

AdPha Accreditation Standards for Hospital Training Programs 2024

ADVANCED
PHARMACY
AUSTRALIA



Background

A formalised practitioner development process defines the pathway from undergraduate through to registration and progression to advancing practice (see: Figure 1).

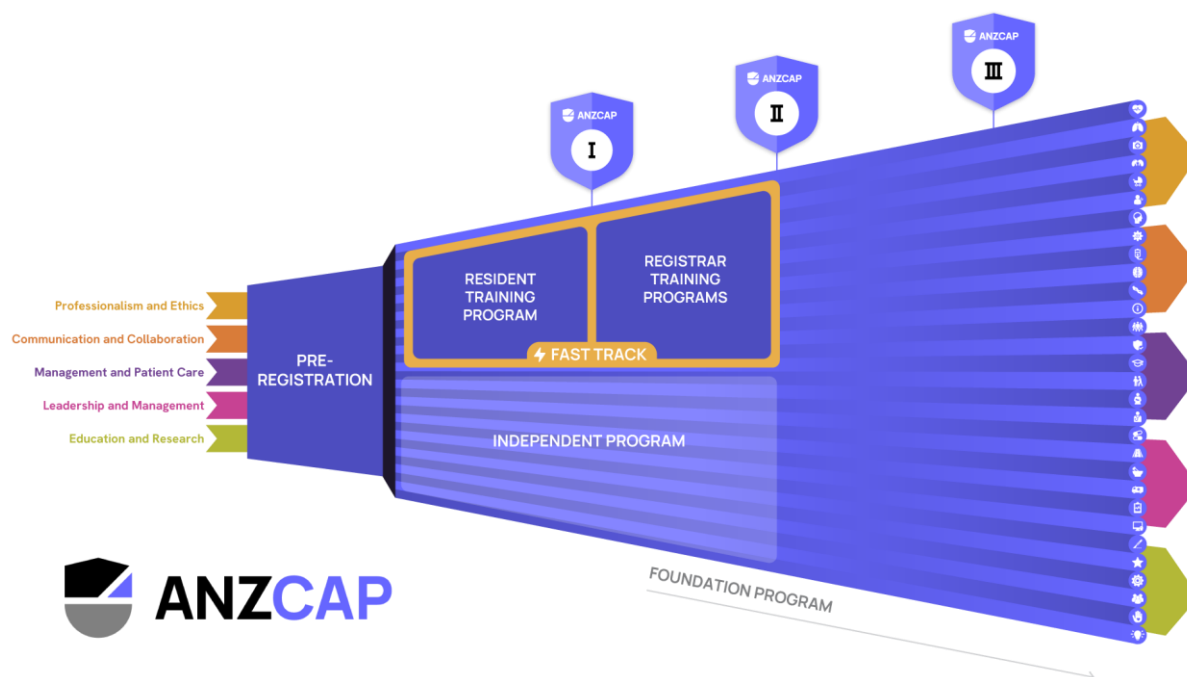
The existence of such a pathway signifies a mature profession. It is broad in its range of competence domains, covering aspects of professional practice and clinical proficiency, but also encompassing a commitment to leadership and management, and research and education skills development.

AdPha's Training Programs establish a structured, formalised, supported and accredited national program for:

- Resident training – for newly registered or new to hospital pharmacists, focusing on the development of a solid foundation of generalist practice to achieve ANZCAP Pharmacist Resident recognition, and
- Registrar training – for pharmacists with 3 or more years of post-registration experience and general foundation level expertise, seeking to expand their sphere of influence and solidify their practice in a defined practice area to achieve ANZCAP Pharmacist Registrar recognition

Each AdPha Training Program is two years full time equivalent in duration.

Figure 1. Training Programs within a pharmacist's professional development pathway



Purpose

The purpose of this Standard is to establish criteria for Training Programs and pharmacy departments to ensure their commitment is consistent with AdPha's expectations for training pharmacists and to ensure that they achieve professional competence in the delivery of patient-centred care and pharmacy services.

The Standard covers 5 domains:

- Safe and socially accountable practice
- Governance and quality
- Program
- Outcomes and assessment
- Candidate experience

The Standard is comprised of the following documents (outlining two stages of accreditation):

1. **Training Programs Core Accreditation** (provisional or full accreditation):
establishes the criteria a hospital pharmacy department must meet to become an AdPha-accredited Training Site
2. **Program Approval:** establishes the program-specific requirements for an AdPha-accredited Training Site to deliver either the
 - a. Resident Training program and/or
 - b. Individual Registrar Training program (Reg-TP) pathways

Glossary of Terms

Australian & New Zealand College of Advanced Pharmacy (ANZCAP) – recognises the specialty skills and experience of pharmacy practitioners across Australia and New Zealand as a Pharmacist Resident, Registrar or Consultant. Recognition is based on the competencies within the National Competency Standards Framework for Pharmacists in Australia, 2016.

ANZCAP Pharmacist Registrar – Pharmacist Registrars possess the knowledge, skills, and expertise to independently provide care for individuals with complex healthcare requirements for a specialised practice area. They have developed skills in leadership, education, and research necessary to effectively shape practices within their broader team or organisation. Leveraging their expertise, they offer personalised patient care and tangibly enhance the outcomes of the services they manage or lead.

ANZCAP Pharmacist Resident – Pharmacist Residents demonstrate a robust foundation of knowledge, skills and expertise that enables them to navigate various patient demographics and clinical environments with confidence and competence. They use their proficiency in medicines management to support the multi-disciplinary team while drawing on the expertise and knowledge of others where appropriate. Residents have developed self-leadership qualities and recognise opportunities for change and innovation within the pharmacy profession, seeking to promote these and improve the clinical practices of themselves and their team.

Curriculum – the structured training plan for a Registrar candidate encompassing the knowledge, skills, experience and behaviours required to perform at the required level of either ANZCAP Pharmacist Resident or ANZCAP Pharmacist Registrar. The curriculum is practice focused and covers the range of enabling competencies across expert practice, communication, leadership and management, research and education domains in the National Competency Standards Framework for Pharmacists in Australia, 2016.

Elective Rotation – a Resident Training program rotation where the Resident candidate is based in an area outside of the core rotation practice areas. The Training Site can consider areas of specialty practice or experiences unique to the workplace as opportunities for the elective rotation. The purpose of the elective rotation is to provide Resident candidates with a broader set of clinical knowledge and skills. The level of support and supervision provided to the Resident candidate is expected to be equivalent across all four rotations.

External Mentor – a mentor external to Registrar candidate's pharmacy department, whose role is to provide support and insight into the Registrar candidate's role in the practice pathway, as well as assurance that the Registrar candidate's performance, from an external perspective, is in line with expectations for staff in that area.

Portfolio – available on the ANZCAP portal a formal documentation of the Resident or Registrar candidate's training, achievements and experience in pharmacy. Training

Program assessments are documented and compiled into the training portfolio on the ANZCAP portal.

Preceptor – a senior pharmacist who accepts responsibility for the day-to-day supervision/coaching, training and assessment of a Resident candidate in a defined rotation. Resident candidates are likely to have a different Preceptor for each rotation in the program.

Program Lead – a senior pharmacist with demonstrable experience in clinical pharmacy and clinical education who is responsible for the organisation, delivery and review of AdPha Training Programs at the institution/organisation.

Registrar candidate – a pharmacist, with 3-7 years of hospital experience, performing at ANZCAP Pharmacist Resident or equivalent, who is undertaking the Registrar Training Program. This program may also be suitable for pharmacists with more than 7 years of experience if they are moving into a defined or specialised area of practice.

Registrar Mentor – a senior pharmacist responsible for regular coaching, mentorship and assessment of a Registrar candidate across their program. The Registrar Mentor is required to demonstrate performance at ANZCAP Registrar or Advancing – Stage II (Consolidation Level) or above in the relevant practice area by formal credentialing or equivalent experience (as assessed by AdPha). The Registrar Mentor ideally is co-located with the Registrar candidate, however, for certain sites and programs, another arrangement may be found.

Resident candidate – a pharmacist, generally newly registered or new to hospital pharmacy practice, who is undertaking the structured Resident Training program.

Rotation – a period of time spent in a specific area of hospital pharmacy practice.

- For Resident candidates – a rotation is equivalent to 26 weeks (6 months) of full-time employment.

Rotation Site – a site, other than the Training Site, at which part of the Training Program is undertaken. The Rotation Site is required to have a defined Preceptor but is not required to meet the overall standards. Resident candidates may spend no more than 50% of their Training Program at a Rotation Site.

Training Program – a two-year structured professional development plan for pharmacists designed to develop their practice towards recognition as an ANZCAP Pharmacist Resident or ANZCAP Pharmacist Registrar.

- **Resident Training Program (Res-TP)** – designed for early career pharmacists to develop their practice towards ANZCAP Pharmacist Resident recognition or Advancing – Stage I (Transition Level) performance.
- **Registrar Training Program (Reg-TP)** – designed to develop a pharmacist's practice towards ANZCAP Pharmacist Registrar or Advancing – Stage II (Consolidation Level) performance and facilitate specialisation. The aim of the Reg-TP is to enable pharmacists to provide expert pharmaceutical care in their defined practice area.

Training Site – the health service and its pharmacy department at which the program

candidates will spend the majority of time during their Training Program. The Training Site accepts responsibility for the overall structure, curriculum and outcomes of the program. See 'Multi-Hospital Program' for management of Training Sites in a health service with more than one hospital.

Multi-Hospital Program – a Training Program managed at a health service which has multiple hospitals/sites. Multi-Hospital Programs can be managed in one of the following ways:

- 1 Accrediting individual hospitals as Training Sites upon application by the pharmacy department/Program Leader. Other hospitals and locations within the health service are considered Rotation Sites, with Residents rostered accordingly (see 'Rotation Sites'), or
- 2 Accrediting the entire health service as a single Training Site and utilising physical or virtual visits to ensure the Program Leader retains effective control of development and training across the network, or
- 3 Dividing the Training Program, with independent Program Leads across hospitals within the health service. For reasons of Resident candidate peer support, AdPha recommends against this option, unless there is no other effective way for the Program Leader to exercise their responsibilities. AdPha will consider that there are multiple Training Sites, and each must undertake full accreditation independently.

Training Program Leadership Group – a group of staff at the Training Site who provide consultation, guidance and oversight of the Training Program/s. The Group should include relevant Program Lead, senior pharmacy staff, Preceptors and, when possible, former Resident candidates. Multidisciplinary membership is also encouraged to foster clinical education and research consultation and collaboration.

Training Program – Core Accreditation

Stage 1 of accreditation whereby a pharmacy department or health service must demonstrate that the infrastructure, services and cultural attributes of the department are aligned with AdPha’s standards with respect to staff development and education to become an AdPha-accredited Training Site.

DOMAIN 1: SAFE AND SOCIALLY ACCOUNTABLE PRACTICE

- 1.1** The clinical pharmacy services offered by the Training Site are aligned with the requirements of the AdPha Standards of Practice for Clinical Pharmacy Services 2024.
- 1.2** The organisational structure of the pharmacy department supports the delivery of high-quality person-centred pharmacy services and the development, implementation and sustainment of the pharmacy workforce education and training.
- 1.3** Pharmacy staff are integrated into the interprofessional patient-care team and are actively involved in interprofessional collaboration related to effective person-centred care (e.g. service/ward meetings, ward rounds and/or case conferences)
- 1.4** Teaching of the pharmacy workforce occurs routinely in clinical units/wards and the Training Site demonstrates ongoing commitment to providing an education culture through professional development opportunities and experiential teaching and learning (e.g. through student placements, intern intakes, links with universities).
- 1.5** Pharmacy staff at the Training Site have opportunities to provide formal in-service education and training to members of the multi-disciplinary team (e.g. nursing, medical, allied health staff).

DOMAIN 2: GOVERNANCE AND QUALITY

- 2.1** The pharmacy department is actively involved in hospital wide clinical governance such as NSQHS standards accreditation, clinical review committees, hospital research committees, medication safety committees etc.
- 2.2** Members of the Training Site pharmacy workforce demonstrate a broad commitment to the betterment of the profession and hospital pharmacy overall through active involvement in external advisory groups, professional committees and membership of professional bodies (e.g. AdPha).
- 2.3** Training Site demonstrates a commitment to continuous quality improvement and the pharmacy workforce has opportunities to engage in audits and quality improvement initiatives (e.g. drug use evaluations (DUEs)/medication-use evaluations (MUEs)). Training Site recognises the importance of practice research in improving medication safety, treatment options and the patient and clinician experiences of pharmacy services.
- 2.4** The department has an active research culture with demonstrable research output and opportunities for Training Program candidates and pharmacy workforce participation. The department ensures the pharmacy workforce has access to the

support needed to develop their research skills, through access to either someone in a dedicated research role or a senior pharmacist with research experience.

2.5 Staff performance appraisals are conducted annually at the Training Site.

DOMAIN 3: PROGRAM

3.1 The department has a defined Training Program Leadership Group responsible for providing guidance and direction to the delivery of accredited Training Programs at the site.

3.2 The Training Site has access to dedicated pharmacy educator(s) who are responsible for supporting the development and training of the pharmacy workforce.

DOMAIN 4: OUTCOMES AND ASSESSMENT

4.1 The pharmacy department provides evidence-based “in-house” continuing educational sessions/programs. These are monitored for their effectiveness and actively managed by key staff.

4.2 Workplace-based assessments (WBA) and peer evaluation/feedback (such as case-based discussions, journal clubs and ClinCATs) are actively used to support the development of the pharmacy workforce at the Training Site.

4.3 There is a commitment to development in other skills outside of clinical expertise e.g. in leadership and management (team leader roles, staff/resource allocation).

DOMAIN 5: CANDIDATE EXPERIENCE

5.1 The hospital pharmacy department provides orientation and training to all staff (including Training Program candidates) who are new to the organisation/department and upon their transition to a different practice area (e.g. staff rotations).

5.2 The pharmacy workforce and the Training Program candidates are provided with a suitable area to work, and access to appropriate and relevant technology (e.g. databases, clinical information systems, workstation).

5.3 The Training Site has processes in place for the identification of staff in need of support or additional assistance. This may include dealing with communication issues, learning difficulties, and health and social issues. The Training Site maintains responsibility for the appointment of Training Program candidates and the management of human resource issues between Training Program candidates and Training Sites.

Program Approval

Stage 2 of accreditation determines whether the individual program is suitable based on program-specific attributes and requirements. Program approval includes the Resident Training program and/or the Registrar Training Program pathways.

Resident Training Program

DOMAIN 1: SAFE AND SOCIALLY ACCOUNTABLE PRACTICE

- 1.1** The Training Site allows Resident candidates to complete a six-month rotation [equivalent to 26 weeks of full-time employment] in each of the four core rotation areas: medical, surgical, operational and elective/breadth. (See: AdPha Resident Training Program Framework 2023 for guidance on appropriate specialty areas for each rotation).
- 1.2** The Resident candidate may complete a proportion of the Resident Training Program at a Rotation Site. Rotation Sites do not need to be an accredited Training Site but must identify a Preceptor for the rotation(s) completed at those sites.
- 1.3** The Training Site takes responsibility for the management of the Resident Training Program and the Resident candidates (during both Training Site and Rotation Site rotations). At least 50% of the Resident Training Program must be completed at the accredited Training Site.
- 1.4** The Training Site should avoid moving Resident candidates from their required rotations for extended periods of cover. (See: AdPha Resident Training Program Framework 2023 for guidance on workplan requirements).
- 1.5** The Resident candidate is a recognised pharmacy team member with core responsibilities, defined workload and service expectations, with specific learning and development requirements. Resident candidate roles and responsibilities are outlined in a dedicated position description or a local Resident Training Program manual.

DOMAIN 2: GOVERNANCE AND QUALITY

- 2.1** The Resident Training Program has a defined Program Lead who demonstrates core skills in supervision, teaching and mentoring of early career level staff, as well as a high level of clinical pharmacy expertise. This pharmacist may be a designated clinical educator or a named position with a component of their role defined and resourced for clinical education facilitation.
- 2.2** The Program Lead is directly responsible for the welfare and progression of the Resident candidates and delivery of the Resident Training Program. The Program Lead retains effective control of the program across all sites and rotations and ensures Resident candidates experiences are equitable and meet the program requirements.
- 2.3** Each rotation as a defined Preceptor for Resident candidates in that rotation. Preceptors demonstrate expert professional practice and leadership in that specific rotation, and have skills in supervision, teaching and mentoring of early career staff.
- 2.4** The Training Site has a local Resident Training Program Manual (or equivalent) to provide guidance to program leads, preceptors and resident candidates on the

details of the program at the individual Training Site. This should include but not limited to roles and responsibilities, rotation details, assessments as per the AdPha competency framework and a learning agreement (optional).

DOMAIN 3: PROGRAM

- 3.1** The Training Site recruits registered pharmacists to the Resident Training Program based on application and local recruitment policies. The target candidates for the Resident Training Program are early career pharmacists or those new to hospital pharmacy practice.
- 3.2** The program is two years full time in duration. Pro-rata Resident Training Programs may be undertaken as locally negotiated.

DOMAIN 4: OUTCOMES AND ASSESSMENT

- 4.1** Resident candidates have access to a ClinCAT evaluator for each rotation, in accordance with the assessment requirements of the program.
- 4.2** The Training Site utilises the training program tools and resources available on the AdPha Communities portal and ANZCAP portals or has made available to all resident candidates at their site alternative tools to support the documentation of the Resident Training Program assessments.
- 4.3** Specific learning objectives/goals for each rotation have been developed.

DOMAIN 5: CANDIDATE EXPERIENCE

- 5.1** Upon appointment as a Resident candidate, the Resident candidate is given an orientation to the Resident Training Program. The orientation includes details about the expectations of the Resident candidate, inclusion of AdPha competency framework, details of assessment processes and an overview of the curriculum.
- 5.2** The Resident Training Program includes requirements to engage in specific online learning and development programs and attendance at specified learning and development courses and events. The Training Site provides opportunities for the Resident candidate to attend these and clear guidance on which party is responsible for financial costs.

Registrar Training Program pathways

DOMAIN 1: SAFE AND SOCIALLY ACCOUNTABLE PRACTICE

- 1.1** Each Registrar Training Program pathway must have a defined practice area(s), which can be generalist or specialist in scope. Specialist pathways should be aligned to the ANZCAP recognition specialty areas.
- 1.2** The Registrar candidate's workplan aligns strongly with the defined practice area(s), with at least 18 months of the 2-year program spent in a working environment directly linked to the defined practice area. Registrar candidate is rostered and provides services in line with this workplan.
- 1.3** The Registrar candidate is recognised as a team member with core responsibilities, defined workload and service expectations, with specific learning and development requirements. Guidance on the Registrar candidates' responsibilities, including patient bed load, should be sourced from the AdPha Standards of Practice for Clinical Pharmacy Services.
- 1.4** The work setting and roles and responsibilities of the Registrar candidate should be stipulated in the position description or the local site-specific Registrar Training Program manual.

DOMAIN 2: GOVERNANCE AND QUALITY

- 2.1** The Training Site should have a defined Program Lead who is responsible for governance of the Registrar Training Program and support to Registrar candidates and Registrar Mentors. The Program Lead demonstrates core skills in supervision, teaching and mentoring of the pharmacy workforce, as well as a high level of clinical pharmacy expertise. This pharmacist may be a designated clinical educator or a named position with a component of their role defined and resourced for clinical education facilitation.
- 2.2** The Training Site has identified a suitable Registrar Mentor for the area of practice. The Registrar Mentor demonstrates performance as an ANZCAP Pharmacist Registrar or above within a practice area highly relevant to the proposed Registrar Training Program practice area. If ANZCAP recognition has not been obtained, AdPha may approve the program providing the proposed Registrar Mentor submits evidence demonstrating equivalent experience (as assessed by AdPha).
- 2.3** The Training Site has identified the model for the Registrar candidate- Registrar Mentor relationship. (See AdPha Registrar Training Program Common Framework or stream specific framework for guidance on the various options available). One Registrar Mentor may provide support to more than one Registrar candidate if appropriate and practicable.
- 2.4** The Training Site has nominated an External Mentor, in addition to the Registrar Mentor (See AdPha Registrar Training Program Common Framework or stream specific framework for guidance on External Mentor roles and responsibilities). Multiple External Mentors may be nominated.

DOMAIN 3: PROGRAM

- 3.1** The Training Site recruits registered pharmacists into the Registrar Training Program based on application and local recruitment policies. The target candidates for the Resident Training Program are those who have completed an AdPha Resident Training Program, obtained ANZCAP Pharmacist Resident recognition or have equivalent experience (defined as at least 2 years post-registration experience in an environment that provides suitable broad foundation experience for the relevant Registrar Training Program practice area).
- 3.2** The program is two years full time in duration. Pro-rata residencies may be undertaken as locally negotiated.
- 3.3** The Registrar candidate position within the Training Sites organisational structure enables the Registrar candidate to line manage other staff (where possible). This may include direct line management of early career pharmacists, or significant responsibilities for the line management of interns or technicians. Where the Registrar candidates' position does not carry formal line management responsibilities, suitable alternatives have been made available (e.g. assisting senior staff in the department in performance management activities and promoting improved performance amongst team members)

DOMAIN 4: OUTCOMES AND ASSESSMENT

- 4.1** Training Site has identified any local credentialing or competency assessments that the Registrar candidate must complete. As guided by the AdPha Standards of Practice for pharmacists in those areas, and/or local Training Site guidelines/protocols and/or by the relevant Registrar Training Program Practice Area Framework.
- 4.2** The approved Registrar Mentor is a trained ClinCAT evaluator (or an alternative ClinCAT evaluator within the organisation is available) to complete the ClinCAT requirements in accordance with the assessment requirements of the program.
- 4.3** The approved Registrar Mentor is trained in the use of workplace-based assessment tools to complete the Registrar Training Program assessment requirements.
- 4.4** The panel for at least two final year assessments (at least one case/practice-based discussion and one mini-CEX/Direct Observation of Practice) will include an external pharmacist recognised as a leader or expert in the practice area and another health professional (e.g. physician, practice area manager). AdPha can support the Training Site to link with external pharmacists to fulfill this requirement.

DOMAIN 5: REGISTRAR CANDIDATE EXPERIENCE

- 5.1** Upon appointment as a Registrar candidate, the Registrar candidate is given orientation to the Registrar Training Program that details the expectations of the Registrar candidate, AdPha competency framework, details of assessment processes and an overview of the curriculum.
- 5.2** The Registrar Training Program Lead (or equivalent at Training Site) provides the appointed Registrar Mentor and external mentor an overview of their role in the program and their relationship with the Registrar Mentor.

5.3 The Registrar Training Program includes requirements to engage in specific online learning and development programs and attendance at specified learning and development courses and events. The Training Site will provide opportunities to the Registrar candidate to attend these and clear guidance on which party is responsible for financial costs.