

AMGEN GMBU: CPD IMPLEMENTATION PROCESS GUIDE 2021

Nationally Accredited CHE GP Programs (including virtual presentations)

*** Only applies to programs on the CPD Portal (CFPC MAINPRO+ Accredited) ***

On the Amgen CPD Portal (amgen.ccpdhm.com):

!! All how-to guides are present in the 'Process Document'.

- RAE must submit 'New Event Request Form' at least 4 weeks before event date to allow time for ethical review.
- RAE must confirm under 'Payment' in the 'Speaker & Moderator Management' list that honoraria for recommended speaker/moderator are within FMV for the planned number of engagement hours.
- To request a one-time change in amount for a particular event, provide recommended amount and rationale in 'Additional Information/Comments' while filling out the 'New Event Request Form'. Requests will be considered by CCPDHM. When requesting a new speaker, provide reason in the 'Comments' box.
- Before requesting a new speaker using the 'New Speaker/Moderator Request Form', RAE must discuss need with manager. Manager should CC mluen@amgen.com when providing approval.
- A list of approved speakers/moderators is available under 'Speaker & Moderator Management'.
- All approved speakers and moderators will have their own access to the portal to accept event requests, access CHE content and submit conflict of interest forms and financial information.

No records to be created in C3

!! For troubleshooting and support for issues involving the CPD portal, send email to CCPDHM 'info@ccpdhm.com' with CC to GMBU Medical Associate 'mluen@amgen.com'.

Speakers & Moderators

- Program speakers/moderators will have access to the program materials once they confirm availability for at least one of regional event dates.
- Speakers are required to use the presentation slides provided by the physician organization and are not permitted to make any changes to the program materials.
- **Training Video** is be available for the Dyslipidemia program. **Contact MSL for further support.**

Budget / Payments

- CCPDHM/CHRC will continue to make all payments for speaker, venue, food, ethical review and charge \$695/event as processing fee. This will hit SBR budget approx. 1-2 months post event.
- !!** For support involving payments, send email to GMBU Medical Associate 'mluen@amgen.com' with CC to COE lead 'lcheung@amgen.com'.

Find this document, webcast flyers, OLA Invites & more on SharePoint!
[Field Program Portal > Accredited Program Library > General Medicine](#)

Regional CHE Programs (FMOQ / M&D)

*** No Change to Process ***

On C3: RAE must follow the '3rd Party Sponsorship' (Event) workflow. Follow the step-by-step guide in the Training Document titled 'C3 – FMOQ and M D CHE Process – Mar 2020' under C3 Training Slide Decks on Canada Healthcare Compliance portal on MyAmgen.

Non-Accredited Other Learning Activities (OLAs)

*** No Change to Process ***

On C3: RAE must follow the 'Amgen Hosted Meeting' workflow. Refer to the 'C3 COE Group and Non-Group training Mar 2020' under C3 Training Slide Decks on Canada Healthcare Compliance portal on MyAmgen.