



New Jersey Pharmacists Association

Continuing Education
Program Manual

November 2014



New Jersey Pharmacists Association Continuing Education Program Manual

Introduction

The New Jersey Pharmacists Association (NJPhA) adopted the initial Continuing Education Program Manual in March 2006. It is reviewed frequently and updated as needed to meet the changing requirements for the development of and delivery of continuing education activities. The Continuing Education Program Manual is used in conjunction with the ACPE Accreditation Standards for Continuing Pharmacy Education.

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I. ADMINISTRATION AND ORGANIZATION

1.0 Administration

Policy:

1.1 The NJPhA Continuing Education Program is a distinct and integral component of the New Jersey Pharmacists Association. The principals of enhancement and advancement of pharmacy knowledge guide the program, the program, working in conjunction with the Continuing Education Committee, is responsible for assuring the relevance, quality, program content, faculty qualifications, and facilities meet or exceed quality measures adopted by NJPhA Continuing Education Program required to comply with ACPE guidelines.

Procedures:

1.1.1 The goal and mission of the Continuing Education Program will complement of the mission of the New Jersey Pharmacists Association, and reflect NJPhA's commitment to pharmacy education for pharmacists and pharmacy technicians.

1.3 The goal and mission statements for the Continuing Education Program will be reviewed by the Continuing Education Administrator in conjunction with the Continuing Education Committee, as needed.

1.4 The Board of Trustees will approve any substantive changes to the goals or mission statement.

1.5 The following are the program goals and Mission Statements:

NJPhA Mission Statement:

To advance the profession of pharmacy, enabling our members to provide optimal care to those they serve

NJPhA Continuing Education Program Goal:

The goal of the NJPhA Continuing Education Program is to develop, and present educational activities that provide continuous learning opportunities to fulfill individual educational needs, reduce gaps in knowledge, promote skill development, and/or enhance expertise and competencies that promote excellence in pharmacy care.

NJPhA Continuing Education Program Mission:

To provide an opportunity for pharmacists and pharmacy technicians learners to enhance and expand their knowledge, skills, application (where applicable) and expertise to meet the needs of their patients.

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Policy:

1.2. Continuing Education Administrator who is the CEO of the New Jersey Pharmacists Association has administrative responsibility for assuring the ongoing quality and relevance of Continuing Education Program activities, in conjunction with the Continuing Education Committee Chair/Co-Chairs.

Procedures:

1.2.1 The Continuing Education Coordinator reports to the Continuing Education Continuing Education Administrator.

1.2.2 The Continuing Education Coordinator provides day-to day staff support for the program.

1.2.3 The NJPhA Continuing Education Committee shall serve as the primary program content reviewers to advise the Continuing Education Program staff of the suitability, completeness, unbiased nature, and quality of the proposed presentation prior to accreditation of a presentation.

Policy:

1.3 In the event of an administrative change, there shall be a smooth and orderly transition of administrative responsibilities. New personnel shall become familiar with all areas of the Continuing Education Program to ensure its seamless continuation.

Procedures:

1.3.1 ACPE will receive notification of any administrative change in a timely manner.

1.3.2 The new Continuing Education Administrator shall possess or develop expertise in continuing education program planning and development, program faculty selection, program budget preparation, record keeping, and an understanding of contemporary pharmacy practice and current trends and issues in pharmaceutical education.

1.3.3 The new Continuing Education Administrator must become familiar with ACPE accreditation standards and requirements and must attend an ACPE training workshop within six months, or as soon as possible.

1.3.4 In the event of sudden absence of the CE Continuing Education Administrator, the Chair of the Continuing Education Committee will assume interim administrative responsibility for the continuing education program until a permanent Continuing Education Administrator is in place. ACPE will be notified of the interim change.

Policy:

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1.4 Administrative changes will be recorded through the ACPE Provider Web Tool using the Provider Verification Form.

Policy:

1.5 Each activity accreditation will be submitted to ACPE using the Provider Web Tool, no less than 14 days before the initial release date.

Procedures:

1.5.1 ACPE Activity Description Forms will be submitted using the online Provider Web Tool at least 14 days prior to the initial activity release date.

1.5.2 Upon completion and submission of the Activity Description Form, the activity will receive a Universal Activity Number for inclusion in activity announcements, and retained in the activity record.

1.5.3 The Continuing Education Coordinator shall be responsible for verifying activities, and CEUs awarded by the NJPhA Continuing Education Program annually, and submitting the required Annual Activity Update form.

1.5.4 The Continuing Education Coordinator shall review the annual ACPE accreditation and evaluation invoice, verify the billing amount, and submit the invoice to the bookkeeper for processing within 60 days of receipt.

Policy:

1.6 NJPhA shall notify ACPE of substantive organizational changes.

Procedure:

1.6.1 Substantive changes in the organizational structure of NJPhA that shall be reported to ACPE will include:

- Change in goals and/or mission of the NJPhA Continuing Education Program
- Change in legal status
- Administrative changes
- Change in organizational structure

2.0 Continuing Education Administrator Qualifications

Policy:

2.1 The Continuing Education Administrator of the NJPhA Continuing Education will be qualified by virtue of background, education, training, and/or experience. They should have a working knowledge of continuing education program planning and development.

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Procedures:

2.1.1 The Continuing Education Administrator of the Continuing Education Program will have a background through education and/or experience, in adult and/or continuing education and will seek to maintain and improve his/her knowledge, skills and experience in all aspect of continuing education programming, organization and planning.

2.1.2 The Continuing Education Administrator and Continuing Education Coordinator will possess or develop skills related to educational program development and design, contemporary methods for developing educational media, and communication skills (interpersonal, presentation, written, web-based).

2.1.3 The Continuing Education Administrator and/or Continuing Education Coordinator shall be encouraged to participate in local and/or national organizations that share goals and educational activities related to the NJPhA Continuing Education Program, as needed.

3.0 Joint Providership with Non-ACPE Accredited Providers

Policy:

3.1 When working with a non-ACPE-approved provider, NJPhA will maintain full responsibility for all aspects of the program, assuring adherence to ACPE Guidelines and NJPhA procedures. The responsibility of each party to the agreement will be identified and documented as such.

Procedures:

3.1.1 Agreements designating responsibilities and expectations of the NJPhA Continuing Education Program and the non-ACPE-approved provider will be executed for all projects involving a co-sponsorship relationship as defined in the *Accreditation Standards for Continuing Education*. These agreements will delineate all duties and responsibilities for each party.

3.1.2 The non-ACPE-approved provider will identify a staff member to work closely with the New Jersey Pharmacists Association Continuing Education Coordinator to assure compliance with all aspects of the executed agreement.

3.1.3 The Continuing Education Administrator will be responsible for assuring that all activities of the non-ACPE-approved provider are appropriate and adhere to Continuing Education Program manual and the *Criteria for Quality and Interpretive Guidelines* serving the basis for approval by ACPE.

3.1.4 The Continuing Education Administrator may impose formal sanctions upon the non-ACPE-approved provider for breach of contract, including the dissolution of all current agreements and future co-sponsorship relationships, the imposition of financial penalties,

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withdrawal of the commitment to distribute statements of credit or other such actions deemed appropriate.

Policy:

3.2 The New Jersey Pharmacists Association Continuing Education Program in conjunction with the Continuing Education Committee will have complete control over any program materials purchased from or provided by individuals external to NJPhA for an accredited program.

Procedure:

3.2.1 Educational services, program design materials, program development and/or Implementation of services purchased or otherwise acquired from individuals or organizations external to The New Jersey Pharmacists Association are to be developed in compliance with the manual guiding the Continuing Education Program and the *Criteria for Quality and interpretive Guidelines* serving as the basis for approval by the ACPE.

Policy:

3.3 The New Jersey Pharmacists Association will assure full and complete access to all program related information as may be required for future program development and improvement activities, and to meet reporting requirements for the maintenance of provider status with ACPE or for the needs of others requiring such information. The material will be maintained for a minimum period of six (6)) years after the completion of the program.

Policy:

3.4 If external financial support is received, in whole or in part, for continuing education activities, it shall be documented in an agreement that describes the duties and responsibilities of each party. Responsibility for assuring compliance with the manual rests with NJPhA.

4.0 Joint Providership with Other ACPE-Accredited or Non-Accredited Providers

Policy:

4.1 When the NJPhA Continuing Education Program works with another ACPE-approved provider for the development, distribution, and/or presentation of continuing education activities, the responsibility for assurance of compliance with all *ACPE Standards for Continuing Pharmacy Education* will be held jointly. Each approved provider will have full access to all program-related information.

Procedure:

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4.1.1 Each party will execute an agreement describing duties, responsibilities, and expectations of each approved provider.

Policy:

4.2 When the NJPhA Continuing Education Program works with a Non- ACPE Accredited provider, NJPhA shall have control over the development, distribution, and/or presentation of continuing education activities, to assure compliance with all *ACPE Standards for Continuing Pharmacy Education*.

Procedure:

4.1.1 Each party will execute a Joint Providership agreement describing duties, responsibilities, and expectations of each approved party.

5.0 Activity Announcements

Policy:

5.1 Activity announcements and literature will provide adequate advance information to prospective participants to inform them of the availability of existing and/or upcoming continuing education programs that may be of interest or value to them.

Procedure:

5.1.1 Activity announcements will meet all of ACPE guidelines for live and home study offerings. This material will be submitted for distribution between 45-60 days prior to the program and will include the following information:

- The learning objectives of the activity.
- The target audience for the activity.
- The type of activity (knowledge, application, practice).
- Faculty members and their credentials.
- All fees and a clear statement of items that are covered or not covered by those fees, as well as any applicable deadlines for pre-program cancellations and refunds.
- The schedule of educational activities.
- The amount of continuing education credits, specified in contact hours or CEUs to be earned through participation and successful completion of the program and evaluation.
- A full description of all requirements established for successful completion of the continuing education program and subsequent awarding of credit.
- The official ACPE logo used in conjunction with a statement identifying the approved provider(s) sponsoring or cosponsoring the program, according to the exact language of the prescribed statement: "The New Jersey Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education as a Provider of continuing pharmacy education."

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- The ACPE Universal Program Number assigned to the program.
- Acknowledgement of outside organization(s) providing financial support, if applicable.
- The initial release date for home study activities and expiration date.
- In addition, hardware, software, internet connectivity requirements, NJPhA contact information, and privacy/confidentiality policy related to internet-based activities will be provided to learners, when applicable.

Policy:

5.2 Educational activity (live, home study or other approved delivery methods) descriptions/materials will clearly identify continuing education sessions being offered for credit by listing the ACPE universal number and the number of contact hours/CEU's available, when both educational and non-educational sessions are planned/offered. Announcement/event programs/activity materials will provide adequate information for the participants to determine if the program/s will be of value to them.

Procedures:

5.2.1 Participants will receive information about the requirements and timeframe for receiving credits on CPE Monitor system.

5.2.2 Promotional materials will represent the education program in a fair noncommercial and responsible manner.

Policy:

5.3-Multiday conference brochures will include all pertinent details to provide the learner with adequate information to determine if the conference will be of benefit to them.

Procedures:

5.3.1 Activity announcements for multiday conferences will include:

- The learning objectives for the entire conference
- The target audience designation
- The conference fees
- The educational activity schedule
- The amount of continuing education credits, specified in contact hours or CEUs to be earned through participation and successful completion of the program and evaluation.
- A full description of all requirements established for successful completion of the continuing education program and subsequent awarding of credit.
- The official ACPE logo and statement identifying NJPhA as the accredited provider
- The ACPE Universal Activity Number for each activity
- Acknowledgement of outside organization(s) providing financial support.
- The type of activity (knowledge, application, practice).
- Faculty members and their credentials.

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5.3.2 The final conference brochure will also include:

- Faculty credentials and disclosures for each activity
- The learning objective for each activity
- The activity type of each activity

6.0 Continuing Education Credit

Policy:

6.1 New Jersey Pharmacists Association Continuing Education Program will adhere to a uniform quantitative system of measurement for assessing continuing education credit for live, home study programs or other mediated instructional approaches or approved delivery methods. The applicable number of credits to be awarded for successful completion of an activity will be determined through an assessment of the program content, teaching method, and the reasonable amount of time required to complete the program.

Procedure:

6.2 When the assignment of credit hours is not straightforward, contact hours will be determined by one of the following:

- Pilot test the activity with a group of pharmacists and/or pharmacy technicians who are representative of the target audience to determine the average length of time required for successful completion of the program.
- Request a determination by the Continuing Education Committee or an advisory panel convened for this purpose, consisting of individuals qualified by experience and training in the development and administration of continuing pharmacy education for pharmacists and/or pharmacy technicians.

Policy:

6.2 One contact hour (0.1 CEU) is the minimum unit of credit for live CPE activities, and one half hour (1/2 contact hour; or 0.05 CEU) is the minimum unit of credit for a home study continuing education program. Partial credit is not awarded.

Procedure:

6.2.1 Standard reporting of live continuing education credit will be based on the contact hour (which is defined as 60 minutes of participation or its equivalent) and the continuing education unit (CEU) which is defined as 10 contact hours in an organized continuing education activity under responsible sponsorship, capable direction, and qualified instruction. Each program will last a minimum of 60 minutes for which one contact hour will be awarded. Programs lasting longer than one hour will be reported to the nearest (lower) one-tenth hour (e.g. program length - 1 hr. 15 min – 1.2 hr. or 0.12 CEU).

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6.2.2 For home study programs, determination of the amount of credit assigned is based on a review of the article or program materials by the Continuing Education Committee or a group of peer reviewers.

6.2.3 The time needed to complete a home study article, and take the appropriate pre/post-test is documented by each reviewer and averaged to define the amount of credit to award.

7.0 Record Keeping

Policy:

7.1 The Continuing Education Program will maintain full documentation of program-related materials and information, adequate to provide evidence of compliance with the *Criteria for Quality and Interpretive Guidelines*.

Procedures:

7.1.1 Records of development of educational activities, announcement materials, participation records, and credit awarded will be kept for a minimum period of six (6) years.

7.1.2 All records will be maintained in a secure and confidential manner. Only authorized staff will have direct access to the information.

8.0 Awarding CPE Credit

Policy:

8.1 New Jersey Pharmacists Association shall award CPE credit to each participant upon successful completion of the continuing education activity, and the program evaluation. Partial credit will not be allowed. Credits will be uploaded to the participant's educational record through CPE Monitor.

Procedures:

8.1.1 The Continuing Education Coordinator collects or receives the attendance sheets (with participant signatures) after the program. Participants receive the online evaluation link to complete the evaluation within a specified number of days following the program.

8.1.2 The attendance sheet and the online evaluation log are compared to determine that a participant has completed the required documentation to verify program attendance.

8.1.3 All verified credits are uploaded to the participant's record through the CPE Monitor system no later than 60 days following the activity date in accordance with ACPE requirements. The upload must take place within 60 days from the date the learner completed the activity that must coincide with the date of the live activity. For home study activities, the upload must be completed 60 days from the date the learner completed the

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activity. The completion date for a home study activity must fall between the initial release date and the expiration date.

Policy:

8.2 New Jersey Pharmacists Association Continuing Education Program utilizes standard procedures for providing evidence of participation in a continuing education program.

Procedures:

8.2.1 Live CPE activities: participant must sign the attendance sheet prior to the beginning of each session. A designated On-Site Coordinator (Continuing Education Administrator, or Continuing Education Coordinator, or regional representative) attends each continuing education program. A link to the online evaluation tool is provided at the conclusion of the activity or by email following the activity.

8.2.2 Home study activities: Participants shall study the article/program material, complete, submit and earn a passing grade (as identified on form) on the post- test, and complete and submit the evaluation and/or other assessment tools to the NJPhA office. Earned credits are uploaded to the participant's educational record on CPE Monitor.

9.0 Grievance Policy

Policy:

9.1 New Jersey Pharmacists Association will assure that the Continuing Education Program participants are offered a means to voice complaints and seek a resolution of the issue.

Procedures:

9.1.1 All grievances relating to continuing education activities accredited by New Jersey Pharmacists Association should be submitted in writing to the Continuing Education Administrator. The Continuing Education Administrator will make every effort to resolve the issue, and implement corrective measures, as needed.

Policy:

9.2 After receipt of a written complaint, the Continuing Education Administrator will share the information with the Chair of the Continuing Education Committee who will convene a committee meeting within 10 working days of notification. The results of the committee review will be shared with the participant/complainant within two weeks of the committee meeting.

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II. BUDGET AND RESOURCES

10.0 Adequate Financial Resources

Policy:

10.1 The NJPhA Continuing Education Program will maintain sufficient financial resources to meet direct and indirect program costs.

Procedures:

10.1.1 The Continuing Education Coordinator and the regional representative will establish a working budget for each regional program to assure that the educational goals/objectives for the activity are met, while maintaining a sound fiscal position.

10.1.2 The Continuing Education Program budget is set annually with the Association is operating budget.

10.1.3 All invoices, payments, and bills (i.e., financial transactions related to CE programs) will be paid through the appropriate regional account, if it is a regional program or through the NJPhA account if it is an NJPhA program/meeting. Expense and income documentation will be forwarded to the NJPhA bookkeeper for verification and reconciliation.

III. FACULTY AND STAFF

11.0 Faculty: Qualitative Considerations

Policy:

11.1 To facilitate adult learning, the Continuing Education Program and/or the Continuing Education Committee shall provide guidance and development support to faculty involved in educational activities to include development of specific measurable objectives, assessment questions, active learning, methods of instruction and handouts.

Procedures:

11.1.1 Continuing Education Program will provide faculty guidance materials to each faculty participating in a given activity including written guidelines related to educational methods and development of educational goals and objectives for the activity.

11.1.2 Continuing Education Administrator, Coordinator and/or the Continuing Education committee chair will communicate directly with faculty during the planning and development process for a project or activity.

11.1.3 The Continuing Education Program and/or the Continuing Education Committee will provide technical assistance necessary to prepare and edit educational materials.

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11.1.4 The Continuing Education Coordinator will assure that each faculty receives a copy of the activity evaluation summaries to be used to assess activity effectiveness, and guide the future development of their materials and presentation.

11.1.5 The Continuing Education Program requires each faculty to submit a conflict of interest statement, and display the statement on the slide deck or within the presentation materials.

11.1.6 The activity evaluation form, which solicits participant assessment of faculty effectiveness and includes an option to add other program comments, is also used to monitor the effectiveness of the faculty guidance process, make adjustments, modifications, and/or target certain areas of emphasis as necessary to support the ongoing quality and improvement of its continuing educational activities.

11.1.7 The Continuing Education Coordinator will prepare a formal summary report for each activity, which compiles the results of the activity evaluation tools, and any written comments and suggestions from participants.

11.1.8 A representative from the Continuing Education Program (i.e. Continuing Education Administrator, Continuing Education Coordinator, regional representatives, Continuing Education committee members) will monitor/attend each educational activity.

11.1.9 Continuing Education Program will assure that faculty utilized in educational activities has the skills, knowledge, and training needed to meet activity goals and objectives. Methods for evaluating faculty will include review of submitted documents, such as resume or C.V., previous educational presentations and materials relative to the proposed project, recommendations and referrals from individuals known to NJPhA.

1.1.10 The Continuing Education Program is responsible for the selection of faculty for all educational activities. The Continuing Education Committee acts as a resource.

12.0 Faculty: Quantitative Considerations

Policy:

12.1 NJPhA will utilize an appropriate number of qualified faculty members for each continuing education program.

Procedure:

12..1.1 To determine the appropriate number of faculty members for a continuing educational program, the Continuing Education Program, and /or the Continuing Education Committee will consider factors such as: program topic and content, overall length of the program, delivery mode for the program, faculty expertise, type and size of targeted audience and program style. The ratio of at least one (1) faculty member per every three

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hours of formal didactic lecture within a given program or one faculty member (facilitator) for each 40 participants expected in programs utilizing interactive workshops or demonstration activities will be the guideline.

13.0 Support Staff

Policy:

13.1 The Continuing Education Program shall maintain adequate resources and staff to provide for the effective development of continuing education offerings and management of the NJPhA continuing education program.

Procedure:

13.1.1 Continuing Education Program shall have a Continuing Education Administrator and a Continuing Education Coordinator who works in concert with the NJPhA Continuing Education Committee and/or the NJPhA Board of Directors, as needed.

IV. EDUCATIONAL ACTIVITY DEVELOPMENT

14.0 Appropriate Subject Matter

Policy:

14.1 New Jersey Pharmacists Association Continuing Education Program will strive to present continuing educational programs that are pertinent to the contemporary and future practice of pharmacy.

Procedures:

14.1.1 Program development will focus on major issues in pharmacy that can be directly linked to improving pharmacists' clinical knowledge and the appropriate delivery of pharmacy care including: monitoring and management of patient therapy; characteristics, therapeutics and prevention of disease states; social, economic, behavioral, legal, administrative, and managerial aspects of pharmacy practice as health care providers, new drug therapies, and new drug delivery methods. In addition, program development will include learning objectives for pharmacy technicians, as appropriate.

14.1.2 The Continuing Education Program will assure that the core content of all topics or subject areas, that are not exclusively specific to pharmacy, explicitly relate to the contemporary practice of pharmacy, and demonstrate a clear and thorough development of predefined learning objectives to contemporary pharmacy practice.

14.1.3 Faculty will be instructed to employ case studies and examples of the application within pharmacy practice. Faculty will develop supportive educational and/or the use of

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interactive learning exercises in which participants have the opportunity to apply content to pharmacy practice situations.

15.0 Educational Needs Assessment

Policy:

15.1 The Continuing Education Program will assess educational needs by involving members of the intended pharmacist and/or pharmacy technician audience(s) in identifying their continuing education needs. Pertinent contemporary and evolving practice of pharmacy will guide ongoing needs assessment processes. An annual survey of members will be conducted and program evaluation comments reviewed to determine the educational priorities identified by the participants.

Procedures:

15.1.1 Continuing Education Program shall utilize the Continuing Education Committee members in a review and advisory capacity to assess contemporary trends in pharmacy and determine that the educational activities offered meet the identified needs of NJPhA activity participants.

15.1.2 Each program evaluation tool will include a section for participants to suggest future topics and identify educational needs.

15.1.3 Suggestions and comments included on completed evaluations will be compiled and reviewed with the annual continuing education survey.

15.1.4 Continuing Education Program will employ a variety of assessment activities to promote balance within its programming that assures that needs of current and future constituents are met.

15.1.5 The program staff and Continuing Education Committee will review professional literature and follow trends in the profession of pharmacy to evaluate appropriate programming opportunities. In addition, adult and continuing professional education resources will be utilized to identify program areas in need of improvement.

16.0 Non-Commercialism: External or Commercial Support

Policy:

16.1 Continuing Education Program activities may be supported by funds received from external sources. All funds received from external sources in support of continuing education program will be accepted only if offered without restrictions that would require the inclusion of commercial or promotional bias to program activities.

Procedures:

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16.1.1 The New Jersey Pharmacists Association Continuing Education Program will be independent from any commercial interest. The Continuing Education Program will be responsible for the administration (determination of needs, objectives for activity), content, quality, and integrity (selection of faculty/presenters, activity delivery methods, activity evaluation instrument) of all continuing education activities, including activities prepared by an outside organization.

16.1.2 Disclosure of commercial support shall not use corporate logo, trade name, or product information of an ACPE-defined commercial interest.

16.1.3 The Continuing Education Program will assure that all educational activities are fairly balanced and that all information and material are free from promotional influence and/or biased content. Educational materials that are part of a continuing education activity shall not be commercial in nature, as defined by ACPE as a commercial interest. The use of corporate logos, trade name, or product related information is prohibited.

16.1.4 A letter of agreement will be dually executed by NJPhA and the external funding source that clearly delineates the roles, responsibilities, and limitations each will hold in relation to producing the educational activity. The source of the funding must be identified.

16.1.5 The activity faculty will provide the appropriate disclosures for any significant relationship with the funding organization(s) and the disclosure will be announced during the activity and/or provided in activity materials. Control of the educational content rests with NJPhA. The Continuing Education Program will assure that presentations are fairly balanced and that faculty discloses any known limitations on planners, committee members information, including but not limited to data that represent ongoing research, interim analysis, preliminary data, or unsupported opinion.

16.1.6 Each faculty member will be required to disclose any significant or relevant financial (in any amount within the preceding 12 months) or other relationship that may create the perception of influence over the educational activity. Each presenter executes a faculty disclosure form prior to the activity. The Continuing Education Coordinator is responsible for assuring that the form is signed, returned, and filed with the program documentation. Program Evaluation Forms are monitored to assure that there is no perception of bias.

16.1.7 Continuing Education Committee members employed by or with a relevant financial relationship to a commercial interest must disclose that relationship to NJPhA, and they may not participate in the planning and/or review of educational activities when the activity content relates to the business lines and products of their employer.

16.1.8 The Continuing Education Program and the Continuing Education Committee are responsible for reviewing the educational materials/slides prior to each presentation to assure the presentation is balanced and not commercial in nature. If perception of bias is present in any of the materials, the Continuing Education Coordinator or Continuing Education Committee informs the speaker and requires adjustments in the presentation.

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16.1.9 Evaluation results are shared with the speaker (live)/author (home study) as part of the evaluation and it is used by NJPhA to determine if the speaker/author will be invited to present in the future.

16.1.10 The Continuing Education Program will not use or allow promotional activities or materials as an integral part of the activity or activity materials in any manner that interferes with or interrupts the educational activity. All material used by faculty during a presentation will be reviewed prior to distribution as part of Continuing Education Committee review process.

16.1.11 The Continuing Education Program will not allow promotion of products or services inside the classroom or in obligate pathways to educational sessions. Representatives of commercial interests may not conduct any product sales or promotion during the educational activity.

16.1.12 Meals, networking, other social activities held in conjunction with continuing education presentations will not compete with or supersede the educational offerings.

Policy:

16.2 All persons involved in or with influence over content development must disclose relevant financial relationships with commercial interests.

Procedures:

16.2.1 Any person involved with content development or may have influence over content must disclose relevant conflicts of interest/ financial relationships with a commercial interest. Refusal to disclose relevant conflicts of interest will result in disqualification from the role of faculty, committee member, and/or author.

16.2.2 Disclosed conflicts must be resolved prior to the activity date.

Policy:

16.3 The disbursement of funds received from a commercial source will be managed and paid out by NJPhA for expenses related to a specific program.

Procedures:

16.3.1 All costs, payments, and/or reimbursements associated with a program that receives external/commercial support will be paid directly to the service provider submitting the applicable invoice (faculty honoraria, travel, reimbursement, and/or other program related expenses) by NJPhA.

16.3.2 Faculty and authors may not accept Continuing Education Program payment for services related to an NJPhA continuing education activity from a commercial/external sponsor.

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16.3.3 Honoraria and non-education related expenses (i.e.: travel, reimbursement) will be paid to faculty or authors only for work conducted for the educational activity associated with the specific program. Activity participants will not be reimbursed for any expenses

16.3.4 No payments will be made to the activity participants or other non-faculty/non-author participants.

16.3.5 NJPhA may reimburse Continuing Education Program staff or other NJPhA program representatives.

17.0 Educational Objectives

Policy:

17.1 Standard planning and development practices, that include written educational goals and specific learning objectives for pharmacists and/or pharmacy technicians shall be employed for each educational activity, and reflect the relationship of the activity topic(s) or content to contemporary pharmacy practice.

Procedures:

17.1.1 Faculty will be directed to utilize materials found in the Continuing Education Program faculty guidance that pertains to developing active and measurable educational objectives.

17.1.2 Faculty will be required to provide specific and explicit educational goals and objectives for any presentation between 45 to 60 days prior to the scheduled program.

Policy:

17.2 The goals and objectives should be appropriate for audience and the time allocated to the program.

Procedure:

17.2.1 The Continuing Education Administrator, Continuing Education Coordinator, and/or the Continuing Education Committee will review goals and objectives submitted by program faculty and evaluate them to assure that they are clear, concise, specific, and measurable, and appropriate for the audience and for the time allocated to the program.

Policy:

17.3 Activity designation types must be appropriate for the activity and the learners (pharmacists and/or pharmacy technicians).

Procedures:

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17.3.1 The Continuing Education Committee will evaluate the activity designation type (knowledge, application or practice based activity) assigned by the faculty to assure the activity type is appropriate for the activity and the learners.

17.3.2 Activity types are defined as follows:

- Knowledge-based activity: An activity that transmits facts based on evidence accepted in professional pharmacy and/or health care literature.
- Application-based activity: An activity that provides opportunities to apply learning in a specific period. The information must be evidence based and accepted by professional pharmacy and health care professions.
- Practice based activity: this type of activity is developed to expand or enhance learners' competencies through the attainment of specific knowledge skills and attitudes or behaviors. The information must be evidence based and accepted by healthcare professions. The activity format should include a didactic component and a practice component.

17.3.3 Credit for activity designation types will be assessed as follows:

- The minimum credit for a knowledge-based activity will be 15 minutes or 0.25 CEU.
- The minimum credit for an application-based activity will be 60 minutes or 0.1 CEU
- The minimum credit for a practice-based activity is 15 hours or 1.5 CEU.

18.0 Content/Topic Development

Policy:

18.1 Each continuing educational activity shall be designed to explore one subject or group of closely related subjects that are pertinent to pharmacy practice. If the activity involves multiple components, such as in a lecture series, all segments shall be developed to integrally related subjects.

Procedures:

18.1.1 The Continuing Education Program will develop activities that are relevant to the practice of pharmacy and logically sequenced to provide opportunities for well-coordinated continuing educational experiences.

18.1.2 The educational activities will support the continuing development of pharmacists and/or pharmacy technicians to maintain and enhance their competence through problem solving and critical thinking.

18.1.3 The Continuing Education Program will offer educational activities that assist learners in developing and maintaining proficiency in delivering patient-centered care, working as part of an interdisciplinary team, practicing evidence-based medicine, focusing on quality improvement and using information technology.

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18.1.4 Programs involving multiple sessions or prolonged periods will be developed and administered using individual sessions of discrete educational "blocks" which allow for and promote participant selection of educational programs that meet the continuing education needs of pharmacists and/or pharmacy technicians. Separate UAN numbers will be assigned to each session.

19.0 Instructional Materials

Policy:

19.1 All supportive and supplemental instructional materials will be suitable and appropriate to assure technical quality, timeliness, and relevance of content for use by pharmacists and pharmacy technicians. A general outline of the presentation will be developed and made available for each program offered.

Procedures:

19.1.1 All faculty are required to submit appropriate instructional materials to the Continuing Education Program Coordinator and/or the Continuing Education Committee for review prior to presentation to the entire audience.

19.1.2 Handout material providing a general outline or description of the continuing education presentation will be developed and made available to participants prior to each program offered.

19.1.3 All supportive and supplemental instructional materials will be developed to enhance the participant's understanding of the topic(s) being addressed in the continuing education program.

19.1.4 Instructional material will be provided for all live programs. The material will vary based on the program and may consist of pre and post learning assessments, copies of slides, and program outlines. The material will be distributed electronically prior to the program.

19.1.5 All programs offered frequently will undergo a complete review by the Continuing Education Committee at least once every thirty-six months, or more often if the subject area warrants, in order ensuring that the content, case studies, program handouts/materials, audiovisual resources, assessment exercises, or other tools, remain timely and relevant to current practice.

19.1.6 The Continuing Education Administrator, Continuing Education Coordinator and Continuing Education Committee members will ensure that his/her knowledge regarding the ongoing subject matters remains current through programs, reading, and internet research.

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19.1.7 If it is determined that the program information has been substantially modified, the program will undergo a complete reevaluation by the Continuing Education Committee, and upon their approval, and it will be accredited with a new universal activity number (UAN).

V. METHODS OF DELIVERY

20.0 Instructional Delivery Methods

Policy:

20.1 The method(s) of delivery utilized in an educational program will be determined by considering such factors as the educational content, the learning objectives and specific needs and/or limitations of the potential participants. Educational programs may include, but are not limited to didactic lecture, discussion, small group workshops, panel discussion; skills based workshops or home study courses using written, video, audio, or electronic instruction materials.

Procedure:

20.1.1 Information regarding the learning format preference(s) of members of the intended target audience(s) will be taken into consideration when selecting the delivery method(s) to be used.

21.0 Participant Involvement in Learning

Policy:

21.1 The method of delivery for a given activity will allow for and encourage active participation and involvement of the pharmacist and/or pharmacy technician learner. The activity will design and implement active and/or interactive learning activities as a component of both live and home study or other mediated instructional approaches, where appropriate.

Procedures:

21.1.1 Live activity design may include, but is not limited to structured question and answer sessions, and panel discussions, patient case studies, problem-solving activities, manipulation of equipment or data, simulation exercises.

21.1.2 Home study activity design may include but is not limited to pre-testing, interim quizzes, data manipulation exercises, case studies, problem solving, and/or post testing.

VI. FACILITIES

22.0 Facilities Matched to Content and Method

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Policy:

22.1 Facilities utilized for continuing education programs will be appropriate and adequate to meet the stated goals and objectives through effective delivery of the educational material. Facilities will also be suitably equipped. The facilities will contain adequate space, lighting, seating, tables, environmental controls, and break areas to maximize the educational experience and minimize distractions and discomfort to participants. The Continuing Education Coordinator will ensure appropriate equipment is available at facilities including, but not be limited to internet access, laptops, projection screen, projection systems with multimedia capabilities, white boards or flip charts, sound system, microphones, podiums, variable lighting or laser light pointer, as needed. When catering service is provided, it will be included in the promotional material.

Procedure:

22.1.1 Prospective participants should be advised of any equipment they will need to complete a self- study program that is not provided in the educational materials.

23.0 Facilities Matched to Audience and Objectives

Policy:

23.1 New Jersey Pharmacists Association Continuing Education Program will use facilities which are adequate to the size, the selected delivery method, and educational needs of the expected audience and which promote the attainment of the objectives of the program. Geographic location and convenience factors such as the availability of suitable writing space or availability of technical support or equipment necessary to complete educational activities and assessment exercises will also be considered.

Procedure:

23.1.1. Presenters will be encouraged to provide an additional copy of their presentation as an electronic file or on a separate media storage device in the event that their computer fails.

23.1.2. The Continuing Education Coordinator or regional representative will be encouraged to provide a backup computer for all presentations where on-site technical support is not available.

VII. EVALUATION

24.0 Learning Assessment

Policy:

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24.1 Each continuing education program shall have an evaluative mechanism, which allows for and encourages all participants to assess their achievement in accordance with the program's learning objectives. The assessment tools shall actively engage the participant to reflect on content delivered during the educational program and respond to specific questions by selecting an alternative proposed by program faculty or generate a response on their own. Participants may have the option to respond "internally" to questions unless otherwise specified during the program. In all cases, feedback will be provided which allows participants to compare their responses to an acceptable benchmark.

Procedures:

24.1.1 Program assessment procedures that require the submission of written or verbal responses for evaluation and grading will be written in promotional material and restated verbally during announcements at the beginning of the program.

24.1.2 Learning assessment feedback is provided to the participant in an appropriate and constructive manner. Assessment activities may include, but not be limited to open question-answer periods, case study discussions, pre, and posttests and directed discussion periods, role-playing exercises, and panel discussions. Activities that do not promote learning assessment in relation to program objectives will not be included in the determination of program credit.

25.0 Program Evaluation

Policy:

25.1 The Continuing Education Program uses a program evaluation component for each program and evaluates the data collected from each. The information is summarized and evaluated by the continuing education staff, and the continuing education committee.

Procedures:

25.1.1 The evaluation data is used to assess the continuing education program quality in areas including but not limited to, program content, speaker selection, usefulness of presentation and/or handouts and program location.

25.1.2 All participants (attending the program for credit or non-credit) will have the opportunity to evaluate the quality of each continuing education presentation or home study program in which they participate by using the evaluation tool (form or online) provided.

25.1.3 The program evaluation should include, but is not limited to: the topic, questions to rate overall satisfaction of the speaker's knowledge of subject matter and quality of the presentation, the topic and its overall relevance and appropriateness for a pharmacy continuing education program. In addition, the evaluation will collect responses to determine if the program met stated learning objectives, and the general context such as the facilities, administration of the program and convenience of the location.

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25.1.4 New Jersey Pharmacists Association Continuing Education Program will make modifications to the program evaluation tools used in order to gather information that will assist in presenting high quality, innovative, and applicable educational opportunities that meet or exceed industry standards for excellence in programming, safety, and participant/audience amenities for pharmacists and pharmacy technicians, as needed.

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Accredited Continuing Education Activities Checklists

Activity Planning

Program Title: _____ UPN Number _____ Date: _____	Date	Initials	Copy in Program Folder
Date, time, and location (city) established			
Resources and facilities determined			
Program budget established			
Activity fees set			
Faculty identified and recruited			
Faculty commitment received/confirmation letter sent to faculty			
Faculty disclosure received and reviewed for conflicts			
<ul style="list-style-type: none"> Conflicts are resolved prior to activity 			
Faculty CV or biographical sketch on file			
Signed Joint Provider agreement is on file, if applicable			
Activity content/slide deck/handout materials forwarded to continuing Education Committee for approval prior to accreditation			
<ul style="list-style-type: none"> Committee revisions, if required, completed 			
Activity Description Form (ADF) submitted to ACPE 45-60 prior to activity date			
<ul style="list-style-type: none"> Universal Activity Number assigned to activity and included in Activity Announcement to target audience 			
Development of Activity Announcements (below)			
<ul style="list-style-type: none"> Verify that announcement contains all required information per ACPE standards 			
Standard 1: Goal and Mission of CPE Program			
Activity meets the goal and mission of the NJPhA Continuing Education Program			
Standard 2: Educational Needs Assessment			
<ul style="list-style-type: none"> Topic relates to identified educational needs of the target audience (P/PT) 			
<ul style="list-style-type: none"> Addresses gaps 			
Standard 3: Continuing Pharmacy Education Activities			
<ul style="list-style-type: none"> Activity is identified by type: K-knowledge; A-application; P-practice 			
<ul style="list-style-type: none"> Content references accepted evidence. 			
Standard 4: CPE Activity Objectives			
<ul style="list-style-type: none"> Objectives address learning needs 			
<ul style="list-style-type: none"> Objectives are measurable (using Bloom's taxonomy) 			
<ul style="list-style-type: none"> Objectives are appropriate for activity type (K,A,P) 			
<ul style="list-style-type: none"> Objectives have an active learning component 			

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Standard 5: Standards for Commercial Support			
• Program has the faculty disclosure			
• Conflict resolution prior to activity date			
• Activities that receive educational grants received from a commercial interest maintain independence			
• Content is free of promotion or bias			
• Activity evaluation forms are monitored for comments about promotion or bias			
Standard 6: Faculty			
• Faculty Guidance materials delivered to faculty			
Standard 7: Teaching and Learning Methods			
• Live CPE activity includes active learning opportunities between the audience and the speaker and facilitates dialogue and open exchange of information.			
• Home study activities include active learning			
Standard 8: Educational Materials			
• Materials (slides, handouts) received CE committee approval			
Standard 9: Assessment of Learning			
• Presentation contains appropriate learning assessments to qualify for CPE credit.			
• Learning assessments are appropriate for activity type (K-assessments questions; A-case studies that address application of principles learned; P-demonstrating mastery)			
Standard 10: Assessment Feedback			
• Faculty provides appropriate feedback to learners			
Standard 11: Evaluation of CPE Activities			
• Learners complete evaluation			
• Evaluation contains elements relevant to outcomes			
• Learner feedback is summarized			
• Faculty receives evaluation results and thank you letter.			
CE Committee approved handouts and supplemental materials are distributed to participants electronically, prior to the activity (not less than 3 days prior).			
AV Equipment at location verified			
• Internet password secured, if applicable			
• Advise MAC users to supply LCD projector adaptors/cords			
Methods to measure fulfillment of objectives prepared (i.e., evaluation form, posttest, etc.)			
• Online evaluation form created prior to activity date			
• Evaluation questions must reflect learning objectives			
• Evaluations must have comments section for learner feedback			

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• Evaluation access code distributed to participants			
• Summary of evaluation results prepared.			
Crosscheck attendance sheet (for live activity) and evaluations to verify eligibility for credit. Upload credit to CPE monitor within 60 days			
Process faculty honoraria and expenses.			
Complete permanent “activity file” and archived.			

Activity Announcement Instructions

Include the following in all activity announcements developed by the NJPhA Continuing Education Program and/or developed by an organization working with NJPhA under a Joint Providership agreement.

1. The learning objectives (must describe measurable behaviors)
2. Assure verbs follow Bloom’s Learning Outcomes/Taxonomy (i.e.: cognitive, psychomotor, affective domains)
3. Activity type [K, A, P] (knowledge, application, practice)
4. Target audience that may benefit from the activity
5. Faculty member name, degree, and title/position
6. Fees for the activity
7. The schedule of the educational activity
8. The amount of continuing education credit, written in contact hours or CEUs
9. The official ACPE logo and the provider statement that reads: The New Jersey Pharmacists Association is accredited by the Accreditation council for Pharmacy Education as a provider for continuing pharmacy education.
10. The ACPE Universal Activity Number/s
11. The activity designation of pharmacists and/or pharmacy technicians.
12. A full description of requirements for successful completion of the activity and to earn credits (i.e. obtaining a minimum grade on a post-test, completing the activity evaluation form).
13. Acknowledgement of any organization providing financial support for any component of the educational activity.
14. Refund information and deadlines
15. Home study activities:
 - a. List the initial activity release date and the expiration date.
16. Internet based activities:
 - a. Hardware requirements
 - b. Software requirements, to include browser options and the browser version, if applicable
 - c. Internet requirements
 - d. NJPhA Continuing Education Program contact information
 - e. Privacy and confidentiality

Multiday conference brochures/ programs:

All the above required activity announcement information

- Learning objectives for overall conference

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- Acknowledgement of any commercial support

Final convention program:

- Faculty name, degree, title/position
- Faculty disclosures
- Learning activity for each activity
- Activity type

NOTE: Save the Date that announces the date of an upcoming event does not require the detail above. The ACPE logo and provider statement may be used by the provider. The following language can be included: This activity is eligible for ACPE credit; see final CPE activity announcement for specific details.

Activity Evaluation Feedback Checklist

1. Did the activity accomplish what the objectives?
 - a. Was there consensus among the participants that the activity achieved the learning outcomes?
 - b. Did the activity meet or exceed expectations?
 - c. Were there any unanticipated outcomes?
2. If the activity did not accomplish what was planned, where did the activity fail and why?
 - a. Did the evaluation provide collect enough specific detail to explain the shortcomings?
 - b. What caused the activity to fail?
 - c. Was it the activity design and development, or the activity delivery/faculty?
 - d. How should the activity be revised if it is offered again?
 - i. What are the new expectations?
3. Can activity evaluation information be used to improve other activities?
 - a. Can the findings from successful activities be applied to other activities?

Sample Questions for Activity Evaluation Form

Evaluations questions for pharmacists and pharmacy technicians

- Please rate the following objectives:
 - Objective 1
 - Objective 2
 - Objective 3
 - Objective 4
- If the activity is accredited for pharmacists and technicians, include the activity objectives for each audience
- Were the objectives met? (separate pharmacists and technician questions/responses)
- Was the content relevant to your practice?
- How interesting was the topic to you?
- What did you find most helpful about this continuing education activity?
- What one thing will you do differently after participating in the activity?
- What one thing did you learn today that everyone in your organization needs to know?
- Was this activity presented free from bias?
- Is the content fair and balanced?

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Questions for speaker feedback

- Rapport/Interaction
 - Displays good eye contact
 - Encourages questions
- Organization
 - Gives preliminary overview
 - Relates topic to practice
 - Keeps on-track with major theme
 - Utilizes smooth transitions
 - Summarizes/reviews key points
 - Information flows logically
- Presentation
 - Explains subject matter clearly
 - Defines new or unfamiliar terms
 - Reinforces difficult concepts by repetition or examples
 - Speaks clearly and at appropriate volume
 - Speaks at appropriate pace
 - Uses appropriate presentation media
- Command of Topic Area
 - Demonstrates comprehension of topic
 - Demonstrates application of information
 - Answers questions appropriately
 - Covers appropriate amount of material
 - Complexity of material
- Active learning strategies
 - Uses practical cases/exercises
 - Explains strategy; provides direction
 - Allows sufficient time to complete exercise(s)
 - Provides learner/audience feedback in constructive manner
- Instructional materials
 - Are appropriate length
 - Complement presentation
 - Can be used as a reference
 - Are well-organized

Sample response scales

2-choice scale:

- Yes - No
- True - False

3-choice scale:

- Exceeds standards - Meets standards - Does not meet standards
- Exceptional – Acceptable - Needs Improvement
- Completely - Only partially - Not completely

4-choice scale:

- Outstanding/Excellent – Good – Fair - Needs improvement
- Exceptional - One or two improvements needed - Many improvements needed - Awful
- Agree strongly – Agree – Disagree – Strongly Disagree
- Poor – Fair – Good - Very good
- Very – Somewhat - Not very - Not at all

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5-choice scale:

- Poor – Fair – Good - Very good - Excellent
- Strongly agree – Agree – Neutral – Disagree - Strongly disagree
- totally unclear - somewhat unclear - mostly clear - very clear - extremely clear
- totally boring - mostly boring - somewhat interesting - very interesting - extremely interesting
- useless - not very useful - somewhat useful - very useful - extremely useful

Descriptive scales:

- 1 = Presentation meets criteria; requires no changes
2 = Presentation meets most criteria; requires 1-2 changes
3 = Presentation requires several changes
4 = Presentation requires extensive changes; needs to be redone
- Table format

Not Acceptable	Needs Development	Competent	Excellent
Monograph needs to be rewritten; very disorganized; did not understand any information.	Monograph was confusing in many areas; information is not very useful.	Monograph needs clarification in one or two areas; information is useful.	Monograph was very useful; I can apply the information to my practice.

Sample questions for improving CPE activities

- What did you like best about the CPE activity?
- What did you like least about this activity?
- What will you tell others about this activity?

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Sample Activity Evaluation - Live

<Activity Title>

<Date>

<ACPE UAN>

<Contact Hours>

Please respond to the following statements using the following scale:

1= Strongly Disagree 2= Disagree 3=Neutral 4= Agree 5= Strongly Agree

		1	2	3	4	5
A.	The activity met my educational needs.					
B.	Achievement of stated learning objectives:(list for both pharmacists & pharmacy technicians)					
	1. List objective					
	2. List objective					
	3. List objective					
	4. List objective					
C.	The speaker was: 1. Knowledgeable about the topic. 2. Effective in his/her presentation.					
D.	The educational materials were useful and valuable.					
E.	The learning activities were effective and incorporated active learning methods.					
F.	The learning assessment activities were appropriate.					
G.	The activity was presented in a fair and unbiased manner. Comment box provided:					

Based on the sample template provided by ACPE. Modify as necessary.
Released_090114

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Sample Activity Evaluation - Home Study

<Activity Title>

<Date>

<ACPE UAN>

<Contact Hours>

Please respond to the following statements using the following scale:

1= Strongly Disagree 2= Disagree 3=Neutral 4= Agree 5= Strongly Agree

		1	2	3	4	5
A.	The activity met my educational needs.					
B.	Achievement of stated learning objectives:					
	a) List objective					
	b) List objective					
	c) List objective					
	d) List objective					
C.	The author's written materials were organized.					
D.	The educational materials were useful.					
E.	The teaching and learning methods (pre/post-tests, questions, and cases) were effective.					
F.	The learning methods (pre/post-tests, questions, cases) were appropriate					
	a) Questions were relevant to the CPE activity					
	b) Questions were at an appropriate level of difficulty					
	c) Feedback was given in a timely manner					
	d) Feedback was helpful for my learning					
G.	The activity was presented in a fair and unbiased manner. If not, please describe _____					
	Additional comments:					

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Letter of Agreement with XXXX - 2015

The New Jersey Pharmacists Association [NJPhA] (Provider A) and _____] (Provider B) agree to work together for the purpose of developing and distributing the following continuing pharmacy education activity:

This activity is being planned to offer _____ contact hours of credit and is scheduled to take place/will be released on during 2015 (dates to be determined) and will expire in 2018 (three years from release dates).

While the two organizations agree to work together, the ACPE-accredited provider, NJPhA, will retain final authority for all areas relating to the ACPE Accreditation Standards for Continuing Pharmacy Education. Areas in which the provider retains final authority include:

- final selection of the activity title,
- final approval of all activity announcement literature,
- final approval of all materials distributed in conjunction with the continuing education activity,
- final approval of the activity schedule and amount of credit to be awarded,
- final approval of the process for determining the basis upon which credit will be awarded,
- final approval of faculty,
- final approval of learning objectives, pharmacist and/or pharmacy technician designation,
- final approval of activity content, activity type (knowledge, application or practice-based),
- final approval of learning assessment activity,
- final approval of the online activity evaluation form.

Additionally, the ACPE-accredited provider will:

- maintain all records for 6 years,
- upload credits to CPE Monitor,
- resolve CE activity grievances which are submitted in writing,
- ensure that the Standards for Commercial Support requirements are met (relevant financial relationship disclosures, resolution of conflict of interest, commercial support, and relevant financial relationship disclosure to participants, etc.)
- conduct an assessment of the educational needs of the targeted audience,
- provide guidance to faculty (to include the nature of the target audience, teaching methodology, development and use of instructional materials and learning assessments, and the development of appropriate objectives),
- review and approve all materials and information (including audio-visual aids and educational materials) so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure,
- summarize feedback for pharmacists and/or pharmacy technicians obtained through activity evaluation forms.

The _____ (joint provider) agrees to:

- * pay a fee of _____ program to NJPhA _____ (ACPE-accredited provider) in recognition of the work done. If work is not done satisfactorily or according to defined timelines, a payment withholding of 10% may be applicable.
- * cooperate with the provider and will, in all areas that relate to the CPE Standards, follow the directions given to them by the provider,
- * obtain a written authorization from NJPhA _____ (administrator) prior to printing/final preparation of audiovisual aids,
- * obtain a written authorization from NJPhA _____ (administrator) prior to printing of educational materials.

Please see the attached Appendix with the scheduled completion dates for the tasks listed above.

In the event that _____ (cosponsor) fails to comply with the requirements stated within this letter of agreement, the provider has the option to decline to provide continuing pharmacy education credit to participants.

Name, E. Barry NJPhA _____
Organization Date Name Organization Date
(ACPE Accredited Provider) (Joint Provider)

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Letter of Agreement With XXXX - 2015

Task	Date	Responsibility	
		ACPE Provider	Joint Provider
Selection of the program title(s)			
Faculty determined	Per activity		
Obtaining relevant financial relationship disclosures	Per activity		
Resolution of conflict of interest (if applicable)	Per activity		
Final learning objectives	Per activity		
Final program content	Per activity		
Determination of pharmacist and/or pharmacy technician designation	Per activity		
Determination of activity type (knowledge, application or practice-based)	Per activity		
Program schedule and amount of credit to be awarded	Per activity		
Program promotional material	Per activity		
Provide faculty guidance materials	Per activity		
Educational materials distributed in conjunction with the continuing education program	Per activity		
Final approval of learning assessment activity	Per activity		
Final program evaluation instrument	Per activity		
Process for determining the basis upon which credit will be awarded	Per activity		
Issue credit [upload to CPE monitor]	Per activity		
Summarize evaluation forms	Per activity		
Handle all grievances which are submitted in writing	Per activity		

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Program chart

