



australian
pharmacy
council

Notification of Change

Organisational structure change only

Version 1.0

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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 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 pharmacy 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(s) including the likelihood of any impact on the ability of the program(s) 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 38 criteria have been included. If the proposed organisational structure change for your program(s) 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	
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Address	
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Accredited program(s) of study*	
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Program 1	
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Program name	
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Program type	<input type="checkbox"/> Medication Management Review (MMR) Pharmacist <input type="checkbox"/> Aged Care On-site Pharmacist (ACOP) <input type="checkbox"/> Combined MMR Pharmacist/ACOP
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Program duration	
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Program delivery	<input type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Other (please specify):
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*Add additional tables for multiple programs

Current designated leader of the unit delivering the program (primary contact)	
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Name	
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Job title	
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Telephone	
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Email	
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Section 2: Background

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

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 pharmacy education programs.

Criterion 2.1

The program is delivered by a clearly identifiable operational unit within the provider organisation. The unit delivering the program has 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](#).

Criterion 2.2

The provider organisations are registered either with the Tertiary Education Quality and Standards Agency (TEQSA) (HEIs) or Australian Skills Quality Authority (ASQA) (RTOs) or meet an equivalent recognised standard.

Statement against criterion

Criterion 2.3

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

Statement against criterion

Criterion 2.4

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

Statement against criterion

Criterion 2.5

The unit delivering the program has a designated leader with relevant experience and expertise who is responsible for ensuring the effective provision of leadership, engagement and advocacy for the unit 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(s), provide a copy of the designated leader's CV as evidence of how the change will meet the [accreditation standards](#).*

Criterion 2.5**Criterion 2.6**

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

Statement against criterion**Criterion 2.7**

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

Statement against criterion**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

Criterion 2.8

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Domain 3: Program

Program design, implementation and resourcing enable graduates of the program to demonstrate achievement of the relevant performance outcomes, competent and safe practice, and accountability to the public for their actions.

Criterion 3.6

Resources including physical facilities, infrastructure, technological capacity and information resources available and applicable 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

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Criterion 3.7

The unit delivering the program 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

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Domain 4: Learner experience

Learners are provided with equitable and timely access to information and support relevant to their program and have appropriate formal and informal opportunities to contribute to program governance, planning, design, implementation, evaluation, review and quality improvement processes. The environment within which learners learn promotes and supports equity, diversity, inclusivity, justice, fairness and non-discrimination.

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

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Declaration

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

I confirm that this change does not impact the ability of the program(s) to meet the other 27 criteria of the accreditation standards.



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