

Continuing Pharmacy Education



Provider eUpdate

Greetings Providers,

I hope everyone had an enjoyable and restful summer! Here at ACPE it has been a busy summer! We are working on the release of the updated Provider Web Tool, preparing for an educational and practical CPE Conference for CPE administrators, planning for the fall cycle accreditation cycle; and more, these are just a few examples.

The following topics are addressed in this issue:

1. Release of the Updated Provider Web Tool
2. ACPE's CPE Conference is coming up
3. ACPE Staffing Changes
4. Administrative Items

For a short-cut to the prior versions of the CPE Provider eUpdate, please <[click here](#)>.

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

Thank you!

Dimitra V. Travlos, PharmD, BCPS

Assistant Executive Director and Director, CPE Provider Accreditation Program
Accreditation Council for Pharmacy Education (ACPE)

Continuing Pharmacy Education



Provider eUpdate

1. Release of the Updated Provider Web Tool

The updated Provider Web Tool will be released any day now. Here is a summary of the changes/updates:

Login: Your Username and Password will *stay the same* as it is now. However, in the Provider ID section a 4-digit number will need to be typed in. Please add a zero immediately prior to your 3-digit provider ID. For example, if your provider ID is 197, when you login to the Provider Web Tool please enter “0197”.

Q – If we are entering a 4-digit provider ID into the web tool does that mean that we have to use the 4-digit provider ID on all our documents?

A – No. Providers will only need to use the 4-digit ID for logging into the Provider Web Tool only. For your activity announcements, statements of credit, etc. you can still use the three-digit provider ID.

Menu: The section entitled ‘PDF Creation’ will now be called **Knowledge/Application Activity Forms**. Remember according to the new *Standards for Continuing Pharmacy Education* ACPE categorizes CPE activities in three types. The first two: 1) knowledge based activities focus on the recall/identification of facts related to the CPE activity 2) application-based activities require the participant to ‘apply’ the information by placing them in a decision-making scenario where they have to process information related to the content to determine the correct responses to the learning assessments. You should use this section of the Provider Web Tool to complete an Activity Description Form [ADF] (formerly Program Description Form - PDF) for a knowledge-based or an application based activity.

Once you enter into this section, you will need to check a box to designate Knowledge or Application. The minimum credit for a knowledge-based activity is 15 minutes or 0.25 contact hour or 0.025 CEU. The minimum credit for an application-based activity is 60 minutes or 1.0 contact hour or 0.1 CEU.

The middle section will now be entitled **Practice Activity Forms**. This section was previously labeled ‘CPDF Creation’ for those providers who were eligible to conduct Certificate Programs. With the existing standards, all providers may conduct a practice-based activity if they chose to. The third type of CPE activity, practice-based activity, is a minimum of 15 hours and includes a didactic and a hands-on component. Practice-based activities will help the learner achieve a skill, i.e. administration of immunizations, or accomplish a task, i.e. establish a medication therapy management service in the pharmacy. These activities are comprised of knowledge and application type of CPE activities. In order to complete a practice-based activity form, the provider should complete the knowledge- and/or application-based ADF’s first this will allow for the Universal Activity Number creation. Then the provider should complete the simple

Continuing Pharmacy Education



Provider eUpdate

practice-based activity form that the administrator will select these UANs that will encompass the practice-based activity.

In addition, you will be able to view your provider's Accreditation History and download a copy of the ACPE logo. If you have any questions, please contact the ACPE office.

2. ACPE's CPE Conference – New Standards: Gateway to Implementation

The conference will take place at the magnificent Chase Park Plaza in St. Louis, Missouri, October 5-8, 2009. The conference will revolve around ACPE's new Standards for Continuing Pharmacy Education and the policies and procedures revolving around the standards. The conference will offer:

1. All attendees an understanding of what the standards are and how they impact pharmacists and pharmacy technicians;
2. Answers to questions that may come up in your practice regarding ACPE's Definition for the Continuing Education of Pharmacy, the new standards, policies, procedures, Standards for Commercial Support, and
3. The opportunity to see and experience the process of CPD (Continuing Professional Development).

Moreover, let's not forget the pre-conference seminars! This year we are introducing ½ day workshops. So let's work in the morning and take the afternoon to enjoy St. Louis OR travel in the morning and attend one of the pre-conference seminars OR take advantage of 2 pre-conference seminars, morning and afternoon! We have a great selection depending on your educational need:

Do you know the contents of knowledge-based CPE activities? Then you need to attend *The Magic of a Mighty Memory: How to Remember What You Hear*. This workshop will discuss different learning styles and how they affect your memory.

Do you work in a CPE office that you feel can be more efficient and effective? Then you need to attend *Essential Skills of CE Professionals* that will suggest ways to meet your goals.

Last, but not least, CPE administrators will walk through the CPD process at the conference. Are you familiar with that? Perhaps you should attend the workshop *CE Providers Leading the Way in CPD*.

So please join us as we travel through the gateway of St. Louis to explore great sites, delicious food, and so much more.

Register now – online at:

www.regonline.com/63372_717068M

Continuing Pharmacy Education



Provider eUpdate

3. ACPE Staffing Changes

I would like to introduce you to our new staff member, Jennifer L. Baumgartner, PharmD, BCPP - Assistant Executive Director, Continuing Pharmacy Education Provider Accreditation Program. Jennifer is a pharmacist and has experience as a clinical and research pharmacist and most recently was a Compliance Officer with the Indiana Professional Licensing Agency. Jennifer will help with ACPE's accreditation activities, assist providers with their accreditation questions and be part of the education team in ACPE's workshops.

Anne-Marie Sesti transitioned from a full-time position with ACPE to a consultant role where she will work on special projects with ACPE on an as needed basis. Thanks to Anne-Marie for all her hard work and commitment to ACPE and its providers!

4. Administrative Items

2010 Annual Fee Invoice

2010 annual fee invoices were recently mailed to providers. Please note that payment is due upon receipt. If you did not receive your invoice, please notify Michelle Lawson-Fairfield at (312) 664-3575 ext. 1 or mlfairfield@acpe-accredit.org

Provider Verification Form – What & So What...

What – this is the electronic form that lists the provider's organization, continuing education administrator and supervisor information. The information is automatically populated on the ACPE website for provider contact details. Please log into the Provider Web Tool and select the Provider Verification Form link located in the upper right section of the main initial log-in screen.

So What – this information serves as the basis for all ACPE contact with the provider and the supervisor. Please remember that supervisors are contacted and copied on various documents and notifications from ACPE. Please review your contact information to ensure that the appropriate individuals are listed and the correct information is posted.