

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Speaker's Agreement

This will confirm the arrangements made by Louisiana Society of Health-System Pharmacists, a professional society of individual members and represented by the agent in fact signing below and \_\_\_\_\_.

The Louisiana Society of Health-System Pharmacists (herein referred to as the "LSHP") and \_\_\_\_\_ (herein referred to as the "Speaker") agree:

**Date & Honorarium:**The LSHP hereby engages the speaker for a meeting and the speaker agrees to appear and present as agreed on XX/XX/200X. Speaker honorarium of \$XXXX to be paid by the Southwest chapter of LSHP.

**Curriculum Vitae:** Speaker will provide current CV to the LSHP office 40 days before the activity release date.

**Learning Materials:** Speaker will provide copies of the presentation to the chapter or meeting representative no later than 31 days prior to the activity. The presentation will be reviewed for conflicts of interest. Speaker agrees to comply with peer-recommended resolution of any potential conflicts of interest. The presentation will also be available to the attendees to enhance their learning experience. ACPE requires LSHP to keep these presentation materials on file. The LSHP will not be responsible for making copies of activity materials on-site. Any expenses incurred to reproduce activity materials on- site will not be reimbursed by the LSHP.

**Teaching Methodology:** Speaker will incorporate at least one active learning technique during their activity using the suggestions on page 3 of this document.

**Learning Assessment:** Speaker will submit learning assessment to complement the presentation to the LSHP office no later than 31 days prior to the activity date.

**Balance, Disclosure and Non-Commercialization:** In order to comply with ACPE non-commercialism standards, fair content balance and non-commercialization are required in each activity. Additionally, the speaker is expected to disclose all potential conflicts of interest by completing the attached Statement of Policy of Balance, Disclosure and Non-Commercialization. **This disclosure is due to LSHP by 40 days prior to the activity. The disclosure information will be announced or included in documentation to all conference participants (regardless of existence of financial relationship).**

**Copyright & Release:** Speakers are responsible for procuring permission to use any copyrighted work that is performed, broadcast or displayed as part of their presentation. By signing the agreement below, you agree that the presentation that you provide for publication in LSHP meeting materials contains no materials from other works protected by copyright that are used without the written consent of the copyright owner. Furthermore, you give LSHP the rights to publish your presentation slides and other provided information in print and other formats (including but not limited to online publication).

This agreement will bind both the LSHP and the Speaker and should only be cancelled by mutual agreement. The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed and dated the day and year first above written.

\_\_\_\_\_  
SWLSHP Representative

\_\_\_\_\_  
Speaker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Speaker's Tax ID or SS#: \_\_\_\_\_  
(required for tax purposes)

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

**Statement of Policy Regarding Assurance of Balance, Disclosure, and Non-Commercialization**

All activities shall exhibit fair content balance, providing the audience with information of multiple perspectives from which to form a professional opinion. In addition, the fair balance will assure that information provided does not discuss any single commercial product. Brand names of all products included in the content may be mentioned for identification purposes only.

Presenters in any educational services offering will acknowledge and disclose any affiliation with pharmaceutical companies or other organizations that may constitute a conflict of interest. Disclosure information will be announced or included in documentation to all conference participants (regardless of existence of financial relationship). The disclosure forms for all presenters will be kept on file.

**Policy on Fair Balance**

Activities offered by LSHP shall exhibit fair content balance, providing the audience with information of different perspectives from which to develop an informed professional opinion.

**Disclosure Declaration Language**

\_\_\_\_\_ I have no actual or potential conflict of interest in relation to this activity.

I have a financial interest/arrangement or affiliation with one of more organizations that could be perceived as a real of apparent conflict of interest in the context of the subject of this presentation. Please check all that apply.

<u>Financial Interest</u>	<u>Name of Organization</u>
_____ Received or expect to receive grant or research support	_____
_____ Consultant	_____
_____ Clinical Investigator	_____
_____ Speaker's Bureau	_____
_____ Major Stock Holder	_____
_____ Received or expect to receive other financial/material support	_____

\_\_\_\_\_  
Speaker Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Example Disclosure Statement in Participant Activity**

- John Doe, MD reports that he receives research/grant support from Eli Lilly and Pfizer. He reports that he is a consultant and Speaker's Bureau Member for Eli Lilly, Wyeth, Pfizer and Novartis.
- Jane Doe, PharmD, reports she has no financial relationships with any commercial supporters or providers..

## LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

### Faculty Guidance

In order to comply with ACPE standards, LSHP provides systematic and effective faculty guidance and development support. The following guidelines are demonstration of that guidance and support. Please read carefully and contact the LSHP office if you have any questions or concerns.

**Learning Objectives:** Educational goals should be developed to provide guidance and direction for all developmental aspects of a activity including content, supplemental instructional materials, learning assessment activities and activity evaluation. Objectives should be specific and measurable and elicit or describe observable or measurable behaviors on the part of activity participants (“to learn” and “to understand” are insufficient). A suggested list of verbs can be provided.

**Instructional Materials:** A syllabus or other handout material must be submitted to the LSHP office for participant use at the activity. Supportive and supplemental instructional materials are welcomed and encouraged. Examples include materials such as bibliographies, a reading list, background materials, or materials developed for future reference purposes.

**Teaching Methodology:** ACPE states that activities should design and implement active and/or interactive learning activities as a component of educational activities. Active participation encourages interest and attention, and increases comprehension and better retention of the material.

Suggestions for active learning activities:

- Poll the audience. Ask for a show of hands to a question pertaining to the subject matter.
- Keep time at the end of the activity for audience members to ask questions or share relevant issues in discussion.
- Present patient management case studies or problem-solving activities and have audience members split into pairs of small group to quickly assess and present their findings.
- Manipulation of equipment or data, or simulation exercises.

**Balance, Disclosure, Non-Commercialism:** All activities should be in-depth with fair, full disclosure and equitable balance. Topics shall not be promotional or appear to be intended for the purpose of endorsing either a specific commercial drug or other commercial product (as contrasted with the generic product/drug entity and its contents of the general therapeutic area it addresses), or a specific commercial service (as contrasted with the general service area and /or the aspects or problems of professional practice is addresses). There must be appropriate disclosure of any significant relationship between funding organization and activity faculty. There must be disclosure of limitations on information, including, but not limited to: data that represents ongoing research; interim analysis; preliminary data; or unsupported opinion. The attached Statement of Policy Regarding Assurance of Balance, Disclosure and Non-Commercialization must be filled out. Information provided on this form will be made available to activity participants.

**Learning Assessment:** ACPE requires than an evaluation mechanism shall be provided at each activity for the purpose of allowing all participants to assess their achievement in accord with the activity’s learning objectives. Therefore, learning assessment materials must be included in each activity. The evaluation mechanism should assess participant learning by ascertaining the level of fulfillment of the stated educational goals. The results of this assessment will be provided to participants. Test items or other activities should be designed to go beyond the simple recall of facts and seek to demonstrate learning with an emphasis on integration and utilization of knowledge in professional practice. Presenters must submit learning assessment and answers/feedback to LSHP two weeks prior to activity. Answers/feedback will be distributed to participants after the activity.

Suggestions for learning assessment:

- Post-test, or pre-and post- tests.
- Problem recognition or solving exercises
- Patient case-study exercises
- Memory Matrix- a chart to fill in to demonstrate relationships
- Pro and con grid for treatments or medications
- Application evaluation- presenter asks participants to write one real-world application for what they have just learned

**Activity Evaluation:** Surveys will be provided to each participant regarding how objectives were met, effective use of handouts and audiovisuals, observations of balance and non-commercialism, satisfaction in participation and quality of speaker. The results of these evaluations will be mailed to the speaker after the activity.