

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:

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

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

- | | |
|------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Professional Body / Society | <input type="checkbox"/> Polyclinic |
| <input type="checkbox"/> Trade Industry | <input type="checkbox"/> Healthcare / Medical Institution |
| <input type="checkbox"/> Government | <input type="checkbox"/> Chain-Pharmacy |
| <input type="checkbox"/> Education | <input type="checkbox"/> Multinational Drug Company |
| <input type="checkbox"/> Statutory Board | <input type="checkbox"/> Local Manufacturer |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> 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.

Name of CPE in-charge in block letters Signature and date

Designation: _____ NRIC/FIN No.: _____

Email address: _____

Contact No: (Tel) _____ (Fax) _____ (Mobile) _____

* Delete as appropriate.

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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. Feedback and evaluation of the programme by the participants are conducted.
 - f. Attendance of pharmacists is submitted to Singapore Pharmacy Council online CPDS (www.spc.gov.sg) within two weeks from the completion date of the programme.
 - g. The programme must not promote any specific medicinal products or any practice of commercial nature.
 - h. 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.
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.

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