



australian  
pharmacy  
council

## Notification of Change

Organisational structure change only

Version 1.1

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# Overview

## Purpose of the notification of change

This form is to notify APC of a change in the organisational structure of the program in accordance with the [Accreditation Standards for Pharmacist Prescriber Education Programs](#).

For further information about notifying us of planned program changes with examples of possible types of changes, please visit our [website](#).

To seek approval from APC for changes other than an organisational restructure, please use the [Notification of Change to a pharmacist prescriber education program](#) template.

## Timelines

You should provide us with a Notification of Change (NoC) as soon as you become aware the organisational structure of the program will change to allow sufficient time for our Accreditation Committee (AC) to consider the NoC.

## Summary of change process

When you are aware the organisational structure of the program will be changing:

1. Submit a NoC form to us (using this template). Please contact our [accreditation team](#) if you require any assistance.
2. If the NoC is incomplete or there is additional information required about the change, we will contact you to request this information.
3. Our AC will consider the NoC at an AC meeting.
4. We will advise you of the AC decision in writing via an Accreditation Outcome Notification (AON).

## Completing this form

Use this NoC form to describe the change to the organisational structure of your program including the likelihood of any impact on the ability of the program to meet the [accreditation standards](#).

Refer to the Accreditation Standards [Evidence Guide](#) for examples of relevant evidence to provide in support of your submission.

This form has been modified to include the criteria that apply only to organisational structure and reporting lines. Not all of the 39 criteria have been included. If the proposed organisational structure change for your program includes a change that impacts other areas of the accreditation standards than those listed below, please complete the full [NoC form](#).

## Section 1: Applicant details

**Name of the provider organisation**

**Address**

### Accredited pharmacist prescriber education program

**Program name**

**Program duration**

**Program delivery**

- Face to face
- Online
- Other (please specify):

### Current designated leader of the unit delivering the program (primary contact)

**Name**

**Job title**

**Telephone**

**Email**

## Section 2: Background

Please provide a summary of the organisational structure changes taking place.

[Add response here]

## Section 3: The Standards

Please provide details of the proposed change against the below criteria. Include a statement of the impact of the proposed change on the intent of the criteria and how this will be managed.

### Domain 2: Governance and quality

Program governance, quality assurance and quality improvement structures and systems are effective in developing and delivering sustainable, high-quality pharmacist prescriber education programs.

#### Criterion 2.1

The program is delivered by a clearly identifiable operational unit (the program provider) within the provider organisation. The program provider operates with appropriate autonomy, authority and responsibility for designing, implementing, evaluating and resourcing the program.

#### Statement against criterion

**NB:** Please provide an updated organisational chart as evidence of how the change will meet the [accreditation standards](#).

[Add response here]

#### Criterion 2.2

The program provider is registered with either the Tertiary Education Quality and Standards Agency (TEQSA) (HEIs) or Australian Skills Quality Authority (ASQA) (RTOs).

#### Statement against criterion

[Add response here]

#### Criterion 2.3

Governance structures and processes within the provider organisation direct and support the design, implementation, evaluation and quality improvement at the program level and ensure that graduates are able to demonstrate the performance outcomes.

#### Statement against criterion

[Add response here]

#### Criterion 2.4

The maintenance, assurance and improvement of program quality is facilitated by effective relationships and accountability between the program provider and the provider organisation.

#### Statement against criterion

[Add response here]

#### Criterion 2.5

The program provider has a designated leader with relevant experience and expertise who is responsible for ensuring the effective provision of professional and academic leadership, engagement and advocacy for the program provider and the profession within and beyond the provider organisation.

#### Statement against criterion

**NB:** If the change includes a change in the designated leader of the program, provide a copy of the designated leader's CV as evidence of how the change will meet the [accreditation standards](#).

[Add response here]

#### Criterion 2.6

There are clearly defined, robust, transparent and effective mechanisms by which the designated leader secures and is accountable for the financial and other resources necessary to ensure the sustainable operation of the program.

#### Statement against criterion

[Add response here]

#### Criterion 2.7

The program provider operates under a clearly defined strategic plan which is aligned with that of the provider organisation, congruent with the vision, purpose and goals of the program provider, and systematically reviewed and updated to ensure fitness-for-purpose and currency with contemporary prescribing practice.

#### Statement against criterion

[Add response here]

**Criterion 2.8**

Risks to the sustainable delivery of the program are regularly monitored and evaluated, and appropriate mitigation strategies are clearly documented.

**Statement against criterion**

[Add response here]



## Domain 3: Program

Program design, implementation and resourcing enable graduates of the program to demonstrate achievement of all prescribing performance outcomes.

### Criterion 3.6

Resources including physical facilities, infrastructure, technological capacity and information resources available to learners undertaking the program are current, fit-for-purpose, sufficient for the needs of the learner cohort and systematically reviewed and updated on a regular basis.

#### Statement against criterion

[Add response here]

### Criterion 3.7

The program provider maintains a leadership and staff complement which is demonstrably sufficient for the needs of the program, appropriately qualified and experienced, sustainably resourced and supported, and provided with regular opportunities for relevant professional review and development.

#### Statement against criterion

[Add response here]

## Domain 4: Learner experience

Learners are provided with equitable and timely access to information and support relevant to the program.

### Criterion 4.7

Learners are actively engaged with governance and program management structures and decision-making processes, through both formal and informal mechanisms.

### Statement against criterion

[Add response here]

### Declaration

I understand that this form is only to notify APC of a change in the organisational structure of our accredited program and have provided a response to the above criteria.

I confirm that this change does not impact the ability of the program to meet the other 28 criteria of the accreditation standards.





australian  
pharmacy  
council

T1 Level 2, 6 Brindabella Circuit South, Brindabella  
Business Park, Canberra Airport ACT 2609

PO Box 1227 Fyshwick ACT 2609

p +61 2 6188 4288 | [www.pharmacycouncil.org.au](http://www.pharmacycouncil.org.au)