vs. 2019-10-03

Regulations for the CAS Program in Medication Safety

UNIVERSITÄT BERN

Please note: legally valid is the German document!

July 6, 2022

Medical faculty of the University of Bern,

based on article 2, paragraph 1 (d) and article 29a of the University Act of September 5th 1996 (Universitätsgesetz, UniG), on articles 4, 43 and 77 to 80 of the Statute of the University of Bern from June 7th 2011 (Universitätsstatut, UniSt) as well as based on the regulations for advanced Training at the University of Bern of December 10th 2013 (Advanced Training Regulation (Weiterbildungsreglement, WBR),

After hearing of the advanced training commission of the University of Bern,

decides:

1. GENERAL

Topic

Art. 1 This regulation governs the CAS Course of studies in Medication Safety (as follows in “course of studies”). The Course of studies is offered by the University Bern / Clinic for General Internal Medicine, Department Clinical Pharmacology and toxicology of the Inselspital (as follows “department Pharmacology and Toxicology”) and leads to the “Certificate of Advanced Studies in Medication Safety University of Bern (CAS MS UniBe)”.

Sponsorship

Art. 2 The course of studies is sponsored by the Department of Clinical Pharmacology and Toxicology, which appoints program management responsible for all tasks not expressly reserved for the Sponsors. The program management is responsible for the execution of the course of studies.

Collaboration

Art. 3 [1] Collaboration with other learning institutions and further cooperative partners inside and outside the country is possible. The making of such cooperation agreements is reserved for the head of the University.

2. COURSE OF STUDIES

Target students

Art. 4 This course of studies is oriented towards people who either currently hold leading positions in medication safety within their institutions, or who would like to take on such positions.

Goal

Art. 5 This course’s goal is to educate specialists in the area of Medication Safety, to enable them to fill leading positions in their

institutions to make proactive, interprofessional and evidence-based decisions to optimize medication safety.

The participants

a will receive a comprehensive overview of data and facts as to Medication safety both within Switzerland and abroad,

b will be knowledgeable about important sources within the literature and able to deploy them based on practice

c will understand barriers and fostering factors for interprofessional collaboration in the field of medication safety.

d will be able to employ different methods to measure medication safety in their own enterprise and to accompany developments.

e will have command of the necessary knowledge and instruments to plan and execute medication safety agenda within their setting.

f can define and actively shape their own leadership function in the area of medication safety.

g have the necessary knowledge and tools to plan and implement a medication safety agenda for their setting,

h are able to configure patient-based medication processes and include patients as well as relatives in a meaningful way.

i will be able to inform professionals through communication and training in the subject of medication safety geared to the target group

j will be equipped with basic knowledge about current technologies to support medication processes and improve medication safety.

k will have initial experience in project development and the associated leadership roles within the framework of the necessary project.

Scope, structure and content

Art. 6 [1] the course of studies entails a total of 10 ECTS-credits and is structured modularly.

[2] It is comprised of the following elements:

a seven modules in a scope of a total of 8 ECTS-credits (15 course days, incl pre and post / preparation)

b practice object in a written report, incl oral presentation To the extent of 2ECTS-credits.

[3] Contentually the 7 modules cover the following subjects:

a Module 1: introduction to medication safety

b Module 2: risk management

c Module 3: medication management systems and processes

d Module 4: training of (soon-to-be) professionals

e Module 5: interprofessional collaboration

f Module 6: technologies in medication processes

g Module 7: medication safety officer and leadership.

[4] The program administrators can include other topics

Course of studies

Art. 7 The specific arrangement of the program is governed by the curriculum. This is formulated by the program administration and approved by the faculty.

Teaching staff

Art. 8 The course can be conducted by instructors of the University of Bern as well as of other institutes from within or outside the country. Non-university professionals may also be included.

Didactic principals

Art. 9 [1] Basic knowledge transfer is conducted through Blending Learning. This means that the learning materials include in-person classes as well as e-learning platforms chosen to optimally support learning and knowledge transfer and ensure a lively learning culture.

[2] Alongside the transfer of theory and practice-based knowledge and skills, the learning events offer room for reflection and discussion. In their content and form, these events consider the needs and wishes of the participants, whose professional knowledge and experience contribute to the teaching and learning processes.

Assurance of quality and reporting

Art. 10 The program is aided by systematic feedback processes and evaluations. The results of each evaluation are considered in the ongoing planning and development processes as well as in the commitment of the teaching staff.

3. ACCREDITATION

Terms of Accreditation

Art. 11 [1] Prerequisites for admission to the Certificate program are

a a masters-level university degree in pharmacology, medicine or nursing science or a masters-level polytechnic degree in nursing,

b a minimum of 2 years' job experience in a clinical setting.

[2] Exceptions regarding admission requirements may be approved by the program director "sur dossier". In the case of persons without university degrees or clinical experience, further stipulations for admission may be imposed to ensure that each participant has the possibility of successfully completing the course.

[3] Interested parties who only wish to participate in individual modules may be admitted, provided that there are openings in the course.

[4] Permission to participate in the course is decided by the program administration upon application by the course management. There is no automatic entitlement to admission.

Status

Art. 12 Students enrolled in the course will be registered as CAS students.

Number of Participants

Art. 13 [1] The course will be conducted if the incoming registrations guarantee the financing.

[2] The course leaders can limit the number of participants in accordance with the program administrators. Should the number of registrations be higher than the offered places, the program administrators can, in accordance with the course leaders, implement selection criteria and decide on admission according to those.

4. Requirements, performance test and graduation

Obligatory participation

Art. 14 [1] Participation in events and e-learning activities according to the course of studies and completion of performance tests are generally obligatory for all participants. Exemptions will be decided by the program administrators.

[2] Parts of the course requiring active participation must be at least 80% fulfilled. “Active participation” means either obligatory presence (on site or via live broadcasting); other obligatory activities on the e-learning platform, such as the completion of exercises, quizzes, discussions, group efforts or others. Further absences can be compensated at the student’s expense in consultation with course leaders.

[3] Pre- and post- assignment tasks are considered components of the course.

Performance tests

Art. 15 [1] Completion of the course is dependent on module-related performance tests as well as written reports on practice-based projects and an oral presentation. Performance testing is further elaborated within the course of studies.

[2] The performance tests provide proof of completion of the course competency goals as specified in the course of studies.

[3] The participants will be informed in writing of assessment of their efforts.

[4] The concrete configuration of performance tests is regulated within the course of studies as well as in the implementary regulations.

[5] If the result of performance test is achieved by means of deceit, namely through the use of prohibited aids to influence or try to influence the results of a performance test, the criteria for passing are not fulfilled. The same is applicable in the event that a report is not conducted autonomously or other sources than those provided are used. Rights to execute measures such as exclusion from the course or withdrawal of the degree. i.e., the certificate, are reserved.

[6] Written tests must contain the following dated and signed declaration: “I hereby declare that this work was done autonomously and none other than the provided sources were used. All parts thereof derived from provided sources have been marked as such. I am aware that otherwise this work is not fulfilled, i.e., I will be graded with grade 1 and the head of university or the senate is entitled to withdraw any title or rank achieved through this work. For purposes of assessment as to the provision of declaration of self-sufficiency and regulations pertaining to plagiarism, I entitle the University of Bern to use personal data assessment and, especially to copy this written work and to

permanently save it to their database, as well as to use it to substantiate the work of third parties."

Achievement evaluation Passed/not passed

Art. 16 [1] Achievement evaluation of modules, the written report as to practice projects as well as the oral presentation are deemed passed/not passed on the basis of an assessment grid, and are deemed passed or failed accordingly.

[2] The performance evaluations are conducted by members of the program faculty and other persons designated by the program director. The program director shall exercise overall supervisions over performance evaluations.

[3] If a performance assessment is graded "not passed", it can be redone once. The rewrite has to be conducted within 2 months at the latest from the date that the participant is informed in writing.

Standard period of study, restrictions and time constraints

Art. 17 The standard period of study is 4 semesters. The maximum period of study is 8 semesters. In warranted cases, the program administrators may offer exceptions. Without a warranted and acknowledged exception, if the standard period of study is exceeded, the result can be exclusion from the course.

Allowance for external academic achievement

Art. 18 External academic achievements can be accredited up to on-fifth of the required ECTS points in cases those were achieved at a college with differentiated goals and topics congruent with those of the course. The program administrators will make the necessary decisions regarding accreditation. Certain regulations governing implementation also apply. An accreditation is limited to 3 years after the end of the course, measured from the date the degree is awarded.

Graduation

Art. 19 [1] The medical faculty provides successful students with a "Certificate of Advanced Studies in Medication Safety, University of Bern (CAS MS UniBE)" signed by the dean of the medical faculty.

[2] Graduation is granted if

a all events of the course of studies were attended to the given standards;

b the modules' performance tests were passed;

c the written reports pertaining to the practice projects and the oral presentation were passed; and

d all financial obligations have been fulfilled.

[3] A diploma supplement provides information about entrance criteria, goals, content and the scope of the course.

[4] The Certificate on its own does not entitle the holder to attend regular studies or a doctorate at the University of Bern.

[5] Participants who do not pass the course of studies will receive proof of participation concerning their successfully completed modules. ECTS points can only be validated for passed performance tests.

[6] Participation in individual modules is confirmed with a separate certificate

5. Financing and course fees

Financing

Art. 20 [1] The course is financed by means of course fees, as well as, potentially, by third parties' contributions.

[2] The income from course revenues supports the University of Bern's further education overhead.

Determination and due date of course fees, withdrawal of registration and cost consequences

Art. 21 [1] The program leaders set the course fees for the complete course in the range of CHF 7'000 to CHF10'000. Course fees cover the complete course including all and any registration fees and fees for performance tests. In the event that a performance test has to be repeated, additional fees will be incurred. It is within the discretion of the program leaders to allow exceptions.

[2] The course fees will be billed after the close of registration. The program leaders will define whether the fees are to be paid in total or in instalments. Each and all financial obligations must be settled before graduation.

[3] Withdrawal of registration for the course before the close of registration is without fees. Withdrawal of registration after the close of registration will be billed in total. If a replacement for the withdrawing person can be arranged, only handling fees in the sum of CHF300 will be incurred. If all or part of the course is not claimed, there will be no expectation of reimbursement or waiver for these. Cost insurance or annulment insurance lies with the participants.

6. Organization

Program administrators

Art. 22 [1] The program administrators oversee financial, scientific and organizational management of the course's preparation, execution, evaluation and further development.

[2] The program administrators' specific duties are as follows:

a issuing the curriculum, approving the detailed program and appointing of the instructors as well as decisions on further development of the program,

b issuing the terms of execution of these regulations,

c approval of budget and determination of course fees

d decisions regarding admission to the program

e supervision of performance tests

f determining whether all requirements for the Certificate have been fulfilled

g supervision of quality insurance, particularly the evaluation of the certificate program

h appointment of the director of studies

[3] The program administrators include a minimum of three members of the medical faculty as well as the Director of Studies.
Of the three members of the Faculty of Medicine, at least one must be from the Department of Clinical Pharmacy's Institute of Pharmacology

and Toxicology and one a member of the Bern Institute for General Medicine (Berner Institut für Hausarztmedizin, BIHAM). These members as well as the Director of Studies are eligible to vote on course-related decisions.
The program administrators can appoint further members in a consulting capacity.

[4] The chairperson of the board is appointed by the Department of General Internal Medicine, Institute, Clinical Pharmacology and Toxicology. Otherwise, the program administration forms itself. The program administrators can make decisions if at least 3 members who are eligible to vote are present and come to a vote with a simple majority. In cases where votes are equal, the chairperson casts the deciding vote. A proxy for a member of the program administration is generally possible as well as voting by correspondence/remote voting.

Advisory Board

Art.23 [1] The advisory board supports the program administrative board as well as the Director of Studies in the design and implementation of the curriculum. Advisory board members undertake the detailed planning and organization of individual teaching units in consultation with the program administrators and the Director of Studies.

[2] Advisory board members are appointed by the program administrators.

[3] The advisory board members are drawn from various professional backgrounds within the field of medication safety. Care will also be taken to ensure representation of Switzerland's three main language areas.

The Director of Studies

Art. 24 [1] The Director of Studies is appointed by the program administrators.

[2] The Director of Studies is responsible for operational leadership within the program, with the following duties:

a Organising and conducting events and performance tests

b Engagement of teaching staff for individual courses and events

c Accounting, budget preparation and monitoring

d Advertising, public relations and relationship management

e Counselling of participants

f Presentation of applications for admission to the program to the program administrators

g Quality assurance and reporting

h Collection and forwarding of data to form an overview of the further education overhead costs

i Further responsibilities as defined by the program administrators.

7. Jurisdiction

Jurisdiction

Art. 25 [1] The decisions of the Faculty of Medicine or its Dean, which are issued on the basis of these regulations and its implementing provisions, may be appealed to the Appeals Commission of the University of Bern within 30 days of notification.

[2] In the case of decisions of the program or study management which adversely affect the legal position of the participants, an appealable decision of the Dean of the Faculty of Medicine may be requested within 30 days of knowledge thereof.

[3] Appeals against decisions of the University Appeals Commission may be lodged with the Administrative Court of the Canton of Bern.

8. Final Provisions

Taking effect

Art. 26 These regulations take effect starting October 1st 2022.

Signed in Bern on (date) by (Dean)

Prof. Dr. Claudio Bassetti

Accepted by the Senate:

Signed in Bern on (date) by (Rector)

Prof. Dr. Christian Leumann