



MICHIGAN PHARMACISTS ASSOCIATION

Joint Providership Manual

Collaborating with ACPE and
non-ACPE accredited providers in
providing pharmacy continuing
education credit through
joint providership

INDEX

Introduction to Joint Providership	2
Joint Providership Agreement	11
Appendix 2 – Faculty Agreement	17
Appendix 3 – Activity Announcement Checklist	29
Appendix 4 – Guide to Developing and Presenting Visual Aids	36
Appendix 5 – Guide to Establishing Educational Goals and Objectives	37
Appendix 6 – Suggested Active Learning Strategies Based on Activity Type	39
Appendix 7 – Qualifications of Faculty Checklist	40
Appendix 8 – Achievement and Impact of Mission and Goals	42
Example A – Agenda	44
Example B – Outline, References and Key Points	47
Example C – Faculty Confirmation	48
Example D – Budget	49
Example E – Flyer	50



INTRODUCTION TO JOINT PROVIDERSHIP

Michigan Pharmacists Association (MPA) provides non-ACPE accredited organizations, hereby known as “Hosting Organization,” the ability to offer accredited pharmacy continuing education (PCE) activities (a.k.a. programs, sessions), which may further entice pharmacy professionals to attend if they are in need of PCE credit that meets pharmacist licensure or pharmacy technician certification requirements.

Should MPA choose to partner with a Hosting Organization, assurance that all quality criteria are met rests with MPA. Therefore, MPA must be involved in all stages of the activity from planning, development, promotion, delivery, evaluation and revision. MPA will consider accrediting PCE activities through MPA’s joint providership (formerly known as “Co-sponsorship”) process if the terms of agreement are met. Additionally, the Hosting Organization must agree to:

1. Develop activities that are consistent with MPA’s [mission and goals](#).
2. Identify faculty (speakers, authors) competent in the subject matter.
3. Develop topics that are not promotional or appear to be intended for the purpose of endorsing either a specific name brand medication or commercial product (see [MPA’s commercialism policy](#).)
4. Provide all requested material by established [deadlines](#) as indicated in the joint providership agreement.*

****Hosting Organizations working with other health care disciplines (nursing, physicians, etc.) for accreditation must plan accordingly to meet deadlines set forth in this joint providership manual and agreement.***

If the Hosting Organization fails to meet these terms, MPA has the right to terminate the relationship and refuse to grant PCE credit for any activity.

JOINT PROVIDERSHIP PROCESS

Educational Design

To ensure that activities closely align with the Accreditation Council for Pharmacy Education (ACPE) Standards for Continuing Pharmacy Education, MPA and the Hosting Organization must ensure that the following process was utilized to develop activities.

- Conduct an assessment of the educational needs and identify the knowledge, skills and/or practice gap of the targeted audience.
- Identify learning objectives.

- Provide guidance to faculty (to including the nature of the target audience, teaching methodology, development and use of instructional materials and learning assessments, and the development of appropriate objectives).
- Ensure that the commercialism standards are followed and resolve conflicts of interest.
- Summarize feedback for pharmacists and/or pharmacy technicians obtained through activity evaluation forms.

Additionally, MPA must review and approve all materials and information so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure.

Organizations wishing to move forward in the joint providership process and agree to ACPE's Standards for Continuing Pharmacy Education are encouraged to read the Introduction to Joint providership and complete and submit to MPA the [joint providership agreement](#) a minimum of 60 days prior to the activity date. In addition, Hosting Organizations must send the faculty agreement to all confirmed speakers or authors and instruct them to complete and return the agreement and accompanying materials to you so that you can provide them to MPA a minimum of 45 days prior to the activity date. See the [joint providership agreement](#) for a detailed checklist and deadlines.

JOINT PROVIDERSHIP FEES

A required, nonrefundable administrative fee of \$30 must be submitted with the [joint providership agreement](#) a minimum of 60 days prior to the program date.

The Hosting Organization will also be assessed a fee for the amount of continuing education credit being issued. The fees are charged per person, per activity. MPA will invoice the Hosting Organization for the amount due based on the following scale:

<u>Credits Offered per Activity</u>	<u>Fee Per Person</u>
1.0-2.0	\$12
2.25-5.0	\$14
5.25-9.0	\$16
9.25-14.0	\$18
14.25+	\$20

ACCREDITATION

Activities will be accredited through ACPE for pharmacist and pharmacy technician continuing education credit.

Target Audience

The Hosting Organization will be required to identify the intended audience that will assist MPA in determining whether activities will be accredited for pharmacists and/or pharmacy technicians.

MPA'S MISSION OF CONTINUING EDUCATION

Below are MPA's mission and goals for continuing education activities. Hosting Organization activities must meet these same terms in order for MPA to agree to a collaborative working relationship through the joint providership process.

Mission of CPE Activities

The mission of MPA's pharmacy continuing education activities is to strengthen the professional competencies of pharmacists and pharmacy technicians, resulting in enhanced patient care outcomes and advancement of the profession of pharmacy within the health care system.

Goals of CPE Activities

1. Activities will have a positive educational impact on pharmacy professionals.
2. Pharmacy-relevant activities will be delivered in a non-biased manner.
3. Pharmacy professionals will implement new skills or relevant changes in their practice by utilizing educational content delivered through CPE activities.
4. Activities will increase participants understanding of the topics.
5. Activity participants will positively rate (Agree or Strongly Agree) each evaluation statement with a score of 90% or greater.

The Hosting Organization will be required to provide MPA with specific details that will assist in the determination of whether activities met MPA's mission and goals (see [Appendix 8](#)).

EDUCATIONAL NEEDS ASSESSMENT

A needs assessment should be completed before planning PCE activities and should guide content development and delivery. The Hosting Organization, along with faculty, will be required to complete an educational needs assessment that will demonstrate evidence-based assessment showing the state of practice now, the state of desired practice, and the knowledge or practice gap identified for each activity (see [faculty agreement](#)).

METHODS OF DELIVERY

Methods of delivery of pharmacy continuing education are important to the effectiveness of the activity.

PCE activities are categorized into three types: knowledge, application and practice. The PCE activity type conducted should be consistent with MPA's mission and appropriate to meet the identified needs of pharmacists and pharmacy technicians. PCE activities shall be based on one of the following:

- Knowledge-based Activity – These activities are primarily constructed to transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions. The minimum amount of credit for these activities is 60 minutes (1.0 contact hour).
- Application-based Activity – These activities are primarily constructed to apply the information learned in the time frame allotted. The information must be based on evidence as accepted in the literature by the health care professions. The minimum amount of credit for these activities is 60 minutes or one contact hour. These activities are utilize case studies.
- Practice-based Activity (formerly known as certificate program in pharmacy) – These activities are primarily constructed to instill, expand, or enhance practice competencies through the systematic achievement of specified knowledge, skills, attitudes, and performance behaviors. The information within the practice-based activity must be based on evidence as accepted in the literature by the health care professions. The formats of these activities will include a didactic (home study) and practice experience component

(live). The activity should engage an instructional design that is rationally sequenced, curricular based and supportive of achievement of the stated professional competencies. The minimum amount of credit for these activities is 15 contact hours.

Hosting Organizations conducting practice-based activities that include a didactic (home study) and practice experience component (live) and will be a minimum of 15 contact hours should contact MPA directly for additional guidance.

Teaching and Learning Methods

All PCE activities must include active participation and involvement of the audience. See [Appendix 6](#) for appropriate teaching and learning methods, based on the activity type.

Assessment of Learning and Feedback

Learning assessment techniques must allow pharmacists and/or pharmacy technicians the ability to evaluate the level of competency attained. Therefore, activities must include the following assessments based on the activity type indicated. Additionally, participants should be provided assessment feedback in an appropriate, timely and constructive manner.

- Knowledge-based Activity

Assessment – Each PCE activity in this category must include a multiple choice posttest. Posttest questions and answers must be provided to MPA by the deadline indicated in the [joint providership agreement](#). See the posttest section of the [faculty agreement](#) for the number of required posttest questions and additional details.

Feedback – Participants should be provided with the correct response to assessment questions. The Hosting Organization will be required to obtain from faculty correct answers to posttest questions and written reasoning for why each correct answer is the most appropriate. MPA will assist the Hosting Organization in compiling the information in an acceptable format so that the Hosting Organization can provide feedback to participants in a timely fashion.

- Application-based Activity

Assessment – Each PCE activity in this category must include case studies structured to address application of the principles learned, or another hands-on approach.

Feedback – Feedback should be provided by faculty during delivery of activities and include the correct evaluation of case studies and rationale for correct responses.

ACTIVITY OBJECTIVES

Objectives for each PCE activity must define what the pharmacist and/or pharmacy technician should be able to do at the completion of each activity. Objectives must be:

- Specific and measurable.
- Developed to specifically address the identified educational need(s) (see [educational needs assessment](#)).
- Addressed by an active learning method and covered by a learning assessment (see [methods of delivery](#)).

See [Appendix 5](#) for a guide on how to develop effective learning objectives.

COMMERCIALISM POLICY

All activities, particularly those sponsored by pharmaceutical manufacturers, shall be closely monitored to ensure that the activity is fair, provides full disclosure and equitable balance. Activities shall not be an advertisement for a particular product or service. It shall be a nonbiased, in-depth presentation related to the contemporary practice of pharmacy.

Should the Hosting Organization secure funding from commercial interests, the below guidelines for handling expenditures for commercial support should be followed.

- Commercial funding should not be used for reimbursement of travel and other expenses such as registration fees. Payment is to be made for faculty's work in the educational activity.
- Direct payment of honoraria or reimbursement will be made by the Hosting Organization, not the commercial interest.
- The Hosting Organization shall not accept payment from supporters involved in the development or implementation of the educational activity.
- Honoraria and expenses may not be paid to learners or other nonfaculty/nonauthor participants.
- Accurate documentation of commercial support received and expenditures must be kept and produced upon request.
- The Hosting Organization shall not accept funding from commercial interests that are unwilling to put the terms, conditions and purpose of the funding in writing. Commercial interests must acknowledge the Hosting Organization's or MPA's control of content, administration, quality and integrity of all activities.

To be fair and equitable, the following policies have been established:

- Serving meals in the same room and same time in which a PCE activity is occurring is prohibited.
- Exhibitors will not receive a complimentary or discounted booth in exchange for offering faculty or supporting an activity.
- Representatives of commercial interest shall not engage in sales or promotion during educational activities, nor will commercial interest be able to provide PCE activities to participants (e.g., distribution of self-study activities or arranging for electronic access for Internet activities).
- Educational materials that are part of the PCE activity, such as slides, abstracts and handouts, cannot contain any advertising, corporate logo, trade name or a product-group message of an ACPE-defined commercial interest.
- Disclosure of commercial support must never include the use of a corporate logo, trade name or a product-group message of an ACPE-defined commercial interest.
- Faculty with potential conflicts of interest identified on the disclosure statement will be counseled to follow these policies or withdraw from the activity. If faculty refuses to complete the disclosure statement, faculty will be disqualified. An attempt should be made to resolve conflicts of interest and the conversation should be recorded.
- The Hosting Organization or MPA will not sign grant requests generated by faculty.
- Commercial interests cannot be accredited providers and cannot be joint providers.

The following cannot be in the control of a commercial interest:

- Identification of PCE 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 activity.
- Selection of educational methods.
- Evaluation of the activity.

A “commercial interest” is any entity producing marketing, reselling or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not “commercial interests.”

FACULTY

MPA staff has developed quality PCE activities, including pharmacy law, identifying victims of human trafficking, emergency preparedness, opioids and Naloxone, pharmacy liability and effective communications. Hosting Organizations interested in securing MPA staff should contact MPA Director of Education, Mary Farrington, at (517) 377-0234 or at Mary@MichiganPharmacists.org who will verify staff availability to serve as faculty, as well as send and collect faculty agreements and miscellaneous faculty documents, including handouts and posttest questions, from committed staff. To offset staff expenses related to program development and travel, MPA has implemented a nominal fee of \$250 for MPA local associations and Michigan colleges of pharmacy. A \$500 fee will be applied to all other organizations requesting MPA staff to speak.

Hosting Organizations wishing to secure faculty other than MPA staff should directly contact potential speakers or authors and send and collect faculty agreements, as well as miscellaneous required documents.

Faculty should be selected based on their knowledge of the subject matter; experience and teaching ability; and the ability to meet the educational needs of pharmacists and/or pharmacy technicians. See the qualification of faculty checklist ([Appendix 7](#)) to assist in the process.

Activity participants must be notified of any faculty conflicts of interest. MPA will provide the Hosting Organization with disclosure statements for each activity that should be provided to attendees in print prior to the beginning of each activity, such as in an agenda that can be distributed onsite (see [Example A](#)).

According to Michigan regulations, pharmacists may earn double credit for delivering an activity. MPA will track such credit; however, CPE Monitor doesn’t recognize this practice. Therefore, credit will not appear as double in CPE Monitor, but faculty is encouraged to contact MPA if an issue arises. MPA will provide faculty with double credit upon the request of the Hosting Organization and the Hosting Organization will be invoiced as such.

The [faculty agreement](#) was developed so that faculty can complete it electronically.

EDUCATIONAL MATERIALS

Educational materials must be offered for each PCE activity that will enhance participants’ understanding of the content and foster applications to pharmacy practice. Each PCE activity must include a handout, such as PowerPoint® slides, and an outline, references or key points (limited to one page). See [Example B](#) for an outline, references and key point’s example.

EVALUATION OF PCE ACTIVITIES

To offer participants the ability to provide feedback on activities and the event, the Hosting Organizations will be required to distribute MPA-provided activity and overall event evaluations to participants, as well as summarize and provide results to MPA. This valuable information will be used to improve activities or offer activities that are of interest to participants and will validate whether the activities met MPA's mission and goals.

LICENSURE REQUIREMENTS

Michigan pharmacists are required to earn 10 hours of live PCE credit and one hour of pain credit, both requirements inclusive of the 30 hours normally earned. According to Michigan law, pharmacists shall not earn more than 12 hours of PCE credit in a 24-hour period of time. Pharmacy technicians are required to earn five hours of live PCE credit, including one hour of pharmacy law, one hour of patient safety and one hour of pain. All requirements are inclusive of the 20 hours normally earned.

ACTIVITY ANNOUNCEMENTS

To ensure that all ACPE requirements are met, MPA will prepare a black and white 8.5" x 11" print-ready flyer in PDF format for your use. Please provide detailed information requested in the joint providership agreement, which is necessary for MPA to complete the promotional material.

NOTE: The Hosting Organization is required to distribute the MPA-provided flyer. However, if MPA determines that your event is too large to include pertinent information in the flyer template, or your event is being accredited by other health care disciplines, you will be required to create the promotional piece on your own and submit it to MPA for approval at least 60 days prior to the event date and prior to distribution. In this case, refer to the activity announcement checklist ([Appendix 3](#)) for items that need to be included to meet accreditation criteria. MPA will terminate joint providership relationships without liability if Hosting Organizations distribute activity announcements and promotions without MPA's approval. Additionally, Hosting Organizations should review [Appendix 3](#) when posting activity announcements online to be sure all required accreditation information is included.

GRANT FUNDING

Hosting Organizations requesting sponsorship or completing grant requests from a pharmaceutical industry or other organizations are encouraged to have funding sent directly to the Hosting Organization. However, industry may require that funds be sent directly to the accredited provider, in which case MPA will accept the funds on behalf of the Hosting Organization for a nominal handling fee of three percent of the total amount received. MPA will issue a check to the Hosting Organization minus the handling fee after the activity has occurred. MPA must be notified of such arrangements as soon as possible.

CONTINUING EDUCATION CREDIT

PCE activities must be at least 60 minutes in length. After the 60-minute requirement is met, activities can be accredited in quarter-hour increments, such as:

60 minutes = 1.0 contact hour

75 minutes = 1.25 contact hours

90 minutes = 1.5 contact hours

105 minutes = 1.75 contact hours

120 minutes = 2.0 contact hours

SUPPORT STAFF

The Hosting Organization is required to provide adequate supportive personnel to assist with administrative matters related to the execution of the activity, including pre-registration and onsite support. Hosting Organizations who do not have the necessary support may contact MPA about mailing the flyer or brochure, creating name badges and providing onsite registration assistance. MPA will provide a quote for fees associated with such services.

MPA'S POLICY ON PRIVACY AND CONFIDENTIALITY

Information received by MPA for PCE activities will be maintained in a confidential and secure manner. In appropriate circumstances, and upon request, MPA may release personal information concerning a candidate or certificant to government regulatory agencies, including the Michigan Board of Pharmacy, or as otherwise authorized by law or MPA policies. For additional information, please visit MichiganPharmacists.org/privacy.

ALTERNATIVE WAYTS TO ACCREDIT PCE ACTIVITIES

If a Hosting Organization is not able to meet submission deadlines, or the request for joint providership is denied, the Michigan Board of Pharmacy can accredit activities intended for pharmacists. Additionally, pharmacy technician-specific programs can be eligible for continuing education credit by following the process below.

Michigan Department of Licensing and Regulatory Affairs

The Michigan Department of Licensing and Regulatory Affairs (LARA) is capable of awarding pharmacy continuing education credit. Accreditation is limited to pharmacists and pharmacy technicians practicing in Michigan. An application and supporting documentation must be provided. Call LARA for the application and further details at (517) 335-0918.

NAVIGATING THE JOINT PROVIDERSHIP MANUAL

First, read the Introduction to Joint Providership thoroughly. Next, complete the [joint providership agreement](#) and submit it, along with other necessary documents, to MPA **a minimum of 60 days prior to the activity date**. The following documents are provided to assist you in the process.

- Appendix 1 – [Joint Providership Agreement](#)
- Appendix 2 – [Faculty Agreement](#)
- Appendix 3 – [Activity Announcement Checklist](#)
- Appendix 4 – [Guide to Developing and Presenting Visual Aids](#)
- Appendix 5 – [Guide to Establishing Educational Goals and Objectives](#)
- Appendix 6 – [Suggested Active Learning Strategies Based on Activity Type](#)
- Appendix 7 – [Qualifications of Faculty Checklist](#)
- Appendix 8 – [Mission Assessment Form](#)
- Example A – [Agenda](#)
- Example B – [Outline, References and Key Points](#)
- Example C – [Faculty Confirmation](#)
- Example D – [Budget](#)
- Example E – [Flyer](#)

JOINT PROVIDERSHIP ASSISTANCE

MPA is committed to guiding Hosting Organizations through the joint providership process; therefore, various guides, checklists and example forms are provided.

Questions regarding the joint providership process should be directed to MPA Director of Education, Mary Farrington, at (517) 377-0234 or at Mary@MichiganPharmacists.org.

JOINT PROVIDERSHIP AGREEMENT

Complete this agreement and submit it to Michigan Pharmacists Association (MPA) a minimum of 60 days prior to the activity date. This joint providership agreement between the MPA and the Hosting Organization defines the relationship between the two parties regarding the activity or event listed below and is consistent with standards for continuing pharmacy education.

HOSTING ORGANIZATION INFORMATION

Please provide contact information for the person responsible for this event or activity. To avoid confusion and to maintain efficiency, please appoint only one point-of-contact.

First Name: _____ Last Name: _____

Hosting Organization: _____

Mailing Address: _____

City/State/Zip: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

The Hosting Organization is not an ACPE-accredited provider.

The Hosting Organization is a fellow ACPE-accredited provider, and its three-digit ACPE provider identification number is _____.

ACTIVITY INFORMATION

Please provide information about the activity.

Event Name:

Date: _____ Location: _____

Targeted Audience

Pharmacists Pharmacy Technicians

Other:

Program Format

Live Home Study Webinar Video Recording

Other:

Accreditation

MPA will accredit programs for pharmacists and/or pharmacy technicians based on the targeted audience identified above. If more than one activity (a.k.a. program, session) is being offered at a single event, please indicate whether each activity should be accredited individually, allowing participants to select the activities they wish to attend, but not requiring them to attend every activity; or whether the entire educational activity should be accredited, requiring participants to attend all activities occurring at the event from beginning to end.

Each activity should be accredited individually. Indicate at least three learning objectives and titles for each activity in the faculty agreement.

The entire activity should be accredited as one. The activity name and learning objectives are as follows.

Activity Title:

If accrediting the entire event, list at least one learning objective for each topic. A minimum of three is required.

- 1.
- 2.
- 3.
- 4.
- 5.

ACTIVITY ANNOUNCEMENT CONTENT

To ensure that all ACPE requirements are met according to the standards for continuing pharmacy education, MPA will prepare a black and white 8.5” x 11” print-ready flyer in PDF format for your use (see [Example E](#)). However, if MPA determines that your event is too large to include pertinent information in the flyer template, or your event is being accredited by other health care disciplines, you will be required to create the promotional piece on your own and submit it to MPA for approval at least 45 days prior to the event date and prior to the activity date and before distribution. In this case, refer to the activity announcement checklist ([Appendix 3](#)) for items that need to be included to meet accreditation criteria.

MPA should create the activity announcement.

Hosting Organization will create the activity announcement due to the size of event or partnership with other health care disciplines.

Registration Form

Provide the following information to complete the registration portion of the flyer. Complete this section only if MPA will design promotional material.

Date that attendees must register by: _____

Address to which registration forms and payment should be mailed:

Fax number to which registration forms and payment should be faxed: _____

URL address for online registrations: _____

Registration Rate(s)

Indicate the fee that attendees are expected to pay.

This event is complimentary to all attendees.

- This event is complimentary to our members only.
- Rates will increase if attendees register after this date: _____
- The following registration rates will apply.

	One-day Rate	Two-day Rate	One-day Rate if Registering After Deadline	Two-day Rate if Registering After Deadline
Pharmacist Member	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A
Pharmacist Nonmember	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A
Technician Member	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A
Technician Nonmember	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A
Student Pharmacist	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A
Other:	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A
Other:	\$_____	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A	\$_____ <input type="checkbox"/> <input type="checkbox"/> N/A

Payment

Indicate payment options.

- Check (Payable to: _____)
- Credit Card (Hosting Organization must be able to process credit card registrations.)

Supporters

List the organization(s) that should be recognized as event supporters.

Provide details if refunds will be given to registrants who cancel.

- Refunds will not be granted.
 - Refunds will not be granted if notice is received by the registrant by this date: _____
- Indicate refund amount: Entire Amount \$_____

Overnight Accommodations

If you've made arrangements that include hotel accommodations for participants during your event, please provide the hotel name, phone number, rate and date that reservations need to be made by.

- Overnight accommodations are not applicable.
- The following overnight accommodations have been arranged.

Hotel Name: _____

Hotel Address: _____

Hotel Phone Number: _____ Hotel Overnight Rate: _____

Hotel reservations must be made by (date): _____

Special instructions to obtain reservation rate, such as reservation code: _____

Assistance

Indicate the person to whom individuals should contact if questions about this event arise.

Name: _____ Phone Number: _____

Schedule of Educational Activities

Please provide an agenda with timeline, including breaks, meal functions, and PCE activities, for this event. An agenda is required even if the Hosting Organization must create its own brochure. See [Example A](#) for an example agenda.

The agenda attached.

TERMS OF AGREEMENT

Hosting Organization – The Hosting Organization agrees to complete the following assignments and adhere to established deadlines. Note: Business days are Monday through Friday.

Assignment	Deadline <i>Note: Business days are Monday through Friday.</i>	Assignment Completed (✓)
Submit to MPA completed joint providership agreement, including contact information, activity information and activity announcement content	Minimum 60 days prior to event	<input type="checkbox"/>
Submit to MPA activity titles and learning objectives if Hosting Organization is requesting MPA accredit the entire educational activity with one accreditation number	Minimum 60 days prior to event	<input type="checkbox"/>
Submit to MPA a nonrefundable application fee of \$30; make check payable to MPA	Minimum 60 days prior to event	<input type="checkbox"/>
Submit to MPA completed faculty agreement for each speaker, including contact information, activity details, CV and biography, educational needs assessment, learning objectives, activity type, disclosure and compensation – NOTE: Faculty agreements should contain learning objectives only if MPA is accrediting each activity individually; otherwise, objectives can be noted in the joint providership agreement	Minimum 45 days prior to event	<input type="checkbox"/>
Submit to MPA Hosting Organization’s logo electronically for announcement completion (formats: .tif, .jpg, .gif)	Minimum 45 days prior to event	<input type="checkbox"/>
Distribute announcement/promotional material provided by MPA to prospective attendees (if Hosting Organization is required to prepare its own announcement, it must be provided to MPA for review at least 45 days prior to the event and approval must be granted by MPA prior to distribution.)	Minimum 30 days prior to event	<input type="checkbox"/>
Submit to MPA handout and outline, references or key points for each activity (see Example B for outline, references and key points example)	Minimum 15 days prior to event	<input type="checkbox"/>
Submit to MPA multiple-choice posttest questions, answers and feedback explaining why chosen answers are correct for each activity (see the faculty agreement [Appendix 2] for the number of required posttest questions)	Minimum 15 days prior to event	<input type="checkbox"/>
Submit to MPA case studies and/or other supplemental materials used in each activity for accreditation records	Minimum 15 days prior to event	<input type="checkbox"/>
Distribute to pharmacist and pharmacy technician participants MPA-provided instructions on how to earn continuing education credit	Onsite prior to each session	<input type="checkbox"/>
Disclose to participants potential faculty conflicts of interest as provided by MPA	Onsite prior to each session	<input type="checkbox"/>
Submit to MPA a copy of the confirmation letter or e-mail sent to all faculty (see Example C for an example confirmation letter)	Maximum 15 business days post event	<input type="checkbox"/>
Submit to MPA a budget detailing the activity, including how sponsorship/grant money (if received) was utilized (see Example D)	Maximum 15 business days post event	<input type="checkbox"/>
Submit to MPA completed form that measures achievement and impact of activity on MPA’s mission (see Appendix 8)	Maximum 15 business days post event	<input type="checkbox"/>

<p>Submit to MPA documentation of assessment feedback provided to participants. Please select one of the feedback options below.</p> <p><input type="checkbox"/> Correct answers with explanation of correct answers provided in writing to participants</p> <p><input type="checkbox"/> Correct answers with explanation of correct answers verbally discussed as part of the activity</p> <p><input type="checkbox"/> Feedback provided via another mechanism (please describe):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Maximum 15 business days post event</p>	<p><input type="checkbox"/></p>
<p>Provide activity evaluation summary to faculty.</p>	<p>Maximum 60 business days post event</p>	<p><input type="checkbox"/></p>

MPA – The responsibility for assurance of all ACPE criteria rests solely with the Provider; therefore, MPA will be responsible for the following. Note: Business days are Monday through Friday.

Assignment	Deadline	Assignment Completed (✓)
Notify Hosting Organization of MPA's intent to accredit PCE activity	Maximum 7 business days after receipt of co-sponsorship agreement	<input type="checkbox"/>
Review and provide comments or approval of promotional piece if developed by Hosting Organization	Maximum 7 days after receipt of promotional piece	<input type="checkbox"/>
Prepare black and white copy-ready flyer in PDF format and submit to Hosting Organization	Maximum 35 days prior to event	<input type="checkbox"/>
If MPA staff will serve as faculty, collect completed faculty agreement, including contact information, activity details, CV and biography, educational needs assessment, learning objectives, activity type, disclosure and compensation	Minimum 35 days prior to event	<input type="checkbox"/>
Prepare evaluation and posttest form for each activity and submit to Hosting Organization	Maximum 10 days prior to event	<input type="checkbox"/>
Prepare faculty conflicts of interest statement for each activity and submit to Hosting Organization	Maximum 10 days prior to event	<input type="checkbox"/>
Provide Hosting Organization with example e-mail to provide feedback on posttest questions	Maximum 10 days prior to event	<input type="checkbox"/>
Provide Hosting Organization with instructions on how to earn credit, including online link to activity evaluation and posttests (if applicable)	Maximum 5 days prior to event	<input type="checkbox"/>
Provide Hosting Organization with summary of online activity evaluations and posttests	Maximum 30 days post event	<input type="checkbox"/>
Upload participant and program information into CPE Monitor	Maximum 60 days post event	<input type="checkbox"/>
Invoice Hosting Organization for fees due	Maximum 60 business days post event	<input type="checkbox"/>
Maintain all records	Records will be kept a maximum of six years	<input type="checkbox"/>

* CPE Monitor is a national, collaborative effort by the Accreditation Council for Pharmacy Education (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. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit. For additional information on CPE Monitor and its impact on pharmacists and pharmacy technicians, go to MichiganPharmacists.org/education/continuingEducation/.

On behalf of the Hosting Organization, I agree to adhere to the guidelines and terms of agreement set forth in the joint providership manual, including the joint providership agreement and introduction to joint providership document. I recognize that MPA may terminate this agreement should documentation not be submitted on time and if any activity appears to be in conflict with MPA's commercialism policy and mission. Moreover, MPA has the authority to decline providing continuing education credit to any participant not meeting attendance requirements set forth.

Hosting Organization Representative
Signature

Print Name of Hosting Organization
Representative

Date

Send completed joint providership agreement and \$30 application fee to:

**Mary Farrington
Director of Education
Michigan Pharmacists Association
408 Kalamazoo Plaza
Lansing, MI 48933
Mary@MichiganPharmacists.org**



FACULTY AGREEMENT

Please complete this faculty agreement and send it to the activity coordinator, along with requested information. [Deadlines](#) are indicated on page 23.

CONTACT INFORMATION

Contact information provided will appear in promotional materials.

First Name: _____ Middle Initial: ____ Last Name: _____

R.Ph. Pharm.D. B.S. Pharm. CPhT Other: _____

Title: _____

Organization: _____

Mailing Address: _____ City/State/Zip: _____

Work Address Home Address

ACTIVITY DETAILS

Please provide details of the activity.

Activity Title: _____

Live Activity Home Study Activity

Home Study Activity Information

Journal Article Video Recording Voice Recording

Live Activity Information

Date: _____ Time: _____ Length of Lecture: _____

Facility: _____

Event Name: _____

Audio/Visual – Please indicate the equipment that you require. Appropriate microphones will be provided.

Laptop LCD Projector Slide Projector Overhead Projector Flip Chart and Markers
 Other: _____

Meeting Room Set-up – All meeting rooms will be set to maximize seating in compliance with fire code regulations. Please indicate below if you require specific seating due to the interaction involved in the presentation, thereby potentially limiting seating. Your preferred seating cannot be guaranteed.

Theater (rows of chairs) Classroom (rectangular tables and chairs) Banquet Seating (round tables and chairs)

CURRICULUM VITAE AND BIOGRAPHY

Submit a detailed CV via e-mail and write a short biography below for inclusion in the onsite faculty introduction.

EDUCATIONAL NEEDS ASSESSMENT AND GAPS IN KNOWLEDGE

Faculty, along with the organization hosting the continuing education activity, should identify the problem or clarify the need (gaps in knowledge), the current state of pharmacy practice and the desired state of pharmacy practice. This should be evidence-based facts, rather than assumptions, and should be used to formulate what should be learned in order to move the learners from their current state of practice to the desired state and assist in developing learning objectives. References and citations should be provided where appropriate.

Develop and Clarify the Need

What is the problem (potential or actual) that needs to be addressed? Or, what new process or procedure (current or future), recent change or expected changes are happening that will affect this group?

Current State of Practice

What is the audience doing now that could or has lead to this problem based on facts, rather than assumptions? Provide references or citations. Or, where is the audience currently in this skill, training, process or procedural aspect?

Desired State of Practice

What should or could the audience be doing instead to solve or prevent this problem? Or, what information, skill or technique will the audience need to attain in order to implement this new process or procedure?

LEARNING OBJECTIVES

Michigan Pharmacists Association (MPA) will attempt to accredit your program for pharmacists and pharmacy technicians by following the ACPE accreditation standards. Programs that benefit pharmacists and pharmacy technicians must have specific and separate learning objectives for each audience. If your pharmacy continuing education activity (PCE) benefits only pharmacists, only pharmacy technicians or both, please complete the appropriate learning objective section below. See pages 24-25 for guidelines on how to [develop specific and measurable learning objectives](#). MPA must approve learning objectives.

This PCE activity will include discussion of off-label use. Yes No Not Sure

Audience(s) that would benefit from this activity: Pharmacists Pharmacy Technicians

Pharmacist Learning Objectives – *A minimum of three objectives is required. The majority of the objectives should be structured to meet identified educational gaps in knowledge that will move learners to a desired state of practice.*

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

- 1.
- 2.
- 3.

Pharmacy Technician Learning Objectives – *A minimum of three objectives is required.*

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

- 1.
- 2.
- 3.

ACTIVITY TYPE

Please indicate the appropriate activity type. Please note the learning assessment and feedback requirements and additional information needed based on the activity type.

- Knowledge-based Activity – These activities primarily transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions.

Learning Assessment – Each activity in this category must include a multiple choice posttest.

Assessment Feedback – The organization hosting the continuing education activity or Michigan Pharmacists Association will provide participants with answers to posttest questions, along with an explanation of why the correct answers are the most appropriate.

- Application-based Activity – These activities are primarily constructed to apply the information learned in the time frame allotted. The information must be based on evidence as accepted in the literature by the health care professions.

Learning Assessment – Each activity in this category must include case studies structured to address application of the principles learned, or another hands-on approach.

Assessment Feedback – Feedback should be provided by faculty during delivery of the activity and include the correct evaluation of case studies and rationale for correct responses.

Active Learning Techniques

Activities must include active participation and involvement of the audience. Refer to page 26 for [appropriate teaching and learning methods based on the activity type](#).

ACTIVITY MATERIALS

Handout

In an effort to enhance the participant's knowledge of this topic, you are required to develop and submit a handout, such as PowerPoint® slides, and an outline, references or key points (limited to one page). See page 27 for guidelines to assist you in [developing appropriate handouts or visual aids](#). An [outline, references and key points example](#) is located on page 28. Your handout and outline, references or key points are due 20 days prior to the presentation. Educational materials that are part of the PCE activity, such as slides, abstracts and handouts, cannot contain any advertising, corporate logo, trade name or a product-group message of an ACPE-defined commercial interest.

Posttest

To evaluate the level of competency attained during knowledge-based activities, a posttest will be provided to participants. Faculty should submit questions in the multiple choice format and include only four possible answer choices (unless true/false, in which case, only two choices are needed). Posttest questions should be directly related to the learning objectives. See below for the required number of questions, based on how long the activity is. Faculty should also provide feedback after each question explaining why the chosen answer is correct. Below is an example. A posttest is not required for application-based activities. Posttest questions, answers and feedback must be submitted no later than 20 days before the activity.

Hours Per Activity	Required Number of Q&A
1 to 1.75	4
2 to 3.75	8
4 to 5.75	12
6 to 7.75	16
8 to 9.75	20

Example Posttest Question with Correct Answer and Feedback

- To have a positive CAM-ICU, patients must have all four delirium characteristics: acute onset and fluctuating course, inattention, disorganized thinking and altered level of consciousness.
 - True
 - False**

Feedback: Answer B is the most appropriate response because patients must have three out of four characteristics. To have a positive CAM-ICU screen, patients must have acute onset and fluctuating course, evidence of inattention and either signs of disorganized thinking OR altered level of consciousness.

Case Studies

For application-based activities, case studies must be submitted no later than 20 days before the activity.

SPONSORSHIP

In accordance with the commercialism policy, no funds can go directly from the commercial supporter to the speaker; therefore, the organization hosting the continuing education activity and/or MPA will not be held responsible for signing grant requests or funding applications of any kind should you seek funding on your own.

DISCLOSURE

Accredited activities shall exhibit fair content balance, providing the audience with information of different perspectives from which to develop an informed professional opinion. All relevant financial relationships with anyone who is in a position to control the content, including commercial interest and spouses/partners must be disclosed. In addition, should it be determined that a conflict of interest exist as a result of a financial relationship you may have, this will need to be resolved prior to the activity. This information is necessary in order for us to be able to move to the next steps in planning this activity. If you refuse to disclose relevant financial relationships, you will be disqualified from being a part of the planning and implementation of this activity.

First, list the names of proprietary entities producing health care goods or services, consumed by, or used on patients, with the exemption of nonprofit or government organizations and non-health care-related companies with which you or your spouse/partner have, or have had, a relevant financial relationship in any amount within the past 12 months that create a conflict of interest. Second, describe what you received (ex: salary, honorarium, etc.) You do not need to reveal how much you received. Third, describe your role.

Commercial Interest and Influential Relationship	Nature of Relevant Financial Relationship (Include all that apply.)	
	What I Received	My Role
<i>Example: Company "X" or name of person(s) other than yourself controlling content</i>	<i>Honorarium</i>	<i>Speaker</i>

I do not have any relevant financial relationship with any commercial interests, nor do I have a relationship with anyone who influenced content of this activity.

My spouse/partner does not have any relevant financial relationship with any commercial interests, nor does he/she have a relationship with anyone who influenced content of this activity.

What was received: Salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit.

My role(s): Employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory Committees or review panels, Board membership and other activities.

COMPENSATION

Faculty shall be compensated in the following manner, as agreed upon by the organization hosting the continuing education activity.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

IDEMNIFICATION

Faculty will indemnify Hosting Organization and Michigan Pharmacists Association (MPA) from and against all claims, including, but not limited to intellectual property infringement, copyright, damages, liabilities, expenses and judgments recovered from or asserted against Hosting Organization and/or MPA as a result of faculty presentation, materials and activities under this Agreement. Hosting Organization and MPA agrees to indemnify faculty from and against all claims, damages, liabilities, expenses and judgments recovered from or asserted against faculty as a result of participation in Hosting Organization's educational program accredited through MPA and based on willful, wanton or negligent conduct on the part of the Hosting Organization and/or MPA. Intellectual property includes photos and images.

I, hereby, confirm all information as set forth above, as true and correct, and agree to deliver the activity as I have stated above in both a professional and educational matter. I also acknowledge and accept the compensation as outlined above as payment in full for my services. MPA reserves the right to withhold reimbursement should an activity lend itself to a biased nature. Changes or alterations to this agreement are not valid unless initialed by both parties.

I further warrant and represent that this activity is my own original work, that I have the authority to enter into this agreement and that I am the sole copyright holder, or that I have obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in my presentation.

Faculty Signature

Print Name

Date

This is an electronic signature.

DEADLINES

1. Complete and return faculty agreement no later than 60 days before the activity, including:
 - Contact Information
 - Activity Details
 - CV and Biography
 - Educational Needs Assessment and Gaps in Knowledge
 - Learning Objectives
 - Activity Type.
 - Disclosure and Waiver
2. Submit handout and outline, references or key points no later than 20 days before the activity.
3. For knowledge-based activities, submit posttest questions, answers and feedback explaining why chosen answers are correct no later than 20 days before the activity.
4. For application-based activities, submit case studies no later than 20 days before the activity.

GUIDE TO ESTABLISHING EDUCATIONAL GOALS AND OBJECTIVES

Objectives for each PCE activity must define what the pharmacist and/or pharmacy technician should be able to do at the completion of each activity. The following is a guide to developing effective learning objectives and goals.

Function of Objectives

The development of objectives serves as the guide in the process of planning, presenting and evaluating instruction.

There is a major difference between goals and objectives. Goals of a course are stated in general terms so that the pharmacy professional can be quickly informed about the nature of the course. Sample terms in goals include: “Know about ... , To understand ... , Become aware ... , and Develop appreciation for ... ”

All of these phrases are found in goal or purpose statements.

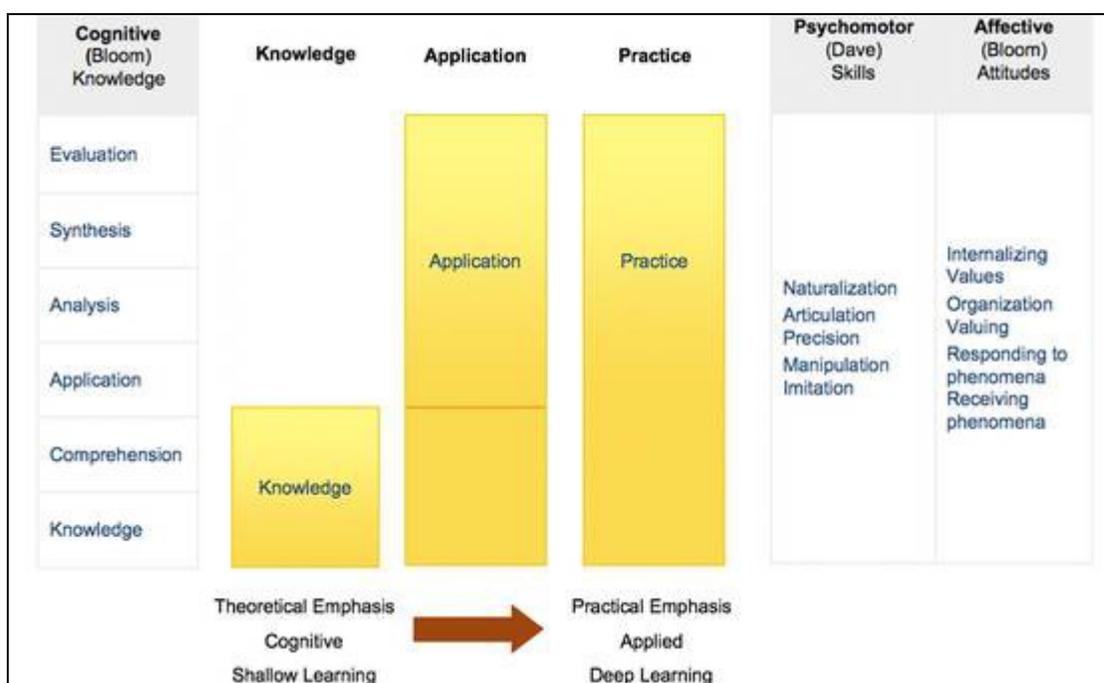
Objectives are used to attain the stated goal. They assist the presenter and the pharmacy professional in deciding specifically what is to be learned. When participants are informed of the objectives, it will prepare them for what they are expected to do with the information. Typical activities found in objectives include: “to write, to list, to analyze, to solve and to discuss.”

The most difficult—and the most important—part of constructing an objective is the selection of an appropriate action verb. It should clearly express what the pharmacy professional should be able to do with the subject content—recognize, explain, solve, assess and so on.

These verbs should be avoided in objective statements since they are open to interpretation:

Appreciate	Explore	Perceive
Behave	Grasp significance of	Realize
Believe	Have faith in	Understand
Be aware of	Know	
Enjoy	Learn	

The following charts were prepared by ACPE to assist you in developing learning objectives, based on your activity’s type. Objectives for knowledge-type activities should only contain verbs from the comprehension and knowledge categories; whereas, objectives for application- and practice-type activities can include verbs from the evaluation, synthesis, analysis, application, comprehension and knowledge categories.



GUIDE TO ESTABLISHING EDUCATIONAL GOALS AND OBJECTIVES (cont.)

Suggested Verbs for CPE Activities by Domain

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

Psychomotor Domain¹ (Dave)	
Naturalization	To design, specify, manage, invent, project-manage.
Articulation	To construct, solve, combine, coordinate, integrate, adapt, develop, formulate, modify, master, improve, teach.
Precision	To demonstrate, complete, show, perfect, calibrate, control, practice.
Manipulation	To re-create, build, perform, execute, implement.
Imitation	To copy, follow, replicate, repeat, adhere, observe, identify, mimic, try, reenact, imitate.

Affective Domain² (Bloom)	
Internalizing Values (Characterization)	To act, discriminate, display, influence, listen, modify, perform, practice, propose, qualify, question, revise, serve, solve, verify.
Organization	To adhere, alter, arrange, combine, compare, complete, defend, explain, formulate, generalize, identify, integrate, modify, order, organize, prepare, relate, synthesize.
Valuing	To complete, demonstrate, differentiate, explain, follow, form, initiate, invite, join, justify, propose, read, report, select, share, study, work.
Responding to Phenomena	To answer, assist, aid, comply, conform, discuss, greet, help, label, perform, practice, present, read, recite, report, select, tell, write.
Receiving Phenomena	To ask, choose, describe, follow, give, hold, identify, locate, name, points to, select, sit, erect, reply, use.

¹ Dave, R. H. (1975). *Developing and Writing Behavioural Objectives*. (R J Armstrong, ed.) Educational Innovators Press.

² Krathwohl, D. R., Bloom, B. S., & Masia, B. B. (1973). *Taxonomy of Educational Objectives, the Classification of Educational Goals. Handbook II: Affective Domain*. New York: David McKay Co., Inc.

SUGGESTED ACTIVE LEARNING STRATEGIES FOR USE WITH ACPE'S CPE ACTIVITY TYPES AND BLOOM'S TAXONOMY LEVELS

All CPE activities must include active participation and involvement of the audience. This guide indicates appropriate active learning techniques for activity type verbs.

CPE Activity: KNOWLEDGE	
<i>Bloom's Taxonomy</i>	<i>Suggested Active Learning Techniques</i>
<u>Knowledge-type verbs</u> Define Repeat List Record	Lecture Visuals Examples Illustrations Analogies
<u>Comprehension-type verbs</u> Discuss Describe Explain Recognize Identify Translate Restate Express	Test/assessment Review Writing Presentations Matching questions/answers Questions Discussion Report
CPE Activity: APPLICATION AND/OR PRACTICE	
<i>Bloom's Taxonomy</i>	<i>Suggested Active Learning Techniques</i>
<u>Application-type verbs</u> Interpret Apply Employ Use Demonstrate Illustrate Practice	Role play Simulations Practice exercises Demonstrations Projects
<u>Analysis-type verbs</u> Distinguish Analyze Differentiate Calculate Compare Contrast Criticize Debate Diagram	Case studies Problems Discussion Pro/con grids Application exercises
CPE Activity: APPLICATION AND/OR PRACTICE (continued)	
<i>Bloom's Taxonomy</i>	<i>Suggested Active Learning Techniques</i>
<u>Synthesis-type verbs</u> Plan Compose Design Propose Formulate Arrange Construct Create Set up Organize Prepare	Problems Case studies Develop plans Simulations Projects
<u>Evaluation-type verbs</u> Judge Evaluate Rate Compare Revise Score Select Choose Assess Estimate Measure	Case studies Problem exercises Projects Critiques Simulations

GUIDE TO DEVELOPING AND PRESENTING VISUAL AIDS

Faculty are required to prepare PowerPoint® slides for use during their presentation. The visual impact of slides help attendees follow the presentation, and slides allow the speaker to present data in a visually stimulating manner. Below are general guidelines to assist you in preparing your slide presentation.

1. Visual aids should complement your presentation, not be your presentation.
2. Don't overwhelm your audience with too many visual aids and remember never to present simply by reading your own visual aids.
3. Use visual aids only to support your most important points.
4. The effective aid has four characteristics: it simplifies concepts, it illuminates specific points, it holds audience attention, and it reinforces the spoken word with an image.
5. Think in pictures. A few good visual aids show rather than tell the audience your point.
6. Present one point at a time.
7. Utilize 18 point to 24 point font size for slide or PowerPoint® presentation text.
8. Don't leave the visual aids in view for too long.
9. Make sure that your comments match your visuals and that your visuals support your comments.
10. Color is important, but it should be applied in flat areas rather than in graduated tones or shading. Clashing colors tend to annoy the viewer. Don't use noncontrasting font colors.
11. Don't get fancy—select a good typestyle in which all letters are easily recognizable. Space lettering for readability and make sure it is large enough for everyone to see.
12. Plan slides so that their longest dimension will be horizontal. It is difficult to view vertically oriented materials in many meeting rooms.
13. Capitalize only when necessary. It is difficult to read and looks like you are “shouting.”

ACTIVITY OUTLINE, REFERENCES AND KEY POINTS EXAMPLE

Educational materials must be offered for each PCE activity that will enhance participants' understanding of the content and foster application to pharmacy practice. In addition to a handout, each PCE activity must include an outline, references or key points (limited to one page). Examples of each are below.

Outline

1. Introduction/Establishing a Need
 - a. Public Health Perspective
 - b. Role of the Pharmacist
2. Pharmacotherapeutics/Patient Care
 - a. Vaccine Basics
 - b. Diseases and Vaccines
 - c. Targeting and Screening
 - d. Emergency Protocols
 - e. Vaccine Administration Technique
3. Practice Issues
 - a. Documentation and Record Keeping
 - b. Vaccine Storage and Handling
 - c. Legal and Liability Issues
 - d. Marketing and Reimbursement
4. Cases
5. Final Exam

Key Points

- Types of Pain
 - Acute, chronic/persistent, cancer
- Non-Opioid Analgesics
 - Acetaminophen and non-steroidal anti-inflammatory drugs
- Tramadol
 - Central analgesic
- Opioid Analgesics
 - Morphine is a bench mark opioid.
 - Oral administration is most often the preferred route.

References

1. American Psychiatric Association, Diagnostic and statistical manual of mental disorders, 4th edition, Washington, D.C., 2000.
2. Thomason, J.W., Shintani, A., Peterson, J.F., et al., "Intensive care unit delirium is an independent predictor of longer hospital stay: a prospective analysis of 260 nonventilated patients," *Critical Care*, 9: R375-R381, 2005.
3. Ely, E.W., Inouye, S.K., Bernard, G.R., Gordon, S., Francis, J., May, L., "Delirium in mechanically ventilated patients. Validity and reliability of the Confusion Assessment Method for the Intensive Care Unit (CAM-ICU)," *Journal of the American Medical Association*, 286: 2703-2710, 2001.
4. McNicoll, L., Pisani, M.A., Zhang, Y., Ely, E.W., Siegel, M.D., Inouye, S.K., "Delirium in the intensive care unit: occurrence and clinical course in older patients," *Journal of the American Geriatrics Society*, 51: 591-598, 2003.

Continuing Education Activity Announcement

When promoting a continuing education activity through a mailing, e-mail, online, and in the onsite agenda, specific information must be included, according to the Accreditation Council for Pharmacy Education (ACPE).

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
Nature of the target audience that may best benefit from the program	Example Verbiage: Target Audience Continuing education programs were designed specifically for pharmacists, pharmacy technicians and student pharmacists.	Yes	Yes	Yes	See requirements below.	Yes	Yes
The official logo, used in conjunction with the accreditation statement	Do not deviate from this verbiage. Use the ACPE logo and statement if offering pharmacy continuing education credit. Use the PTCE logo and statement if offering credit to pharmacy technicians.  Michigan Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.	Yes	Yes	Yes	See requirements below.	Yes	Yes
Learning objectives	Learning objectives must be included and they must be phrased so that each objective is measurable and applicable to knowledge-, application- and practice-type activities. Specific Verbiage: Learning Objectives At the end of this activity, participants should be able to: 1. List Objective #1 2. List Objective #2 3. List Objective #3	If accrediting each activity individually, three learning objectives for each activity are required. If accrediting the entire event, two learning objectives for each topic is required, with a minimum of three overall objectives for the entire event.	If accrediting each activity individually, three learning objectives for each activity are required. If accrediting the entire event, two learning objectives for each topic is required, with a minimum of three overall objectives for the entire event.	If accrediting each activity individually, three learning objectives for each activity are required. If accrediting the entire event, two learning objectives for each topic is required, with a minimum of three overall objectives for the entire event.	See requirements below.	If accrediting each activity individually, three learning objectives for each activity are required. If accrediting the entire event, two learning objectives for each topic is required, with a minimum of three overall objectives for the entire event.	If accrediting each activity individually, three learning objectives for each activity are required. If accrediting the entire event, two learning objectives for each topic is required, with a minimum of three overall objectives for the entire event.
Schedule of educational Activities (agenda)	Specific verbiage is not necessary. Be sure to include the following activities and timeframe for each: registration, meal functions, breaks, continuing education programs and adjournment. Example: Agenda 7-7:30 a.m. – Registration 7:30-8 a.m. – Breakfast 8-9 a.m. – Pharmacy Law Update 9 a.m. – Adjournment	Yes	Yes	Yes	See requirements below.	Yes	N/A
Faculty/speakers and their credentials	Specific verbiage is not necessary. When listing speakers, include first and last name, credentials, organization name, city and state. If there are multiple programs, speakers should be listed with their respective presentation; otherwise, list the speaker wherever appropriate. Example: John Q. Public, Pharm.D., director of pharmacy, Lansing General Hospital, Lansing, Mich.	Yes	N/A	Yes	See requirements below.	Yes	Yes

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
Fees for the program and a clear statement of the items that are and are not covered by those fees, as well as any applicable deadlines for pre-program registration and cancellation and refund policy	List member and nonmember program fees on the registration form along with registration deadlines. -OR- Registration Fee This program is free of charge to participants.	Yes	Yes	Yes	See requirements below.	Yes	Yes
Acknowledgement of organization(s) providing financial support for any component of the educational activity, if applicable	Specific verbiage is not necessary. Be sure to list the sponsoring organization's complete name and avoid acronyms if possible. Example Verbiage: Sponsors [Organization] wishes to extend a special thank you to the following organizations for providing support for this event. AstraZeneca Cardinal Health Merck & Co., Inc.	Yes	Yes	Yes	See requirements below.	Yes	Yes
In the case of a grievance including, but not limited to tuition and fee refunds, contact information of the individual or organization handling such issues must be listed.	Example Verbiage: Additional Information For questions or concerns, contact [NAME] at [PHONE NUMBER] or [E-MAIL ADDRESS].	Yes	Yes	Yes	See requirements below	Yes	Yes
Speaker disclosure	Disclose potential conflicts of interest for each speaker. Example: Faculty Disclosure Statements The following faculty has indicated that they don't have conflicts of interest, nor do they have financial relationships with a commercial interest related to their respective presentation. Karen Jonas Jacqueline Morse The following speakers have indicated financial relationships with commercial interests and agree to present programs in an unbiased manner. Michael Klepser – Cubist	N/A	N/A	Yes	See requirements below.	Yes	Yes

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
Statement for earning credit for home study, knowledge-based activities	<p>Specific Verbiage:</p> <p>Pharmacy Continuing Education Requirements These activities are (This activity is) structured to meet knowledge-based educational needs and acquires factual knowledge. Information in knowledge-type activities is based on evidence as accepted in the literature by the health care professions.</p> <p>Participants must complete an activity evaluation and posttest with a passing score of 70 percent or greater. Please allow 60 days to process and upload credit to CPE Monitor. NOTE: ACPE guidelines prohibit MPA from issuing credit more than 60 days after the activity for any reason. If all requirements are met, participants will receive pharmacy continuing education credit in the following manner. Partial credit will not be awarded.</p> <p>CPE Monitor, 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 PCE credits, went into effect on Jan. 1. MPA, as an ACPE-accredited provider, is required to report PCE credit using this tracking system. Participants must provide their NABP e-Profile identification number and date of birth (in MMDD format) when they register for a CPE activity or complete activity evaluations. It will be the responsibility of the participant to provide the correct information (i.e., e-Profile identification number and date of birth in MMDD format. If this information is not provided, NABP and ACPE prohibit MPA from issuing CPE credit. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit.</p> <p>For additional information on CPE Monitor, including E-Profile set-up and its impact on pharmacists and pharmacy technicians, go to MyCPEMonitor.net.</p>	N/A	N/A	N/A	N/A	Yes	Yes

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
Statement for earning credit for live, knowledge-based activities	<p>Specific Verbiage:</p> <p>Pharmacy Continuing Education Requirements These activities are (This activity is) structured to meet knowledge-based educational needs and acquires factual knowledge. Information in knowledge-type activities is based on evidence as accepted in the literature by the health care professions. Pharmacy continuing education (PCE) credit will be earned based on participation in individually accredited activities (this activity). Attendance and participation are required before obtaining PCE credit. Any individual who is more than 10 minutes late to an activity or leaves an activity early will not be granted PCE credit. This procedure will be strictly enforced, so please plan accordingly. Participants must complete an activity evaluation and posttest with a passing score of 70 percent or greater.</p> <p>Participants must complete an activity evaluation and posttest with a passing score of 70 percent or greater. Please allow 60 days to process and upload credit to CPE Monitor. NOTE: ACPE guidelines prohibit MPA from issuing credit more than 60 days after the activity for any reason. If all requirements are met, participants will receive pharmacy continuing education credit in the following manner. Partial credit will not be awarded.</p> <p>CPE Monitor, 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 PCE credits, went into effect on Jan. 1. MPA, as an ACPE-accredited provider, is required to report PCE credit using this tracking system. Participants must provide their NABP e-Profile identification number and date of birth (in MMDD format) when they register for a CPE activity or complete activity evaluations. It will be the responsibility of the participant to provide the correct information (i.e., e-Profile identification number and date of birth in MMDD format. If this information is not provided, NABP and ACPE prohibit MPA from issuing CPE credit. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit.</p> <p>For additional information on CPE Monitor, including E-Profile set-up and its impact on pharmacists and pharmacy technicians, go to MyCPEMonitor.net.</p>	Yes	Yes	Yes	See requirements below.	Yes	See requirements below.

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
Statement for earning credit for live, application-based activities	<p>Specific Verbiage:</p> <p>Pharmacy Continuing Education Requirements These activities are (This activity is) structured to meet application-based educational needs. An application-based activity applies to information learned in the timeframe allotted. Information in application-type activities is based on evidence as accepted in the literature by the health care professions. Pharmacy continuing education (PCE) credit will be earned based on participation in individually accredited activities (this activity). Attendance and participation are required before obtaining PCE credit. Any individual who is more than 10 minutes late to an activity or leaves an activity early will not be granted PCE credit. This procedure will be strictly enforced, so please plan accordingly. Posttest questions are not applicable to application-based activities; however, an evaluation must be completed.</p> <p>Participants must complete an activity evaluation and posttest with a passing score of 70 percent or greater. Please allow 60 days to process and upload credit to CPE Monitor. NOTE: ACPE guidelines prohibit MPA from issuing credit more than 60 days after the activity for any reason. If all requirements are met, participants will receive pharmacy continuing education credit in the following manner. Partial credit will not be awarded.</p> <p>CPE Monitor, 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 PCE credits, went into effect on Jan. 1. MPA, as an ACPE-accredited provider, is required to report PCE credit using this tracking system. Participants must provide their NABP e-Profile identification number and date of birth (in MMDD format) when they register for a CPE activity or complete activity evaluations. It will be the responsibility of the participant to provide the correct information (i.e., e-Profile identification number and date of birth in MMDD format. If this information is not provided, NABP and ACPE prohibit MPA from issuing CPE credit. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit.</p> <p>For additional information on CPE Monitor, including E-Profile set-up and its impact on pharmacists and pharmacy technicians, go to MyCPEMonitor.net.</p>	Yes	Yes	Yes	See requirements below.	Yes	See requirements below.

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
Statement for earning credit through live, knowledge- and application-based activities combined	<p>Specific Verbiage:</p> <p>Pharmacy Continuing Education Requirements These activities are (This activity is) structured to meet knowledge- and application-based educational needs. A knowledge-based activity acquires factual knowledge. An application-based activity applies to information learned in the timeframe allotted. Information in knowledge- and application-type activities is based on evidence as accepted in the literature by the health care professions. Pharmacy continuing education (PCE) credit will be earned based on participation in individually accredited activities (this activity). Attendance and participation are required before obtaining PCE credit. Any individual who is more than 10 minutes late to an activity or leaves an activity early will not be granted PCE credit. This procedure will be strictly enforced, so please plan accordingly. Participants of knowledge-based activities must complete an evaluation and posttest with a passing score of 70 percent or greater. Posttest questions are not applicable to application-based activities; however, an evaluation must be completed.</p> <p>Participants must complete an activity evaluation and posttest with a passing score of 70 percent or greater. Please allow 60 days to process and upload credit to CPE Monitor. NOTE: ACPE guidelines prohibit MPA from issuing credit more than 60 days after the activity for any reason. If all requirements are met, participants will receive pharmacy continuing education credit in the following manner. Partial credit will not be awarded.</p> <p>CPE Monitor, 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 PCE credits, went into effect on Jan. 1. MPA, as an ACPE-accredited provider, is required to report PCE credit using this tracking system. Participants must provide their NABP e-Profile identification number and date of birth (in MMDD format) when they register for a CPE activity or complete activity evaluations. It will be the responsibility of the participant to provide the correct information (i.e., e-Profile identification number and date of birth in MMDD format. If this information is not provided, NABP and ACPE prohibit MPA from issuing CPE credit. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit.</p> <p>For additional information on CPE Monitor, including E-Profile set-up and its impact on pharmacists and pharmacy technicians, go to MyCPEMonitor.net.</p>	Yes	Yes	Yes	See requirements below.	Yes	See requirements below.

Criteria to Include in Activity Announcement, Depending on Type of Announcement	Specific and Example Verbiage to Use	One Day Event Announcement	Multiday Event Announcement	One Day and Multiday Onsite Agenda	Save-the-Date	Internet Activity and E-mail Promotions	Home Study
The program number assigned to the program, activity type (knowledge, application practice), as well as the amount of continuing education credit that can be earned from participation in the program	<p>If accrediting each activity individually, the ACPE UAN, contact hours, initial release and expiration dates should be listed next to each program, along with the speaker's name and learning objectives.</p> <p>Example:</p> <p>John Q. Public, Pharm.D., director of pharmacy, Lansing General Hospital, Lansing, Mich. 1.0 contact hour Initial Release Date: 7/7/12; Expiration Date: 7/7/15 ACPE Universal Activity #112-000-12-101-L01-P</p> <p>If accrediting the activity in its entirety, the ACPE universal activity number, contact hours, initial release and expiration dates should be listed in conjunction with the PCE Credit Statement.</p>	Yes	Yes	Yes	See requirements below.	Yes	Yes
Internet-based activities should clearly and explicitly specify requirements.	<p>The following is required:</p> <ul style="list-style-type: none"> • Hardware Requirements - The minimum hardware requirements including the minimum memory, storage, processor, speed and multimedia components required by the learner • Software Requirements - The minimum software requirements including, where appropriate, the Internet Browser(s) and minimum version along with any Browser "Plug-ins" that may be required. • Internet - The Internet connectivity and minimum connection speed the learner must have • MPA's Contact Information - In case the learner has questions about the Internet activity • Policy on Privacy and Confidentiality – MPA must have, adhere to, and inform the learner about its policy on privacy and confidentiality that relates to Internet activities 	N/A	N/A	N/A	N/A	Yes if posted online	Yes if posted online

Save-the-Date Promos – Materials such as a "teasers", save-the-date e-mail, advertisements or postcards to alert learners of a date of an activity, etc., does not need to contain the detailed information listed above. However, it cannot contain language alluding to or indicate that ACPE continuing education credit is applied for. The following language may be used: "This activity is eligible for ACPE credit; see final CPE activity announcement for specific details."

GUIDE TO DEVELOPING AND PRESENTING VISUAL AIDS

Faculty are required to prepare PowerPoint® slides for use during their presentation. The visual impact of slides help attendees follow the presentation, and they allow the speaker to present data in a visually stimulating manner. Below are general guidelines to assist you in preparing your slide presentation.

1. Visual aids should complement your presentation, not be your presentation.
2. Don't overwhelm your audience with too many visual aids and remember never to present simply by reading your own visual aids.
3. Use visual aids only to support your most important points.
4. The effective aid has four characteristics: it simplifies concepts, it illuminates specific points, it holds audience attention, and it reinforces the spoken word with an image.
5. Think in pictures. A few good visual aids show rather than tell the audience your point.
6. Present one point at a time.
7. Utilize 18 point to 24 point font size for slide or PowerPoint® presentation text.
8. Don't leave the visual aids in view for too long.
9. Make sure that your comments match your visuals and that your visuals support your comments.
10. Color is important, but it should be applied in flat areas rather than in graduated tones or shading. Clashing colors tend to annoy the viewer. Don't use noncontrasting font colors.
11. Don't get fancy—select a good typestyle in which all letters are easily recognizable. Space lettering for readability and make sure it is large enough for everyone to see.
12. Plan slides so that their longest dimension will be horizontal. It is difficult to view vertically oriented materials in many meeting rooms.
13. Capitalize only when necessary. It is difficult to read and looks like you are “shouting.”

QUALIFICATIONS OF FACULTY CHECKLIST

The following will assist Hosting Organizations in selecting quality faculty.

- **Knowledge of Subject Matter**

Instructors must be knowledgeable of the subject matter and be successful practitioners of their subject matter.

- **Competent in the Processes of Instruction**

Instructors should be competent in instructional techniques and in matching these techniques to their subject matter and audience, as well as evaluate and provide feedback to the participants.

- **Ability to Respond Effectively to the Background and Experience of Participants**

Instructors should be able to tap into their audience's experiences and backgrounds to enhance the effectiveness of the presentation by relating to experiences of the audience.

- **Credibility**

Instructors should demonstrate credibility based on their position, background, experiences and/or personal impact.

- **Enthusiasm and Commitment**

Instructors should be enthusiastic about their subject and committed to teaching others.

- **Personal Effectiveness**

Instructors should be organized, prepared, use humor effectively, have an interest in participants learning the materials and adjust their presentation to the needs of the audience.

- **Knowledge of Participant Organization**

Instructors need to have basic information about the organization or groups from which the participants will come.

- **Educational Level**

Instructors should have a certain level of formal education that is appropriate to the content, participants and organization sponsoring the program.

20 QUESTIONS TO ASK BEFORE HIRING A SPEAKER

by Tom Antion

1. Is the speaker's topic right for my audience?
2. Does the speaker have verifiable references?
3. Does the speaker have audio and/or video demonstration materials? These materials should show you what the speaker is like in front of an audience. Caution: Don't get hung up on the topical information on the demo tape. Remember that you are looking to see how the speaker or trainer works at the front of the room.
4. Does the speaker customize? To what level?
5. Is the speaker entertaining as well as informative?
6. Does the speaker do thorough pre-program research? Will the speaker be interviewing employees or members of the organization, or obtaining information about the organization and industry to prepare for the presentation?
7. Does the speaker provide handout masters and/or finished handouts? Often your organization's name, logo and particulars can be incorporated in the handout.
8. Does the speaker involve the audience? Depending on the type of presentation (is this a lecture or a training workshop?), the speaker should speak directly to the audience and encourage questions.
9. Does the speaker use only clean and appropriate humor? Off-color, racial, ethnic, gender or even slightly blue jokes or comments can turn your audience off in a heartbeat. Ask the speaker's references about this.
10. Does the speaker accommodate hearing and sight impaired audience members (i.e., Handouts in Braille, audio tapes, etc.)?
11. Is the speaker accessible to all attendees before and after the event? Make sure the speaker is willing to arrive early and stay for a while after the event. The audience will want to shake hands, ask questions, get autographs and ask about materials for sale. Tip: Always include a break after each speaker.
12. Does the speaker "hardsell" products from the platform?
13. Is the speaker's office responsive to requests for information? Will the speaker's bureau help you get answers to all of your questions?
14. Is the speaker easy to get along with (determined from references and personal conversations)? Does he or she make stringent demands? Is he or she willing to make last-minute adjustments?
15. What is the speaker's fee?
16. Is the speaker's fee negotiable? If yes, what do you have of value to give in return for a fee reduction? Possibilities might be a videotape master, list of attendees, testimonial letter, referrals, extra night accommodations, choice of time slot, choice of date, multiple performance contract, extra publicity, spouse airfare and meals, products or services.
17. Does the speaker offer any discounts on his or her fee (for certain geographical areas, resorts, time of year, nonprofit organization)?
18. Can the speaker fill more than one time slot, which will save money on hiring another speaker and paying additional travel costs?
19. What are the payment terms of the speaker's contract? Typically, a 50 percent deposit is required to hold a speaker's date.
20. Can you arrange to preview the speaker at nearby functions to get a clear picture of the speaker's delivery, manner, language and poise?

After all these questions have been answered to your satisfaction, the decision to hire or not should be much easier. Don't settle for someone who makes you uncomfortable—it's worth the time to do thorough research.

Direct questions or comments to: Tom Antion, Box 9558, Virginia Beach, VA 23450. Phone: (757) 431-1366; Outside Maryland, (800) 448-6280; Fax: (757) 431-2050; Email: orders@antion.com.

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ACHIEVEMENT AND IMPACT OF MISSION AND GOALS

Activities will be reviewed on a quarterly basis by MPA staff to determine whether they meet the Provider's mission of continuing education and goals as stated below. Metrics will be used as benchmarks to compare future year's analysis. MPA's goal is to achieve no less than 90 percent in any evaluation assessment. Any score of 80 percent or less will be evaluated by MPA's Education Task Force, who serves in an advisory capacity; as well as MPA staff and a corrective measure plan will be implemented. The Provider will review its mission of continuing education and goals on an annual basis and, if necessary, adjust the way in which activities are delivered to ensure the mission and goals are met.

The Mission of Continuing Education

The mission of MPA's pharmacy continuing education activities is to strengthen the professional competencies of pharmacists and pharmacy technicians, resulting in enhanced patient care outcomes and advancement of the profession of pharmacy within the health care system.

Goals of PCE Activities

1. Activities will have a positive educational impact on pharmacy professionals.
2. Pharmacy-relevant activities will be delivered in a nonbiased manner.
3. Pharmacy professionals will implement new skills or relevant changes in their practice by utilizing educational content delivered through CPE activities.
4. Activities will increase participants understanding of the topics.
5. Activity participants will positively rate (Agree or Strongly Agree) each evaluation statement with a score of 90 percent or greater.

Activity Analysis

Hosting Organizations must provide the following information for every pharmacist and/or pharmacy technician-accredited activity that will assist in the determination of whether the activity met MPA's mission and goals of PCE activities. The information provided should be based on activity evaluation responses.

Activity Title: _____

ACPE Universal Activity Number: _____

Number of Pharmacist Participants: _____ Number of Pharmacy Technician Participants: _____

List Each Learning Objective	Number of Pharmacist Participants Who Indicated that the Learning Objective was Addressed by Marking "Yes" on the Evaluation	Number of Pharmacy Technician Participants Who Indicated that the Learning Objective was Addressed by Marking "Yes" on the Evaluation	Percentage of Total Responses Who Indicated that the Learning Objective was Addressed by Marking "Yes" on the Evaluation	Conclusion (To be completed by MPA)
Example Objective: Discuss new oral anti-cancer medications	10	2	100 percent <i>(Based on 12 total pharmacist and/or pharmacy technician responses)</i>	Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation Question	Number of Pharmacist Participants Who Selected "Agree" or "Strongly Agree" on Activity Evaluation	Number of Pharmacy Technician Participants Who Selected "Agree" or "Strongly Agree" on Activity Evaluation	Percentage of Total Respondents Who Selected "Agree" or "Strongly Agree" on Activity Evaluation	Conclusion (To be completed by MPA)
Example: The activity increased my understanding of this area.	10	2	100 percent <i>(Based on 12 total pharmacist and/or pharmacy technician responses)</i>	Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The activity increased my understanding of this area.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The activity met my educational needs.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The topic was relevant to my practice.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The activity format was conducive to learning.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The activity included effective learning assessment activities.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
Learning assessment activities were appropriate.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The activity was free from bias.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The content was current.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
The information provided will be useful in my practice.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
Educational materials were useful.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
Faculty was knowledgeable of the subject matter.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No
Faculty's communication and presentation skills were of good quality.				Achieved <input type="checkbox"/> Yes <input type="checkbox"/> No

AGENDA EXAMPLE

MPA Continuing Education
Symposium Aug. 26-27, 2014
Park Place Hotel, Traverse City, Mich.

Tuesday, Aug. 26

7:15-8:15 a.m. – Registration

Outside West Bay Ballroom Dome, Main Floor

7:15-8:15 a.m. – Continental Breakfast with Exhibitors

West Bay Ballroom Dome, Main Floor

8:15-8:30 a.m. – MPA Update

Torch/Leelanau Room, Lower Level

8:30-10 a.m. – Are the Bugs Winning? Antimicrobial Stewardship

Torch/Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-222-L04-P & #0112-0000-14-222-L04-T

1.5 contact hours

Michael D. Tiberg, Pharm.D., clinical pharmacy specialist, Munson Medical Center, Traverse City, Mich.

At the end of this activity, participants should be able to define antimicrobial stewardship and how it relates to the hospital and the community setting; recognize the primary goals of the antimicrobial stewardship team (AST); discuss the core members of an AST and other individuals that may constitute an effective working group for AST implementation; and list the steps required to initiate an AST in a community hospital.

10-10:30 a.m. – Refreshment Break with Exhibitors

West Bay Ballroom Dome, Main Floor

10:30 a.m.-noon – Paying (Attention to) the Bills

Torch/Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-223-L03-P & #0112-0000-14-223-L03-T

1.5 contact hours

Eric D. Roath, Pharm.D., director of professional practice, Michigan Pharmacists Association, Lansing, Mich.

At the end of this activity, participants should be able to identify the changes to the Michigan Public Health Code and pharmacy administrative rules made in 2013 and 2014; review the specific language of bills affecting pharmacy practice that have passed; and explain how the new laws and regulations affect the practice of pharmacy.

Noon-1:30 p.m. – Lunch with Exhibitors

West Bay Ballroom Dome, Main Floor

1:30-3 p.m. – Implementing Point-of-Care Testing Programs in a Community Pharmacy

Torch, Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-224-L04-P & #0112-0000-14-224-L04-T

1.5 contact hours

Stephanie A. Klepser, Pharm.D., director of clinical services, OptiMed Pharmacy, Kalamazoo, Mich.

At the end of this activity, participants should be able to discuss available Clinical Laboratory Improvement Amendments-waived point-of-care (POC) tests; discuss logistics for developing a POC testing program; summarize the clinical skills required by pharmacists in order to safely offer a POC testing program; and discuss how to construct an appropriate collaborative practice agreement with a physician.

3-3:15 p.m. – Refreshment Break

Torch/Leelanau Room, Lower Level

3:15-4:45 p.m. – New Anti-infective Agents

Torch/Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-225-L01-P & #0112-0000-14-225-L01-T

1.5 contact hours

Michael E. Klepser, Pharm.D., professor of pharmacy practice, Ferris State University College of Pharmacy, Kalamazoo, Mich.

At the end of this activity, participants should be able to summarize the safety and efficacy of several new antibiotics;

discuss the safety and efficacy of efinaconazole for the treatment of onychomycosis; review data for new parenteral and extended-release formulations of posaconazole; and identify the differences between new agents for hepatitis C and summarize each agent's current place in therapy.

Wednesday, Aug. 27

7:30-8 a.m. – Registration and Continental Breakfast

Torch/Leelanau Room, Lower Level

8-9:30 a.m. – So, What Does the Great Oz Say? Fact or Fiction

Torch/Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-226-L04-P & #0112-0000-14-226-L04-T

1.5 contact hours

Dianne E. Malburg, CPLA, pharmacist, chief operations officer, Michigan Pharmacists Association, Lansing, Mich.

At the end of this activity, participants should be able to explain how to decipher nutritional labels; discuss strategies to promote good eating habits and maintenance of healthy weight levels; and review several fad diets for clinical relevance.

9:30-9:45 a.m. – Refreshment Break

9:45-10:45 a.m. – Medicare Part D Clinical Star Measures

Torch/Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-227-L01-P & #0112-0000-14-227-L01-P

1.0 contact hour

Kim Moon, Pharm.D., clinical pharmacist, pharmacy services Medicare, Blue Cross Blue Shield of Michigan, Troy, Mich.

At the end of this activity, participants should be able to describe challenges to decreasing high-risk medication use in older patients; discuss how to implement strategies to reduce high-risk medication use in older patients; describe challenges to increasing the use of angiotensin-converting enzyme (ACE) inhibitors and angiotensin II receptor blockers (ARBs) in hypertensive diabetic patients; discuss how to implement strategies to increase the use of ACE inhibitors and ARBs in hypertensive diabetic patients; and discuss the role of pharmacists in the improvement of the Medicare Part D clinical pharmacy Star Ratings.

10:45 a.m.-12:15 p.m. – Licensing and Regulation of the Practice of Pharmacy in Michigan

Torch/Leelanau Room, Lower Level

ACPE Universal Activity #0112-0000-14-228-L03-P & #0112-0000-14-228-L03-P

1.5 contact hours

John R. Wright, associate attorney, Rogers Mantese & Associates, P.C., Farmington Hills, Mich.

At the end of this activity, participants should be able to identify the laws and administrative rules relevant to the practice of pharmacy in Michigan as well as the structure of state regulatory bodies and their respective authorities; outline the administrative legal process in licensing disciplinary matters; identify potential outcomes and recognize pitfalls to avoid; and recognize what to do when confronted with a regulatory investigation, inspection or other request for information.

12:15-12:45 p.m. – Boxed Lunch Pick-up for Winery Tour Participants and Load Bus

Torch/Leelanau Room, Lower Level

12:45-5 p.m. – Old Mission Peninsula Winery Tour

The steep water-cradled slopes that make Traverse City the “cherry capital of the world” are also producing some of the best wines in the country. Thanks to this unique microclimate, Traverse City is fast becoming known for the clean, fresh taste of its wines, which hold their aroma and fruit flavors much more faithfully than those grown in hotter climates. The region made its first international impact with white wines, but is now winning admirers for light French-style reds. It's also one of the world's top producers of ice wine, an intensely-flavored dessert wine made from the juice of winter-frozen grapes. Many of them boast awe-inspiring hilltop settings that have made them attractions in their own right.

Winery tour includes transportation to approximately five different wineries, tasting fees and glass, beverages between destinations and a boxed lunch (if ordered in advance).

PCE Credit Statement

These activities are structured to meet knowledge- and application-based educational needs. A knowledge-based activity acquires factual knowledge. An application-based activity applies to information learned in the timeframe allotted. Information in knowledge- and application-type activities is based on evidence as accepted in the literature by the health care professions. Pharmacy continuing education (PCE) credit will be earned based on participation in individually accredited activities. Attendance and participation are required before obtaining PCE credit. Any individual who is more than 10 minutes late to an activity or leaves and activity early will not be granted PCE credit. This procedure will be strictly enforced, so please plan accordingly.

These activities are accredited through the Accreditation Council for Pharmacy Education (ACPE) for pharmacist and pharmacy technician continuing education credit.

Participants must complete an online activity evaluation and posttest for each activity attended with a passing score of 70 percent or greater by Oct. 19, 2015. Posttests will not be graded and credit will not be processed until the online evaluation and posttest has officially closed for response on Oct. 19, 2015. Please allow MPA 60 days to grade posttests and process and upload credit to CPE Monitor after the posttest has closed. NOTE: ACPE guidelines prohibit MPA from issuing credit more than 60 days after the activity for any reason; therefore, to avoid denial of credit, it is imperative that pharmacists and pharmacy technicians complete the online evaluation and posttest by Oct. 19, 2015, to allow sufficient time for processing. If all requirements are met, participants will receive pharmacy continuing education (PCE) credit through CPE Monitor, 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 PCE credits, which went into effect on Jan. 1, 2013. **MPA, as an ACPE-accredited provider, is required to report pharmacist and pharmacy technician PCE credit using the CPE Monitor tracking system. Pharmacist and pharmacy technician participants must provide their NABP e-Profile identification number and date of birth (in MMDD format) when they register for a CPE activity or complete activity evaluations.** It will be the responsibility of the participant to provide the correct information (i.e., e-Profile identification number and date of birth in MMDD format). If this information is not correctly provided, NABP and ACPE prohibit MPA from issuing CPE credit. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit. Therefore, MPA will not provide printed statements of credit to pharmacists and pharmacy technicians. Partial credit will not be awarded.

Pharmacists and Pharmacy Technicians: If you have yet to sign up for CPE Monitor, go to MyCPEMonitor.net.

Programs Occurring on Aug. 26

Initial Release Date: 8/26/14; Expiration Date: 8/26/17

Programs Occurring on Aug. 27

Initial Release Date: 8/27/14; Expiration Date: 8/27/17



Michigan Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.

Cancellation and Refund Policy

Refunds (less a \$25 administrative fee) will be granted for cancellations received in writing (postmark or fax date) prior to Aug. 11, 2014. Cancellations received after Aug. 11, 2014, no-shows or changes made to registrations onsite will not be refunded. Refunds will not be provided for inclement weather, nor will refunds be given for registration errors caused by the participant.

Intended Audience

This event was designed specifically for pharmacists, student pharmacists and pharmacy technicians.

Faculty Disclosure Statements

The following faculty has indicated that they don't have conflicts of interest, nor do they have financial relationships with a commercial interest related to their respective presentation.

Michael Klepser
Stephanie Klepser
Dianne Miller
Kimberly Moon

Eric Roath
Michael Tiberg
John Wright

PRESENTATION OUTLINE, REFERENCES AND KEY POINTS EXAMPLE

Outline

1. Introduction/Establishing a Need
 - a. Public Health Perspective
 - b. Role of the Pharmacist
2. Pharmacotherapeutics/Patient Care
 - a. Vaccine Basics
 - b. Diseases and Vaccines
 - c. Targeting and Screening
 - d. Emergency Protocols
 - e. Vaccine Administration Technique
3. Practice Issues
 - a. Documentation and Record Keeping
 - b. Vaccine Storage and Handling
 - c. Legal and Liability Issues
 - d. Marketing and Reimbursement
4. Cases
5. Final Exam

Key Points

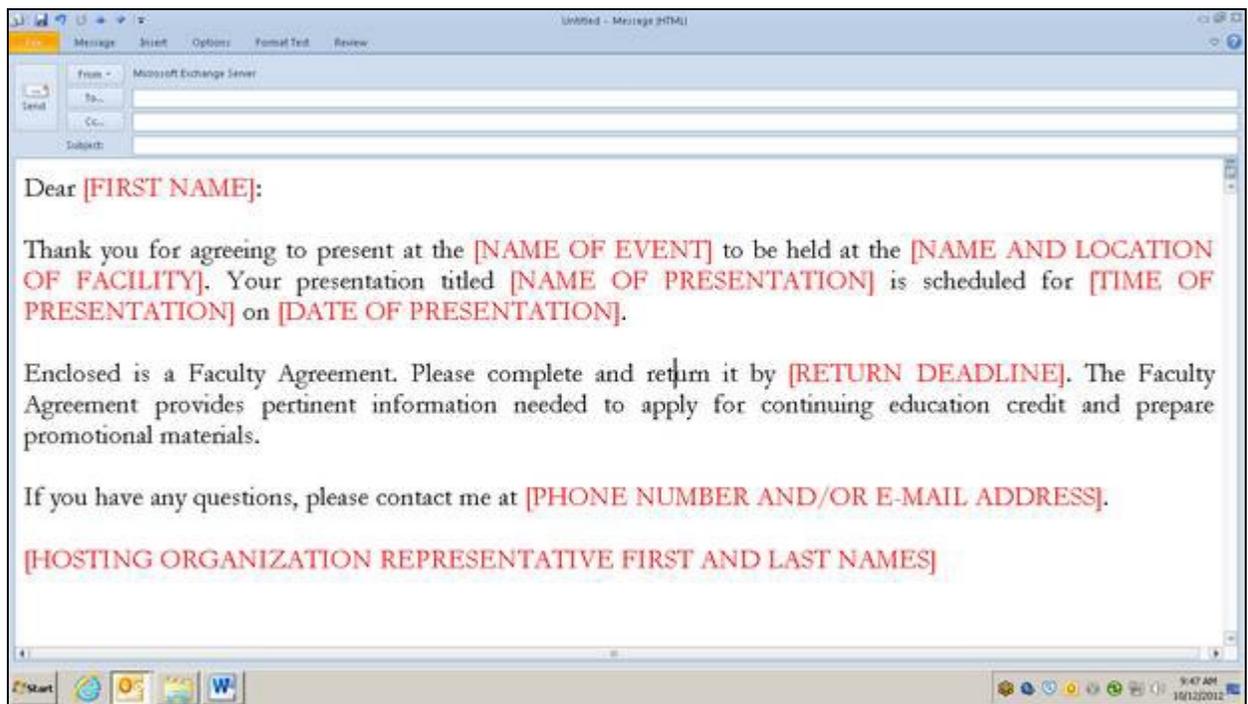
- Types of Pain
 - Acute, chronic/persistent, cancer
- Non-Opioid Analgesics
 - Acetaminophen and non-steroidal anti-inflammatory drugs
- Tramadol
 - Central analgesic
- Opioid Analgesics
 - Morphine is a bench mark opioid.
 - Oral administration is most often the preferred route.

References

1. American Psychiatric Association, Diagnostic and statistical manual of mental disorders, 4th edition, Washington, D.C., 2000.
2. Thomason, J.W., Shintani, A., Peterson, J.F., et al., "Intensive care unit delirium is an independent predictor of longer hospital stay: a prospective analysis of 260 nonventilated patients," *Critical Care*, 9: R375-R381, 2005.
3. Ely, E.W., Inouye, S.K., Bernard, G.R., Gordon, S., Francis, J., May, L., "Delirium in mechanically ventilated patients. Validity and reliability of the Confusion Assessment Method for the Intensive Care Unit (CAM-ICU)," *Journal of the American Medical Association*, 286: 2703-2710, 2001.
4. McNicoll, L., Pisani, M.A., Zhang, Y., Ely, E.W., Siegel, M.D., Inouye, S.K., "Delirium in the intensive care unit: occurrence and clinical course in older patients," *Journal of the American Geriatrics Society*, 51: 591-598, 2003.

FACULTY CONFIRMATION EXAMPLE

Below is an example e-mail to confirm faculty participation.



BUDGET EXAMPLE

A budget must be provided to MPA post-activity for accreditation records. Below is a budget template to use.

Income

Registrations	\$
Exhibitors	\$
Sponsorship and/or Grants	\$
Any Other Miscellaneous Income:	\$
Total Income	\$

Expenses

Hotel (Overnight Rooms, Food and Beverage, Audio/Visual, Room Rental)	\$
Copying (Handouts, Brochure, Attendance Forms, Evaluations, Posttests, etc.)	\$
Postage (Mail Brochure and Statements of Credit, etc.)	\$
Speakers (Honorarium, Expenses, etc.)	\$
Office Supplies	\$
Parking Fees	\$
Accreditation Fees to MPA	\$
Any Other Miscellaneous Expenses:	\$
Total Expenses	\$
NET PROFIT/LOSS	\$

EXAMPLE FLYER

MPA will create a personalized black and white print-ready 8.5" x 11" flyer for Hosting Organizations to distribute. The flyer may not include a registration form, depending on registration method.

Northern Michigan Society of Health-System Pharmacists Presents: Healing the Immune System: Autoimmunity to Cancer

Aug. 20, 2015

Agenda

5:30-6 p.m. – NMSHP Board Meeting
5:30-6:15 p.m. – Exhibits Open
6:15-7 p.m. – Dinner
7-8 p.m. – Continuing Education Presentation
8-8:15 p.m. – Business Meeting

Intended Audience

This continuing education program was designed specifically for pharmacists and pharmacy technicians.

Objectives

At the completion of this activity, the participant will be able to define the microbiome's function in modulating the immune system; recognize how insulin resistance can predispose to cancer and how to mitigate this vulnerability; identify three natural agents capable of decreasing inflammation; and explain how natural agents may be used in patients with cancer and chronic pain.

Presenter

Katherine A. Roth, MD, private practice physician, Traverse City, Mich.

Location

Otsego Club and Resort, 696 M32 East Main St., Gaylord, Mich.

Registration

To register, or for additional information, contact Amanda Niemi at (231) 349-7949. Registration forms with payment can be mailed to: Attn: Amanda Niemi, Pharmacy Department, Munson Medical Center, 1105 Sixth Street, Traverse City, MI 49684. Please register before September 4, 2014. **This event is \$35 for pharmacist and \$20 for pharmacy technician members (this fee is your annual dues and includes registration to four annual NMSHP meetings).** The pharmacist nonmember fee is \$35; pharmacy technician nonmember fee is \$20.

PCE Credit Statement

These activities are structured to meet knowledge- and application-based educational needs. A knowledge-based activity acquires factual knowledge. An application-based activity applies to information learned in the timeframe allotted. Information in knowledge- and application-type activities is based on evidence as accepted in the literature by the health care professions. Pharmacy continuing education (PCE) credit will be earned based on participation in individually accredited activities. Attendance and participation are required before obtaining PCE credit. Any individual who is more than 10 minutes late to an activity or leaves and activity early will not be granted PCE credit. This procedure will be strictly enforced, so please plan accordingly.

These activities are accredited through the Accreditation Council for Pharmacy Education (ACPE) for pharmacist and pharmacy technician continuing education credit.

Participants must complete an online activity evaluation and posttest for each activity attended with a passing score of 70 percent or greater by Oct. 19, 2015. Posttests will not be graded and credit will not be processed until the online evaluation and posttest has officially closed for response on Oct. 19, 2015. Please allow MPA three weeks to grade posttests and process and upload credit to CPE Monitor after the posttest has closed. NOTE: ACPE guidelines prohibit MPA from issuing credit more than 60 days after the activity for any reason; therefore, to avoid denial of credit, it is imperative that pharmacists and pharmacy technicians complete the online evaluation and posttest by Oct. 19, 2015, to allow sufficient time for processing. If all requirements are met, participants will receive pharmacy continuing education (PCE) credit through CPE Monitor, 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 PCE credits, which went into effect on Jan. 1, 2013. **MPA, as an ACPE-accredited provider, is required to report pharmacist and pharmacy technician PCE credit using the CPE Monitor tracking system. Pharmacist and pharmacy technician participants must provide their NABP e-Profile identification number and date of birth (in MMDD format) when they register for a CPE activity or complete activity evaluations.** It will be the responsibility of the participant to provide the correct information (i.e., e-Profile identification number and date of birth in MMDD format). If this information is not correctly provided, NABP and ACPE prohibit MPA from issuing CPE credit. Online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with CPE requirements and print statements of credit. Therefore, MPA will not provide printed statements of credit to pharmacists and pharmacy technicians. Partial credit will not be awarded.

Pharmacists and Pharmacy Technicians: If you have yet to sign up for CPE Monitor, go to MyCPEMonitor.net.

Initial Release Date: 8/20/15; Expiration Date: 8/20/16; 1.0 contact hour



Michigan Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education. ACPE Universa Activity #0112-9999-15-338-L04- & #0112-9999-15-338-L04-T