**1 PERSONAL PARTICULARS**

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| --- | --- |
| **Name:** |  |
| **Address:** |
| **Contact no.:** |
| **Personal email:**  **Work email:** |

**2 EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

*Please include qualifications and certifications specific to the area of specialisation applied for.*

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| **Month/Year** | **Qualification / Certification Area** |
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**3 SPECIALTY TRAINING PROGRAMME**

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| **Month/Year** | **Programme** |
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In the following sections 4-9, the applicant should provide evidence of personal contributions and achievements that are relevant to the specialty practice (refer to the activities described in the “Pharmacy Specialist’s Scope of Practice” document, “Evaluation Guidance for Specialist Practice Scope at Entry Level” document, and “Portfolio Examples” in Appendix 1). For sections 4-9, the applicant should tabulate the information in his/her CV under “Month/Year/Role” and “Activities”.

**4 DOMAIN 1: EXPERT PROFESSIONAL PRACTICE**

*In this section, applicant must demonstrate that he/she possesses the knowledge, skills and competencies of a specialist in the specialty that the applicant is applying to be accredited. Applicant should set in detail his/her clinical practice including his/her job scope/description, involvement in institutional or national committees*

1. *Applicant must practise at least 8 hours per week (20% of clinical practice hours) in*

*SPECIALTY for the past 3 years.*

1. *Applicant must provide details on how he/she has personally made contributions to patients’ pharmacotherapy, in chronological order, and organised in accordance to each institution/department one has worked in. The following details are required of the applicant:*
2. *Clinical and Service Provision Roles, including but not limited to ward rounds, clinical service provision within a specialised service team or clinic, etc. Please provide a write up with the following contents:*
   1. *A description of the nature of the service and scope of work covered.*
   2. *Work load data (e.g. number of hours spent per case, number of cases covered per week).*
   3. *Documented evidence of your role(s) and contribution to the team, e.g. Drug Profile or Monograph prepared for the Pharmacy & Therapeutics Committee review.*

***Note1: For each competency standards, applicant may submit up to 3 recent and relevant evidence examples only.***

***Note 2: For separate annexes submitted for consideration, please name the files with reference to the competency standards submitted for (e.g. Standard 1.1 – description of content).***

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| **Competency Standards** | **Details in Chronological Order** |
| **Standard 1.1**  Demonstrates Expert Skills and Knowledge.  **Advanced Level**   1. Demonstrates advanced pharmaceutical knowledge in a defined area(s). 2. Is able to plan, manage, monitor, advise and review pharmaceutical care programmes for patients in a defined area(s). |  |
| **Standard 1.2**  Manages Patient Care Responsibilities/ Delivery of Professional Activities.  **Advanced Level**   1. Is accountable for the delivery of a pharmacy service to a defined group of patients. 2. The delivery of pharmacy service would be for specialty patients. 3. The applicant should be able to lead a QI project but does not need to be at the managerial level. |  |
| **Standard 1.3**  Exhibits Reasoning and Judgement including Analytical Skills, Judgmental Skills, Interpersonal Skills and Appraisal of Option.  **Advanced Level**   1. Demonstrates ability to use skills to make decisions in complex situations where there are several factors that require analysis, interpretation and comparison. 2. Demonstrates an ability to see situations holistically. |  |
| **Standard 1.4**  Uses Professional Autonomy.  **Advanced Level**   1. Is able to take action based on own interpretation of broad professional policies/ procedures where necessary. |  |

**5 DOMAIN 2: BUILDING OF PROFESSIONAL RELATIONSHIPS**

1. *Applicant must provide details on how he/she has made contributions, in chronological order, organised in accordance to each appointment. The following details are required of the applicant:*
2. *Appointment held, including scope of work and contributions.*
3. *List specific examples of how he/she contributed to the achievements of the committee/workgroup to which he/she was appointed.*

***Note1: For each competency standards, applicant may submit up to 3 recent and relevant evidence examples only.***

***Note 2: For separate annexes submitted for consideration, please name the files with reference to the competency standards submitted for (e.g. Standard 2.1 – description of content).***

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| **Competency Standards** | **Details in Chronological Order** |
| **Standard 2.1**  Ability to Communicate Effectively (Communication).  **Advanced Level**   1. Demonstrates use of appropriately selected communication skills to gain co-operation of small groups of patients, caregivers, colleagues, senior clinicians and managers within the organisation. 2. Demonstrates ability to communicate where the content of the discussion is based on opinion. |  |
| **Standard 2.2**  Collaborates with Members of the Health Care Team and Offer Consultations (Teamwork and Consultation)  **Advanced Level**   1. Demonstrates ability to work as an acknowledged member of a multidisciplinary team. 2. Accepts consultation for specialist advice from within the organisation. |  |

1. **DOMAIN 3: LEADERSHIP**
2. *Applicant should be a Lead or Co-lead in at least one CQI project completed in the last 7 years preceding the specialist accreditation application.*
3. *Leadership and Committee Roles, including but not limited to his/her direct contribution to the team on the following:*
4. *Key Performance Indicators or Key Performance Areas.*
5. *Achievements in the form of team awards or other form of official recognition.*
6. *Where applicable, policies or protocols authored, reflection logs of practice by self.*

***Note1: For each competency standards, applicant may submit up to 3 recent and relevant evidence examples only.***

***Note 2: For separate annexes submitted for consideration, please name the files with reference to the competency standards submitted for (e.g. Standard 3.1 – description of content).***

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| **Competency Standards** | **Details in Chronological Order** |
| **Standard 3.1**  Creates Vision  **Advanced Level**   1. Embraces the vision and translates this into clear directions for staff and management. |  |
| **Standard 3.2**  Strategic Planning  **Advanced Level**   1. Demonstrates understanding of culture, climate and needs of stakeholders both internal and external; and the ability to incorporate national healthcare policy which influences departmental **/** institutional strategy. 2. Demonstrates ability to plan over a year ahead within a defined area. |  |
| **Standard 3.3**  Innovation in Specialty  **Advanced Level**   1. Recognises and implements innovation independently. |  |
| **Standard 3.4**  Motivates Individual (Motivational)  **Advanced Level**   1. Demonstrates ability to motivate individuals *in the team.* |  |

**7DOMAIN 4: MANAGEMENT**

1. *Leadership and Committee Roles, including but not limited to his/her direct contribution to the team on the following:*
2. *Key Performance Indicators or Key Performance Areas.*
3. *Achievements in the form of team awards or other form of official recognition.*
4. *Where applicable, policies or protocols authored, reflection logs of practice by self.*

***Note1: For each competency standards, applicant may submit up to 3 recent and relevant evidence examples only.***

***Note 2: For separate annexes submitted for consideration, please name the files with reference to the competency standards submitted for (e.g. Standard 4.1 – description of content).***

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| **Competency Standards** | **Details in Chronological Order** |
| **Standard 4.1**  Implementing Organisational Priorities  **Advanced Level**   1. Shapes the response of the team to achieve organisational priorities. |  |
| **Standard 4.2**  Managing Resource Utilisation  **Advanced Level**   1. Demonstrates ability to effectively manage resources. |  |
| **Standard 4.3**  Establishing Standards of Practice  **Advanced Level**   1. Accountable for the setting of targets and monitoring of standards of practice. |  |
| **Standard 4.4**  Managing Risk  **Advanced Level**   1. Is accountable for developing risk management policies/ protocols for the *team*, including identifying and resolving new risk management issues. |  |
| **Standard 4.5**  Managing Performance  **Advanced Level**   1. Is accountable for performance management for the team. |  |
| **Standard 4.6**  Project Management  **Advanced Level**   1. Demonstrates ability to successfully manage a project at team level. |  |
| **Standard 4.7**  Managing Change  **Advanced Level**   1. Demonstrates ability to manage a process of change for the team. |  |

**8 DOMAIN 5:**  **EDUCATION, TRAINING AND DEVELOPMENT**

*In this section, applicant shall set out in detail the types of education, training and/or professional development programmes that he/she provides to other healthcare professionals, students, patients and public in the specialty that the applicant is applying to be accredited for.*

1. *Applicant shall describe his/her involvement in these programmes, including the role, frequency and duration of participation.*
2. *Applicant must provide details on how he/she has made contributions, in chronological order, organised in accordance to each appointment or institution. The following details are required of the applicant:*
3. *Appointment held, including scope of work and contributions.*
4. *List specific examples of how he/she contributed to the formal clinical training programmes.*
5. *Number of trainees and/or hours spent in the activities should be furnished.*
6. *List specific examples of how he/she contributed to the leadership role for clinical education or training programmes, e.g. residency programme directorship.*
7. *Applicant must provide details on how he/she has made contributions, in chronological order, organised in accordance to each presentation, certificate programs, short courses, workshops, in-service lectures. The following details are required of the applicant:*
8. *Title, Date (Month/Year), Event or Name of organiser.*
9. *Frequency (e.g. how many times per year or once-off).*
10. *Target audience and size.*

***Note1: For each competency standards, applicant may submit up to 3 recent and relevant evidence examples only.***

***Note 2: For separate annexes submitted for consideration, please name the files with reference to the competency standards submitted for (e.g. Standard 5.1 – description of content).***

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| **Competency Standards** | **Details in Chronological Order** |
| **Standard 5.1**  Role Model  **Intermediate Level**   1. Understands and demonstrates the characteristics of a role model to members of the team. |  |
| **Standard 5.2**  Mentorship  **Intermediate Level**   1. Demonstrates understanding of the mentorship process. |  |
| **Standard 5.3**  Conducting Education and Training  **Intermediate Level**   1. Demonstrates self-development through routine Continuing Professional Development activity with facilitation. 2. Demonstrates ability to conduct teaching efficiently according to a lesson plan with supervision from a more experienced colleague. |  |

**9 DOMAIN 6: RESEARCH AND EVALUATION**

*In this section, applicant shall set out in detail his/her research contributions to the specialty*

*that the applicant is applying to be accredited for.*

1. *Applicant should initiate or collaborate in research.*
2. *Applicant should present results of research in <SPECIALTY> at national or international scientific meetings and/or publishes peer-reviewed reports of original research in <SPECIALTY>.*
3. *Minimum of 3 posters, oral research presentations or publications in the 7 years preceding application. No encore presentation is allowed.*

*Note: Points (a) and (b) should be specialty specific. Point (c) need not be speciality specific.*

1. *Applicants should include as many pieces of work specific to their area of specialty as possible, and provide synopsis or content for i), iii) and iv). For i) to iii), please list all authors and underline applicant’s name for the purpose of identification of order of contribution.*

*The following details are required for Publications (Original Investigations and Review Articles), Poster/Oral Presentations, Publications (Book Chapter) and Journal Reviewer:*

1. *Forum and intended audience: National or international scientific meetings;*
2. *Publications in peer-reviewed journals (to list citations), posters for meetings or conferences;*
3. *Research grants awarded for his/her research; and*
4. *Contribution as a reviewer or editor for scientific/professional publications, or invited reviewer for grant applications.*

***Note1: For each competency standards, applicant may submit up to 3 recent and relevant evidence examples only.***

***Note 2: For separate annexes submitted for consideration, please name the files with reference to the competency standards submitted for (e.g. Standard 6.1 – description of content).***

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| **Competency Standards** | **Details in Chronological Order** |
| **Standard 6.1**  Evaluating Literature Critically and Identifying Evidence Gaps  **Advanced Level**   1. Demonstrates ability to critically evaluate, review medical literature, and identify evidence gaps and to apply evidence-based practice at departmental/ institutional level. |  |
| **Standard 6.2**  Developing and Evaluating Research Protocols  **Advanced Level**   1. Demonstrates ability to lead in the development and conduct of a research. |  |
| **Standard 6.3**  Disseminating Evidence  **Advanced Level**   1. Demonstrates ability to generate new evidence accepted for presentation at research symposia (e.g. conferences, seminars or forums) or publication. |  |
| **Standard 6.4**  Guiding Others Undertaking Research  **Intermediate Level**   1. Is aware of the research activities within the department and is able to provide guidance on research methodology. |  |
| **Standard 6.5**  Establishing Research Partnerships  **Intermediate Level**   1. Demonstrates ability to work as a member of a project team. |  |

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| **No.** | **Title of Study** | **Mode of Presentation (Poster/Oral Presentations)** | **Role**  **Note:**   1. **Please indicate if you are the primary author.** 2. **If not, please indicate your role of contribution to the study** |
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| **No.** | **Research Grants** **Project Title** | **Funding Amount** | **Funding Agency** | **Role** | **Month/Date** |
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**10 OTHERS**

*In this section, the applicant may wish to provide details on any awards which he/she has received, and other significant contributions made to the specialty.*

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| **No.** | **Award Title** | **Role** | **Date** |
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**Appendix 1**

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| Pharmacy Specialist’s Scope of Practice |  |
| Evaluation Guidance for Specialist Practice Scope at Entry Level |  |
| Portfolio Examples |  |