

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