Guidelines for CPD Online Module Development
Malaysian Academy of Pharmacy (MAP)
Revised Guidelines (2026 Version)

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1. Purpose

These guidelines provide a framework for the development, review, updating, sponsorship, and management of Continuing Professional Development (CPD) online modules under the Malaysian Academy of Pharmacy (MAP).

The objectives of these guidelines are to ensure that all CPD online modules are:

- Academically rigorous and evidence-based
- Professionally relevant and current
- Educationally effective and learner-centred
- Ethically developed
- Technically suitable for online learning
- Compliant with copyright, confidentiality, and artificial intelligence (AI) policies

2. Scope

These guidelines apply to:

- Individual authors
- Groups of authors
- Reviewers
- Sponsors
- MAP CPD Committee members
- External contributors involved in the preparation or review of CPD online modules

The guidelines apply to:

- Single-chapter online modules
- Multi-chapter online modules
- Refresher and updated CPD modules
- Sponsored CPD educational content

3. Proposal and Approval of Module Topics

3.1 Any author(s) intending to prepare a CPD online module must first submit the proposed topic to the Chairperson of the MAP CPD Committee.

3.2 The MAP CPD Committee and/or MAP Council shall review the proposal to:

- Assess the relevance and suitability of the topic
- Avoid duplication of existing or ongoing modules
- Determine educational value and professional significance

3.3 Preparation of the module may only commence after formal approval from MAP.

4. Appointment of Authors and Reviewers

4.1 Authors

A module may be developed by:

- A single author, or
- A group of authors

The corresponding or lead author shall serve as the primary contact person for all communications with MAP.

4.2 Independent Reviewers

At least two independent reviewers shall be identified at the commencement of module development and formally confirmed before completion of the module. Reviewers may be proposed by the author(s), subject to approval by the MAP CPD Committee. Alternatively, MAP may appoint independent reviewers to ensure appropriate expertise, impartiality, and quality assurance of the educational content.

The reviewers should:

- Possess relevant expertise in the subject area
- Be independent from the sponsor where applicable
- Declare any conflict of interest

The review process should generally be completed within one (1) month from the date of receipt of the module.

MAP reserves the right to appoint additional reviewers where necessary.

5. Timeline for Module Development

5.1 An agreed timeline shall be established between the author(s) and MAP.

5.2 Unless otherwise approved, modules should generally be completed within six (6) months from the date of approval.

5.3 Extensions may be granted upon written request with reasonable justification.

6. Module Structure and Formatting Requirements

6.1 Module Structure

A CPD online module may consist of:

- A single chapter, or

- Multiple chapters organised under a common module title
- Total number of chapters required prior approval from MAP

Modules may be delivered in:

- PowerPoint-based format,
- Video-based format or
- A blended format combining written, visual, audio and interactive learning materials.

Multi-chapter modules must include:

- A main module title
- An overall introduction
- A summary or concluding section linking the chapters together

For video-based modules, authors should ensure that the content is appropriately segmented into logical sections or learning units to facilitate learner engagement and navigation.

6.2 Recommended Chapter Format

Each chapter should include:

1. Introduction
2. Learning objectives
3. Main content
4. Clinical relevance or practical application
5. Summary or key learning points
6. References
7. Multiple-choice questions (MCQs)

For video-based modules, the educational content may be presented through:

- Recorded lectures
- Narrated slide presentations
- Demonstration videos
- Clinical case discussions
- Expert panel discussions
- Animated educational videos
- Interactive video learning activities

Video modules should:

- Include clear audio and visual quality
- Be appropriately paced and professionally presented
- Include subtitles or captions where feasible
- Include accompanying references, summary notes, or downloadable supporting materials
- Include multiple-choice questions (MCQs)

6.3 Length and Formatting

Each chapter should:

- Prepared using MAP provided template
- Duration for each chapter should be of 10-15 mins per learning unit or chapter
- Each chapter can have more than one video.
- Longer videos should preferably be divided into shorter segments to enhance learner engagement and retention
- All text and graphics should be clearly arranged and easily readable on screen.

For video-based format:

- Length: 5–15 minutes per video segment; divide longer content into shorter learning units.
- Format: MP4, high definition, 16:9
- Audio/visual: Clear audio, readable visuals and professional presentation.
- Delivery: Appropriate pace; avoid unnecessary background music and excessive reading from slides.
- Structure: Include introduction, learning objectives and key learning points.
- Accessibility: Provide captions/subtitles where feasible.
- Resources: Provide references and supporting materials where appropriate.
- Streaming**:** Optimise file size for online access.

For PowerPoint based format:

- Format: 16:9 widescreen, clear, consistent and readable layout
- Length: approximately 10–15 minutes or 10–20 slides per learning unit, depending on content complexity.
- Design: One main idea per slide, use concise text, appropriate visuals and > 24 pt body text where feasible.
- Presentation: Avoid dense text, excessive animation and decorative elements; clearly identify learning objectives and key points. Optimise images for web (72DPI).
- References: Cite relevant sources and provide full references at the end of the chapter.
- Narration: Retain speaker notes/script where applicable.

6.4 Graphics and Multimedia

Graphics, tables, figures, animations, videos, audio recordings, or other multimedia elements may be used to enhance learning.

However:

- Their use should be educationally relevant and reasonable in size
- They should be embedded within the primary learning materials where possible.
- All images, videos, audio materials, and multimedia must comply with copyright requirements
- Excessive, commercial, or promotional multimedia content should be avoided

Authors are encouraged to incorporate:

- Clinical algorithms
- Infographics
- Interactive elements
- Case-based learning
- Evidence summaries
- Video demonstrations
- Patient counselling simulations
- Recorded expert discussions

All multimedia materials should maintain professional, educational, and ethical standards appropriate for healthcare professionals.

6.5 Technical and Accessibility Considerations

Authors should ensure that online learning materials are accessible and technically suitable for learners across different devices and internet speeds.

Where feasible:

- Videos should be recorded in high resolution
- Videos should include subtitles or captions
- Audio should be clear and professionally recorded
- Materials should be compatible with commonly used browsers and mobile devices
- Accessibility considerations for learners with disabilities should be considered where possible
- Images should be compressed appropriately to reduce file size without compromising educational value.
- Where possible, lengthy video presentations should be divided into shorter learning units to improve learner engagement and reduce download or buffering times.

7. Assessment and Quiz Requirements

7.1 Authors shall prepare 15–20 MCQ questions for each chapter.

7.2 Participants will complete a quiz consisting of 10 MCQs per chapter randomly selected from the questions provided by the authors.

7.3 The passing mark for each quiz shall be 80%.

7.4 Participants may repeat the quiz multiple times. The system will generate a different combination of questions for each attempt.

7.5 Questions should:

- Be evidence-based

- Test understanding and application of knowledge
- Avoid ambiguity
- Reflect current clinical practice

Authors are encouraged to include higher-order and case-based questions.

8. Academic Integrity, Copyright, and Originality

8.1 All submitted materials must be original work.

8.2 Authors are fully responsible for ensuring that:
- Appropriate citations and references are provided
- Copyright permissions are obtained where necessary
- No plagiarism occurs
- Data and references are accurate and verifiable

8.3 Modules submitted to MAP shall not be simultaneously submitted, published, uploaded, or distributed elsewhere without prior written permission from MAP.

8.4 MAP reserves the right to conduct plagiarism screening and request revisions.

9. Use of Artificial Intelligence (AI)

9.1 Permissible Use of AI

Authors may use AI tools to assist in module development for purposes such as:
- Language refinement and proofreading
- Formatting assistance
- Draft content generation
- Brainstorming or idea development
- Quiz drafting
- Visual design assistance
- Transcription or captioning support

Examples include generative AI platforms, grammar tools, and AI-assisted design software.

9.2 Author Responsibility

The author(s) remain fully accountable for:
- Scientific and clinical accuracy
- Academic integrity
- Ethical and professional standards
- Verification of references and citations
- Originality and appropriateness of content

AI-generated content must be critically reviewed, edited, validated, and contextualised by the author(s).

The use of AI does not replace scholarly responsibility.

9.3 Prohibited Use of AI

The following practices are prohibited:

- Submission of entirely AI-generated content without substantial human authorship and review
- Fabrication of references, citations, guidelines, or data
- Uploading confidential or proprietary information into public AI systems
- Use of AI-generated images or materials that infringe copyright
- Misrepresentation of AI-generated material as wholly original scholarly work

MAP reserves the right to request clarification regarding the use of AI tools.

9.4 AI Disclosure Statement

Authors are required to disclose use of AI in module preparation.

10. Sponsorship and Funding

10.1 Sources of Module Development

CPD online modules may be developed through either of the following pathways:

A. Author-Initiated Modules

Authors may propose and develop a CPD online module on a topic of their choice, subject to prior approval by the MAP CPD Committee and/or MAP Council.

Authors are encouraged to obtain educational sponsorship to support the development of the module, including honoraria for authors, reviewers and web hosting.

B. MAP-Commissioned Modules

MAP may identify priority educational topics and formally invite or appoint author(s) to develop CPD online modules.

For such commissioned modules, MAP shall provide honoraria to appointed authors and reviewers in accordance with the approved payment schedule.

10.2 Sponsorship

Where sponsorship is obtained:

- All sponsorship arrangements must comply with MAP policies on educational independence and conflict of interest.

- All sponsorship payments shall be made directly to MAP.

- The recommended sponsorship amount is generally RM8,000–RM10,000 per module, although the amount may vary depending on the scope and complexity of the module.

- Sponsorship funds will be used to support the costs associated with module development, author and reviewer honoraria, website hosting and platform administration of the module on the MAP online learning platform.

- Sponsors shall have no influence over:
    - Educational content
    - Clinical recommendations
    - Learning objectives
    - Assessment questions
    - Selection of authors or reviewers
    - Final approval of the module

Educational independence shall be maintained at all times.

10.3 Website Hosting

MAP shall be responsible for hosting, publishing, maintaining and administering all approved CPD online modules on the MAP online learning platform.

- For sponsored modules, the costs associated with website hosting and platform administration shall be covered by the sponsorship funds.

- For non-sponsored modules, including both author-initiated and MAP-commissioned modules without external sponsorship, MAP shall bear the costs associated with website hosting, platform administration and maintenance.

- Regardless of the funding source, ownership, administration and management of the online learning platform shall remain under MAP.

11. Honorarium Policy

11.1 General Principles

Honoraria are intended to recognise scholarly contributions to the development and peer review of MAP CPD online modules.

The payment of honoraria depends on how the module is initiated and how reviewers are appointed.

11.2 Author-Initiated Modules

Where the topic and module are initiated by the author(s):

- MAP will not provide honorarium to the author(s).
- Authors are encouraged to secure sponsorship to support development costs.
- Any payment to the author(s), if applicable, shall be arranged from sponsorship funds administered through MAP.

11.3 MAP-Commissioned Modules

Where MAP formally appoints or invites author(s) to develop a CPD online module, MAP shall provide honoraria according to the approved payment schedule.

Honorarium:

Item	Honorarium
Development of one chapter	RM500 per chapter
Maximum payment per module	RM3,000 per module
Updating one chapter	RM250
Maximum payment for updating multi-chapter module	RM1500

**For the definition and criteria of an updated module, see section 13.*

Where there are multiple authors, payment shall be made to the lead author, who shall be responsible for distributing the honorarium among co-authors.

MAP reserves the right to revise the honorarium rates from time to time.

11.4 Reviewer Honorarium

Where reviewers are appointed by MAP, reviewers shall receive honoraria according to the approved rates.

Reviewer honorarium:

Item	Honorarium
Review of new module	RM300 per module
Review of updated module	RM200 per module

Where there are multiple reviewers, payment shall be made to the lead reviewer, who shall be responsible for distributing the honorarium among the reviewers.

11.5 Reviewers Appointed by Authors

Where reviewers are identified and appointed by the author(s):

- MAP will not provide reviewer honoraria.
- Authors may use sponsorship funds, where available, to remunerate reviewers.
- MAP reserves the right to appoint one or more additional independent reviewers where deemed necessary to ensure academic quality and impartiality.

12. Submission and Review Process

12.1 Completed modules accompanied by the author's declaration form should be submitted to MAP for administrative processing.

12.2 For updated modules, the submission should also identify the date/version of the previous approved module and provide a summary of the substantive changes made.

12.3 The module shall then be forwarded to the Chairperson of the MAP CPD Committee for review coordination.

12.4 MAP may request revisions before approval.

12.5 Final approval is subject to satisfactory academic, technical, and ethical review.

13. Updated Modules

13.1 Definition
An updated module is an existing MAP-approved module that is substantively revised to remain current, evidence-based, clinically relevant and aligned with current guidelines, regulations or pharmacy practice.

13.2 Scope of update
Updates may include content, references, recommendations, learning objectives, cases, figures, assessments or multimedia. Minor typographical or formatting corrections alone do not constitute an update.

13.3 Review cycle
Modules should be reviewed at least every two years, or earlier when significant changes may affect their validity or relevance.

13.4 Initiation and extent
Updates may be initiated by the author(s) or MAP CPD Committee. The extent of revision should be proportionate to the changes required. Substantial redesign may be treated as a new module.

13.5 Review and approval
Updated modules should indicate the version/date and major revisions, undergo appropriate independent review and receive MAP CPD Committee approval before republication.

13.6 Authors and records
Original authors may be invited to update the module. MAP may appoint new authors where necessary and may retain the previous version for record-keeping.

13.7 Support and timeline
Updated modules may receive sponsorship support of approximately RM5,000. Review should normally be completed within one month.

14. Author's declaration

14.1 All reviewers must sign a declaration form.

14.2 Authors are required to declare:

- Financial relationships
- Sponsorship affiliations
- Potential competing interests
- AI use

MAP reserves the right to manage or reject submissions where conflicts may compromise educational integrity.

15. Acknowledgement of Authors, Reviewers, and Sponsors

15.1 All authors and reviewers shall be acknowledged on the first page of the module.

15.2 Sponsors may be acknowledged using the following statement:

"The funding for the _____ module has been provided through sponsorship from (Company Name). The contents of this module are produced, owned and copyrighted by the Malaysian Academy of Pharmacy (MAP)."

15.3 Sponsor acknowledgement must not imply endorsement of products or services. Where a sponsored module contains references to medicines, devices, services, or other commercial products, such references must be educationally justified and presented in a balanced, non-promotional manner.

16. Intellectual Property

16.1 All approved modules developed for MAP shall remain the intellectual property of MAP unless otherwise agreed in writing.

16.2 MAP reserve the right to:

- Reproduce
- Edit
- Update
- Archive
- Distribute
- Digitise
- Reuse

17. Interpretation and Exceptional Circumstances

17.1 The MAP CPD Committee shall be responsible for interpreting these guidelines and advising on matters relating to the development, review, sponsorship, and management of CPD online modules.

17.2 Any circumstances not specifically addressed in these guidelines shall be considered on a case-by-case basis by the MAP CPD Committee, with the final decision subject to endorsement by the MAP Council where appropriate.

17.3 MAP reserves the right to waive or modify any provision of these guidelines where justified, provided that such decisions are made in the best interests of educational quality, professional integrity, and the objectives of the MAP CPD programme.

18. Revision of the Guidelines

18.1 These guidelines shall be reviewed periodically to ensure continued relevance, alignment with current educational standards, technological developments, and the strategic objectives of MAP.

18.2 Amendments may be proposed by the MAP CPD Committee and shall take effect only after approval by the MAP Council.

18.3 The latest approved version shall supersede all previous versions of these guidelines.

19. Effective Date

These Guidelines for CPD Online Module Development (2026 Version) shall take effect upon approval by the Malaysian Academy of Pharmacy (MAP) Council and shall remain in force until revised or replaced by a subsequent edition.

Acknowledgement

The Malaysian Academy of Pharmacy (MAP) gratefully acknowledges the contributions of all authors, reviewers, members of the MAP CPD Committee, the MAP Council, and other stakeholders who support the development and delivery of high-quality Continuing Professional Development (CPD) programmes for the pharmacy profession.

Through collaborative efforts and a shared commitment to lifelong learning, these guidelines aim to promote the development of independent, evidence-based and professionally relevant educational resources that enhance pharmacy practice and ultimately improve patient care.

Approved by the Malaysian Academy of Pharmacy (MAP) Council
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