

# Continuing Pharmacy Education

## ACPE Program Guidelines



**To:** All potential CPE partners

**From:** Christina Muñoz, CPE Administrator

Please find a list of guidelines including requirements that all Continuing Pharmacy Education programs must follow to receive CPE credit per ACPE Rules & Regulations. It is the responsibility of the program coordinator to follow these items as outlined.

### ACPE GUIDELINES

Continuing education for the profession of pharmacy is a structured educational activity designed or intended to support the continuing development of pharmacists and/or pharmacy technicians to maintain and enhance their competence. Continuing pharmacy education (CPE) should promote problem-solving and critical thinking and be applicable to the practice of pharmacy.

#### ***What does 'applicable to the practice of pharmacy' mean?***

In general, for guidance in organizing and developing CPE activity content, providers should ensure that, as for all health care professionals, pharmacists and pharmacy technicians should develop and maintain proficiency in six core areas:

- delivering patient-centered care,
- working as part of interprofessional teams,
- practicing evidence-based medicine,
- focusing on quality improvement,
- using information technology, and
- developing and maintaining safe and effective medication use processes.

#### **Regular Event Definition & Requirements**

A regular or enduring [online] activity is defined as a program that will occur either once or multiple times with the same topic, objectives and presenters with different participants in attendance each time. Programs are valid between 1 and 3 years dependent upon contract details. See table for more details.

#### **Regularly Scheduled Series (RSS) Definition & Requirements**

A RSS is a program that is held ongoing using the same title, CEUs, Objectives, same and/or different presenters with the same audience. RSS programs are valid for up to 1 year.

Below is an excerpt from the ACPE RSS Policy Manual in addition to a table that lists an overview & comparison of a RSS vs a regular CPE program.

*"A regularly scheduled series (RSS) is a series of multiple live continuing pharmacy education sessions that occur on an ongoing, scheduled basis (e.g. weekly, monthly, quarterly). Examples of CPE activities that are consistent with the definition of regularly scheduled series include grand rounds, tumor boards, morbidity and mortality (M&M) conferences, and journal club. Regularly scheduled series are distinct from CPE activities which are repeated offerings of the same educational activity to different audiences. Based on needs assessment and identified knowledge and/or practice gaps of the participants, regularly scheduled series are primarily planned as multiple educational sessions for the same audience (e.g. professional staff of a hospital or health care system)."*

## RSS OVERVIEW & REGULAR CPE EVENT COMPARISON

Regularly Scheduled Series (RSS)	Enduring Activities/Regular CPE Programs
Regularly scheduled at intervals (weekly, monthly etc.)	At will or as scheduled
Live ONLY	Home study/online or Live
Variety of sessions around common theme	Same presentation topic is repeated
Essentially same participants	Different participants
Earn CPE under RSS	Earn CPE under enduring material
Active for up to 1 year	Active for up to 3 years
Objectives, Titles, CEUs and other program information can NOT be updated after the activation date.	Objectives, Titles, CEUs and other program information can NOT be updated after the activation date.
Clinic info. can be updated at 6 months with a new UAN being assigned. 1 month minimum notice required.	Program information can NOT be updated until the expiration date.
Must follow all Advertisement requirements found at: <a href="http://pharmacyce.unm.edu/about_us/AdvertisementChecklist.docx">http://pharmacyce.unm.edu/about_us/AdvertisementChecklist.docx</a>	Must follow all Advertisement requirements found at: <a href="http://pharmacyce.unm.edu/about_us/AdvertisementChecklist.docx">http://pharmacyce.unm.edu/about_us/AdvertisementChecklist.docx</a>

### Qualifying Activities

Live presentations, online presentations, Association membership or leadership activities, Committee meetings, clinical rounds, journal clubs and poster sessions. All of the items listed are subject to in-depth content and program structure requirements dependent upon the content and topic.

### Activity Application Type Definition

Each proposed activity will fall under 1 of the 3 types listed. Each session/event can have a different application type based on the content.

**Knowledge-based CPE activity:** These CPE activities should be designed primarily for pharmacists and technicians to acquire factual knowledge. This information must be based on evidence as accepted in the literature by the health care professions. The minimum credit for these activities is 15 minutes or 0.25 contact hour.

**Application-based CPE activity:** These CPE activities should be designed primarily for pharmacists and technicians 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 credit for these activities is 60 minutes or one contact hour.

**Practice-based CPE activity:** These CPE activities should be designed primarily for pharmacists and technicians to systematically acquire specific knowledge, skills, attitudes, and performance behaviors that expand or enhance practice competencies. The information within the practice-based CPE activity must be based on evidence as accepted in the literature by the health care professions. The formats of these CPE activities should include a didactic component and a practice component. The minimum credit for these activities is 15 contact hours.

### Faculty/Staff Requirements

Any person(s) presenting a CPE activity must be a qualified subject matter expert (SME) in that field. A signed disclosure statement is required along with a current CV/Biography/Resume. CV's must contain information supporting the role of SME. Any disclosures made will be reviewed prior to approval. Approval of presenters are not guaranteed. Current students presenting materials as part of a program/course etc. does not qualify as a SME and will result in the denial of CPE credit.

### Advertisements Requirements

Templates will be provided by the CPE office to include CPE/ACPE wording that must be on all forms of advertisements including email, print & web. A complete list of requirements can be found on the CPE website at: [http://pharmacyce.unm.edu/about\\_us/applyforCPE.html](http://pharmacyce.unm.edu/about_us/applyforCPE.html) for reference. Program coordinators must make sure to verify that all of the items are currently being included. A copy of all advertisements will need to be sent to the CPE Administrator for approval prior to release.

### Program Changes

Any changes to a program after it has been established, including but not limited to Name change, Instructor and Date change MUST be communicated to the CPE Office [[HSC-Pharmacyce@salud.unm.edu](mailto:HSC-Pharmacyce@salud.unm.edu)] **2 weeks** prior to the change.

- Please be aware that if notice is NOT given, CPE will not be awarded for that event.
- Per ACPE Rules & Regulations, changes can-not be made by the UNM CPE Administrator after an event has been held.
- Any requests to make changes made AFTER the date has passed will incur a charge of \$250.00 payable to ACPE directly. Only ACPE can alter information on an event, charging the fee to the University, directly for each update requested.

You can also find more detailed information on policies and guidelines at the ACPE website: <https://www.acpe-accredit.org/ceproviders/CEpolicies.asp> If you should have any questions about the above items or require clarification on related CPE information, please contact us by email at: [HSC-Pharmacyce@salud.unm.edu](mailto:HSC-Pharmacyce@salud.unm.edu)



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