# Amgen CPD Portal Internal FAQ/ Process Guide:

## Nationally Certified CHE (including virtual presentations)

**\*\*New process via the Amgen CPD Portal (amgen.ccpdhm.com) as per the 2018 National Standard**

- Use PRF with template wording provided (excel spreadsheed attached) - only required to attach Schedule A/ Service Agreement to PRF (no FMV calculator/ CV)
- **Do not enter into Program Assessment tracker** as **all details** regarding dates, venues, etc will be **captured within the CPD Portal**
- Event logisitics in portal allow CCPDHM to track all components for each event. CCPDHM will make payments to the physicians and the venues and process the ethical review submission. **Please remember that 4 weeks lead time for submission and ethical review is required**. (The "New Event Request Form" will need to be submitted at least 4 weeks ahead of time).
- Your manager will have their own account in the portal which will allow them to see all CHE programs planned within their district

## OLA (other learning activities)- *No Change*

- Follow same process as before (including PRF and Program Assessment tracker on SharePoint)

## Regional CPD Programs (eg: FMOQ) - *No Change*

- Follow same process as before (including PRF and Program Assessment tracker on SharePoint)

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**\*\*\* Further details regarding the CPD Portal, Budgets, Speakers, etc:**

- Each program you execute will be invoiced from CCPDHM directly using your GLMS code per product
- A separate "Speaker Portal" has been created by CCPDHM for all approved speakers to access the CHE slide decks
  - o   Speakers will also be submitting their conflict of interest forms and financial information via this portal
- Your manager will have their own account in the portal which will allow them to see all CHE programs planned within their territory
- For more details on the individual components of the portal please access the Process Document for Step-by-Step instructions – this is available under *PROGRAM MATERIALS & RESOURCES –> Process Document*
- You will still recommend a speaker and a venue for each event when you are completing the "New Event Request Form" in the portal.
- If you would like a \*new\* speaker or moderator to be added to the portal, please discuss the need with your RPEM prior to completing the "New Event Request Form" in the portal.
- Your RPEM can still help with event coordination, speaker briefings etc. as they always have