ACPE

Greetings ACPE-accredited providers!

ACPE would like to share a few updates from our recent Commission and Board meetings.

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For a short-cut to the previous versions of the CPE Provider eUpdate, please <click here>.

1. ACPE CPE Commission News

Congratulations to the 2017 Chair of the Commission, Dennis Brierton, PharmD, BCPS, FASHP, Director for Clinical Pharmacy Services at Aurora Health Care in Milwaukee, Wisconsin, and Vice Chair, Aaron Reich, PharmD, President of TRINU Healthcare.

ACPE would like to extend their gratitude to Tian Merren Owens, MS, PharmD, Director of Continuing Pharmacy Education for the Florida Pharmacy Association for her service as the 2016 Chair of the CPE Commission.

ACPE would like to welcome one new member appointed to the CPE Commission, Joe Fontenot, RPH, Assistant Executive Director, Louisiana State Board of Pharmacy (Term through December 2019).

ACPE would like to thank and congratulate outgoing member Kevin Mitchell, RPh for his dedicated service and hard work in achieving the objectives of the CPE Commission.

2. ACPE Launches Newly Redesigned Website

After months of hard work and dedication, ACPE launched of our newly designed website. The site has a fresh, streamlined look, with a structure that makes important information easy to access and will ensure a positive user experience in accessing information. In addition to the changed design and layout of the pages, new functions include an enhanced search feature and an organized repository of key ACPE communications across all functional areas.

ACPE's goal with this new website design is to provide our stakeholders with an easier and more efficient way to access information, tools and resources that are relevant to their needs. The revamped site provides direct access to content in four main program areas, including PharmD Program Accreditation, Continuing Education Provider Accreditation, International Services Program (ISP), and the Pharmacy Technician Education Accreditation Collaboration through portals with the main page of the site. ACPE will also continually update content on timely news and information, program area newsletters, press releases, and event notifications.

The Continuing Education Provider Accreditation Program section of the web site includes tools, resources, and educational opportunities for a provider's CPE Program, including access to the Provider Web Tool, CPE Monitor®, and PLAN®. Guidance and resources for Continuing Professional Development for CPE Administrators and learners are available. In addition, the web site includes a list of ACPE-accredited providers along with their accreditation history that may be used as documentation of accreditation for receiving grant support.

Although all ACPE staff members supported the revision of the website, we would like to specifically recognize Cynthia Avery and Lauren Donnelly who devoted significant effort and enthusiasm to ensuring that the revised website meets the needs of ACPE's diverse stakeholders. We hope you enjoy the upgrades to the website!

3. Standards Review

The Standards for Continuing Pharmacy Education were released in 2008. All ACPE-accredited providers were reviewed by these standards by the end of 2015. Upon review of provider compliance rates, it was noted that the following Standards had less than 50% compliance:

- Standard 1 – Mission and Goals

- Standard 2 – Educational Needs Assessment
- Standard 12 – Achievement and Impact of Mission and Goals

The Commission reviewed each of these standards and recommended modifications based on our evaluation results and provider feedback. The suggested changes included clarifying the requirements and streamlining the requested documentation within the standards, guidance, and evaluation rubric. The ACPE Board approved the modifications at its January 2017 Board meeting. ACPE staff are working on making the changes in the documents and will inform providers by July 2017 of the changes via e-mail and webinars. The effective dates of these changes will be January 2018. Stay tuned!

4. Provider Web Tool Update

Based on provider and stakeholder feedback, the ACPE Provider Web Tool was recently updated to include:
- A "Print Certificate" option for providers to print a Certificate of ACPE Accreditation.
- The Topic Designator definitions are more prominent; please make your best effort to select the appropriate topic designator in that some state boards of pharmacy have specific pharmacist licensure renewal requirements related to these topic designations.
- The questions within the Grant Support tab are more streamlined.
- The "Request Change in Activity" form instructions are more clear.
- The keyword lists are updated with some new terms.

If you have any questions or comments, please submit to ceinfo@acpe-accredit.org

5. CPE Monitor® Update – Late Fee Policy to be implemented January 1, 2018

Current ACPE Policy and Procedure: <u>Procedures 7.3 Awarding Late Credit</u>
All pharmacists and pharmacy technicians maintain their own license and/or certification and it is their responsibility to follow up with the provider if any CE credit discrepancies are found. It is then at the provider's discretion to award or deny credit to a late claiming participant, i.e. after 60 days of the participant engaging in a CPE activity, as it is the provider's CE activity and the provider needs to ensure the requirements necessary for credit are successfully completed. A provider may request access to CPE Monitor® if the activity in question occurred within the previous 6 months and with an appropriate reason for access, i.e. power outage, etc.

The ACPE Board of Directors approved the following policy regarding instituting a Late-Fee Policy for CPE Monitor® Override Requests

Providers who request access to CPE Monitor® to upload late ACPE credit will incur a late fee as follows:

- Provider's first 3 Requests: the provider will receive a waiver and will be provided with education and guidance.
- Upon the 4th request and thereafter, the provider will incur a $200 late fee.
- If a provider requires both a retroactive ADF change in the Provider Web Tool and override to amend a credit, only the ADF change fee of $200 will be charged. The provider will not be charged twice.
- Providers will be given 5 business days to submit late credits to CPE Monitor® to allow time to rectify credit information if needed.
- Providers will be required to fill out the *CPE Monitor® Post-60 Day Credit Request Form* in order to request an override:
    - Once a user submits this form, an email will be sent to the current CPE Administrator who is listed in the Provider Web Tool. Once the CPE Administrator submits the associated fee, this request will be implemented by ACPE staff and the provider will be notified. This request cannot be granted unless payment is received.
    - This automatic form will allow for tracking of override data, managing the number of override requests given to each provider, and application of fees.

Can a provider charge a fee to participants wanting to claim late credit?
Yes. This is a business decision that is entirely up to the provider to implement a fee policy for late credit. ACPE does not have a policy denying the ability to charge participants attempting to claim late credit.

For all CPE Monitor® and Provider Web Tool related questions, overrides, or additional information, please contact ceinfo@acpe-accredit.org or cpemonitor@acpe-accredit.org.

6. Call for Volunteers: Focus Groups to Discuss ACPE Activity Types

In 2008, ACPE adopted new Standards for Continuing Pharmacy Education that described continuing pharmacy education (CPE) activities categorized into three types: **Knowledge, Application,** and **Practice**. All providers were evaluated based on these standards. ACPE would like to identify ACPE-accredited providers

who would like to serve on a focus group: knowledge, application, or practice. The objective of these focus groups is to discuss the specific activity type and ask if any of the criteria that define that activity type need to be changed. If you would like to serve on one these focus groups please email ceinfo@acpe-accredit.org, include your name and which focus group you would like to serve.

7. Canadian Council for Continuing Education in Pharmacy

On November 16, 2016, the Canadian Council on Continuing Education in Pharmacy (CCCEP) Board and the ACPE CPE Commission convened for two days in Chicago, Illinois, during ACPE's fall commission meeting. Led by Dimitra Travlos, Director of the Continuing Pharmacy Education Provider Accreditation (ACPE) and Art Whetstone, Executive Director (CCCEP), the meeting consisted of discussion and presentations regarding international collaboration in accreditation.

Dimitra Travlos gave an overview of ACPE and its processes. Jennifer Baumgartner, Assistant Director of the Continuing Pharmacy Education Provider Accreditation Program (ACPE) gave an overview of the Continuing Professional Development (CPD) program and its mission. Mike Rouse followed up Jennifer's CPD comments with his experience in the international arena and attempting to push CPD abroad and into a working global CE framework. Art Whetstone gave a comprehensive overview of CCCEP and its processes and history.

The meeting was then broken up into five groups, with each group being a mix of ACPE and CCCEP members assigned to brainstorm on a specific question and report back. Once the break-out sessions were concluded, next steps were discussed, with interest from both ACPE and CCCEP members to further conversations and communication between the two organizations.

8. Joint Accreditation for Interprofessional Continuing Education™

At the ACPE Board of Directors Meeting, five providers received Joint Accreditation status with a 6-year term and three providers received Joint Accreditation status with a 4-year term. The decisions have also been ratified by the American Nurses Credentialing Center (ANCC) and the Accreditation Council for Continuing Medical Education (ACCME). With these decisions, there are now 42 Jointly Accredited providers.

Upcoming educational opportunities include:

a. Joint Accreditation Leadership Summit: "*Research and the Continuum of Health Professions Education*"
Target audience: Jointly Accredited Providers or Organizations in the process of applying for Joint Accreditation
June 9, 2017, 8:00 AM-4:00 PM CST
ACCME offices
401 North Michigan Avenue, Suite 1850
Chicago, IL 60611

b. *Getting Started in Joint Accreditation*
Target Audience: Organizations interested in applying for Joint Accreditation
September 19, 2017
Additional details TBA

Joint Accreditation establishes the standards for education providers to deliver continuing education planned by the healthcare team for the healthcare team. This distinction is awarded from the following three accrediting agencies:

- o Accreditation Council for Continuing Medical Education (ACCME)
- o Accreditation Council for Pharmacy Education (ACPE)
- o American Nurses Credentialing Center (ANCC)

If you have any questions regarding Joint Accreditation, please contact Anna Treudt, CE and Joint Accreditation Coordinator, at info@jointaccreditation.org, or visit our website at www.jointaccreditation.org.

9. CPE Administrator Educational Opportunities

CPE Administrator Workshop
We have scheduled our Spring 2017 Continuing Education Administrator Workshop and hope you can make it! The workshop is scheduled for April 20-21, 2017 in Chicago. The workshop is designed to provide a working knowledge of the ACPE accreditation process as it relates to continuing pharmacy education, including training and group activities on the ACPE *Standards for Continuing Pharmacy Education*, Policies and Procedures Manual, Provider Web Tool, and Continuing Professional Development for the CE Professional. The workshop also strives to offer opportunities for networking with other ACPE-accredited providers.

Registration fee for this workshop is $500.00. This fee includes access to all workshop materials, lunch, snacks, and a networking dinner on the first day, continental breakfast and lunch on day two. Seating is limited to forty (40)

participants and will be reserved on a first come-first serve basis. Confirmation of registration will be given via e-mail upon receipt of payment. Please do not make any non-refundable arrangements until you have received an e-mail confirmation from ACPE. The fee is non-refundable, unless written notice is given to ACPE no less than thirty (30) days prior to the start of the workshop.

Registration information will be available soon. If you have any questions, please contact ceinfo@acpe-accredit.org.

CPE Administrator Webinars

Providers are reminded of the availability of the CPE webinar series, which offers instructional content related to ACPE Standards and Policies. New CPE Administrators, providers preparing for Comprehensive Review, or those unable to attend the live CPE Administrator workshops may benefit from purchasing individual webinars ($50-$100 per webinar) or the full series for $475. Unlimited access is available for one year from date of webinar purchase.

CPE Administrator Webinar: Self-Assessment Report Preparation

In addition to the webinars available on CPE standards and policies, ACPE has released a webinar to assist those providers preparing their self-assessment report for comprehensive review. The webinar is designed to offer instruction and guidance on the components and formatting of the self-assessment report. Unlimited access is available for one year from date of webinar purchase.
To learn more about available webinars and make a purchase, click here.

If you have additional questions or concerns, please consult the FAQ page by clicking here or contact ACPE staff.

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10. Incorporate the Patient Care Process into CE Content


Members of the Joint Commission of Pharmacy Practitioners (JCPP) approved a resource document that describes the pharmacists' patient care process. ACPE included the pharmacist's patient care process as a required component of the Doctor of Pharmacy (PharmD) curriculum in *Standards 2016* and the *Guidance Document to Standards 2016*. Standards 2016 are designed to ensure that graduates of pharmacy education programs are practice-ready and team-ready – prepared to directly contribute to patient care and collaborate with other healthcare providers. ***ACPE-accredited providers of continuing education are encouraged to incorporate this document in their faculty guidance activities and in the development of CPE activities, where applicable***.

Implementing and promoting a scalable, viable and consistent pharmacists' patient care process is a major goal in the JCPP strategic plan and is recognized as a key driver in achieving the JCPP vision that "Patients will achieve optimal health and medication outcomes when pharmacists are included as essential and accountable members of patient-centered healthcare teams." The document promotes the need for a consistent process of care in the delivery of a wide array of pharmacists' patient care services in any practice setting.
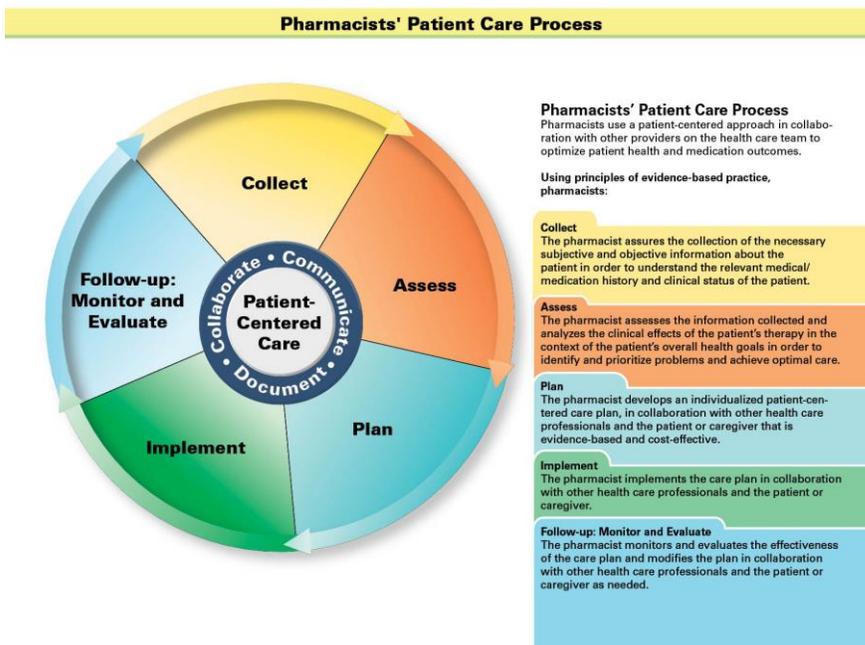
Collaboration, communication and documentation are key components that are foundational to the pharmacists' patient-centered care process. The care process is delivered using a 5-step approach that is described in the document. The document also advocates for interoperable information technology systems to facilitate efficient and effective communication among all individuals involved in patient care. JCPP will implement a communications plan to facilitate uptake of the patient care process. The document can be accessed at www.pharmacist.com/mtm_library.

11. P.L.A.N. ®

The Pharmacists' Learning Assistance Network (P.L.A.N.®) is a continuing pharmacy education information service provided to pharmacists through ACPE. A

computerized compilation of continuing pharmacy activities offered by ACPE-accredited providers serves as the database for the service. The P.L.A.N.® service has been developed to allow pharmacists the opportunity to pursue a curricular approach to professional development through organization and planning of their continuing pharmacy education needs. In addition, since most state boards of pharmacy recognize ACPE-accredited providers, activities listed with the P.L.A.N.® service may satisfy pharmacists' continuing pharmacy education requirements. ACPE-accredited providers are encouraged to inform their learners of P.L.A.N®: plan.acpe-accredit.org.

As always, please do not hesitate to contact CPE staff with any questions. ceinfo@acpe-accredit.org | (312) 664-3575.