

Continuing Pharmacy Education



Provider eUpdate

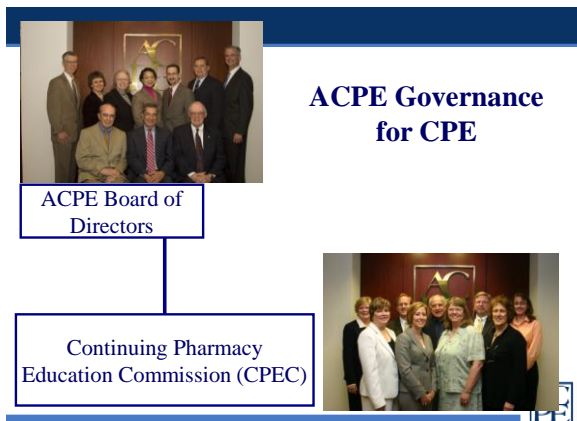
Dear Providers,

It has been a busy Fall for ACPE Staff with the release of the new workshop content; conducting more than twice as many workshops; finalizing Web Tool updates for the new Standards; survey for the definition of a commercial interest; annual activity update finalization; and, pharmacy technician activity monitoring. We anticipate you have been just as busy addressing the above items and preparing your organization for compliance with the new CPE Standards that are effective on January 1, 2009.

The following topics are addressed in this issue:

1. CPE Standards
2. CPE Policies and Procedures
3. Standards for Commercial Support (SCS)

The fourth meeting of the CPE Commission will take place November 17 – 19, 2008 in Chicago. The Commission's recommendations and strategic discussions will be discussed during the ACPE Board of Director's Meeting on January 7 – 11, 2009.



CPEC Appointees

- *Mary-Anne Benedict, MSN, RN (VA New England Health Care System)
- *Stephen Caiola, MS (University of North Carolina at Chapel Hill School of Pharmacy)
- *Janet Cline, RPh (Creative Educational Concepts, Inc.) Vice Chair
- *Jeannine Dickerhofe (Kaiser Foundation Health Plan of Colorado Department of Pharmacy)
- *John Clay Kirtley, PharmD (Arkansas State Board of Pharmacy)
- *Kristin Janke, PhD (University of Minnesota College of Pharmacy) Chair
- *Scott Meyers, RPh, MS, FASHP (Illinois Council of Health-System Pharmacists)
- *Jennifer Moulton, RPh (Iowa Pharmacy Association)
- *Judy Walter (American Society of Health System Pharmacists)
- *Timothy Welty, PharmD, FCCP, BCPS (Samford University McWhorter School of Pharmacy)
- *Donald Williams, RPh, FASHP (ACPE Board Liaison)

As always, please do not hesitate to contact ACPE staff for questions related to CPE activities (ceinfo@acpe-accredit.org | (312) 664-3575).

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Accreditation Council for Pharmacy Education (ACPE)

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1. CPE Standards

Accreditation Standards for Continuing Pharmacy Education

Effective January 1, 2009

[Download Adobe Acrobat File](#) (164 KB)

CPE Evaluation Forms - Standards (Rubric v1.0)

Effective January 1, 2009

[Evaluation Form-All Standards PDF](#) (240 KB)

[Evaluation Form-All Standards Word](#) (548 KB)

As a reminder, all CPE activities on or after January 1, 2009 will need to be assigned to one of three activity types. A summary is provided below:

Activity	Activity Purpose	Learning Assessment	Assessment Feedback
Knowledge (minimum 15 minutes)	Transmit knowledge	Questions/recall of facts	Must be provided to all participants
Application (minimum 60 minutes)	Apply information	Case studies/application of principles	
Practice (minimum 15 hours)	Instill knowledge, skills, attitudes	Formative and summative	

The following questions were raised during recent workshops:

- Q. If we have one activity that has both a knowledge (K) and application (A) component, do we assign both a 'K' and a 'A'?
- A. No, if it is one activity that meets the requirements for Application-based, then it would be assigned an 'A'. In many cases a knowledge component will be required for activities as the introduction/background will need to be discussed. The differentiation is based on the content and learning activities and if they are at the level of an application-based activity. The activity should be labeled according to the 'most-rigorous' activity type 'K', 'A', or 'P- practice' achievable.
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- Q. How many learning assessment questions or cases are necessary?
- A. The CPE Standards do not prescribe a specific amount or number of questions / cases. There may be wide variability in the structure and rigor of a question / case. Providers

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are asked to review the objectives and ensure that an appropriate amount of learning assessment questions, cases, or approaches are used in the CPE activities to reflect the content learned.

- Q. Does the time requirement define the type of activity?
- A. No. Just because an activity is 15 contact hours, it does not automatically qualify as a practice-based (P) activity. The 'K', 'A', or 'P' designation is based on the content and educational structure of the CPE activity.

Please see the schematic above for a snapshot of the distinguishing factors for 'K', 'A', and 'P' activities. Please refer to the CPE Standards and Evaluation Form (rubric) for additional information and guidance on the requirements for each activity type.

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2. CPE Policies and Procedures

CPE Standards - Updated Policies & Procedures

Effective: January 1, 2009

[Download Adobe Acrobat File \(311 KB\)](#)

The following items highlight a few changes between the current Criteria for Quality and the new CPE Standards. These items appear in both the Criteria and Standards and there has been a change in the requirements.

Item	Current Criteria for Quality	New CPE Standards
Policies & Procedures Manual	Require maintenance and updating of manual. Require submission of select policies for accreditation review.	Require maintenance and updating of manual. For accreditation reviews, ACPE requires completion of an attestation form
Credit	1 contact hour = 50 – 60 minutes	1 contact hour = 60 minutes
Record Retention	5 years	6 years
Activity Announcements (P&P Section V; Item 4.0)		
Type of activity	N/A	Requires indication of Knowledge, Application or Practice-based activity
Target audience designation	P (pharmacist) / T (pharmacy technician) – required as of 1/1/08	P/T required
Requirements for credit	Includes what is required & when statements will be distributed	Includes only what is required for credit. *Note-providers can still include this information. It is just not a required item from ACPE.
Statements of Credit (P&P Section V; Item 7.0)		
Type of activity	N/A	Requires indication of Knowledge, Application or Practice-based activity
Target audience designation	P (pharmacist) / T (pharmacy technician) – required as of 1/1/08	P/T required
Certificate language	Not permitted on CPE activity statements; reserved only for certificate programs	Permissible as the ‘branding’ of certificate programs has transferred to Practiced-based activities
Activity Evaluations (Standard 11)		
Learning	Required evaluation of learning activities (active learning)	Requires evaluation of <u>both</u> teaching /learning methods (active learning) and learning assessment (feedback)
Facilities	Required	Not required

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The following summary addresses the change in minimum amount of credit and amount of credit to award for academic semester courses:

- 1 CEU = 10 contact hours
- 1 contact hour = 0.1 CEU
- 1 contact hour = 60 minutes
- 1 academic semester hour = 15 contact hours
- Minimum amount awarded = 1 contact hour = 0.1 CEU until December 31, 2008
- Minimum amount awarded effective January 1, 2009 (15 minutes for Knowledge-based activities) = 0.25 contact hour = 0.025 CEU
 - Note – the minimum amount of credit for application-based (1 contact hour) and practice-based (15 contact hours)

Accreditation review process

- The new CPE Standards evaluation form (rubric) includes a policies and procedures (P&P) attestation form for Section V. – CPE Operations and Policies and Procedures. Providers are expected to maintain a P&P manual that serves as a how-to guide for conducting CPE in your organization. With the new CPE Standards, ACPE will only request completion of an attestation form (versus requesting a complete P&P manual). If the provider feels any item of the P&P is not in compliance, they should note the item and describe the action plan for improvement. Two items will be required :
 - 4.0 - CPE Activity Announcement Literature
 - 7.0 - Statements of Credit

Providers will need to submit documentation of the above two items (including specific identification and labeling of the checklist items on the sample documents) as part of the attestation form requirements. Should a reviewer feel that additional information is necessary, they will request the specific P&P item as part of a subsequent review. An example of the 2009 Self-Assessment Report can be found at the following link:

[Spring & Fall 2009 Self-Assessment Report](#)
[Download Word Document](#) (728 KB)

Terminology: ACPE is transitioning to a glossary that is aligned with medicine (ACCME) and nursing (ANCC) accrediting bodies for consistency and in preparation for an interprofessional accreditation process. ACPE is asking you to transition to the following terminology as you update your materials for the new CPE Standards. The following terms have been incorporated into the new standards and ACPE glossary:

Item	Current Criteria for Quality	New CPE Standards
Educational event	Program	Activity
Activity number	Universal Program Number (UPN)	Universal Activity Number (UAN)
Activity update	Program Activity Update (PAU)	Annual Activity Update (AAU)
Marketing Materials	Program Announcement	Activity Announcement

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3. Standards for Commercial Support (SCS)

Standards for Commercial Support

Effective January 1, 2008

[Cover Memo](#) (63 KB)

[View Standard - Adobe Acrobat File](#) (35 KB)

[View Guidelines for Standards for Commercial Support - Updated 08/08 - Adobe Acrobat File](#) (76 KB)

- **Commercial Interest Definition** - thank you to the providers who responded to the commercial interest survey. ACPE is tabulating the responses for discussion with the Commission. The Commission's recommendations will be presented at the Board of Directors meeting and then additional information will be communicated to all providers by early February 2009.

- **Independence – SCS 5.1 (a)**

A CPE provider must ensure that the following decisions were made free of the control of a commercial interest.

- 1) Identification of CPE needs;
- 2) Determination of educational objectives;
- 3) Selection and **presentation** of content;
 - In order to ensure maintenance of independence, in general, employees (sales representatives, clinical liaisons, clinical scientists, etc.) of a commercial interest should not participate as faculty in an ACPE-accredited CPE activity. In most cases, the only method to resolve the financial relationship and conflict is recusal of participation. ACPE acknowledges that there may be scenarios that the provider feels they can resolve. Providers are encouraged to contact ACPE for guidance.
- 4) Selection of all persons and organizations that will be in a position to control the content of the CPE;
- 5) Selection of educational methods;
- 6) Evaluation of the activity.

- **Manage Commercial Promotion Appropriately – SCS 5.4 (e)**

A provider cannot use a commercial interest as the agent providing a CPE activity to learners, e.g., distribution of self-study CPE activities or arranging for electronic access to CPE activities.

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Additional clarification from the updated guidelines document (link above)

11. Can the provider use a commercial supporter to distribute promotional materials for CPE activities, e.g., "save the date cards, brochures?"

Yes.

- This is in comparison to distribution of the CPE activity content. Commercial interests may distribute promotional materials (announcements) but may not distribute the actual CPE content (article reprints, journal CPE, electronic formats – CDs or DVDs).
- The provider is encouraged to use their own distribution channels. The commercial interest should not influence audience selection.

13. Can a CPE provider distribute its CPE activity via a television channel, website, or other type of communications vehicle that is owned by a commercial interest?

No. Communication or distribution mechanisms that are owned or controlled by a commercial interest cannot be used to transmit or distribute continuing medical education activities to learners (e.g., a cable TV network or website owned and controlled by a commercial interest).

- Note – the commercial interest cannot post the actual CPE content on the company website. They may post an activity announcement or post a link to the provider's website. It must be clear that the participant is leaving the commercial interest's website and being re-directed to an accredited CPE provider's website.

16. Can a continuing education activity be conducted in an exhibit hall?

No. Continuing education activities should not be offered in an exhibit hall. Education should be kept separate from any type of promotional influence.

- This pertains to both live and home study activities. Providers should also ensure that home study (print, CD, electronic-formats) activities are not being distributed or viewed at the commercial interest's booths in exhibit halls.