

## EPHAR Certification

# EUROPEAN CERTIFIED PHARMACOLOGIST (EuCP)



## Guidelines for Accreditation of National Certification Schemes in the EuCP Programme

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### Preamble

National programmes or diplomas for professional certification of pharmacologists must be accredited with the EuCP (European Certified Pharmacologists) Committee by the National Certifying Body (a national society of pharmacology being a regular member of EPHAR) in order that applicants holding such diplomas can be accepted and certified as European Certified Pharmacologists (EuCPs) by the EuCP Committee. These guidelines describe the process which must be followed for successful accreditation of such programmes.

The requirements for national certification programmes to be eligible for accreditation with the EuCP programme are described in detail in the current version of "European Certified Pharmacologist (EuCP) Guidelines for Certification".

### General Accreditation Procedure

The National Certifying Body, as defined in the Guidelines for Certification, must provide to the EuCP Committee as the Lead Body a detailed description of the certification scheme that is intended to serve as the national basis for the EuCP programme. The dossier provided shall contain all relevant information that allows the EuCP Committee to verify that the national certification programme meets all criteria of the EuCP Programme as set out in the EuCP Guidelines for Certification.

Separate certification procedures may be submitted, if needed, for the certification of pharmacologists with different qualifications (such as medical, pharmaceutical etc.). Programmes submitted should also include separate rules for certification of senior pharmacologists ensuring that such certification conforms to the same standards of expertise as set out in the Guidelines for Certification.

The EuCP Committee as the Lead Body shall scrutinize all submitted materials with respect to the EuCP Guidelines for Certification. Additional information that is deemed necessary to make a final decision may be requested to be supplied by the National Certifying Body.

When the national certification scheme has been accredited with the EuCP programme the accredited programme will be published by the EuCP Committee and the National Certifying Body may then invite applications for EuCP certification from its members.

All information material must be submitted to the EuCP Committee in the English language and in electronic form (either Word DOC or Adobe PDF format).

It is preferred that one person should be identified as the primary contact for communication between the EuCP Committee and the National Certifying Body. Contact details shall include name, affiliation, e-mail and role in the National Certifying Body; further contact details (postal address and phone/fax numbers) may also be supplied.

## **Specific Requirements for Accreditation**

The materials to be submitted by the National Certifying Body for accreditation of a national EuCP certification scheme must include:

- A general description of the structure of the certification scheme.
- The academic degree or degrees on which the submitted certification scheme is based.
- If academic degrees from distinct academic fields (e.g. medicine, pharmacy or other) are included in one scheme, it is advisable to submit accreditation submissions separately either as individual certification schemes or as separate 'tracks' within one national certification scheme.
- A description of how the evidence for the achievement of the knowledge, skills and competencies as set out in the EuCP Guidelines for Certification are collected and reviewed in the national certification scheme.
- The requirements for certification in the national certification scheme with respect to theoretical training, practical training and experience described in comparison to the requirements for certification as set out in the EuCP Guidelines for Certification.
- Criteria for judging past and present professional engagement in pharmacology.
- Criteria for the minimum number of publications (in peer-reviewed journals, as assessments or confidential reports) as set out in the EuCP Guidelines for Certification.
- A statement of whether the submitted national certification scheme is open only to members of the National Certifying Body (the national society of pharmacology) or also to members of other EPHAR member societies. In the latter case rules for participation should be described; this option is acceptable only for pharmacologists from countries where no national EuCP programme exists.
- Procedures for the final assessment of a candidate (by formal examination or by expert opinion of other pharmacologists as defined by the EuCP Guidelines for Certification).
- In the case that a national certification scheme is based on a defined training curriculum, separate rules should be set up for the assessment of senior holders of such diplomas.
- Rules for the maintenance of certification that shall ensure documentation of continued professional practice and continuing professional development.

- A brief outline of how the National Certifying Body is handling applications and organising the national EuCP scheme.

## **Duties of the National Certifying Body related to Accreditation**

It is the responsibility of the National Certifying Body to provide any necessary material and information that are required for the review procedure by the EuCP Committee. The National Certifying Body shall cooperate with the EuCP Committee in answering any queries that may arise during the review process.

Upon accreditation of the national EuCP certification programme by the EuCP Committee the National Certifying Body shall publicise it among its individual members.

Any significant changes in the national certification scheme must be communicated to the EuCP Committee for review and approval.

## **Duties of the Lead Body (EuCP Committee)**

Upon submission by a National Certifying Body of the application material for accreditation of a national certification scheme, the EuCP Committee shall review all supplied materials and verify that all requirements for certification as set out in the EuCP Guidelines for Certification are met. Any ambiguities shall be clarified by close communication between the EuCP Committee and the National Certifying Body.

When the EuCP Committee decides that the submitted national EuCP scheme conforms to the required criteria, the submitted programme shall be accredited with the EuCP Certification Programme. National certification schemes successfully accredited with the EuCP Programme shall be made public in a suitable manner by the EuCP Committee, e.g. on the EPHAR or EuCP website.

Administrative fees associated with the accreditation procedure shall be set by the EuCP Committee in consultation with the EPHAR Executive Committee.

## **Suspension and Revocation of Accreditation**

In cases where the EuCP Committee may become aware that a National Certifying Body had supplied substantially incorrect information during the accreditation process or when it may be justified to assume that the approved procedures are not followed in a manner that allows certification of pharmacologists according to the EuCP Guidelines for Certification, the accreditation of the certification scheme(s) that are in the responsibility of this National Certifying Body may be suspended by the EuCP Committee. Any such suspension must be communicated to the concerned body without delay. In addition, the EPHAR Executive Committee must be notified of this fact at the same time.

During suspension of a national certifying programme, no new applicants from the suspended EuCP programme may be accepted in the EuCP database. Individuals who at this time are already certified as EuCPs retain this distinction; re-registration of an individual is not permissible; however, the validity of personal certification as a EuCP will be prolonged automatically until the dispute with the National Certifying Body is resolved.

When a dispute cannot be resolved and sufficient reasons exist, the EuCP Committee may revoke the accreditation of a national accreditation scheme. Depending on the reasons that have led to revocation, the certification of individuals as EuCPs may either be declared as still valid until the end of the current certification period or as entirely void.

The accreditation of a national certification scheme may also be revoked at the explicit wish of the National Certifying Body. The consequences of such a revocation of accreditation for those currently holding certification as EuCP through the scheme to be revoked shall be determined by the EuCP Committee in cooperation with the National Certifying Body.

## **Resolution of Disputes**

If the EuCP Committee concludes that a submitted national EuCP scheme does not meet all the requirements of the EuCP Guidelines for Certification or decides that a national programme previously accredited should be suspended or revoked and the dispute cannot be settled directly in communications between the EuCP Committee and the National Certifying Body, the National Certifying Body may appeal against this decision to the Appeals Committee as defined in the EuCP Guidelines for Certification. The individual members of the Appeals Committee shall be chosen by agreement between the affected National Certifying Body and the EuCP Committee. The decision of the Appeals Committee is final.