



SwAPP

Swiss Association of Pharmaceutical Professionals

CH-3000 Bern

SwAPP

Life Long Learning (LLL)

Implemented by the SwAPP Board on January 1, 2009. Revised March 1, 2011.

1	Objective	3
2	SwAPP Life Long Learning (LLL) Programs.....	3
2.1	Certified Continuous Professional Training Qualifications.....	3
2.2	SwAPP Diplomas	4
2.2.1	General requirements and definitions for all diplomas	4
2.2.2	SwAPP Diploma in Pharmaceutical Medicine	5
2.2.3	SwAPP Specialty Diplomas.....	6
3	Applications for diplomas and declarations of continuous professional training	6

1 Objective

SwAPP supports its members in their continuing postgraduate training with two programs:

- Certification of continuous professional training
- Offering SwAPP diplomas

The specific requirements that must be fulfilled for both programs guarantee a high standard and state-of-the-art trainings.

2 SwAPP Life Long Learning (LLL) Programs

2.1 Certified Continuous Professional Training Qualifications

All SwAPP members are entitled to register for this program.

Requirements

The applicant must provide evidence of at least 60 hours of professional training in the field of pharmaceutical medicine per calendar year. The training consists of participation in training events and self-study.

Accepted trainings

Training events (at least 40 hrs per year)

- ❖ Training courses, seminars, conferences recommended by SwAPP
- ❖ Medical-scientific conferences by professional societies in areas relevant to the job
- ❖ Training events in pharmaceutical medicine of own choice. The event must be announced in advance, have a title and a written agenda
- ❖ Teaching at graduate/post-graduate level in pharmaceutical medicine. Teaching time qualifies for double credits.
- ❖ A maximum of 10 hours of non-specific professional training (for example ethics, health politics or management).

Self-study (maximum 20 hrs per year)

- ❖ Reading publications in peer-reviewed journals or relevant books in pharmaceutical medicine.
- ❖ Authorship of scientific publications, maximum 10 hours

Declaration

A *Declaration of Continuous Professional Training* (www.swapp.ch) must be completed, signed and submitted to the Committee for Professional Development (CPD) together with all necessary documentation for review before 31st March of the following year.

Certification

The secretary of CPD will perform a formal check for compliance with the requirements, and will issue a *Yearly Certificate of Continuous Professional Training*.

Once every three years the CPD will review the declaration form and the complete training documentation of each participant in the certification program for compliance with the requirements. The CPD will then confirm or withdraw the yearly certification.

2.2 SwAPP Diplomas

SwAPP assigns:

- ❖ *SwAPP Diploma* in Pharmaceutical Medicine
- ❖ *SwAPP Specialty Diplomas* in Clinical Pharmacology, Regulatory Affairs, Study Management, Medical Marketing and GCP Quality Management.

2.2.1 General requirements and definitions for all diplomas

Qualifications

Candidates must be members of SwAPP.

Practical training

The applicant must provide evidence of practical training in pharmaceutical medicine in an institution (pharmaceutical company, contract research organization, clinical or preclinical research institute, competent authority), which offers the candidate the appropriate opportunity to gain experience in the desired area. The practical training must be documented by a written summary of the applicant's supervisor(s).

The practical training must be recorded in the *Declaration of Practical Training* (www.swapp.ch).

Theoretical training

Theoretical training must be documented by an appropriate certification. The training events must be Bologna-recognised or accredited by SwAPP or FMH (the Swiss Medical Association).

If the course is not accredited by SwAPP/FMH, the course program must be included with the Declaration Form for review by the CPD.

The training must be documented on the *Declaration of Theoretical Training* (www.swapp.ch).

Oral presentation

After a positive review by the CPD of the declarations of practical and theoretical training, the applicant is invited for an oral presentation (followed by discussion) to be given to a panel of experts (see SwAPP by-laws examination committee). With the presentation, the applicant proves his/her competence in preparing and presenting a topic in his/her specialization area, formulating conclusions and answering questions from the audience. If the candidate passes the presentation, the CPD will issue the diploma.

For exemptions from the oral presentation see paragraphs 2.2.2 and 2.2.3.

Topic: The candidate suggests a topic for the presentation, which must be approved by the CPD. The final slides must be submitted to the CPD 3 days prior to the presentation.

Assessment: The panel of experts assesses the presentation on the basis of the following seven criteria: presentation skills, originality of topic and line of thoughts, adequacy and quality of topic coverage, didactic preparation, competency in answering questions, formal quality of the presentation and overall impression. The panel of experts decides whether the presentation meets the requirements (pass/fail).

Publication of presentation: The abstracts and the slides of the presentation will be published on the homepage of SwAPP. Therefore, the presentation must be submitted to the CPD as a PDF-file containing a cover page, overview of topics, summary, and conclusions. Abbreviations should be explained. A footnote should indicate where, when and for what purpose the presentation was given. The source of the information and appropriate references must be given where possible. Copyrights must be obtained and stated where necessary. The last page of the presentation must contain a statement that the presentation represents an independent piece of work by the author. The slides should be self-explanatory as far as possible.

Presentations can be given in English (preferred), French or German.

Awarding the diploma

After a positive review of the application and after a successful oral presentation, the CPD will issue the SwAPP diploma/specialty diploma. Holders of a SwAPP diploma commit themselves to continuous professional training. If the yearly certification for continuous professional training is not obtained for 3 successive years, the diploma will be revoked.

Responsibility for continuous professional training

SwAPP diploma holders have a responsibility for continued professional training. If this is not fulfilled, or the membership with SwAPP is terminated for any reason, the diploma will be renounced.

2.2.2 SwAPP Diploma in Pharmaceutical Medicine

Qualifications

Candidates must hold a Bachelor or Master degree in life sciences, medicine, pharmaceuticals or a related field.

Practical training

At least 5 years in pharmaceutical medicine composed as follows: At least 3 years in one specialized field of pharmaceutical medicine, and at least 2 years in any field related to pharmaceutical medicine, but different from the specialty area.

Theoretical training

Successful completion of the ECPM (European Centre of Pharmaceutical Medicine) course in Pharmaceutical Medicine at the University of Basel.

With adequate documentation, a total of 360 hours in pharmaceutical medicine (see outline for SwAPP Diploma in Pharmaceutical Medicine) in an equivalent university program with final examination is accepted.

Oral presentation

A 30 minute presentation followed by a 30 minute discussion. Persons who have passed the ECPM *University Professional in Pharmaceutical Medicine* are exempted from the oral presentation.

Title

The diploma entitles the holder to carry the title: Expert Pharmaceutical Medicine SwAPP

2.2.3 SwAPP Specialty Diplomas

Qualifications

Candidates must have completed a formal education in a discipline in life sciences or health care, such as medical assistant, nurse or chemist.

Practical training

At least 3 years composed as follows: At least 2 years in the specialty area, maximally 1 year in other fields of pharmaceutical medicine.

Theoretical training

For each Specialty Diploma, the total number of hours and the specific topics required for the theoretical training are outlined in a separate syllabus.

Oral presentation

A 15 minute oral presentation followed by a 10-15 minute discussion. For exemptions see the syllabus of each specialty diploma.

Title

A specialty diploma entitles the holder to carry one of the titles: Specialist Clinical Pharmacology SwAPP, Specialist Regulatory Affairs SwAPP, Specialist Study Management SwAPP, Specialist Medical Affairs SwAPP, Specialist GCP Quality Management SwAPP.

3 Applications for diplomas and declarations of continuous professional training

If possible, electronic correspondence is preferred.

Incomplete submissions will be returned to the sender with a charge of CHF 100. After receipt of payment of the relevant fees, submissions are evaluated by at least 3 CPD members who must reach consensus.

Applicants will be notified by the CPD in writing within 3 months whether the application was accepted, accepted with conditions or rejected. The CPD will give a written rationale for any rejection of a declaration/application.

Any complaint must be sent to the CPD within 30 days after being notified of a decision. After receipt of payment, the CPD presents the complaint to the SwAPP executive board. The board takes a final decision.