

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

CONTINUING PHARMACY EDUCATION PROVIDER POLICY AND PROCEDURES MANUAL

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POLICIES AND PROCEDURES

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1. MISSION AND GOALS

A. CONTINUING PHARMACY EDUCATION MISSION

The continuing pharmacy education mission of the Louisiana Society of Health-System Pharmacists shall be to provide cost-effective evidence-based CPE activities relevant to the contemporary practice of pharmacy in order to develop, maintain and enhance the knowledge, skills and abilities of pharmacists and pharmacy technicians primarily practicing in institutional or health-system settings throughout Louisiana. LSHP's core focus is providing live, knowledge-based and application-based CPE activities that address the identified educational needs and are of interest and value to its membership.

B. CONTINUING PHARMACY EDUCATION GOALS

1. To identify and address the educational needs of pharmacists and pharmacy technicians as it relates to the provision of all aspects of medication therapy in hospitals, health-systems and healthcare settings.

Measurement: This goal shall be measured by the conduct of at least one survey each year of pharmacists and pharmacy technicians of their interest level and expertise level in specific subject matter areas and core areas of proficiency, successfully collecting and analyzing conference and activity evaluations and suggestions provided for future activities, and minutes or summaries of meetings of the Programming and Practitioner Education Committee, relevant ad hoc committees, and Board of Directors.

2. Hold an annual meeting that makes available to pharmacists and pharmacy technicians sufficient quality continuing education contact hours relevant to the contemporary practice of pharmacy in institutional or health-system settings to satisfy state requirements for annual re-licensure.

Measurement: This goal shall be measured based on whether or not an annual meeting is held and, if so, were sufficient contact hours and all required content offered for pharmacists and pharmacy technicians to renew their licenses with the Louisiana Board of Pharmacy.

3. Hold a mid-year meeting, in a geographical area of the state different the annual meeting, which offers at least six contact hours of quality continuing education activities relevant to the contemporary practice of pharmacy in institutional or health-system settings to both pharmacists and pharmacy technicians.

Measurement: This goal shall be measured based on whether or not a midyear meeting was held and, if so, in a separate geographical area than the annual meeting, and were at least six contact hours appropriate for pharmacists and six contact hours appropriate for pharmacy technicians offered.

4. Serve as the joint provider of CPE activities with local affiliated organizations, and other organizations as appropriate, to provide high-quality live continuing education opportunities to pharmacists and pharmacy technicians in close proximity to their home or work.

Measurement: This goal shall be measured based on whether or not LSHP serves as the joint provider of CPE activities with local affiliated organizations and how many.

5. To provide live educational activities in an interactive format that encourages learner participation and facilitates improved learning and knowledge retention.

Measurement: Success of this goal will be evaluated based on satisfactory responses to the Peer Review question “Does the activity lend itself to active learning techniques/are active learning methods included in the presentation?” and a minimum average score of 4.0 (on a scale of 1 to 5, with “5” being “strongly agree”) on the Activity Evaluation questions “The activity included techniques that encouraged my active participation” and “Learning assessment activities were effective”.

6. To provide educational activities which are evidence-based and provides pharmacists and pharmacy technicians with professionally accepted guidelines and standards of care.

Measurement: Success of this goal will be evaluated based on satisfactory responses to the Peer Review question “Are sufficient sources of evidence listed and appropriately referenced?”.

7. To provide educational activities which are fair-balanced and void of commercial influence.

Measurement: Success of this goal will be evaluated based on satisfactory responses to the Peer Review questions “Does the activity mention brand names? If so, does the activity reflect any bias with regards to the use of brand name drugs?” and “Does the activity reflect any bias toward a particular company or drug? How can this be resolved?” and a minimum average score of 4.0 (on a scale of 1 to 5, with “5” being “strongly agree”) on the Activity Evaluation question “The presentation had full disclosure, was fair, objective and balanced, and free of promotional material or the endorsement of a specific product or service” and an 80% or higher no response to “Did you perceive a commercial bias in this activity?”.

8. To provide educational activities that support pharmacists as active members of an interdisciplinary healthcare team.

Measurement: This goal will be measured through the member survey by asking the member to identify whether the amount of direct interaction with other healthcare professionals increased, decreased, or was the same in the past year; and whether or not the continuing education program contributed to their knowledge, abilities, and confidence during the interaction.

C. EDUCATIONAL ACTIVITY DEVELOPMENT POLICY

1. All CPE activities offered by LSHP shall address topics and subject matter areas which are pertinent to the contemporary practice of pharmacy. With few exceptions, live, knowledge-based or application-based activities relevant to the contemporary practice of pharmacy in institutional or health-system settings will be provided. Exceptions may be limited to activities that relate to the contemporary practice of pharmacy outside of institutional or health-system settings. All activities must be balanced in presentation.

ACPE states that pharmacists should develop and maintain proficiency in five core areas:

- delivering patient-centered care
- working as part of interdisciplinary teams
- practicing evidence-based medicine
- focusing on quality improvement
- using information technology

2. When developing continuing education activities, the educational needs of LSHP members should be assessed and addressed. The results of an annual survey of the educational needs of pharmacists and

pharmacy technicians will be collected and analyzed for activity selection and development and development of activity objectives. Data from the individual activities needs assessment forms will be reviewed. Additionally, evaluations and feedback from past attendees of continuing education activities should be utilized when selecting and developing educational activities and learning objectives.

Focus should be given to subject areas in the survey with an interest level rating of 66% or higher (two thirds of respondents interested). The Programming and Practitioner Education Committee should evaluate responses on level of expertise designated by respondents in the subject areas in Committee meetings and, as needed, by inquiry or use of other focus groups for identifying and developing specific educational activities and learning objectives. Level of expertise among respondents should be considered when identifying specific activities and objectives in a subject area.

The information collected from these various areas will be reviewed at least annually by the LSHP Board of Directors and the Programming and Practitioner Education Committee as part of LSHP's overall CPE program gap analysis.

3. CPE activity objectives must be:
 - specific and measurable
 - developed to specifically address the specific educational need
 - addressed by an active learning activity, and
 - covered by a learning assessment

3. Target audiences must be clearly and explicitly identified; therefore, activities will be designated as intended for pharmacists or pharmacy technicians. If an activity is intended for both pharmacists and pharmacy technicians, separate and specific learning objectives must be provided for both pharmacists and pharmacy technicians. Consideration will be given that it may not be acceptable for a pharmacist to attend an activity designed for a technician, or a technician to attend an activity intended for pharmacists unless separate learning objectives for each audience type are identified

D. EVALUATION PLAN FOR ASSESSMENT OF ACHIEVEMENT AND IMPACT OF CPE MISSION AND GOALS

The evaluation plan for assessing the achievement and impact of the CPE mission and goals involves collecting, summarizing and analyzing information relating to activity content, peer reviews, participant evaluations and practitioner surveys.

The achievement of LSHP's CPE mission and goals will be evaluated based the measurement criteria identified for each goal and through collecting and analyzing additional data on participation and activity satisfaction and evaluation results. Participation and overall satisfaction for Annual and Midyear Meetings will be tracked on a rolling three-year basis. Overall participation will also be tracked for jointly provided activities and total CPE activities. Evaluation summaries of individual CPE activities will be used by the Programming and Practitioner Education Committee for review and input for future selection of faculty and topics and for identification of any systemic concerns regarding the CPE program.

2. JOINT PROVIDERSHIP WITH NON-ACPE-ACCREDITED PROVIDERS

LSHP will endeavor to maintain Joint Providership relationships with each of its affiliated chapters. Other relationships will be evaluated on a case by case basis as to how the relationship relates to the pharmacy education mission and goals and its financial and public relations impact, if any, on the LSHP.

When working with non-ACPE-accredited providers, the LSHP will maintain full responsibility for assuring that all policies and procedures are adhered to and that the *ACPE Accreditation Standards for Continuing Pharmacy Education* and the *ACPE Continuing Pharmacy Education Provider Accreditation Program Policy and Procedures Manual: A Guide for ACPE-accredited Providers* are followed.

LSHP should collaborate with its joint providers in all stages of development of the activity, from planning, development, promotion, delivery, evaluation, and revision. An ineligible company cannot be joint providers. To maintain CPE activities as independent from ineligible companies, the following cannot be in control of an ineligible company:

- Identification of CPE needs
- Determination of educational objectives
- Selection and presentation of content
- Selection of all persons and organizations that will be in a position to control the content of the CPE
- Selection of educational methods
- Evaluation of the activity

GUIDELINES FOR NON ACPE-ACCREDITED JOINT PROVIDERS

The following guidelines have been developed for non ACPE-accredited joint providers to provide specific guidance in meeting ACPE requirements as implemented by LSHP.

A. AFFILIATED CHAPTERS

1. AGREEMENTS

Letters of Agreement will be secured annually, accompanied by the current *LSHP Continuing Pharmacy Education Policy and Procedures Manual*. These letters of agreement will delineate all duties and responsibilities of LSHP and the chapters as well as timetables.

All affiliated Chapters will enter into a standard letter of agreement with the LSHP as joint providers. This agreement will be updated annually (*Attachment 1*). All Chapter officers who develop and select activity content must complete a Disclosure of Relevant Financial Relationships with an Ineligible Company form (*Attachment 6*) and submit to LSHP.

2. MEETINGS

A meeting of LSHP joint providers may be held in conjunction with the annual LSHP Board of Directors' retreats to review current policies and procedures and establish objectives for the future. Affiliated Chapters should send the person primarily responsible for CPE activities to the meetings of LSHP joint providers.

3. LSHP ADMINISTRATIVE PROCESSING FEES

LSHP administrative processing fees established on and effective May 2, 1997, and revised March 23, 2000 for activities jointly provided by LSHP and affiliate chapters are:

LSHP Members: No fee

Non-LSHP Members: \$10.00 per contact hour

These LSHP administrative fees are to defray the expenses associated with issuing CPE credit for non-members.

The above LSHP administrative fees are to be remitted by the Chapter to the LSHP. What and how to collect from the individuals, if at all, is up to the Chapter. This fee schedule does not preclude the Chapter from collecting additional fees to defray activity, meeting, or other costs.

B. HEALTHCARE ORGANIZATIONS, ASSOCIATIONS OR OTHER PROVIDERS

1. AGREEMENTS

The LSHP will enter into Joint Providership agreements with other healthcare organizations or providers on a case-by-case basis as approved by the LSHP board. Upon approval, an agreement will be completed. These agreements will be valid for one year from the date of the initiation of the agreement (**Attachment 2**). Joint Providership with an ineligible company (e.g. pharmaceutical company) is not allowed.

2. LSHP ADMINISTRATIVE PROCESSING FEES

LSHP administrative processing fees for each presentation, at a single specific time and location, of each individual ACPE activity, established by the Board of Directors for activities jointly provided by LSHP and organizations that are not chapters of the LSHP, are based on the following schedule:

\$450 for up to 30 attendees,

\$750 for 31 to 50 attendees,

\$1,500 for 61-100 attendees plus an additional \$10 per attendee for all attendees over 100.

These LSHP administrative fees are to defray the expenses associated with issuing CPE credit.

C. NON-ACCREDITED JOINT PROVIDER ACTIVITY TIMELINE

→ **OVER 40 DAYS BEFORE THE ACTIVITY:**

- a. Develop the activity topic and content in accordance with Standard 2 of the *ACPE Accreditation Standards for Continuing Pharmacy Education* by using information gathered in educational needs assessment to determine the topic. Select the activity site.
- b. Select a speaker based on their knowledge and experience with the subject matter. Provide guidance to the speaker for completing the activity-specific needs assessment (gap analysis) and creating activity objectives that are related to the identified practice-based need and are specific and measurable. Provide further guidance to speaker regarding the inclusion of active learning techniques within the activity and learning assessment materials after the activity. Complete and submit to LSHP the Initial Speaker Contact Form (**Attachment 3**), a copy of the speaker's CV or resume, the speaker agreement (**Attachment 4**) and *Disclosure of Relevant Financial Relationships with Ineligible Company* form (**Attachment 6**).

- c. Complete and submit the ACPE Initial Information Form (**Attachment 5**) to the LSHP.
- d. If commercial support is being provided for the educational activity, obtain a letter of agreement (**Attachment 7**) from the LSHP office, and execute the agreement with the commercial representative. All monies must be submitted directly to the provider (LSHP) or joint provider (chapter); no money can be paid directly to the speaker or for any expenses associated with the activity.
- e. Obtain a completed *Disclosure of Relevant Financial Relationships with an Ineligible Company* form (**Attachment 6**) from every person who is in position to control the content of the Activity.

→ **31 DAYS BEFORE THE ACTIVITY:**

- a. LSHP will submit the activity to ACPE and send a copy of the Activity Description Form with the Universal Activity Number (**example: Attachment 8**). *If you do not receive this by 31 days out, contact LSHP immediately.*
- b. Prepare the Activity Announcement from the template provided by LSHP (**example: Attachment 9**) in accordance with the requirements specified in Section 7. Activity Announcement Literature of the Policy Manual. Obtain review and approval of the announcement from the LSHP office and distribute the announcement to the target audience.
- c. Obtain a copy of the speaker's presentation and learning assessment and send to the LSHP office by email to office@lshp.org. The LSHP office will send it to the LSHP Education Committee who will select a peer reviewer who specializes in the topic of the activity. The presentation will be reviewed using the Peer Review Form (**Attachment 11**) to determine if any conflicts of interest exist, as well as to ensure that the information that is being presented is evidence-based. Once the presentation has been reviewed by the peer reviewer, the LSHP office will email the completed peer review form to the speaker, which will include specific action to be taken by the speaker. The final presentation with learning assessment needs to be submitted to LSHP.

→ **5 DAYS BEFORE THE ACTIVITY:**

- a. Receive from LSHP the activity announcement, list of registrants, and lecture panda codes that will be shared in order to receive full CE credit.
- b. Assign a designated LSHP member to serve as an activity monitor and notify the LSHP office of the full name of the designated activity monitor. The activity monitor is responsible for verifying attendance through the distribution and collection of rosters. The activity monitor is also responsible for completing the on-site evaluation form (**Attachment 13**) and the collection of all activity materials (completed rosters, completed CERFs, completed activity evaluation forms, handouts, and appropriate fees).

→ **AT THE ACTIVITY:**

- a. Monitor the educational session to assure attendance by those claiming ACPE credit and to evaluate the quality of the activity.
- b. Collect any necessary fees.
- c. Collect CERF forms and any activity materials used, including copies of any audiovisual aids used that were not previously provided by the Speaker. The designated Activity Monitor must sign and date all materials that are collected.

→ **7 DAYS AFTER THE ACTIVITY:**

- a. Compare the CERF forms submitted by attendees to the listing of current LSHP members.
- b. Forward to LSHP the completed Continuing Education Credit Reports and a check for

any necessary fees within 7 days of the activity date. Participants will receive credit electronically via the CPE Monitor. Once the Continuing Education Credit Reports and all other documents listed below are received by LSHP, the amount of credit each participant received will be electronically sent to NABP by LSHP. Once this information is received by NABP, pharmacists and pharmacy technicians will be able to log in to access information about their completed CPE.

- c. Send LSHP the following documentation, along with the completed Continuing Education Credit Report Forms. A checklist will be provided by LSHP (*Attachment 15*).
 - A roster of participants. This roster to include a typed name and address as well as the signature of the participant.
 - A copy of the Speaker's curriculum vitae or resume.
 - A copy of the Speaker's agreement.
 - A copy of the Learning Assessment Instrument (such as a Pre/Post-test)
 - A copy of all activity handouts and slides or other visual aids.

Statements of credit will not be issued until all of the above documentation is received by LSHP.

3. JOINT PROVIDERSHIP WITH OTHER ACPE-ACCREDITED PROVIDERS

The LSHP may enter into agreements with other ACPE-accredited providers in those instances where the other provider has an activity considered desirable for our target audiences and has experience in jointly providing activities with other accredited providers and there is a demonstrated legitimate need for LSHP to participate as the joint provider. In this event, written agreements delineating duties, responsibilities and expectations of providers will be executed. Division of responsibility for each of the accredited providers involved shall be identified and documented.

Should another ACPE-accredited provider have an activity with a target audience designator of either “P” or “T”, but not both, and LSHP wish to offer the activity for credit to the non-designated audience, a designated member of the Programming and Practitioner Education Committee will contact the provider and review and discuss the activity. If it is determined that the activity is truly inappropriate for the non-designated audience, then credit will be provided only for the designated audience. If it is determined by that the activity is appropriate with differing objectives, every effort should be made to have the original activity provider add the non-designated audience to the activity with the appropriate objectives.

If the activity is determined to be appropriate for both audiences but the original activity provider declines to add the non-designated audience to its activity UAN and is willing to enter into a joint provider agreement with LSHP for LSHP to offer the activity for credit to the non-designated audience, then LSHP may choose to offer the activity as a jointly provided activity with its own UAN. In this event, all documentation regarding the activity must be obtained and retained by LSHP as if it were an activity jointly provided with a non ACPE-accredited provider and LSHP should record the activity through the provider web tool and comply with all accreditation Standards for Continuing Pharmacy Education.

4. GAP ANALYSIS & CPE ACTIVITY DEVELOPMENT

A. GAP ANALYSIS

Educational needs assessment will be performed by the members of the Programming and Practitioner Education Committee. This process will include employing multiple strategies to:

1. Identify the specific gaps in knowledge or skills or practice. These gaps are differences between what pharmacists and technicians know or do and what is needed and desired in practice.
2. Develop and deliver CPE activities intended to address identified gaps.
3. Assess the effectiveness of the CPE activities provided by LSHP in meeting overall educational needs and closing the identified gaps.
4. Determine appropriate follow-up activities to maintain and/or further improve progress that is achieved.

Members of the Committee should read and analyze current professional literature, call on their own experience as practitioners, survey the membership as appropriate, and review the summaries of the activity and meeting evaluations, including the summaries of participant demographics and learner-suggested topics for identifying overall educational needs and knowledge, skills and/or practice gaps. Documentation of educational needs and gap analysis shall be facilitated using the Educational Needs Assessment/Gap Analysis Form in (*Attachment 11*).

Activities must be developed to be specific to pharmacists or technicians. It is possible for an activity to be intended for both groups, but needs assessments, performance objectives and learning assessments must be done individually for each group.

B. APPROPRIATE SUBJECT MATTER AND CPE ACTIVITY DEVELOPMENT

All activities shall address the educational needs of the membership pertinent to the contemporary practice of pharmacy, especially in health-systems settings. The LSHP fulfills its first Continuing Pharmacy Education Goal through the delivery of highly substantive pharmacy education activities. The Programming and Practitioner Education Committee is responsible for developing the topic(s) to be addressed at the Annual and Midyear Meetings and overall themes, if applicable.

Topics and content should be developed for the specific audience type the activity is intended (pharmacists or pharmacy technicians).

C. TYPES OF CONTINUING PHARMACY EDUCATION ACTIVITIES

Each CPE activity will be categorized into one of the three CPE activity types listed below, as determined by the appropriate members of the Programming and Practitioner Education Committee during meeting or activity planning. For jointly provided activities for which no member of the Committee was involved in planning, the Chair of the Committee will be consulted to review with the joint provider for the appropriate activity type designation. Traditionally, LSHP offers knowledge-based CPE activities in live settings.

- Knowledge-based activity
 - Constructed to transmit knowledge (facts)
 - Based on evidence as accepted in literature by the health-care professions
 - Format should be primarily lecture or print based
 - Minimum amount of credit is 15 minutes.

- Learning Assessment must include self-assessment questions structured to determine recall of facts
- Application-based activity
 - Constructed to apply information
 - Based on evidence as accepted in literature by the health-care professions
 - Format should be primarily lecture/workshop, group work/breakout sessions, or print with case based
 - Minimum amount of credit is 30 minutes
 - Learning Assessment must be included case studies structured to address application of the principle learned
- Certification-based activity
 - Constructed to instill, expand, or enhance practice competencies
 - Based on evidence as accepted in literature by the health-care professions
 - Format should include a didactic component (lecture/workshop, group work/breakout sessions) and a practice experience component (practice experiences, simulations, or activities to demonstrate the application of the professional competencies)
 - Minimum amount of credit is 8 contact hours
 - Each CPE activity must include formative and summative assessments that demonstrate that the practitioner achieved the stated competencies/performance objectives

5. **CPE ACTIVITY OBJECTIVES**

All activities sponsored or jointly provided by the LSHP will have documented learning objectives, specific to audience type. The attainment of these objectives can be effectively measured by the participants' involvement in the learning assessment process. Activity objectives shall provide guidance in the development of the activity, including all learning materials, learning assessment 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). Please see **Attachment 16** for a list of suggested verbs to use in developing learning objectives.

For those educational activities intended for both pharmacists and pharmacy technicians, two sets of activity objectives must be developed to address the educational needs of each group.

6. **PROVIDER WEB TOOL**

A. **ACTIVITY DESCRIPTION FORMS**

Activity Description Forms must be entered via the online Provider Web Tool prior to the initial release date. The following information must be entered:

- Release year
- Sequence number
- Learner designation (Pharmacists – P or Pharmacy Technicians – T)
- Title of the activity
- Learning objectives
- Topic designator (see below)
- Contact hours or Continuing Education Units (CEUs)
- Release and expiration dates

- Joint Providership information
- Live dates/locations for live activities
- Format
- Home study format (if applicable)
- Receipt of grant support

B. UNIVERSAL ACTIVITY NUMBERS

A single and unique universal activity number (UAN) will be assigned to each activity. The numbers are assigned as specified in the *ACPE Accreditation Standards for Continuing Pharmacy Education*. An electronic spreadsheet is maintained for the purposes of activity number assignment and tracking.

Reading the Universal Activity Number:

- The first four digits will correspond to the provider. LSHP's provider number is 0179.
- The second set of digits indicates whether or not the activity is jointly provided. An activity with no joint provider will use the digits, "0000", an activity with joint providership will use the numbers "9999".
- The third set of digits will indicate the year (two digits).
- The fourth set of digits is the sequential number order that the activity was submitted for that particular calendar year (three digits).
- The fifth set of characters will have both a letter and number. The letter will indicate if it is a live activity ("L") versus a home study ("H") or both for practice-based activities ("B"). The number corresponds to the topic designator: 01- Disease/Drug Therapy, 02-HIV/AIDS Therapy, 03-Law, 04-General Pharmacy Topics, 05-Patient Safety, 06-Immunizations, 07-Compounding.
- The last letter will indicate the activity's intended audience, "P" for pharmacists or "T" for technicians.

7. FACULTY AND NON-COMMERCIALISM

A. NON-COMMERCIALISM

LSHP and its chapters must ensure that critical elements of activity planning be done independently of a ineligible company. Faculty must be selected and paid for by LSHP. No funds can be paid directly by the commercial supporter to the faculty/author, or to any other vendors for associated educational activity expenses (including meals and entertainment). LSHP/chapter representatives should be sure that the following decisions are free of the control of an ineligible company:

- Identification of CPE needs
- Determination of educational objectives
- Selection and presentation of content
- Selection of all persons and organizations that will be in a position to control the content of the CPE
- Selection of educational methods
- Evaluation of the activity
- Disposition and disbursement of commercial support to CPE activities

Appropriate disclosure of all sponsorship and financial support arrangements will be made, when possible, in activity announcement literature, as well as in the activity materials. Additionally, everyone who is in position to control the content of an education activity must complete a *Disclosure of Relevant Financial Relationships with Ineligible Company* form (**Attachment 6**). If a speaker refuses to execute the Disclosure Declaration, the speaker must be disqualified from presenting the activity. All disclosures will be announced to participants at the beginning of the activity, including disclosure of no financial relationships. LSHP and its Programming and

Practitioner Education Committee will determine if an existing relevant financial relationship creates a conflict of interest for that particular activity that needs to be resolved rather than merely disclosed, or if it cannot be resolved if the speaker must be disqualified. A peer review will be conducted of all activities to determine if the content of the activity contains bias. This is not merely a screening process, as specific action must be taken if the review determines the activity contains bias. The Peer Review Form (*Attachment 11*) documenting the review and the subsequent action (if any) must be completed and submitted to LSHP in advance of the activity.

No brand names can be used in a presentation. Generic names of drugs should be used. A list of brand names may be included as long as all drugs in that class are indicated on the list.

Exhibit arrangements will be completely independent of CPE activities and ineligible companies may not engage in sales or promotion activities during a CPE activity. Exhibitors may distribute promotional materials and engage in sales activity in the Exhibit Hall. Ineligible companies may not provide or distribute CPE activities to learners during CPE activities.

B. COMMERCIAL SUPPORT OF CPE ACTIVITIES

It is acceptable for commercial support to be provided to help cover costs of speaker honoraria and expenses, or other expenses incurred in presenting an activity, but the LSHP must control payment of honoraria, travel, reimbursement and other expenses for planners, teachers and authors and direct payment cannot come from the ineligible company. For support from an ineligible company that is used toward a CPE activity, a letter of agreement must be obtained from the LSHP office and executed by the commercial representative and a representative of LSHP (*Attachment 7*). All monies must be submitted directly to LSHP; no money can be paid directly by an ineligible company to the speaker for honoraria or for any expenses associated with the activity. Honoraria and expenses may be paid by LSHP only for the speaker's or author's work in the educational activity.

Honoraria and expenses may not be provided to learners or other non-faculty/non-author participants. Documentation of commercial support must be retained and produced when requested by ACPE.

C. FACULTY CONSIDERATIONS AND COMMUNICATION

All faculty members should possess appropriate credentials and have sufficient presentation experience in the meeting in which the activity will be presented. Consideration must also be given to whether or not multiple faculty are indicated for a particular activity, based on the activity nature, content and objectives. For Annual and Midyear Meetings, faculty will be selected by appropriate members of the Programming and Practitioner Education Committee and discussions held with speakers regarding characteristics of the audience, performance objectives, sources of evidence, active learning techniques, and learner assessment and feedback. Speaker's agreements and accompanying letters including all of the below-listed criteria, shall be executed with all faculty members. Committee members and Program Chairs should use and cover all of the points on the Initial Speaker Contact Form (*Attachment 3*) and, in conjunction with staff, provide the speaker with and obtain the signed documents with the Speaker's Agreement (*Attachment 4*) and *Disclosure of Relevant Financial Relationships with Ineligible Company* form (*Attachment 6*).

Guidance must be given to each speaker regarding:

- Anticipated size of audience
- Anticipated mix of pharmacists, pharmacist technicians and any other categories of persons expected to be attending

- Identified educational needs
- Active participation
- Learning assessments
- Length of presentation
- Overall objectives the Chapter may have for the activity, including any specific learning objectives determined by the Programming and Practitioner Education Committee for the activity
- ACPE activity requirements

The following must be obtained from, or developed in consultation with, the speaker:

- Curriculum Vitae or resume
- Learning objectives of the activity
- Learning assessment instrument (e.g. pre-and post-testing, post-testing with group discussion and critique of answers, patient case-study discussions and problem-solving exercises)
- Copies of handouts, visual aids and any other instructional materials to be used.
- Signed Speaker's Agreement with signed Disclosure Declaration

8. ACTIVITY ANNOUNCEMENT LITERATURE

The promotion and advertising of each continuing education activity shall be conducted in a responsible fashion. Adequate advance information should be provided to prospective participants in order to enable them to be well-informed consumers of continuing education activities.

Activity announcement materials must include:

- A. The educational goals and specific learning objectives of the particular activity;
- B. The type of activity: knowledge, application, practice;
- C. The nature of the target audiences that may best benefit from participation in the activity;
- D. The faculty members and their credentials, title/position;
- E. The fees for the activity and a clear statement of the items that are and are not covered by those fees, as well as any applicable deadlines for pre-activity cancellations and fee refunds;
- F. The schedule of the activities (date and times, including specification of which activities are for credit and which are not for credit);
- G. The amount of continuing education credit, specified in contact hours or CEUs, that can be earned through participation in and successful completion of the activity;
- H. The official ACPE logo, used in conjunction with a statement identifying the approved sponsor or joint provider of the activity, according to the exact language of the prescribed statement:
"The Louisiana Society of Health System Pharmacists is accredited by the Accreditation Council for Pharmacy Education as a Provider of continuing pharmacy education".
 *Note: This statement should be used only in close conjunction with the ACPE logo.
- I. The ACPE Universal Activity Number assigned to the activity by LSHP;
- J. The appropriate target audiences' designation ("P" and/or "T")
- K. A full description of all requirements established by LSHP for successful completion of the activity and subsequent awarding of credit (e.g., passing a post-test at a pre-specified proficiency level, completing an activity evaluation form, participating in all sessions or certain combinations of sessions have been designed as an activity package, etc.).
- L. Acknowledgement of outside organization(s) providing financial support for any component of the educational activity.

A template activity announcement will be provided by the LSHP office to the joint provider. This template should be filled in and distributed to potential attendees. A copy must also be submitted to the LSHP office.

Copyright: We must be able to document that LSHP owns the copyright for, or is licensed or has received permissions for use of, or is otherwise permitted to use copyrighted materials within any CPE activity.

Multiday conference brochures must include:

- A. Learning objectives of overall conference
- B. The target audience that may best benefit from the conference
- C. The fees for the conference
- D. The schedule of educational activities
- E. The amount of CPE credit, specified in contact hours or CEUs in total and for each activity
- F. The type designation for each activity (knowledge, application, practice)
- G. The official ACPE logo, used with above provider statement
- H. Acknowledgement of any organization providing financial support for any component of the educational activity
- I. The ACPE Universal Activity Number assigned to the activity by LSHP;
- J. The appropriate target audiences' designation ("P" and/or "T")
- K. A full description of all requirements established by LSHP for successful completion of the activity and subsequent awarding of credit (e.g., passing a post-test at a pre-specified proficiency level, completing an activity evaluation form, participating in all sessions or certain combinations of sessions have been designed as an activity package, etc.).

The final conference program must also include:

- A. Faculty member(s) name, degree, and title/position
- B. Faculty member disclosures
- C. Learning objectives of the activities
- D. The types of activities offered: knowledge, application, practice

Note: "save the date" cards, "teasers," advertisements or post cards to alert learners of a date of an activity do not apply to this policy, although the ACPE logo and provider statement may be used, as well as the statement "This activity is eligible for ACPE credit; see final CPE activity announcement for specific details".

Virtual Activity announcement materials must include:

For virtual (asynchronous, archived live, home study; synchronous webinars) CE activities, include access to system requirements:

- A. The internet browser(s) supported and minimum versions of each required by the learner to complete the online activity;
- B. The minimum memory, storage, processor, and internet speeds require by the learner to complete the online activity.

In addition to informational items:

- C. Provider contact information
- D. Policy on Privacy and Confidentiality
- E. Copyrighted materials

9. DELIVERY OF CPE ACTIVITIES

A. TEACHING AND LEARNING METHODS

In general, LSHP is involved only in live programming, consistent with one of its overall organizational objectives of building community among pharmacists. Other instructional delivery methods will be evaluated as considered appropriate by the Programming and Practitioner Education Committee and appropriate

inclusion of those delivery methods made on a case-by-case basis.

B. EDUCATIONAL MATERIALS

Instructional materials shall be suitable and appropriate based on the setting and objectives of the activity. Instructional materials can include an outline, handouts, background materials, copies of slide presentations, selected bibliographies, or any other supplemental material that the learner may use as a reference. Speakers

C. ACTIVE LEARNING

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. Each presentation must implement some method of active learning, as communicated to faculty in activity development. Active learning will be documented by the On-site evaluation.

Suggestions for active learning activities:

- Poll the audience. Ask for a show of hands or use colored cue cards to answer 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 groups to quickly assess and present their findings.
- Pre-posttests, quizzes, case studies, group discussion or simulation exercises.

D. PEER REVIEW

A peer review will be performed by a pharmacist for all CPE activities to ensure ACPE standards are met including, but not limited to:

- Determine if any conflicts of interest exist
- Ensure that the information being presented is evidence based and the presentation is appropriately referenced
- Verify that active learning techniques are included in the presentation

10. LEARNING ASSESSMENT AND ASSESSMENT FEEDBACK

A. LEARNING ASSESSMENT

ACPE requires completion of a learning assessment to award credit. 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 31 days prior to activity. Answers/feedback will be distributed to participants after the activity. The completed learning assessment shall be submitted to LSHP to aid in determining the overall impact of the activity.

- A Knowledge-based activity's learning assessment must include assessment questions structured to determine recall of facts.
- An application-based activity must include case studies structured to address application of the

principles learned.

- A Certificate-based activity must include formative and summative assessments that demonstrate that the 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

B. ASSESSMENT FEEDBACK

Assessment feedback must be provided to participants in an appropriate, timely and constructive manner. Feedback should be consistent with the learning assessment, activity objectives, and activity type. Verbal and written feedback may be provided as follows:

Knowledge-based CPE activity: Feedback may include the correct response to questions. For incorrect responses, it should be communicated that the question was answered incorrectly and the rationale for the correct response should be provided.

Application-based CPE activity: Feedback may include the correct evaluation of case studies. When responses are incorrect, the rationale for the correct responses should be explained.

11. ACTIVITY EVALUATION

Activities will be evaluated by direct observation of members of the Programming and Practitioner Education Committee and collection, compilation, and analysis of the answers to questions on the Activity Evaluation Form (*Attachment 17*) for each activity. Additionally, other aspects of meetings will be evaluated by collection, compilation, and analysis of the answers to questions on the Meeting General Evaluation forms (*Attachment 18*) for the Annual and Midyear Meetings. Results of activity evaluations will be compiled separately for pharmacists and non-pharmacists. Results of meeting general evaluation questions will be compiled separately for those questions that address professional issues.

12. PARTICIPANT CREDIT PROCEDURES AND DOCUMENTATION

A. DETERMINATION OF CREDIT HOURS

The LSHP shall adhere to ACPE's uniform quantitative system of measurement for continuing education credit. The standard reporting of continuing education credit will be based on the contact hour is defined as equivalent to 60 minutes of participation in an organized learning experience. The Continuing Education Unit (CEU) is a unit of measure where 0.1 CEU is equivalent to one contact hour. The number of contact hours of each activity will be determined in advance of the activity and will be based on the amount of time required for participants to complete the activity.

The minimum credit to be awarded for any single continuing pharmacy education activity provided by LSHP is one contact hour (0.1 CEU). Activities lasting longer than one hour shall be reported to the nearest one-fourth hour for an activity lasting 1 hour 15 minutes, 1.25 hours or 0.125 CEUS will be awarded. Activities must last at least 60 minutes for credit to be awarded.

The amount of time taken to complete evaluation activities may be taken into consideration in the overall determination of the amount of credit to be awarded.

B. RECORD KEEPING

The LSHP will maintain and assure the availability of records adequate to serve the needs of the participants and others requiring such information. Records of participation and credit awarded will be kept for a period of six years. All original participant evaluations, continuing education credit reports, and statements of credit will be scanned and maintained in the document management system for six years.

Full documentation of activity-related materials and information adequate to providing evidence of compliance with the ACPE Accreditation Standards for Continuing Pharmacy Education, will be scanned and retained by LSHP for six years in the document management system. An LSHP File checklist will be maintained in the front of the file for each activity (*Attachment 19*).

C. RECEIVING CREDIT FOR CONTINUING PHARMACY EDUCATION

LSHP will issue credit via the CPE Monitor, which is a national, collaborative effort by ACPE and the National Association of Boards of Pharmacy (NABP) to provide an electronic system for pharmacists and pharmacy technicians to track their completed continuing pharmacy education (CPE) credits. All pharmacists and pharmacy technicians must obtain their NABP e-Profile ID by going to www.nabp.net. Your NABP e-Profile ID is required to receive credit for any CE activity. Within 45 days of the Continuing Education Activity, LSHP will send to NABP and ACPE the amount of credit you received (using your e-Profile ID). Once this information is received by NABP, pharmacists and pharmacy technicians will be able to log in to access information about their completed CPE.

In order to receive credit through CPE Monitor, each participant must complete the appropriate Continuing Education Credit Report and Activity Evaluation Form and turn the form in to the activity monitor at the course site. In addition, other requirements may apply. All requirements should be clearly stated in activity announcement literature.

13. GRIEVANCE POLICY

Grievances regarding activity fees, continuing education credit, course content, personnel or other matters related to sponsored or jointly provided continuing education activities should all be brought to the attention of the Continuing Education Administrator, even if the complaint's grievance is promptly resolved. Every attempt, within LSHP policies, will be made to satisfy the complainant. All complaints or grievances will be included in the summary participant comments provided to the Programming and Practitioner Education Committee after the Annual and Midyear meetings.

If resolution of the grievance is considered by the Continuing Education Administrator to be inappropriate or beyond his or her authority to resolve, the grievance may be taken to the Chair of the Programming and Practitioner Education Committee, who may resolve the or refer it to the entire Committee. Grievances referred to the entire Committee must be presented in writing. Resolution will be made by the Committee and reported to the Board of Directors, which is the final authority.

14. BUDGETING AND FINANCIAL RESOURCES AND REPORTING

The LSHP shall ensure that the budget and resources for continuing education shall be adequate to the activities undertaken and their continued improvement. Three separate annual budget sections will be developed and tracked for overall continuing pharmacy education administration and Joint Providership activities, planning and conducting the Annual Meeting and planning and conducting the Midyear Meeting. Financial reporting of meeting results will be done as part of the usual quarterly financial reporting cycle.

15. LOCATION & FACILITIES CONSIDERATIONS

The LSHP Executive Director, under the guidance of the Board of Directors, arranges the facilities for the Annual and Mid-Year Meetings. Facilities for affiliate chapter jointly provided activities are selected by the appropriate Chapter officer. In all cases, facilities should be conducive to learning and allow for appropriate use of educational technology, as well as being adequate in terms of lighting, comfort, and space. The standard for Annual and Midyear meetings will be seating, for the most part, in classroom or crescent round style, provision for use of PowerPoint slides, videos, and microphones for speakers for rooms exceeding a capacity of forty participants.

The delivery of the presentation should be separate from promotional, extracurricular, or leisure activity. In addition, meals must be separate from the education session. They should take place either before or after the educational session.

16. STAFF AND ADMINISTRATION

A. ADMINISTRATIVE RESPONSIBILITY

The administrative authority for coordinating continuing pharmacy education activities shall rest on the LSHP Executive Director. The Executive Director will serve as the Continuing Education Administrator (CEA). The Continuing Education Administrator reports to the Chair of the Programming and Practitioner Education Committee for all continuing pharmacy education related functions.

The Executive Director will also have an assistant who will also be responsible for coordinating the continuing pharmacy education activities, under his/her guidance and direction. This assistant shall serve as the Continuing Education Coordinator (CEC).

Others will be called on for assistance, as necessary. Job descriptions for the Continuing Education Administrator and Continuing Education Coordinator are included in *Attachment 20*.

B. TRANSFER OF AUTHORITY

In the event of a change of continuing education administrator, the following procedures would be initiated:

1. The current CEA will notify ACPE immediately of their departure and give the name of the person who will be taking over responsibility as CEA and the date that the new administrator will assume responsibility.
2. The new CEA will be required to familiarize with the *ACPE Accreditation Standards for Continuing Pharmacy Education* and the *ACPE Continuing Pharmacy Education Provider Accreditation Program Policy and Procedures Manual: A Guide for ACPE-accredited Providers* as well as all ACPE administrative policies and procedures.

3. The new CEA will be required to familiarize with the *LSHP Continuing Pharmacy Education Provider Policy and Procedure Manual*.

4. The new CEA will be scheduled to attend a formal training course on adult continuing education, preferably the ACPE New Administrator's workshop, at the earliest date available.

5. The CEC will serve as a point of reference for the incoming CEA by assisting in the training the new administrator on all policies and procedures. The CEC will also be called upon during transition periods to ensure that all continuing education activities meet the appropriate standards and guidelines. However, while the CEC will serve as backup support during transition periods, the responsibility for maintaining ACPE standards and guidelines will remain on the CEA.

C. PERSONNEL QUALIFICATIONS

The CEA and CEC shall be qualified by virtue of background, education, training experience. Both shall have an understanding of the principles of adult learning and shall attend continuing education programs to further this knowledge.

D. ORGANIZATION NAME CHANGE OR MERGER

If LSHP undergoes a name change or merger, LSHP is required to submit to ACPE a copy of the amendment to the articles of incorporation or bylaws filed with the Louisiana Secretary of State. Confirmation of the change should be obtained from the ACPE staff and filed permanently.

E. SUBSTANTIVE CHANGES

Substantive change involves a significant modification or expansion or contraction of the nature and scope of an accredited provider. ACPE's definition of substantive change includes, but is not limited to:

1. Any changes in LSHP's established mission or goals;
2. Change in the legal status, governance, ownership or resources of the program;
3. Change in CPE administrator;
4. Change in supervisor;
5. Change in organizational structure;
6. Any other changes that the CPE administrator feels require notification of ACPE.

If we are reporting a change of CPE administrator or change in supervisor, the Verification Form in the Provider Web Tool must be completed. For other substantive changes, we should notify ACPE in writing within 30 days of the change. Notification to ACPE should include a statement that the program will continue to comply with standards. The circumstances provided may cause ACPE to review or reconsider our accreditation in accord with ACPE's standard evaluation and operational procedures or appropriate monitoring.

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
Continuing Pharmaceutical Education
Joint Providership Letter of Agreement
Affiliated Chapters

The Louisiana Society of Health-System Pharmacists (the “LSHP”), an ACPE-approved provider, and the Northeast Chapter of the Louisiana Society of Health-System Pharmacists (the “Northeast Chapter”), a non-ACPE-accredited organization, agree to work together for the purpose of delivering quality continuing pharmaceutical education activities to pharmacists and pharmacy technicians in conjunction with the Northeast Chapter’s meetings. This agreement will be in effect from July 22, 2023, through July 22, 2024.

While the two organizations agree to work together, final authority for all areas relating to the ACPE Standards for Continuing Pharmacy Education will be retained by the Louisiana Society of Health-System Pharmacists, the ACPE-approved provider. Areas in which the provider retains final authority include:

1. final selection of the activity title,
2. final approval of all activity promotional material,
3. final approval of all materials distributed in conjunction with the continuing pharmaceutical education activity ,
4. final approval of the activity schedule and the amount of credit to be awarded,
5. final approval of the process for determining the basis upon which credit will be awarded,
6. final approval of faculty,
7. final approval of learning objectives, pharmacists and/or pharmacy technicians,
8. final approval of activity content, activity type (knowledge, application or practice based),
9. final approval of learning assessment activity,
10. final approval of the activity evaluation instrument.

Additionally, the LSHP will:

- a. maintain all records for 6 year,
- b. issue statements of credit or electronically report to CPE Monitor,
- c. Resolve all grievances which are submitted in writing,
- d. conduct an assessment of the educational needs of the targeted audience,
- e. provide the Chapter with guidelines for guidance to be given faculty (to include the nature of the target audience, teaching methodology, development and use of instructional materials and learning assessments, and the development of appropriate learning objectives),
- f. review and approve all materials and information (including audio-visual aids and handout materials) so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure,
- g. summarize feedback obtained through activity evaluation activities.

The _____ Chapter of the Louisiana Society of Health-System Pharmacists agrees to follow the below timeline for submissions and implementation of all continuing pharmacy education activities:

OVER 40 DAYS BEFORE THE ACTIVITY:

- a. You develop the activity topic and content in accordance with Standard 2 of the *ACPE Standards for Continuing Pharmacy Education* by using information gathered in educational needs assessment to determine the topic. Select the activity site.

- b. You select a speaker based on their knowledge and experience with the subject matter. You provide guidance to the speaker for creating activity objectives that are related to the identified practice-based need and are specific and measurable. Provide further guidance to speaker regarding the inclusion of active learning techniques within the activity and learning assessment materials after the activity. Complete and submit to LSHP the Initial Speaker Contact Form, a copy of the speaker's CV or resume and the speaker agreement and conflict of interest/disclosure form.
- c. Complete and submit the ACPE Initial Information Form to the LSHP.
- d. If commercial support is being provided for the educational activity, you must obtain a letter of agreement from the LSHP office and execute the agreement with the commercial representative. All monies must be submitted directly to the provider (LSHP) or joint providership (chapter); no money can be paid directly to the speaker or for any expenses associated with the activity.

31 DAYS BEFORE THE ACTIVITY :

- a. LSHP will submit the activity to ACPE and send a copy of the Activity Description Form with the Universal Activity Number.
- b. Prepare the Activity Announcement from the template provided by LSHP in accordance with the requirements specified in Section 7: Activity Announcement Literature. You obtain review and approval of the announcement from the LSHP office and distribute the announcement to the target audience.
- c. Obtain a copy of the speaker's presentation and learning assessment and send to the LSHP office by email to office@lshp.org. The LSHP office will send it to the LSHP Education Committee who will select a peer reviewer who specializes in the topic of the activity. The presentation will be reviewed using the Peer Review Form (*Attachment 10*) to determine if any conflicts of interest exist, as well as to ensure that the information that is being presented is evidence based. Once the presentation has been reviewed by the peer reviewer, the LSHP office will email the completed peer review form to the speaker, which will include specific action to be taken by the speaker. The final presentation with learning assessment needs to be submitted to LSHP.

5 DAYS BEFORE THE ACTIVITY:

- a. You will receive from LSHP the blank Continuing Education Credit Reports (CERF) and a list of current LSHP members.
- b. You must assign a designated LSHP member to serve as an activity monitor and notify the LSHP office of the full name of the designated activity monitor. The activity monitor is responsible for verifying attendance through the distribution and collection of rosters. The activity monitor is also responsible for completing the on-site evaluation form and the collection of all activity materials (completed rosters, completed CERFs, handouts, and appropriate fees).

AT THE ACTIVITY:

- a. You must monitor the educational session to assure attendance by those claiming ACPE credit and to evaluate the quality of the activity.
- b. You must collect any necessary fees.
- c. You must collect CERF forms and any activity materials used, including copies of any audiovisual aids used that were not previously provided by the Speaker. The designated Activity Monitor must sign and date all materials that are collected.

7 DAYS AFTER THE ACTIVITY:

- a. You must compare the CERF forms submitted by attendees to the listing of current LSHP members. An LSHP Administrative CEU fee be paid for all non-LSHP members who wish to receive ACPE credit.
- b. You forward to LSHP the completed Continuing Education Credit Reports and a check for any necessary fees within 7 days of the activity date. An LSHP Chapter Check Transmittal **MUST** accompany all checks submitted to LSHP.
- c. Participants will receive credit electronically via the “CPE Monitor.” Once the Continuing Education Credit Reports and all other documents listed below are received by LSHP, the amount of credit each participant received will be electronically sent to NABP by LSHP. Once this information is received by NABP, pharmacists and pharmacy technicians will be able to log in to access information about their completed CPE.
- d. Adherence to the 7-day deadline for submitting to LSHP **MUST** be followed. You must send LSHP the following documentation, along with the completed Continuing Education Credit Report Forms. A checklist will be provided by LSHP.
 - A roster of participants. This roster to include a typed name and address as well as the
 - signature of the participant.
 - A copy of the Speaker's curriculum vitae or resume.
 - A copy of the Speaker's agreement.
 - A copy of the Learning Assessment Instrument (such as a Pre/Post-test)
 - A copy of all activity handouts and slides or other visual aids.

In the event that the _____ Chapter of the Louisiana Society of Health-System Pharmacists fails to comply with the requirements stated within this letter of agreement, the LSHP has the option to decline to provide continuing pharmaceutical education credit to participants for the applicable activity (s).

AGREED TO BY:

_____ Chapter of the Louisiana Society
of Health-System Pharmacists Representative

Louisiana Society of Health-System
Pharmacists Representative

Signature

Signature

Printed Name and Title

Printed Name and Title

Date

Date

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
Continuing Pharmaceutical Education
Joint Providership Letter of Agreement
Non-Affiliated Organization

The Louisiana Society of Health-System Pharmacists (the “LSHP”), an ACPE-approved provider, and _____ a non-ACPE-approved organization, agree to work together for the purpose of delivering quality continuing pharmaceutical education activities to pharmacists and pharmacy technicians. This agreement will be in effect from _____ to _____.

While the two organizations agree to work together, final authority for all areas relating to the ACPE Standards for Continuing Pharmacy Education will be retained by the Louisiana Society of Health-System Pharmacists, the ACPE-approved provider. Areas in which the provider retains final authority include:

1. final selection of the activity title,
2. final approval of all activity promotional material,
3. final approval of all materials distributed in conjunction with the continuing pharmaceutical education activity,
4. final approval of the activity schedule and the amount of credit to be awarded,
5. final approval of the process for determining the basis upon which credit will be awarded,
6. final approval of faculty,
7. final approval of learning objectives,
8. final approval of activity content,
9. final approval of learning assessment activity,
10. final approval of the activity evaluation instrument.

Additionally, the LSHP will:

- a. maintain all records,
- b. issue certificates of credit,
- c. handle all grievances which are submitted in writing,
- d. conduct an assessment of the educational needs of the targeted audience,
- e. provide _____ with the LSHP Continuing Pharmaceutical Education Policy and Procedure Manual which includes, among other matters, guidelines for guidance to be given faculty (to include the nature of the target audience, teaching methodology, development and use of instructional materials and learning assessments, and the development of appropriate and behavioral learning objectives),
- f. review and approve all materials and information (including audio-visual aids and handout materials) so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure,
- g. summarize feedback obtained through activity evaluation activities.

_____ agrees to the following fee schedule and timeline for submissions and implementation of all continuing pharmacy education activities:

- remit a fee per ACPE activity to LSHP for ACPE activity administration based on the following schedule:
 - \$450 for up to 30 attendees
 - \$750 for 31 to 50 attendees
 - \$1,500 for 61-100 attendees; plus \$10 for additional attendees over 100.
- cooperate with the provider and will, in all areas which relate to the quality criteria, follow the directions given to them by the provider.

- follow the below timeline for submissions and implementation of all continuing pharmacy education activities:

OVER 40 DAYS BEFORE THE ACTIVITY:

- Develop the activity topic and content in accordance with Standard 2 of the ACPE Standards for Continuing Pharmacy Education by using information gathered in educational needs assessment to determine the topic. Select the activity site.
- Select a speaker based on their knowledge and experience with the subject matter. Provide guidance to the speaker for creating activity objectives that are related to the identified practice-based need and are specific and measurable. Provide further guidance to speaker regarding the inclusion of active learning techniques within the activity and learning assessment materials after the activity. Complete and submit to LSHP the Initial Speaker Contact Form, a copy of the speaker's CV or resume and the speaker agreement and conflict of interest/disclosure form.
- Complete and submit the ACPE Initial Information Form to the LSHP.
- If commercial support is being provided for the educational activity, obtain a letter of agreement from the LSHP office, and execute the agreement with the commercial representative. All monies must be submitted directly to the provider (LSHP) or joint providership (chapter); no money can be paid directly to the speaker or for any expenses associated with the activity.

→ **31 DAYS BEFORE THE ACTIVITY:**

- LSHP will submit the activity to ACPE and send a copy of the Activity Description Form with the Universal Activity Number. *If you do not receive this by 31 days out, contact LSHP immediately.*
- Prepare the Activity Announcement from the template provided by LSHP in accordance with the requirements specified in Section 7. Activity Announcement Literature. Obtain review and approval of the announcement from the LSHP office and distribute the announcement to the target audience.
- Obtain a copy of the speaker's presentation for peer review to determine if any conflicts of interest exist. Complete the Peer Review Form, including specific action taken to resolve any conflicts of interest. Submit the final presentation with learning assessment to LSHP.

→ **5 DAYS BEFORE THE ACTIVITY:**

- Receive from LSHP the activity announcement, list of registrants, and lecture panda codes that will be shared in order to receive full CE credit.
- Assign a designated LSHP member to serve as a activity monitor and notify the LSHP office of the full name of the designated activity monitor. The activity monitor is responsible for verifying attendance through the distribution and collection of rosters. The activity monitor is also responsible for completing the on-site evaluation form and the collection of all activity materials (completed rosters, completed CERFs, handouts, and appropriate fees).

→ **AT THE ACTIVITY:**

- Monitor the educational session to assure attendance by those claiming ACPE credit and to evaluate the quality of the activity.
- Collect any necessary fees.
- Collect CERF forms and any activity materials used, including copies of any audiovisual aids used that were not previously provided by the Speaker. The designated Activity Monitor must sign and date all materials that are collected.

→ **7 DAYS AFTER THE ACTIVITY:**

- a. Compare the CERF forms submitted by attendees to the listing of current LSHP members. An LSHP Administrative CEU fee be paid for all non-LSHP members who wish to receive ACPE credit.
- b. Forward to LSHP the completed Continuing Education Credit Reports and a check for any necessary fees within 7 days of the activity date. An LSHP Chapter Check Transmittal **MUST** accompany all checks submitted to LSHP. Participants will receive credit electronically via the "CPE Monitor." Once the Continuing Education Credit Reports and all other documents listed below are received by LSHP, the amount of credit each participant received will be electronically sent to NABP by LSHP. Once this information is received by NABP, pharmacists and pharmacy technicians will be able to log in to access information about their completed CPE.
- c. Send LSHP the following documentation, along with the completed Continuing Education Credit Report Forms. A checklist will be provided by LSHP.
 - A roster of participants. This roster to include a typed name and address as well as the signature of the participant.
 - A copy of the Speaker's curriculum vitae or resume.
 - A copy of the Speaker's agreement.
 - A copy of the Learning Assessment Instrument (such as a Pre/Post-test)
 - A copy of all activity handouts and slides or other visual aids.

In the event that _____ fails to comply with the requirements stated within this letter of agreement, the LSHP has the option to decline to provide continuing pharmaceutical education credit to participants for the applicable activity(s).

AGREED TO BY:

Representative:

Louisiana Society of Health-System
Pharmacists Representative:

Signature

Signature

Printed Name and Title

Printed Name and Title

Date

Date

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
Initial Speaker Contact Form**

Joint Provider Contact: _____ **Joint Provider Telephone:** _____

Joint Provider Email: _____

Topic (determined by assessing educational needs): _____

Topic intended for: *circle one* Pharmacists Pharmacy Technicians Both
Activities must be developed specific to audience types. If an activity is intended for both pharmacists and technicians, two sets of objectives must be developed: one for each audience type.

Audience Knowledge of Topic: *circle one* None Poor Moderate Good Extensive

Speaker Name and Credentials: _____

Speaker Employer: _____ **Speaker Telephone:** _____

Speaker Email: _____

Discussed size of audience with speaker? _____

Discussed educational needs of group with speaker (have they requested this topic, is this topic an issue many are currently facing, how was this topic selected etc.)? _____

Time/Date/Venue of Activity: _____

Speaker fee (Sponsors are NOT allowed to pay speaker directly) _____

Discussed development of learning objectives that are specific and measurable? Due 40 days in advance.

Discussed expectation for inclusion of active learning within presentation and learning assessment following presentation _____

Discussed procedure of completing speaker agreement and disclosure of relevant financial relationships with ineligible companies and requirement to submit presentation to provider 31 days prior to release date for review (and possible resolution) of potential conflicts of interest? _____

Date of initial speaker contact: _____

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/20XX Speaker honorarium of \$XXXX to be paid by 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 2 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 relevant financial relationships by completing the attached Disclosure of Relevant Financial Relationships with an ineligible company. **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.

LSHP Representative

Speaker

Date

Date

Speaker's Tax ID or SS#: _____
(required for tax purposes for paid speakers)

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.

Sources of Evidence: Please provide an appropriately referenced list of sources in current literature supporting the information presented.

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 it 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 that 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 emailed to the speaker after the activity.

ACPE ACTIVITY INITIAL INFORMATION FORM (IIF)

*MUST BE RECEIVED BY LSHP 40 DAYS IN ADVANCE OF THE ACTIVITY
All fields must be filled out to be considered complete and to be submitted for credit*

SUBMITTING ORGANIZATION: _____ **DATE SUBMITTED:** _____

CONTACT NAME: _____

CONTACT TELEPHONE: _____ **CONTACT EMAIL:** _____

ANTICIPATED SIZE OF AUDIENCE: _____ **MAXIMUM ALLOWABLE SIZE BY VENUE:** _____

ACTIVITY DESIGNED FOR (only one may be selected unless separate learning objectives are submitted for each) _

- Pharmacists Pharmacy Technicians Both

SPEAKER NAME: _____

SPEAKER TELEPHONE: _____ **SPEAKER EMAIL:** _____

ACTIVITY TITLE: _____

HOURS: _____ **ACTIVITY DATE:** _____ **ACTIVITY TIME:** _____

ACTIVITY LOCATION (venue and city): _____

In-Person

Virtual

Both

*** If virtual, please send Zoom link to LSHP Office to submit to ACPE.**

ACTIVITY TYPE: (Please check one)

- Disease State Management/Drug Therapy (01)
- HIV/AIDS (02)
- Law Related to Pharmacy Practice (03)
- Pharmacy Administration (04)
- Patient Safety (05)
- Immunizations (06)
- Compounding (07)
- Pain Management (08)
- Additional Topic Areas (99)

ACTIVITY LEARNING OBJECTIVES: Must be specific & measurable (i.e., avoid “to learn” or “to understand”).

Please list. *Objectives must be specific to audience type. If activity is intended for pharmacists and technicians, two sets of objectives must be submitted. Please type or provide additional document if it does not fit on this form.*

THIS ACTIVITY IS (please select one):

- **KNOWLEDGE-BASED** – designed primarily to acquire factual knowledge. Requires assessment questions to gauge learning. Minimum credit is 15 minutes.
- **APPLICATION-BASED** – designed primarily to apply the information learned. Minimum credit is 30 minutes, requires case studies to assess learning.
- **CERTIFICATE-BASED** – designed primarily to systematically acquire specific knowledge, skills, attitudes, and performance behaviors that expand or enhance practice competencies. Minimum credit is 8 contact hours. Requires formative and summative.

BUDGET FOR THIS ACTIVITY, including speaker fee and venue: _____

SPEAKER HONORARIUM: _____ **SPEAKER EXPENSES:** _____

SPONSOR, if applicable: _____ **SPONSORSHIP AMOUNT** _____

WILL THIS CPE ACTIVITY INCLUDE DISCUSSION OF OFF-LABEL USE?

- Yes** **No** **Don't know**

FINANCIAL SUPPORT WAS OBTAINED FOR THIS CPE ACTIVITY?

- Yes** **No** **Pending Approval**

IF FINANCIAL SUPPORT IF OBTAINED, PLEASE CHECK BELOW ALL THAT APPLY:

- Financial support was provided by an ineligible company. (e.g., pharmaceutical and/or device manufacturer)**
- Financial support was provided by an eligible company. (i.e., foundation, government, etc.)**
- Financial support was provided by only 1 grant supporter.**
- Financial support was provided by more than 1 grant supporter.**
- Fully supported (100%) by grant(s).**
- Partially supporter (<99%) by grant(s).**
- Activity would be conducted despite receipt of grant support.**
- Activity would not be conducted if grant support were not received.**

Fill out complete and send to LSHP by fax, email, or mail.
Fax: (225) 408-4422 Email: office@lshp.org
Mail: 8550 United Plaza Blvd, Suite 1001 Baton Rouge, LA 70809
Question? Call LSHP at (225) 922-4520

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS Disclosure of
Relevant Financial Relationships with an Eligible Company**

Activity: _____

Print Name: _____

Involvement in Activity: _____

(Examples: Faculty, activity planner, author, committee member, content reviewer, editor, staff)

Louisiana Society of Health- System Pharmacists is accredited by the Accreditation Council for Pharmacy Education (ACPE). Our accreditation is important to us, and we continuously strive to meet the ACPE's expectations for our practice of providing continuing pharmacy education. Please refer to the glossary of terms on page 3 of this form.

Activity Content and Format without Commercial Bias

- a) The content or format of a CPE activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of an eligible company.

- b) Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CPE educational material or content includes trade names, where available trade names from several companies should not be used, not just trade names from a single company.

Disclosures Relevant to Potential Commercial Bias

Relevant financial relationships of those with control over CPE content

- a) Disclosures must be provided to learners of any relevant financial relationship(s), to include the following information:
 - The name of the individual;
 - The name of the eligible companies;
 - The nature of the relationship the person has with each eligible company.

- b) For an individual with no relevant financial relationship(s) the learner must be informed that no relevant financial relationship(s) exist.

Commercial support for the CPE activity

- c) The source of all support from eligible company will be disclosed to learners. When commercial support is 'in-kind' the nature of the support will be disclosed to learners.

- d) 'Disclosure' will not include the use of a corporate logo, trade name or a product-group message of an ACPE- defined eligible company.

Time and manner of disclosure

Disclosure of the above information to learners will be included in the program syllabus or handouts provided to all attendees (electronically or printed) and /or announced prior to the beginning of the educational activity.

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS Disclosure of Relevant Financial Relationships with an Ineligible Company

Disclosure of Relevant Financial Interests

Louisiana Society of Health- System Pharmacists has implemented a process where everyone who is in a position to control the content of an education activity has disclosed to us all relevant financial relationships with any ineligible company (see below for definitions). In addition, should it be determined that a conflict of interest exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity. In order to do this, please provide us with the following information by 10/17/2018. This information is necessary in order for us to be able to move to the next steps in planning this CPE activity. If you refuse to disclose relevant financial relationships, you will be disqualified from being a part of the planning and implementation of this CPE activity.

First, list the names of proprietary entities producing health care goods or services, consumed by, or used on, patients, with the exemption of non-profit or government organizations and non-health care related companies with which you or your spouse/partner have, or have had, a relevant financial relationship within the past 12 months prior to the educational activity. For this purpose, we consider the relevant financial relationships of your spouse or partner that you are aware of to be yours.

Second, describe what you or your spouse/partner received (ex: salary, honorarium etc.). Louisiana Society of Health-System Pharmacists does NOT want to know how much you received.

Third, describe your role;

Disclosures

Ineligible Company	Nature of Relevant Financial Relationship (Include all those that apply)	
	What I received	My role
<i>Example: Company X</i>	<i>Honorarium</i>	<i>Speaker</i>

OR I do not have any relevant financial relationships with any ineligible company

Signature: _____

Date: _____

What was received: Salary, received or expect to receive **My Role(s):** Employment, management position, independent contractor grant support or research support, receive or expect to receive (including contracted research), consulting, speaking and teaching, other financial/material support, royalty, intellectual property membership on advisory committees or review panels, board membership, rights, consulting fee, honoraria, ownership interest (e.g., and other activities. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit.

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS Disclosure of Relevant Financial Relationships with an Ineligible Company

Glossary of Terms

Ineligible Company

The ACPE defines a “ineligible company” as any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical services directly to patients are not considered an ineligible company.

Financial relationships

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACPE considers relationships of the person involved in the CPE activity to include financial relationships of a spouse or partner.

Relevant financial relationships

ACPE focuses on financial relationships with an ineligible company in the 24 month period preceding the time that the individual is being asked to assume a role controlling content of the CPE activity. ACPE has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACPE defines ““relevant” financial relationships” as financial relationships in any amount occurring within the past 24 months that create a conflict of interest.

Conflict of Interest

Circumstances create a conflict of interest when an individual has an opportunity to affect CPE content about products or services of an ineligible company with which he/she has a financial relationship.

LETTER OF AGREEMENT
Regarding the Terms, Conditions and Purposes of
Commercial Support of a
Continuing Education (CE) Activity

This Agreement is made between LSHP, an ACPE Accredited Provider (“LSHP”), located at 8550 United Plaza Blvd, Baton Rouge, LA 70809, and _____ (“Grantor”), located at _____, and governs LSHP’s request for a continuing education (CE) grant (“Grant”) from _____ in the amount of \$_____.

Activity Name (“Activity”): _____

Location: _____

Date(s): _____

Amount of grant: _____

TERMS AND CONDITIONS

1. **Purpose of Grant:** Grant funds will be used for independent, non-promotional scientific and educational purposes.
2. **LSHP Control of Content & Faculty Selection:** LSHP is solely responsible for the control of content and selection of faculty. Grantor will not direct the content of the Activity. Grantor will respond only to LSHP-initiated requests for faculty suggestions. If LSHP so requests, Grantor may suggest more than one potential faculty member (if possible). LSHP will record the role of Grantor in suggesting faculty member(s), will seek suggestions from other sources, and will make final decisions regarding faculty members based on their professional qualifications and subject to resolution of any potential conflicts of interest.
3. **Disclosure of Financial Relationships/Unapproved Uses:** LSHP will ensure meaningful disclosure to the audience, at the time of the Activity, of (a) the financial support provided by Grantor and (b) any financial relationship between LSHP and Grantor or between Grantor and individual faculty members, authors, editors, or anyone else in a position to control the content of the Activity.
4. **Promotional Activities:** No promotional activities or product advertisements will be permitted in the same room as the Activity. Furthermore, no promotional or sales opportunities will be provided to the Grantor because of the commercial support provided in this Grant. Any funds paid to LSHP for advertising or promotional opportunities for Grantor are separate and designated strictly for that purpose.

5. **Objectivity & Balance:** LSHP will ensure that data are objectively selected and presented, and that the Activity provides a balanced discussion of all relevant therapeutic options based on the best available evidence.

6. **Use of Grant Funds:**

Funds will be in the form of an educational grant made payable to LSHP or a Chapter of LSHP. Funds may be used for expenses related to speaker honoraria and expenses (travel, lodging); educational materials, audio/visual costs, postage expenses; meeting space, catering or meal expenses; or other expenses related to providing the continuing education activity.

This agreement will bind both the LSHP and the Grantor 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.

LSHP Representative

Grantor

Date

Date



ACTIVITY DESCRIPTION FORM (ADF)

Accreditation Council for Pharmacy Education

20 North Clark Street, Suite 2500 Chicago, Illinois 60602-5109

Phone (312) 864-3575 Fax (312) 864-7008 <http://www.acpe-accredit.org>

UNIVERSAL ACTIVITY NUMBER (UAN): 0179-0000-11-041-L04-P
0179-0000-11-041-L04-T

Provider Name: Louisiana Society of Health-System Pharmacists

Cancel

Cosponsor(s): 0000 No Cosponsorship (L)

Activity Type: Knowledge

Activity Title: What's That Smell? Oops, Too Late. Chemical Agents of Concern and Preparing to Respond

Learning Objectives: (Pharmacists)
At the completion of this activity, the participant will be able to:
1. List the characteristics of various chemical agents.
2. Describe clinical presentations of patients exposed to various chemical agents of concern.
3. Explain treatment modalities for victims of chemical terrorism.
4. Describe the role of the Poison Center in surveillance for, and diagnosis and treatment of, individuals exposed to chemical terrorism agents.

Learning Objectives: (Pharmacy Technicians)
At the completion of this activity, the participant will be able to:
1. List some chemical agents of concern.
2. Describe treatment options for various chemical agents.
3. Describe the role of the Poison Center in surveillance for, and diagnosis and treatment of, individuals exposed to chemical terrorism agents.

Activity Length: 1 Contact Hours Or 0.1 CEUs.

Target Audience: Pharmacists
Pharmacist Technicians

Home Study Format(s):

Keyword(s): Safety

Initial Release Date: 10/08/2011

Planned Expiration Date: 10/08/2014

Originally Submitted By: Heather Gremillion

Submission Date: 08/30/2011

Last Modified By: Heather Gremillion

Modification Date: 08/30/2011

Date	Location	Date Entered	Format	Cosponsor	Listed in P.L.A.N. ®	Cancel
10/08/2011	Shreveport, LA, LA	08/25/2011	Seminar	No Cosponsorship	x	

**SOUTHEAST LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

Continuing Education Activity
ACPE# 0179-0000-23-040-L01-P
0179-0000-23-040-L01-T

Drug Take-Back Programs

Ochsner Medical Center, 1514 Jefferson Highway, Jefferson, LA 70121
Brent House Classroom
Tuesday, August 22, 2023
6:00 PM

TYPE OF ACTIVITY/WHO SHOULD ATTEND:

This *Knowledge activity* is of importance to both pharmacists and pharmacy technicians.

LEARNING OBJECTIVES:

At the completion of this activity, the participant will be able to:

1. Pharmacists will actively promote the safe storage and disposal of medications at their locations. They will also gain an awareness of the benefits of drug take-back programs in communities in helping to prevent environmental contamination, drug misuse/abuse, and accidental child poisonings.
2. Run compliant, efficient, and effective drug take-back program.
3. How to place and run a kiosk, education and understanding of how to run a mail-back program, in home storage, take-back event and how to educate and promote to your community about in home storage and safe disposal.

CONTINUING EDUCATION CREDIT: 1.0 contact hours of continuing education credit can be earned through the participation in and successful completion of this activity.

ACCREDITATION:



The Louisiana Society of Health-System Pharmacists is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

To receive credit, registrants must attend the activity; complete a Continuing Education Credit Report, including the Activity Evaluation, onsite, and submit upon activity completion; and pay all applicable LSHP fees. You must provide your NABP e-Profile ID and day of birth on your Continuing Education Credit Report Form in order to receive credit. LSHP will issue credit electronically via CPE Monitor within 30 days after the activity. Confirmation of CE credit is the responsibility of the participant. Accuracy of credit awarded must be confirmed, and LSHP notified of any discrepancies within 55 days of the CE activity. LSHP will not correct any CE records after 60 days following the activity.

FEES: There are no fees for attendance at the meeting. For non-LSHP members, there will be a \$10.00 fee for continuing education credit. There is no CE fee for current LSHP members.

SPONSORED BY: This activity is sponsored by the Southeast Louisiana Society of Health-System Pharmacists.

Minimum System Requirements

Processor: 1 GHz | Hard Drive: 32 GB | Memory (RAM): 1 GB | Sound card w/speakers | Internet Access: 10 Mbps download

Supported Browsers

Latest Chrome Version | Latest Firefox Version | Latest Edge Version | Latest Safari Version | Internet Explorer 11

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
Peer Review Form**

This form should be completed and sent to the LSHP office. Please note actions to be taken by the speaker on page 2 of this document and submit a copy to the LSHP office. Use additional sheets, if necessary.

Activity title: _____

Activity speaker: _____ **Activity date:** _____

Does the title of the activity reflect the content (i.e. the title is not misleading)?

Is the material presented up to date, accurate, and relevant to LSHP members?

Is the activity appropriate for the experience/education level of the audience?

Are each of the individually stated objectives met? If not, please indicate which objectives are not addressed and what information could be added in order meet that particular objective.

Are sufficient sources of evidence listed and appropriately referenced?

Does the activity lend itself to active learning techniques/are active learning methods included in the presentation?

Does the activity mention brand names? If so, does the activity reflect any bias with regards to the use of the brand name drugs?

Does the activity reflect any bias toward a particular company or drug? How can this be resolved?

Reviewed by: _____ **date:** _____

Date submitted to speaker for revision: _____

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
Peer Review Form**

Describe actions taken to correct/modify/revise activity in accordance with feedback from Peer Review.

Program Needs Assessment (Individual program-specific gap analysis)

Information should be completed with paperwork for initial request for approval of CE

- Each proposed program requires documentation of a needs assessment for approval. The needs assessment should address the professional practice gap, how the proposed program will address this gap, and the specific proposed outcome for the program.
- Current references to relevant literature supporting information that will be shared during the program must be included.
- The needs assessment should be specific to your audience. For example, if you are requesting both pharmacist and pharmacy technician credit, a needs assessment specific to each audience is required.

Please see page 2 below for an example of how to provide the necessary documentation.

Program title:

Program presenter(s):

Gap analysis (pharmacists)

Professional practice gap	Underlying need	Desired outcome or change
		•
		•

References:

1. _____

2. _____

Gap analysis (pharmacy technicians)

Professional practice gap	Underlying need	Desired outcome or change
		•
		•

References:

1. _____

2. _____

Needs assessment examples

Example 1:

Gap analysis (pharmacists)

Professional practice gap	Underlying need	Desired outcome or change
Many pharmacists are unfamiliar with opportunities to participate in disaster preparedness and response	Pharmacists will gain knowledge of opportunities to contribute to disaster preparedness planning and response in a hospital/health-system	<ul style="list-style-type: none">Pharmacists will provide leadership at their own institutions to ensure presence of a hospital-specific disaster preparedness plan
Healthcare providers may not be aware of importance and utility of pharmacist involvement on a disaster response team	Pharmacists will gain ability to identify necessary skills and potential roles on a disaster response team	<ul style="list-style-type: none">Pharmacists will use appropriate resources to better prepare themselves for participation in a multidisciplinary disaster response team

References:

- American Society of Health-System Pharmacists. ASHP statement on the role of health-system pharmacists in emergency preparedness. *Am J Health-Syst Pharm.* 2003; 60:1993-5.
- Alkhalili M, Ma J, Grenier S. Defining roles for pharmacy personnel in disaster response and emergency preparedness. *Disaster medicine and public health preparedness.* 2017; 11(4): 496-504.
- Pincock LL, Montello MJ, Tarosky MJ, Pierce WF, Edwards CW. Pharmacist readiness roles for emergency preparedness. *Am J Health-Syst Pharm.* 2011; 68:620-623.
- Walsh L, Subbarao I, Gebbie K, et al. Core competencies for disaster medicine and public health. *Disaster Med Public Health Preparedness.* 2012; 6:44-52.

Example 2:

Gap analysis (pharmacy tech)

Professional practice gap	Underlying need	Desired outcome or change
Bacterial infections are the most common infection that occurs in transplant patients, affecting 5-25% of this patient population.	Pharmacy technicians will become knowledgeable of the antimicrobials commonly used in treating bacteremia.	<ul style="list-style-type: none">Pharmacy technicians will ensure that antibiotics are compounded and dispensed in a timely manner from the pharmacy.
Many pharmacy technicians are unfamiliar with the medications used in immunosuppressant therapy	Pharmacy technicians will obtain information regarding commonly used immunosuppressant agents.	<ul style="list-style-type: none">Pharmacy technicians will ensure that immunosuppressant agents are dispensed from the pharmacy with the appropriate auxiliary and safety labels.

References:

Singh N, Limaye A. Infections in solid organ transplant recipients. *Mandell, Douglas, and Bennett's principles and practice of infectious diseases.* Elsevier Health Sciences, 2014; 3440-3452.

CONTINUING EDUCATION CREDIT REPORT
 LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

To receive credit, this form must be **fully** completed, **including** the evaluation on the back. This form, along with all appropriate fees, must be submitted at the conclusion of the course and at the course site to the activity monitor. **Please PRINT neatly and clearly.**

Name: _____ LA License #: _____

Address: _____

City: _____ State: _____ Zip: _____

ACTIVITY TITLE & OBJECTIVES
TITLE UAN NUMBER DATE
At the conclusion of this session, participants will be able to: <ol style="list-style-type: none"> 1. List commonly encountered food-drug interactions. 2. Recognize mechanisms of clinically signification food-drug interactions. 3. Recall specific examples of food-drug interactions. 4. Name universal tips to prevent food-drug interactions.
SPEAKER DISCLOSURE
Dr. Mark Jones has disclosed that he has no significant relevant financial relationships
DISCLOSURE of COMMERCIAL SUPPORT
This activity is supported by a generous grant from Pharma ABC.

**TITLE
 DATE
 UAN NUMBER**

This CE activity is sponsored by the LSHP for 1 contact hour (0.1 CEUs).

My signature certifies that I have attended this continuing education activity for _____ hour (s) and _____ minutes
 (NOTE: A minimum of 50 minutes is necessary for any credit to be issued.)



Keep for your records.

Louisiana Society of Health-System Pharmacists

**TITLE
 ACPE UAN No. 0.1 CEU
 DATE**

**This form serves only as a reminder of attendance. Certificates of completion and credit will be mailed to attendee by the Louisiana Society of Health-System Pharmacists • 8550 United Plaza Blvd. • Suite 1001 • Baton Rouge, LA 70809 • Phone: (225) 922-4520 Email: office@lshp.org*

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
On-Site Evaluation**

Activity: _____

Time scheduled to begin: _____ **Time began:** _____

Location: _____

Number of attendees: _____

Was the venue suitable regarding sound quality/sound system, good sight lines (no columns or other objects hindering view of screen), adequate a/v materials, size of audience, and climate control?

Was there adequate seating for everyone? _____

Describe seating arrangement: _____

Describe active learning techniques that occurred during the activity. (Examples: Did the presenter encourage questions, present case studies, ask for audience participation, encourage group discussion or small groups, ask questions or poll the audience?)

Describe the learning assessment that occurred after the activity. (Examples: Did the presenter hand out a post-test, pro/con grid, chart, etc.?)

ACPE ACTIVITY REQUIREMENTS CHECKLIST

ACTIVITY TITLE:

ACTIVITY DATE:

This checklist is provided by LSHP to its activity cosponsors as a tool to fulfill ACPE requirements. Each item must be received by LSHP by the date listed. Please use it for every activity. *Each of the items listed below must be completed and submitted to LSHP by the due date listed.*

**A is the activity date. 'A-X' is 'X' days before the activity. 'A+X' is 'X' days after the activity.*

<u>Date Due</u>	<u>Date Accomplished</u>	<u>Action Required</u>
A – 40	_____	Complete Initial Speaker Contact Form
	_____	Complete Initial Information Form
	_____	Execute Letter of Agreement for grantor (if applicable)
	_____	Receive Speaker CV
	_____	Receive Speaker Agreement with Conflict of Interest and Disclosure Form.
A – 31	_____	Receive Activity Description Form (PDF) and Activity Announcement Template from LSHP

STOP! IF THIS STEP HAS NOT BEEN COMPLETED BY P-31, CONTACT LSHP IMMEDIATELY OR YOUR ACTIVITY MAY NOT BE APPROVED FOR THE DATE PLANNED. IT IS YOUR RESPONSIBILITY TO ENSURE THE PDF WAS CREATED, EVEN IF LSHP RECEIVED YOUR ACPE ACTIVITY INITIAL INFORMATION FORM (IIF) ON A TIMELY BASIS.

	_____	Prepare Activity Announcement from template.
	_____	Obtain copy of speaker presentation and learning assessment tools.
	_____	Complete Peer Review and return comments to speaker.
A – 5	_____	Receive from LSHP the Activity Packet Materials including: <ul style="list-style-type: none"> -a list of current LSHP members -Continuing Education Report Forms for each participant -Activity Evaluations for each participant - On-site Evaluation
	_____	Assign a activity monitor.
A	_____	Monitor the activity. Assure that all attendees complete the CERF forms. Collect any fees required from participants.
A+ 7	_____	Submit to LSHP: <ul style="list-style-type: none"> - Copy of completed learning assessment tools, if collected (i.e. post test) - Completed CERF forms AND sign-in roster. - Completed activity evaluations - Payment for any CERF forms submitted by non-LSHP members along with the Check Transmittal Form.

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Suggested Verbs for CPE Activities

COGNITIVE DOMAIN					
Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Define Label List Match Name Recall Record Repeat Select State	Classify Describe Discuss Explain Express Identify Locate Outline Recognize Report Restate Review Summarize	Apply Demonstrate Employ Illustrate Operate Produce Schedule Show Solve Use	Analyze Calculate Compare Contrast Differentiate Discriminate Distinguish Examine Interpret Investigate Research Test	Appraise Argue Assess Conclude Criticize Decide Defend Evaluate Justify Predict Rate Recommend Support Value	Assemble Compose Construct Create Design Develop Formulate Generate Invent Manage Organize Plan Propose Revise Set up
KNOWLEDGE		APPLICATION		PRACTICE	

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
CONTINUING PHARMACEUTICAL EDUCATION ACTIVITY EVALUATION FORM
 Soda Pop 'n' Pills: A Review of Food/Drug Interaction
 0179-9999-11-024-L01-P

Please circle one: *pharmacist* *pharmacy technician*

Please circle your response for each question below using the scale at right.

Strongly Disagree **Strongly Agree**

Content						
1. The activity listed commonly encountered food-drug interactions.....	1	2	3	4	5	N/A
2. The activity helped me recognize mechanisms of clinically significant food-drug interactions....	1	2	3	4	5	N/A
3. The activity helped me recall specific examples of food-drug interactions.....	1	2	3	4	5	N/A
4. This activity helped me name universal tips to prevent food-drug interactions.....	1	2	3	4	5	N/A
5. This presentation had full disclosure, was fair, objective and balanced, and free of promotional material or endorsement of a specific product or service.....	1	2	3	4	5	N/A
6. I am satisfied with the complexity of the subject matter.....	1	2	3	4	5	N/A
7. The activity provided information useful to you in your practice (it met your educational needs)....	1	2	3	4	5	N/A

Presentation						
8. Educational materials (e.g. reference materials, PowerPoint presentation, printed lecture slides) were of good quality. (If none provided, please circle "N/A.").....	1	2	3	4	5	N/A
9. The activity included techniques that encouraged my active participation.....	1	2	3	4	5	N/A
10. Learning assessment activities (e.g. pre/post test, case studies, problem-based activities, discussion questions) were effective (If none were used, please circle "N/A").....	1	2	3	4	5	N/A
11. The meeting facility and audio/visual equipment were suitable for the presentation.....	1	2	3	4	5	N/A

Instructor						
12. The faculty had mastery of the topic.....	1	2	3	4	5	N/A
13. The performance of the speaker was good.....	1	2	3	4	5	N/A

14. Please provide comments on the activity or suggestions for topics for future workshops.

**Louisiana Society of Health-System Pharmacists
2012 Annual Meeting General Evaluation
May 26-28, 2012
Hilton New Orleans Riverside**

In order for us to continuously improve the quality of our meetings, we need your input. Please take a few minutes to fill out BOTH SIDES of this evaluation. This form should be returned to the registration desk.

Please respond to each statement below by circling the number that identifies your opinion of the session.

1 = poor or of no value; 2 = poor or of little value; 3 = good or of moderate value;

4 = excellent or of considerable value; 5 = outstanding or of great value

						Comments
1. What is your overall evaluation of the educational activities at this seminar?						_____
2. Please rate the following:	1	2	3	4	5	_____
Meeting Facilities	1	2	3	4	5	_____
a. Meeting Rooms	1	2	3	4	5	_____
b. Personal Accommodations						_____
c. Exhibit Hall	1	2	3	4	5	_____
Educational Activities	1	2	3	4	5	_____
a. Course Organization	1	2	3	4	5	_____
b. Time Allowed for Discussion	1	2	3	4	5	_____
c. Practical Application						_____
d. Level of Subject Matter	1	2	3	4	5	_____
Events	1	2	3	4	5	_____
a. Continental Breakfast	1	2	3	4	5	_____
b. Friday Lunch	1	2	3	4	5	_____
c. Awards Luncheon	1	2	3	4	5	_____
d. Welcome Reception	1	2	3	4	5	_____
Other	1	2	3	4	5	_____
a. Meeting Registration						_____
b. Meeting Materials						_____
1	2	3	4	5		

Please Answer the Following Questions

1. Did you have an adequate opportunity to participate in discussion and ask questions? ___yes ___no

2. How do you feel about the length of the seminars? ___too long ___too short ___about right

3. How do you feel about the time spent on lectures? ___too long ___too short ___about right

4. Did your employer/organization pay for your registration to attend this meeting? ___yes ___no

 Did your employer/organization pay for your expenses to attend this meeting? ___yes ___no

5. How could future seminars be improved? _____

6. What subject(s) would be most useful to you in future seminars? _____

7. Additional Comments: _____

CONTINUED ON BACK

Please Complete the Items Below:

1. What is your current designation: Pharmacist Pharmacy Technician

2. Check the boxes in each column which best describe your place of employment.

Type	<input type="checkbox"/> Non-profit, religious sponsored	<input type="checkbox"/> 100-199 beds
<input type="checkbox"/> General, medical-surgical hospital	<input type="checkbox"/> Non-profit, community sponsored	<input type="checkbox"/> 200-299 beds
<input type="checkbox"/> Specialized hospital	<input type="checkbox"/> Non-profit, private	<input type="checkbox"/> 300-399 beds
<input type="checkbox"/> Teaching Hospital	<input type="checkbox"/> Government operated	<input type="checkbox"/> 400-499 beds
<input type="checkbox"/> Nursing Home	<input type="checkbox"/> Investor-owned	<input type="checkbox"/> 500 or more beds
<input type="checkbox"/> Retail Drug Store	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
<input type="checkbox"/> College		
<input type="checkbox"/> Home-Health Organization	Hospital Size	
Hospital Ownership	<input type="checkbox"/> Under 100 beds	

3. Your present position:

<input type="checkbox"/> Director of Pharmacy	<input type="checkbox"/> Materials Manager
<input type="checkbox"/> Assoc./Asst. Director	<input type="checkbox"/> Community Pharmacist
<input type="checkbox"/> Staff/Clinical	<input type="checkbox"/> Educator
<input type="checkbox"/> Resident	<input type="checkbox"/> Technician
<input type="checkbox"/> Student	<input type="checkbox"/> Other _____
<input type="checkbox"/> Administrator	

4. What were your reasons for attending the LSHP Annual Meeting?
(check all that apply)

<input type="checkbox"/> Specific speakers/activities were attractive	<input type="checkbox"/> Stay active with LSHP
<input type="checkbox"/> Lowest cost continuing education available	<input type="checkbox"/> Liked the location
<input type="checkbox"/> Most convenient continuing education available	<input type="checkbox"/> Other _____
<input type="checkbox"/> Desire to support LSHP and the profession	

5. Number of years in pharmacy practice: (Circle)

1 2 3 4 5 6-10 11-20 21-30 Over 30

6. How many LSHP Annual Meetings have you previously attended?

1 2 3 4 5 6 7 8 10+

7. How did you learn about this meeting?

<input type="checkbox"/> Activity Announcement Brochure	<input type="checkbox"/> From Pharmacy Director
<input type="checkbox"/> While at another meeting	<input type="checkbox"/> From Hospital Administrator
<input type="checkbox"/> By word of mouth	<input type="checkbox"/> Other _____
<input type="checkbox"/> LSHP Newsletter	

LSHP ACPE FILE CHECKLIST

UAN: _____

Activity Title: _____

Date: _____

Chapter: _____

Contact Name: _____

Contact Email: _____

BEFORE ACTIVITY

Documentation Received:

ACPE Activity Initial Information Form (IIF)	
Initial Speaker Contact Form	
CV from Speaker	
Speaker's Agreement	
Financial Disclosure (speaker)	
Financial Disclosure (contact)	
Financial Disclosure (Coordinator)	
Financial Disclosure (Peer Reviewer)	
Financial Disclosure (others)	
Presentation	

**create activity on ACPE Accreditation*

Documentation Created:

Activity Description Form (ADF)	
Activity Announcement	
Roster	

Documentation Sent to Peer Reviewer:

Presentation	
Financial Disclosure	

Documentation Sent to Speaker/Planner:

Activity Description Form (ADF)	
Roster	
Peer Eval Form from Reviewer	

AFTER ACTIVITY

Documentation Received:

Evaluations	
Sign in Sheet	

Emails Sent:

Evals sent to Speaker	
Course credit email to participants	

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
8550 United Plaza Boulevard • Suite 1001 • Baton Rouge, Louisiana 70809
Telephone (225)922-4520 • Facsimile (225)408-4422

CONTINUING EDUCATION ADMINISTRATOR JOB DESCRIPTION

RESPONSIBILITY MIX

The LSHP Continuing Education Administrator (CEA), Melanie Talley, is assigned the following responsibilities for the indicated percentage of total professional time:

1. EisnerAmper Association Management promotional and administrative time, including continuing professional development (30%).
2. Management services for associations other than LSHP (60%).
3. Management services for LSHP other than those related to continuing education programs and logistics (4%).
4. Continuing pharmacy education activities (6%).

CONTINUING PHARMACY EDUCATION RESPONSIBILITIES

The LSHP Executive Director performs the function of CEA. Accordingly, many detailed tasks are delegated, partially or in whole, to assistants. Key general and specific responsibilities are listed below.

GENERAL RESPONSIBILITIES:

1. Comprehend evidence-based adult and organizational learning principles that improve the performance and outcomes of the learner and the organizations in which they work. (Adult/Organizational Learning Principles)
2. Apply and improve educational interventions using evidenced-based adult and organizational learning principles in appropriate contexts (learners, content, and settings) that produce expected results for the learners and the organizations in which they work. (Educational Interventions)
3. Use appropriate data to assess two components: 1) Educational – the success of learning interventions, especially performance (CPE activities) and 2) Administrative – the performance of the CPE program. (Performance Measurement)
4. Recognize that learners are part of a complex healthcare system with processes, other health providers and patients that must be considered in providing learning interventions. (Systems Thinking)
5. Identify and collaborate with key partners and stakeholders in accomplishing their CPE mission. (Partnering)
6. Provide leadership for the CPE program that emphasizes continuous improvement, professionalism, and appropriate ethical practice. (Leadership)
7. Manage office operations to meet personnel, finance, legal, logistical, and accreditation standards. (Administration/Management)
8. Continually assess individual and organizational performance and make improvements through relevant learning experiences. (Self-Assessment and Lifelong Learning)

SPECIFIC RESPONSIBILITIES:

1. Develop and maintain a full working knowledge of the ACPE Continuing Education Provider Accreditation Program Policies and Procedures and Accreditation Standards

- for Continuing Pharmacy Education. Ensure assistants have sufficient knowledge to perform assigned duties effectively.
2. Participate in appropriate courses and seminars on continuing education program development and administration necessary to maintain competence and fulfill all ACPE requirements. When appropriate, arrange for assistants to attend training.
 3. Develop and maintain continuing education policies, procedures, forms, and reports for use by LSHP as a provider and co-sponsor and submit them for approval and adoption by the Committee on Programming and Practitioner Education (also herein referred to as “the Committee”).
 4. Develop the annual budget for continuing education activities and submit to the Committee on Programming and Practitioner Education for inclusion in LSHP’s annual budgeting process.
 5. Assist the Committee in developing programs for the Annual and Midyear meetings and developing other symposia and programs as deemed appropriate by the Committee.
 6. Schedule and make arrangements for facilities and services required in conjunction with LSHP programs, within guidelines established by the Committee.
 7. Contract with and coordinate with selected faculty in order to ensure that program materials are provided to participants and that continuing pharmacy education standards, policies and procedures are adhered to.
 8. Oversee the monitoring of all programs for which LSHP is the provider and collection of documentation supporting satisfactory participation on the part of attendees. Instruct providers in the appropriate procedures to follow and arrange for the necessary materials for providers for all programs for which LSHP is to be cosponsor.
 9. Ensure the development and maintenance of appropriate records and reports in accordance with established standards, policies, and procedures.

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CONTINUING EDUCATION COORDINATOR
JOB DESCRIPTION

RESPONSIBILITY MIX:

The LSHP Association Coordinator, Celine Gragasin, is assigned the following responsibilities for the indicated percentage of total professional time:

1. EisnerAmper Association Management administrative time, including continuing professional development (10%).
2. Administrative services for associations other than LSHP (30%).
3. Administrative services for LSHP other than those related to continuing education programs and administration (30%).
4. Continuing pharmacy education-related activities (30%).

CONTINUING PHARMACY EDUCATION RESPONSIBILITIES:

The LSHP Association Coordinator is the primary assistant of the Continuing Education Administrator (CEA). Day-to-day administrative tasks are delegated, partially or in whole, to the Association Coordinator by the CEA. Key responsibilities include:

Develop and maintain a full working knowledge of the ACPE Continuing Pharmacy Education Provider Accreditation Program Policies and Procedures and Accreditation Standards for Continuing Pharmacy Education.

1. Participate, as directed, in appropriate courses and seminars on continuing education program development and administration.
2. Assist the CEA in contracting and coordinate with selected faculty in order to obtain program materials and provide materials to participants and to ensure that continuing pharmacy education standards, policies and procedures are adhered to. Prepare and distribute activity announcements and prepare Program Data Forms and other appropriate documents related to continuing pharmacy education activities for the CEA's review and/or signature.
3. Monitor all programs for which LSHP is the provider and collect documentation supporting satisfactory participation on the part of attendees. Instruct providers in the appropriate procedures to follow and provide necessary materials to providers for all activities for which LSHP is to be cosponsor. Issue certificates of credit to participants who have satisfactorily completed sponsored or cosponsored programs.
4. Develop and maintain appropriate records and reports in accordance with established standards, policies, and procedures.