

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

CONTINUING PHARMACY EDUCATION PROVIDER POLICY AND PROCEDURES MANUAL

Table of Contents

POLICIES AND PROCEDURES

<u>SECTION</u>	<u>PAGE</u>
1. Mission and Goals	1
A. Continuing Pharmacy Education Mission	1
B. Continuing Pharmacy Education Goals	1
C. Educational Activity Development Policy	2
D. Evaluation Plan for Assessment of Achievement and Impact of CPE Mission and Goals	4
2. Cosponsorship with Non-ACPE-Accredited Providers	4
A. Affiliated Chapters	5
B. Healthcare Organizations, Association or Other Providers	5
C. Non-Accredited Cosponsor Activity Timeline	6
3. Cosponsorship with Other ACPE-Accredited Providers	7
4. Educational Needs Assessment & Topic Development	8
A. Educational Needs Assessment	8
B. Appropriate Subject Matter and Topic Development	8
C. Types of Continuing Pharmacy Education Activity	8
5. Educational Objectives	9
6. Provider Web Tool	10
A. Activity Description Forms	10
B. Universal Activity Numbers	
7. Faculty and Non-Commercialism	10
A. Non-Commercialism	10
B. Commercial Support of Activities	11
C. Faculty Considerations and Communication	12
8. Activity Announcement Literature	12
9. Instructional Considerations	13
A. Instructional Delivery Methods	13
B. Instructional Materials	14
C. Active Participant Involvement	14
D. Peer Review	14

10.	Learning Assessment and Activity Evaluation	14
	A. Learning Assessment	14
	B. Activity Evaluation	15
11.	Participant Credit Procedure and Documentation	15
	A. Determination of Credit Hours	15
	B. Record Keeping	16
	C. Receiving Credit For Continuing Pharmacy Education	16
12.	Grievance Policy	16
13.	Budgeting and Financial Resources and Reporting	17
14.	Location and Facilities Considerations	17
15.	Staff and Administration	17
	A. Administrative Responsibility	17
	B. Transfer of Authority	17
	C. Personnel Qualifications	18
	D. Organization Name Change or Merger	18
	E. Substantive Change Policy	18

ATTACHMENTS:

1. Sample Cosponsorship Letter of Agreement-Affiliated Chapters
2. Sample Cosponsorship Letter of Agreement – Other Organization or Association
3. Initial Speaker Contact Form
4. Speaker Agreement with Conflict of Interest Disclosure
5. Initial Information Form (IIF)
6. Sample Letter of Agreement with Commercial Sponsor
7. Sample Activity Description Form
8. Sample Activity Announcement
9. Peer Review Form
10. Sample Continuing Education Credit Report
11. Sample On-Site Evaluation Form
12. Check Transmittal Form
13. Activity Requirements Checklist
14. Suggested Verbs for Use in Developing Learning Objectives and Verbs to Avoid
15. Sample Activity Evaluation Form
16. Sample Meeting General Evaluation
17. LSHP ACPE File Checklist
18. Job Descriptions: Continuing Education Administrator and Coordinator
19. Gap Analysis Form

1. CONTINUING PHARMACY EDUCATION 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 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 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. Cosponsor 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 CPE activities are co-sponsored 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?”.

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 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 and/or are application-based. 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

Primary subject areas of focus for clinical educational activities will include:

- Alternative medicine, Herbal medications
- Cardiovascular, Critical Care, Hypercholesterolemia, Pulmonary
- Diabetes, Endocrinology
- Nutrition, Vitamins, Gastroenterology
- Oncology, Pain Management, Palliative Care
- HIV/AIDS, Infectious Diseases, Sexually Transmitted Diseases
- Immunizations, Ambulatory Care, Smoking Cessation
- Psychiatric Disorders, Neurology

Primary subject areas of focus for pharmacy management educational activities will include:

- Communications
- Managed Care Issues
- Medicare and Medicaid
- Pharmacoeconomics
- Pharmacy Law and Regulations, Accreditation
- USP 797/Sterile and Non-sterile Compounding

2. When developing topics for 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. 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.

3. Educational goals and learning objectives should be specific and measurable in terms of what the learner will be able to do upon CPE activity completion. These goals and objectives should reflect the relationship of the activity topic to contemporary pharmacy practice.
4. 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 on 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 Cosponsored 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. COSPONSORSHIP WITH NON-ACPE-ACCREDITED PROVIDERS

LSHP will endeavor to maintain cosponsorship 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 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 cosponsors in all stages of development of the activity, from planning, development, promotion, delivery, evaluation and revision. Commercial interests cannot be cosponsors. To maintain CPE activities as independent from commercial interests, the following cannot be in control of a commercial interest:

- 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 COSPONSORS

The following guidelines have been developed for non ACPE-accredited cosponsors in order to provide LSHP cosponsors with 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 cosponsoring affiliated Chapters will enter into a standard letter of agreement with the LSHP. This agreement will be updated annually (*Attachment 1*). All Chapter officers who develop and select activity content must complete a conflict or interest/disclosure form and submit to LSHP.

2. MEETINGS

A meeting of LSHP cosponsors may be held in conjunction with the LSHP annual Board of Directors' retreats to review current policies and procedures and establish objectives for the future. Cosponsoring affiliated Chapters should send the person primarily responsible for activities to the meetings of LSHP cosponsoring organizations.

3. LSHP ADMINISTRATIVE PROCESSING FEES

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

LSHP Members: No fee

Non-LSHP Members: \$10.00 per credit 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 cosponsorship 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*). Cosponsorship with a commercial interest (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 individually ACPE activity Cosponsored, established by the Board of Directors for activities cosponsored by LSHP and organizations that are not chapters of the LSHP are based on the following schedule:

\$300 for up to 30 attendees,

\$600 for 31 to 60 attendees,

\$1,000 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 COSPONSOR ACTIVITY TIMELINE

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

- a. 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. 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 (**Attachment 3**), a copy of the speaker's CV or resume and the speaker agreement and conflict of interest/disclosure form (**Attachment 4**).
- 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 6**) from the LSHP office and execute the agreement with the commercial representative. All monies must be submitted directly to the provider (LSHP) or cosponsor (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 (**example: Attachment 7**). *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 8**) 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 9**) 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 blank Continuing Education Credit Reports (CERF) (**example: Attachment 10**) and activity evaluation forms (**Attachment 15**) to be given to each participant.
- 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 11**) 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 13**).
 - 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.

CPE Credit will not be issued until all of the above documentation is received by LSHP.

3. COSPONSORSHIP 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 cosponsoring activities with other accredited providers and there is a demonstrated legitimate need for LSHP to participate as the cosponsor. 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 cosponsor 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 cosponsored 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 cosponsored 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. EDUCATIONAL NEEDS ASSESSMENT & TOPIC DEVELOPMENT

A. EDUCATIONAL NEEDS ASSESSMENT

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 areas for enhancing the competence of pharmacists and technicians practicing in health-systems settings. These “gaps” are differences between what pharmacists and technicians 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 also 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 at Attachment 19.

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 TOPIC DEVELOPMENT

All activities shall address topics and subject matter areas which are 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 cosponsored activities for which no member of the Committee was involved in planning, the Chair of the Committee will be consulted to review with the cosponsor the appropriate 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 1 hour
 - Learning Assessment must be included case studies structured to address application of the principle learned

- Practice-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 15 contact hours
 - Each CPE activity must include formative and summative assessments that demonstrate that the practitioner achieved the stated competencies/performance objectives

5. EDUCATIONAL OBJECTIVES

All activities sponsored or cosponsored 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 14** 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 at least 14 days 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
- Cosponsorship information
- Live dates/locations for live activities
- Format
- Home study format
- 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 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 cosponsored. An activity with no cosponsor will use the digits, "0000", a activity with a non-ACPE accredited provider will use the numbers "9999", and a activity cosponsored by another ACPE –accredited provider will use the other provider's three digit provider number.
- The third set of digits will indicate the year.
- The fourth set of digits is the sequential number order that the activity was submitted for that particular calendar year.
- The fifth set of character will have both a letter and number. The letter will indicate if it is a live activity ("L") versus a home study ("H") or a combination of the two ("C"). The number corresponds to the topic designator: 01- Drug Therapy, 02-AIDS Therapy, 03-Law, 04-General Pharmacy, 05-Patient Safety.
- 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 commercial interest. 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). It is unacceptable for LSHP/chapter to request or accept suggestions from industry/commercial representatives. LSHP/chapter should be sure that the following decisions are free of the control of a commercial interest:

- 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, speaker agreements contain a section requesting disclosure of conflicts of interest on the part of the speaker and a Disclosure Declaration should be executed by each speaker. If a speaker refuses to execute the Disclosure Declaration, the speaker must be disqualified from presenting the activity. All disclosure 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 8*) 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 commercial interests 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. Commercial interests 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 commercial interest. For support from a commercial interest 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 6*). All monies must be submitted directly to LSHP; no money can be paid directly by a commercial interest 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 return documents with the Speaker's Agreement (*Attachment 4*).

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
- Audience knowledge of the topic
- Needs and expectations
- Overall purpose of activity
- 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 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 sponsoring or cosponsoring 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" or "T")
- J. 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 a activity evaluation form, participating in all sessions or certain combinations of sessions have been designed as an activity package).
- K. Acknowledgement of outside providing financial support for any component of the educational activity.

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

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

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.

9. INSTRUCTIONAL CONSIDERATIONS

A. INSTRUCTIONAL DELIVERY 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. INSTRUCTIONAL 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 shall be required to provide supporting materials for meeting participants to use and retain.

C. ACTIVE PARTICIPANT INVOLVEMENT

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 group to quickly assess and present their findings.
- Pre-post tests, 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 ACTIVITY EVALUATION

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 Practice-based activity must include formative and summative assessments that demonstrate that the pharmacists and technicians achieved the stated objectives.

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. 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 15*) 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 16*) 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.

11. PARTICIPANT CREDIT PROCEDURES AND DOCUMENTATION

A. DETERMINATION OF CREDIT HOURS

The LSHP shall adhere to a 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 50-60 minutes of participation (or its equivalent) and the Continuing Education Unit (CEU) which is defined as 10 contact hours in an organized continuing pharmacy education activity under responsible sponsorship, capable direction, and qualified instruction. 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 50 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 and continuing education credit reports 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 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 17*).

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.

12. GRIEVANCE POLICY

Grievances regarding activity fees, continuing education credit, course content, personnel or other matters related to sponsored or cosponsored 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.

13. 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 cosponsorship 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.

14. LOCATION & FACILITIES CONSIDERATIONS

The LSHP Executive Director, under the guidance of the Board of Directors, arranges the facilities for the Annual and Midyear Meetings. Facilities for affiliate chapter cosponsored 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 power point 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 education events. No meal service is permitted during the conduct of an educational activity.

15. 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 19***.

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 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
Co-Sponsorship Letter of Agreement
Affiliated Chapters

The Louisiana Society of Health-System Pharmacists (the "LSHP"), an ACPE-approved provider, and the _____ Chapter of the Louisiana Society of Health-System Pharmacists (the "_____ 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 _____ Chapter's meetings. This agreement will be in effect from August 1, 2011 through August 1, 2012.

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 statements 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 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 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.

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. You 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 co-sponsor (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. You 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. You must 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:**

- 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 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:**

- 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. Statements of credit are to be issued by LSHP 30 days after the activity, therefore, strict adherence to the 7-day deadline for submitting to LSHP **MUST** be followed.
- c. 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
Co-Sponsorship 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:
 - \$300 for up to 30 attendees
 - \$600 for 31 to 60 attendees
 - \$1,000 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:

- a. 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. 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.
- c. Complete and submit the ACPE Initial Information Form to the LSHP.
- d. 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 co-sponsor (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. *If you do not receive this by 31 days out, contact LSHP immediately.*
- b. 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.
- c. 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:**

- a. Receive from LSHP the blank Continuing Education Credit Reports (CERF) and a list of current LSHP members.
- b. 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:**

- 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. 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. Statements of credit are to be issued by LSHP 30 days after the activity, therefore, strict adherence to the 7-day deadline for submitting to LSHP **MUST** be followed.
- 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

Cosponsor Contact: _____ Cosponsor Telephone: _____

Cosponsor 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 with conflict of interest disclosure 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 Cori Brock, PharmD.

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

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

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

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

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

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

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

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

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

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

SELSHP Representative

Speaker

Date

Date

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

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

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

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

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

Policy on Fair Balance

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

Disclosure Declaration Language

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

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

Financial Interest

Name of Organization

_____ Received or expect to receive grant or research support _____

_____ Consultant _____

_____ Clinical Investigator _____

_____ Speaker's Bureau _____

_____ Major Stock Holder _____

_____ Received or expect to receive other financial/material support _____

Speaker Name

Signature

Date

Example Disclosure Statement in Participant Activity

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

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Faculty Guidance

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

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

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

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

Suggestions for active learning activities:

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

Balance, Disclosure, Non-Commercialism: All activities should be in-depth with fair, full disclosure and equitable balance. Topics shall not be promotional or appear to be intended for the purpose of endorsing either a specific commercial drug or other commercial product (as contrasted with the generic product/drug entity and its contents of the general therapeutic area it addresses), or a specific commercial service (as contrasted with the general service area and /or the aspects or problems of professional practice 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 mailed 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

SPEAKER NAME: _____

SPEAKER TELEPHONE: _____ SPEAKER EMAIL: _____

ACTIVITY TITLE: _____

HOURS: _____ ACTIVITY DATE: _____ ACTIVITY TIME: _____

ACTIVITY LOCATION (venue and city): _____

ACTIVITY TYPE: (Please check one)

- Drug Therapy Related Topic (01) AIDS Therapy Related Topic (02)
 Law Topic (03) General Pharmacy Topic (04)
 Patient Safety Topic (05)

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.

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 60 minutes, Requires case studies to assess learning.
- PRACTICE-BASED** – designed primarily to systematically acquire specific knowledge, skills, attitudes and performance behaviors that expand or enhance practice competencies. Minimum credit is 15 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 a commercial interest (e.g. pharmaceutical and/or device manufacturer)
- Financial support was provided by a non-commercial interest (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

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

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) 664-3575 Fax (312) 664-7006 <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	

CENTRAL LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Continuing Education Activity

ACPE# 0179-9999-12-004-L01 P / 0179-9999-12-004-L01 T

Treatment Challenges in Acute Decompensated Heart Failure

*Main Street Library
1001 Main Street
Alexandria, LA*

April 12, 2007

Registration begins at 6:30 p.m.

Activity begins at 7:00 p.m. and ends at 8:00 p.m.

TYPE OF ACTIVITY/WHO SHOULD ATTEND:

This *knowledge-based activity* is of importance to all pharmacists and pharmacy technicians.

LEARNING OBJECTIVES:

At the conclusion of this activity, participants should be able to:

1. Understand the pathophysiology of acute decompensated heart failure.
2. Delineate the current treatment challenges in the management of the ADHF patient.
3. Understand the role of vasoactive therapy in ADHF.
4. Review current safety and efficacy data for nesiritide.

FACULTY: Debbie Woodsworth, PharmD

Assistant Director of Pharmacy/Clinical Coordinator

St. Anywhere Hospital (be sure to have place of employment)

CONTINUING EDUCATION CREDIT: 1.0 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. LSHP will send validated Statements of Continuing Pharmacy Education via US Mail to participants within one month after the meeting.

FEES: There are no fees for dinner or attendance at the meeting. For non-LSHP members, there will be a \$10 fee for continuing education credit. There is no CE fee for current LSHP members.

RSVP: By April 4, 2007 to Jane Smith at 337-555-1234

SPONSORED BY: This activity is sponsored by the Central Louisiana Society of Health-System Pharmacists. (leave this statement in even if no financial support).

**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.

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: _____

Email: _____ Phone: _____

ACTIVITY TITLE & OBJECTIVES
December 9, 2011
Soda Pop 'n' Pills: A Review of Food/Drug Interaction
<p style="text-align: center;">At the conclusion of this session, participants will be able to:</p> <ol style="list-style-type: none"> 1. List commonly encountered food-drug interactions. 2. Recognize mechanisms of clinically significant food-drug interactions. 3. Recall specific examples of food-drug interactions. 4. Name universal tips to prevent food-drug interactions.
SPEAKER DISCLOSURE
<p style="text-align: center;">Dr. Mark Jones has disclosed that he has no significant relevant financial relationships</p>
DISCLOSURE of COMMERCIAL SUPPORT
<p style="text-align: center;">This activity is supported by a generous grant from Pharma ABC.</p>

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

ACPE UAN No. 0179-9999-11-024-L01 P

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.)

Participant Signature: _____ **Date:** _____

Circle one: **Pharmacist** **Pharmacy Technician** **Other**



Keep for your records.

Louisiana Society of Health-System Pharmacists
Soda Pop 'n' Pills
ACPE UAN No. 0179-9999-11-024-L01 P 0.1 CEU
December 9, 2011

**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
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 signification 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
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					
Knowledge	Comprehensive	Application	Analysis	Synthesis	Evaluation
To arrange To define To duplicate To label To list To memorize To name To order To recognize To relate To recall To repeat To reproduce To state	To classify To describe To discuss To explain To express To identify To indicate To locate To outline To recognize To report To restate To review To select To translate	To apply To choose To demonstrate To dramatize To employ To illustrate To interpret To operate To practice To schedule To sketch To solve To use To write	To analyze To appraise To calculate To categorize To compare To contrast To criticize To differentiate To discriminate To distinguish To examine To experiment To investigate To question To research To test	To arrange To assemble To collect To compose To construct To create To design To develop To formulate To manage To organize To plan To prepare To propose To set up To write	To appraise To argue To assess To attach To choose To compare To defend To estimate To judge To predict To rate To core To select To support To value To evaluate
KNOWLEDGE			APPLICATION		PRACTICE

<p><u>Verbs to be Avoided</u></p> <ul style="list-style-type: none"> • Appreciate • Behave • Believe • Be aware of • Enjoy • Explore • Grasp significance of • Have faith in • Know • Learn • Perceive • Realize, Understand

Louisiana Society of Health-System Pharmacists
 Continuing Pharmacy Education Activity Evaluation Form
Don't Let Yourself Be Consumed by Tuberculosis Treatment Regimens
 0179-0000-12-027-L01-P 10:00 a.m.

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

Strongly Disagree: 1 —————> Strongly Agree: 5

Strongly Disagree Strongly Agree

Content

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Achievement of the following learning objectives: | | | | | | |
| • Review the recommended tuberculosis regimens..... | 1 | 2 | 3 | 4 | 5 | N/A |
| • Evaluate the second line agents..... | 1 | 2 | 3 | 4 | 5 | N/A |
| • Identify special populations and how to modify treatment regimens accordingly..... | 1 | 2 | 3 | 4 | 5 | N/A |
| • Discuss treatment failure in Tuberculosis..... | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. 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 |
| 3. Did you perceive a commercial bias in this activity? (circle one) YES / NO | | | | | | |
| • If yes, please explain..... | | | | | | |
| | | | | | | |
| 4. I am satisfied with the complexity of the subject matter..... | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. The activity provided information useful to you in your practice (it met your educational needs).... | 1 | 2 | 3 | 4 | 5 | N/A |

Presentation

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 6. 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 |
| 7. The activity included techniques that encouraged my active participation..... | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Learning assessment activities (pre/post test, case studies, problem-based activities, discussion questions) were effective..... | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. The meeting facility and audio/visual equipment were suitable for the presentation | 1 | 2 | 3 | 4 | 5 | N/A |

Instructor

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 10. The faculty had mastery of the topic..... | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. The performance of the speaker was good..... | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Please provide comments regarding this activity. | | | | | | |

**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

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

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: _____

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

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 | |

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), H. Bland O'Connor, Jr., is assigned the following responsibilities for the indicated percentage of total professional time:

1. P&N 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 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, Heather Gremillion, is assigned the following responsibilities for the indicated percentage of total professional time:

1. P&N 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 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.

LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
Education Needs Assessment
Gap Analysis Form

Gap/Need: *(Name of the gap or need)*

Description: *(Further description, if needed)*

Sources: *(Specific sources which identify the gap/need, including references to specific current literature, surveys of practitioners, past activities and conference evaluations, etc.)*

Proposed Related Activities: *(Identification of the activities proposed to address the gap/need)*

Activity Assessment: *(Summary of the assessments of the effectiveness of the activities held.)*

Follow-up: *(Plan for maintaining or improving)*
