may use other tools, such as ones provided by a professional organisation.)

This self-assessment tool helps you to reflect on your scope of practice (the role you perform and the services you provide, or plan to provide in the future), and the extent to which you are confident you are competent, in a way that meets the Pharmacy Board of Australia's CPD registration standard.

Self-assessment tool



Learning plan tool

Reference

1. Registration standard: Continuing professional development. Pharmacy Board of Australia; 2015.

Name: Date completed: / / 20

Step 1: Identify the competency standards relevant to your scope of practice

1a. What is your scope of practice?

- The Pharmacy Board of Australia defines practice as any role, whether remunerated or not, in which you use your skills and knowledge as a pharmacist. This is not restricted to the provision of direct clinical care. It also includes working in a direct, non-clinical relationship with clients; working in management, administration, education, research, advisory, regulatory or policy development roles; and other roles that impact on safe, effective delivery of services in the profession.
- As a minimum, you can describe your scope of practice as your roles (e.g. area of responsibility and accountability, tasks, authority), work settings, services provided in work settings and geographic profile.
- You should ensure you describe all areas in which you practise, not just your primary area of practice.
- Your Curriculum Vitae may describe this adequately, in which case you can refer to that.
- You should also identify any roles, services and/or work settings in which you plan to practise in the future.

1b. Identify which competency standards are relevant to your scope of practice.

Refer to the 2016 National Competency Standards Framework for Pharmacists in Australia for context and guidance.

- Over the following pages, work through the competency standards in each Domain. Consider how or whether the different enabling competencies apply to your scope of practice. **Note:** not all enabling competencies need to be relevant for the competency standard to apply.
- Some competency standards apply to all pharmacists' scope of practice. These have been automatically selected as relevant to your scope of practice. They are also marked with an *.
- For those that do not apply to all pharmacists, you will need to identify whether they are relevant to your current scope of practice (the role you perform and the services you provide), or are relevant to a role/service you plan to provide in the future.

Step 2: Self-assess your practice against the Framework to identify your professional development needs and define your professional development goals

2a. Reflect on the extent to which you are confident that you meet each competency standard relevant to your scope of practice.

Refer to the 2016 National Competency Standards Framework for Pharmacists in Australia for context and guidance.

Each competency standard has a number of enabling competencies, together with associated observable behaviours that are expected of a competent practitioner.

For all competency standards that are relevant to your scope of practice, or to future roles or services you plan to provide, identify whether:

- Development is not required
If you select this, ask yourself 'how am I sure?' This might include asking yourself:
 - How do I keep up to date with the latest evidence in this area? How do I maintain my knowledge and skills in this area? What recent examples are there of me doing this?
 - Who is affected by whether I meet this standard or not? Have I had confirmation or recognition from them that that I do meet this standard?
- Ongoing development is required for current scope
If you select this, ask yourself 'in what way?' This might include asking yourself:
 - Has an incident related to this occurred recently?
 - Has there been feedback about this from my patients or peers?
 - Do I just not feel that I have the required skills?
- Development is required for future/planned scope.

Make brief notes to explain why you assessed that development was required.

2b. Define your professional development needs and goals.

- Use the summary table on the final page to collate your responses from your self-assessment against the competency standards. Reflect on your responses to identify your professional development needs.
- Convert these needs into professional development goals. You are likely to have many goals, typically four to six. You may need to prioritise the goals you focus on this CPD year.

Name: Date completed: / / 20

Domain 1

Professionalism and ethics

This is a fundamental responsibility in every role you perform, and service you provide, as a pharmacist. Competency Standards in this Domain address the legal, ethical and professional responsibilities of pharmacists.

The competency standards in this Domain are applicable to all pharmacists.

? Consider whether development is required by asking yourself:

| | |
|--|---|
| 1.1 Do I uphold professionalism in practice?* | |
| 1.1.1 Do I promote a culture of professionalism? | |
| 1.1.2 Do I uphold the professional role of a pharmacist? | |
| 1.1.3 Do I apply understanding and knowledge of medicines management and use in society? | |
| 1.1.4 Do I accept professional responsibility and accountability? | |
| 1.1.5 Do I work with commitment, diligence and care? | |
| <input checked="" type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| Statement explaining your self-assessment: | |
| | |

| | |
|--|---|
| 1.2 Do I observe and promote ethical standards?* | |
| 1.2.1 Do I support ethical professional practice? | |
| 1.2.2 Do I manage ethical issues arising in practice? | |
| 1.2.3 Do I promote ethical professional practice? | |
| <input checked="" type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| Statement explaining your self-assessment: | |
| | |

Name: Date completed: / / 20

1.3 Do I practise within applicable legal frameworks?*

- 1.3.1 Do I comply with statute law, guidelines, codes and standards?
- 1.3.2 Do I respond to common law requirements?
- 1.3.3 Do I respect and protect the individual's rights to privacy and confidentiality?
- 1.3.4 Do I assist individuals to understand and grant informed consent?

Relevant to my current or future/planned scope of practice

- Development is not required
- Ongoing development is required for current scope
(Describe what you need to work on.)
- Development is required for future/planned scope
(Describe what you need to work on.)

Statement explaining your self-assessment:

1.4 Do I maintain and extend my own professional competence?*

- 1.4.1 Do I adopt a scope of practice consistent with my competence?
- 1.4.2 Do I determine professional development needs with reference to the competency standards?
- 1.4.3 Do I acquire and apply practice expertise?

Relevant to my current or future/planned scope of practice

- Development is not required
- Ongoing development is required for current scope
(Describe what you need to work on.)
- Development is required for future/planned scope
(Describe what you need to work on.)

Statement explaining your self-assessment:

Name: Date completed: / / 20



1.5 Do I apply expertise in professional practice?*

- 1.5.1 Do I apply expert knowledge and skills?
- 1.5.2 Do I use reasoning and judgement?
- 1.5.3 Do I demonstrate accountability and responsibility?
- 1.5.4 Do I use professional autonomy?

Relevant to my current or future/planned scope of practice

- Development is not required
- Ongoing development is required for current scope
(Describe what you need to work on.)
- Development is required for future/planned scope
(Describe what you need to work on.)

Statement explaining your self-assessment:

1.6 Do I contribute to continuous improvement in quality and safety?*

- 1.6.1 Do I collaborate to improve quality and safety across the continuum of care?
- 1.6.2 Do I monitor and respond to sources of risk?
- 1.6.3 Do I follow up incidents or lapses in care?

Relevant to my current or future/planned scope of practice

- Development is not required
- Ongoing development is required for current scope
(Describe what you need to work on.)
- Development is required for future/planned scope
(Describe what you need to work on.)

Statement explaining your self-assessment:

Name: Date completed: / / 20

Domain 2

Communication and collaboration

This is a fundamental responsibility in every role you perform, and service you provide, as a pharmacist. Competency Standards in this Domain are required to communicate and work effectively with professional colleagues, patients, other clients, as well as members of the general public.

The competency standards in this Domain are applicable to all pharmacists.

? Consider whether development is required by asking yourself:

| | |
|--|---|
| 2.1 Do I collaborate and work in partnership for the delivery of patient-centred, culturally responsive care?* | |
| 2.1.1 Do I respect the personal characteristics, rights, preferences, values, beliefs, needs and cultural and linguistic diversity of patients and other clients, including Aboriginal and Torres Strait Islander peoples? | |
| 2.1.2 Do I support and respect the rights of patients and other clients to contribute to decision-making? | |
| 2.1.3 Do I promote patient/client engagement with feedback and follow-up systems? | |
| 2.1.4 Do I consider the impact of the physical environment? | |
| <input checked="" type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| Statement explaining your self-assessment: | |
| | |

| | |
|--|---|
| 2.2 Do I collaborate with professional colleagues?* | |
| 2.2.1 Do I show a commitment to interprofessional practice? | |
| 2.2.2 Do I engage in teamwork and consultation? | |
| 2.2.3 Do I promote effective interprofessional practice? | |
| <input checked="" type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| Statement explaining your self-assessment: | |
| | |

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2.3 Do I communicate effectively?*

2.3.1 Do I use appropriate communication skills?

2.3.2 Do I confirm the effectiveness of my communication?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Statement explaining your self-assessment:

2.4 Do I apply interpersonal communication skills to address problems?*

2.4.1 Do I analyse the problem or issue to be addressed and the possible solutions?

2.4.2 Do I engage with others as appropriate to resolve the identified problem or issue?

2.4.3 Do I review outcomes achieved and assess follow-up requirements?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Statement explaining your self-assessment:

Name:

Date completed: / / 20

Domain 3

Medicines management and patient care

Competency standards in this Domain will be relevant if you have a role or perform a service where you:

- apply your expertise to promote wellness or
- work in direct consultation with patients or
- work in collaboration with other health professionals to improve health.

Read through each competency standard and select whether they are relevant to your current scope of practice, and/or a future role or service you plan to provide.

? For all that are relevant, consider whether development is required by asking yourself:

| | |
|--|---|
| 3.1. Do I develop a patient-centred, culturally responsive approach to medication management? | |
| 3.1.1 Do I obtain relevant health and medicines information? | |
| 3.1.2 Do I assess medication management practices and needs? | |
| 3.1.3 Do I collaborate to develop a medication management strategy or plan? | |
| <input type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| <input type="checkbox"/> Not relevant to my scope of practice | |
| Statement explaining your self-assessment: | |
| | |

| | |
|--|---|
| 3.2 Do I implement the medication management strategy or plan? | |
| 3.2.1 Do I administer medicines? | |
| 3.2.2 Do I provide primary care and promote judicious use of medicines? | |
| 3.2.3 Do I dispense medicines (including compounded medicines) in consultation with the patient and/or prescriber? | |
| 3.2.4 Do I prescribe medicines? | |
| 3.2.5 Do I provide counselling and information for safe and effective medication management? | |
| 3.2.6 Do I facilitate continuity of care including during transitions of care? | |
| <input type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| <input type="checkbox"/> Not relevant to my scope of practice | |
| Statement explaining your self-assessment: | |
| | |

3.3 Do I monitor and evaluate medication management?

3.3.1 Do I undertake a clinical review?

3.3.2 Do I apply clinical review findings to improve health outcomes?

3.3.3 Do I document clinical review findings and changes in medication management?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

3.4 Do I compound medicines?

3.4.1 Do I determine the required formulation?

3.4.2 Do I confirm the availability of suitable resources?

3.4.3 Do I apply risk management strategies?

3.4.4 Do I prepare products non-aseptically?

3.4.5 Do I prepare products aseptically?

3.4.6 Do I prepare cytotoxic or other hazardous drug products?

3.4.7 Do I complete appropriate documentation?

3.4.8 Do I optimise packaging and supplementary labelling?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

Name:

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3.5 Do I support Quality Use of Medicines?

3.5.1 Do I review trends in medicine use?

3.5.2 Do I promote evidence-based medicine use?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

3.6 Do I promote health and well-being?

3.6.1 Do I assist the development of health literacy?

3.6.2 Do I support health promotion activities and health services intended to maintain and improve health?

3.6.3 Do I support evidence-based public health programs?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

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Domain 4

Leadership and management

This Domain includes competency standards addressing self-leadership, a fundamental responsibility in every role you perform, and service you provide, as a pharmacist.

Other competency standards will be relevant if you have a leadership role in sharing a vision for the future and promoting the use of initiative and innovation to respond to change and drive progress.

Read through each competency standard and select whether they are relevant to your current scope of practice, and/or a future role or service you plan to provide. Competency standards 4.1 and 4.2 are applicable to all pharmacists.

? For all that are relevant, consider whether development is required by asking yourself:

| | |
|--|---|
| 4.1 Do I show leadership of myself?* | |
| 4.1.1 Do I display emotional awareness and effective self-regulation of emotions? | |
| 4.1.2 Do I apply reflective skills for self-assessment? | |
| 4.1.3 Do I display self-motivation, an innovative mindset and motivate others? | |
| <input checked="" type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| Statement explaining your self-assessment: | |
| | |

| | |
|--|---|
| 4.2 Do I manage my professional contribution?* | |
| 4.2.1 Do I work with established systems? | |
| 4.2.2 Do I plan and prioritise work? | |
| 4.2.3 Do I maintain productivity? | |
| 4.2.4 Do I monitor progress and priorities? | |
| <input checked="" type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| Statement explaining your self-assessment: | |
| | |

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4.3 Do I show leadership in practice?

- 4.3.1 Do I inspire a strategic vision and common purpose?
- 4.3.2 Do I foster initiative and contribute to innovation, improvement and service development?
- 4.3.3 Do I encourage, influence and facilitate change?
- 4.3.4 Do I serve as a role model, coach and mentor for others?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

4.4 Do I participate in organisational planning and review?

- 4.4.1 Do I undertake strategic and/or operational planning?
- 4.4.2 Do I develop a business plan and monitor performance?
- 4.4.3 Do I establish suitable premises and infrastructure?
- 4.4.4 Do I undertake workforce planning?
- 4.4.5 Do I develop and maintain supporting systems and strategies?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

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4.5 Do I plan and manage physical and financial resources?

- 4.5.1 Do I plan and manage finances?
- 4.5.2 Do I maintain the physical environment and acquire required resources?
- 4.5.3 Do I contribute to the efficient and effective use of resources?

Relevant to my current or future/planned scope of practice

- Development is not required
- Ongoing development is required for current scope
(Describe what you need to work on.)
- Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

4.6 Do I plan, manage and build human resource capability?

- 4.6.1 Do I recruit and retain personnel?
- 4.6.2 Do I establish role clarity and performance standards?
- 4.6.3 Do I supervise personnel?
- 4.6.4 Do I develop personnel and promote improved performance?
- 4.6.5 Do I manage interpersonal relationships with supervised personnel?

Relevant to my current or future/planned scope of practice

- Development is not required
- Ongoing development is required for current scope
(Describe what you need to work on.)
- Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

Name: Date completed: / / 20

4.7 Do I participate in organisational management?

- 4.7.1 Do I understand and contribute to organisational/corporate and clinical governance?
- 4.7.2 Do I support and assist implementation of health care priorities?
- 4.7.3 Do I undertake project management?
- 4.7.4 Do I contribute to professional activities planning with consideration of strategic context?
- 4.7.5 Do I apply and monitor standards of practice?
- 4.7.6 Do I work across service delivery boundaries?
- 4.7.7 Do I contribute to the effective management of risk, including threats to service continuity?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

Name: Date completed: / / 20

Domain 5

Education and research

Competency standards in this Domain will be relevant if you have a role or perform a service where you contribute to the education of professional colleagues. They also cover the analysis and synthesis of information, conducting and sharing research, and applying evidence in practice. They include education and research undertaken within or from academic/teaching institutions as well as practice-based research and training undertaken in a practice environment.

Read through each competency standard and select whether they are relevant to your current scope of practice, or a future role or service you plan to provide.

? For all that are relevant, consider whether development is required by asking yourself:

| | |
|---|---|
| 5.1 Do I deliver education and training? | |
| 5.1.1 Do I plan education and training? | |
| 5.1.2 Do I conduct education and training consistent with educational practice? | |
| 5.1.3 Do I contribute to continuing professional development of others? | |
| 5.1.4 Do I link practice and education? | |
| <input type="checkbox"/> Relevant to my current or future/planned scope of practice | <input type="checkbox"/> Development is not required |
| | <input type="checkbox"/> Ongoing development is required for current scope <i>(Describe what you need to work on.)</i> |
| | <input type="checkbox"/> Development is required for future/planned scope <i>(Describe what you need to work on.)</i> |
| <input type="checkbox"/> Not relevant to my scope of practice | |
| Statement explaining your self-assessment: | |
| | |

Name: Date completed: / / 20

5.2 Do I participate in research?

5.2.1 Do I establish research partnerships?

5.2.2 Do I identify gaps in the evidence-base?

5.2.3 Do I undertake critical evaluation activities?

5.2.4 Do I design and deliver research projects to address gaps in the evidence-base and identify areas for innovation and advances in practice?

5.2.5 Do I supervise others undertaking research?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

5.3 Do I research, synthesis and integrate evidence into practice?

5.3.1 Do I identify information needs and resource requirements?

5.3.2 Do I retrieve relevant information/evidence in a timely manner?

5.3.3 Do I apply research evidence into practice?

5.3.4 Do I provide advice and recommendations?

Relevant to my current or future/planned scope of practice

Development is not required

Ongoing development is required for current scope
(Describe what you need to work on.)

Development is required for future/planned scope
(Describe what you need to work on.)

Not relevant to my scope of practice

Statement explaining your self-assessment:

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Professional development goals

Self-assessment summary

Mark those competency standards (below) that you have identified in your self-assessment that development is required (for your current scope and future/planned roles and services).

| Domain 1 Professionalism and ethics | Domain 2 Communication and collaboration | Domain 3 Medicines management and patient care | Domain 4 Leadership and management | Domain 5 Education and research |
|--|---|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> 1.1 | <input type="checkbox"/> 2.1 | <input type="checkbox"/> 3.1 | <input type="checkbox"/> 4.1 | <input type="checkbox"/> 5.1 |
| <input type="checkbox"/> 1.2 | <input type="checkbox"/> 2.2 | <input type="checkbox"/> 3.2 | <input type="checkbox"/> 4.2 | <input type="checkbox"/> 5.2 |
| <input type="checkbox"/> 1.3 | <input type="checkbox"/> 2.3 | <input type="checkbox"/> 3.3 | <input type="checkbox"/> 4.3 | <input type="checkbox"/> 5.3 |
| <input type="checkbox"/> 1.4 | <input type="checkbox"/> 2.4 | <input type="checkbox"/> 3.4 | <input type="checkbox"/> 4.4 | |
| <input type="checkbox"/> 1.5 | | <input type="checkbox"/> 3.5 | <input type="checkbox"/> 4.5 | |
| <input type="checkbox"/> 1.6 | | <input type="checkbox"/> 3.6 | <input type="checkbox"/> 4.6 | |
| | | | <input type="checkbox"/> 4.7 | |

Goals*

Review the areas where you have self-assessed that development is required and convert these into professional development goals. You are likely to have many goals, typically four to six. Describe what you want to achieve. You may need to prioritise the goals you focus on this CPD year.

The case studies available may provide you with useful guidance on how to write a goal.

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

*If you want to add more goals, add more rows to this table.

You are now ready to move onto your learning plan tool.

Name: Date completed: / / 20