

EPHAR Certification

EUROPEAN CERTIFIED PHARMACOLOGIST (EuCP)



Guidelines for EuCP-Endorsed Training Courses

current as of: 16.12.2014

Introduction

EPHAR, The Federation of European Pharmacological Societies has created the European Certified Pharmacologist (EuCP) Programme to identify individuals working in the field of pharmacology who excel in standards of education, skills, experience and professional standing. In order to improve training opportunities for young scientists and to promote training throughout the whole spectrum of the discipline of pharmacology, the EuCP Programme encourages participating EPHAR member societies to establish training courses that will allow scientists to get access to high-quality education and advanced training in areas relevant for the discipline of pharmacology.

Endorsement by the EuCP Programme shall identify those training courses offered throughout Europe that meet the highest standards of quality and are available to all members of EPHAR member societies.

Eligibility of Training Courses for EuCP Endorsement

EuCP-Endorsed Training Courses must be suitable for training of pharmacologists aiming at obtaining the standards of knowledge and/or skills required by the EuCP Guidelines for Certification, and also for individuals who seek to improve their competency profile and to engage in personal continuing professional development.

Courses organized and/or operated by a national society of pharmacology that is a member of EPHAR must be available to all members of that national society; in addition, a limited number of places must be made available to interested participants who are members of other EPHAR member societies. Courses offered by other organisers may also be endorsed by the EuCP Committee but must be available without restriction to all individual members of EPHAR member societies; in addition, such courses need formal approval by the national society of pharmacology (which is a regular member of EPHAR).

EuCP-Endorsed Training Courses should be accredited by a body capable of offering a quantitative and internationally comparable measure of learning activity/continuing professional development (CPD credits or equivalent).

In order to improve international cooperation between EPHAR member societies and to facilitate access of individuals to relevant training courses throughout Europe, the use of English as the teaching language is strongly encouraged (although not mandatory).

Quality Criteria for EuCP-Endorsed Training Courses

In order to obtain the endorsement of the EuCP Certification Programme, training courses must conform to high quality standards. Specifically, the following criteria must be met:

- Admission criteria for prospective participants must be clearly defined and transparent.
- Teaching objectives of EuCP-Endorsed Training Courses must be predefined and leading to defined learning outcomes.
- Training courses must offer an assessment of the participants' achievements in accordance with the pre-defined learning outcomes.
- A system for collecting, assessing and addressing feedback from learners, teachers and course managers must be installed.
- Appropriate and updated course materials must be available to the participants of the training course.

Quality Control and Assessment

EuCP-Endorsed Training Courses must follow formalized and transparent policies for quality control and quality assessment. These must include:

- A suitable system for approving, monitoring and reviewing the training offered. This system may be operated by the National Certifying Body of the national EuCP certification scheme itself or, alternatively, by universities or other third parties that can ensure the validity of the QC/QA procedures.
- QC/QA procedures must be carried out at pre-defined regular intervals. The outcome of the QC/QA review must be used for further development of the training course.
- A system for quality assurance of teaching staff should be in place.

Submission for Evaluation

Course organisers or sponsors (e.g. the national society of pharmacology) who seek endorsement for a training course shall submit all relevant materials and information to the EuCP Committee for review.

The materials submitted for evaluation must include:

- Information about the course organiser or sponsor;
- A clear outline of the aims and teaching objectives of the training course;
- Course structure with respect to teaching methods and assignments of tasks to trainees;

- Intended audience and group size(s) for teaching and rules for selection of applicants for participation;
- The rules for participation by other members of EPHAR member societies;
- Intended teaching fees including, if applicable, rules for discounted attendance;
- The methods planned for assessing the outcomes of the trainees' achievements;
- A description of intended measures for quality control and assessment;

The following items may be submitted in addition:

- A list of the teaching staff including their qualifications;
- Course materials that may already be available at the time of submission for evaluation;
- Any other material that may be useful for reviewing the training course.

Significant changes in the course content shall be communicated to the EuCP Committee whenever this is proposed and before they are implemented. The EuCP Committee shall decide in these instances whether the proposed changes warrant a re-evaluation of the course. Likewise, any changes in the course organizers must be communicated to the EuCP Committee for prior approval.

Review of Submissions by the EuCP Committee

Upon receiving course details the EuCP Committee shall review and evaluate the course according to the criteria set out in these guidelines. Ambiguities shall be clarified by communication with the course organizer/sponsor to ensure that the quality criteria required for EuCP Endorsement are met. The EuCP Committee shall maintain a publicly available list of all EuCP-Endorsed training courses. Information on these courses shall be disseminated among the EPHAR member societies.

Re-evaluation of EuCP Endorsement

The EuCP Committee shall require the organisers/sponsors of EuCP-Endorsed Training Courses to submit updated information on the courses at intervals not exceeding 5 years in order to re-evaluate the eligibility for renewed endorsement. Shorter intervals may be required by the EuCP Committee in cases where the course content is anticipated to change significantly before the expiry of the endorsement period.

A training course under review remains being endorsed by the EuCP programme during the review process. Should the EuCP Committee conclude that the course shows deficiencies that preclude continuing endorsement, the EuCP Committee must take all necessary steps to resolve these shortcomings in negotiations with the course organisers/sponsors. If a training course continues to fail to fulfil required quality criteria, the EuCP Endorsement shall be revoked.

Resolution of Disputes

Disputes resulting from any negative evaluation by the EuCP Committee may be forwarded to the EuCP Appeals Committee for settlement (see EuCP Guidelines for Certification and Guidelines for Accreditation). Any decision of the Appeals Committee is final.