

# Developing Effective Faculty Guidance Materials

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## Faculty Confirmation Letter

- Thank you
- Location of presentation
- Date and time of presentation
- Title of presentation and session
- Honorarium if any
- Audience type
- Learning Objectives
- List of required materials and due dates
- Description of activity type
- Description of audience polling options
- Travel Information and reimbursement if applicable
- Slide Template to be used if applicable
- Contact information
- Documentation of Understanding statement

## Faculty Guidelines

- Explanation of requirements related to ACPE Standards
  - Podcast/Webinar
  - Standards of Practice
  - Patient Care Process
  - Bias Safeguards
  - Creating a Learning Environment
  - Preparing Your Presentation
  - Travel Information/Policy
  - Speaker Checklist
- Faculty Forms and materials to be completed and submitted

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### Faculty Feedback Survey

- Use information to strengthen and improve processes

### Faculty Communication

- Constant instruction and feedback throughout process
- Program follow-up and activity/faculty evaluation

### Open Discussion