



# Spring is right around the corner



ACPE staff is gearing up for our upcoming spring cycle and a CPE Administrator's Workshop in April 2015 at the ACPE office in Chicago, IL.

ACPE would like to share a few updates, announcements, and reminders for your consideration.

1. Regularly Scheduled Series (RSS)
2. CPE Monitor™
3. Patient Care Process
4. Updated Definition of CE and Guidance on CPD for the Pharmacy Profession
5. PTCB New Requirements for CE for Certified Pharmacy Technicians
6. Joint Accreditation for Interprofessional Continuing Education™
7. Continuing Professional Development Newsletter
8. Administrator Workshop
9. CPE Administrator Webinars
10. P.L.A.N.®
11. Provider Web Tool

For a short-cut to the previous versions of the CPE Provider eUpdate, please [click here](#).

## **Policies and Procedures**

### **Regularly Scheduled Series (RSS)**

In 2014, ACPE conducted an audit to assure the Regularly Scheduled Series (RSS) designation, is being applied to CPE activities in a manner consistent with the RSS policy. A regularly scheduled series (RSS) is a series of multiple live continuing pharmacy education (CPE) sessions that occur on an ongoing,

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scheduled basis (e.g. weekly, monthly, quarterly, etc.) Examples of RSS activities include grand rounds, tumor boards, morbidity and mortality (M&M) conferences, and journal clubs.

The audit revealed 43 providers (12%) used the RSS designation in the Provider Web Tool (PWT) in 2014. The majority of those providers employed the RSS designation in a manner consistent with the RSS Policy. ACPE communicated with providers who appeared to be applying the RSS designation to activities outside of the definition and, if needed, corrections were made to the PWT. Most notably, activities were flagged for provider communication when repeat activities (i.e. same content offered to different audiences) were designated as an RSS, practice-based activities were designated as a RSS, or activities occurring only one time with no intention of continuing the series were designated as RSS.

When using the RSS designation, please use specific subjects for each session within the series. For example: If you are conducting a Pediatric Grand Rounds series and the subject for all sessions is listed as education, we ask that you be specific as to the topic of discussion for each session, e.g. diabetes, cancer, asthma, etc. Additionally when creating the Universal Activity Number (UAN) for a RSS, the number of contact hours entered should reflect the time required to successfully complete one RSS session rather than the total number of sessions. For example: a RSS comprised of 12 monthly one-hour educational sessions should be listed as 1.0 contact hours (0.1 CEU) rather than 12.0 contact hours in the PWT.

For additional information on Regularly Scheduled Series, please refer to the guidance document on the ACPE website: [https://www.acpe-accredit.org/pdf/RSS\\_Guidance.pdf](https://www.acpe-accredit.org/pdf/RSS_Guidance.pdf).

Click here to view the RSS Policy (13.0) [https://www.acpe-accredit.org/pdf/RSSPolicy\\_2011.pdf](https://www.acpe-accredit.org/pdf/RSSPolicy_2011.pdf)

### **CPE Monitor™**

Providers have established their IT systems to retrieve a participant's NABP e-PID number and date of birth in the format of MMDD and correlate this data to the CE activity's Universal Activity Number (UAN) and date of participation within 60 days of the learner's participation in the CE activity.

Many providers and learners have requested clarification regarding the 60-day time period. Please feel free to forward the following to your learners:

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- a. **For Live CPE Activities:** The provider must upload the participant information 60 days from the date the participant completed the CPE activity. This date must be identical to the live date listed in the CPE activity in the ACPE Provider Web Tool. Learners must submit their correct NABP e-PID number and date of birth in the format of month and date (MMDD).
- b. **For Home Study CPE Activities:** The provider must upload the participant information 60 days from the date the participant completed the CPE activity. The date of participation must be between the initial release date and the expiration date of the Home Study CPE activity that is listed in the ACPE Provider Web Tool. If the participant completes the enduring (home study) activity on the date of expiration, the provider will have 60 days post-expiration date to upload the participant information. Learners must submit their correct NABP e-PID number and date of birth in the format of month and date (MMDD).

If there are circumstances that providers may not be able to meet this rule, please contact [cpemonitor@acpe-accredit.org](mailto:cpemonitor@acpe-accredit.org) with the issue. If providers have questions about this rule, please contact [cpemonitor@acpe-accredit.org](mailto:cpemonitor@acpe-accredit.org).

## In the News

### Patient Care Process

Members of the Joint Commission of Pharmacy Practitioners (JCPP) approved a new resource document that describes the pharmacists' patient care process.



Development of the document occurred over a two-year period and included an examination of key pharmacy source documents and several organizational

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comment periods to reach consensus. A working group of representatives from 10 national pharmacy organizations developed the document for consideration and approval by JCPP.

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](http://www.pharmacist.com/mtm_library)

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.

### **Updated Definition of CE and Guidance on CPD for the Pharmacy Profession**

The Accreditation Council for Pharmacy Education (ACPE) is pleased to announce the release of two key documents that provide the profession with guidance and support for continuing pharmacy education and continuing professional development. The ACPE Board of Directors approved the *Definition of Continuing Education for the Profession of Pharmacy* and the *Guidance on Continuing Professional Development (CPD) for the Profession of Pharmacy* during their January 21–25, 2015 meeting in San Diego, CA.

To view the entire press release and documents please click here: <https://www.acpe-accredit.org/pdf/ACPEAdvancesCPE-CPDforPharmacists.pdf>

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#### **PTCB New Requirements for CE for Pharmacy Technicians**

Beginning in 2015, CE hours earned by Certified Pharmacy Technicians (CPhTs) must be pharmacy technician-specific ('T-specific') to be acceptable for recertification. Pharmacy Technician Certification Board (PTCB) has also reduced the number of allowable 'in-service' CE hours from 10 to 5, starting in 2015. PTCB's new requirements are part of the Certification Program changes PTCB announced in early 2013 to advance pharmacy technician qualifications by elevating PTCB's standards for certification and recertification. The revised CE requirements are meant to ensure that CPhTs are continually educated through CE activities specific to the knowledge required in today's pharmacy settings. View the [PTCB fact sheet](#).

#### **Joint Accreditation for Interprofessional Continuing Education™: Update**

The Accreditation Council for Continuing Medical Education (ACCME), ACPE, and the American Nurses Credentialing Center (ANCC), convened a **Leadership Summit: Advancing Healthcare Education by and for the Team** for Jointly Accredited Providers at the ACCME's offices in October 2014. The goal of the inaugural summit was to offer an opportunity for jointly accredited providers—as leaders in the continuing healthcare education community—to build a strategic plan for advancing healthcare education by and for the team. Using national stakeholder reports such as the American Hospital Association's Continuing Medical Education as a Strategic Resource and the Institute of Medicine's Best Care at Lower Cost: The Path to Continuously Learning Health Care in America as a call to action, participants reflected on how the community of jointly accredited providers and continuing education accreditors can support interprofessional collaborative practice and demonstrate its contributions to healthcare improvement. Participants included leadership from the three accreditors and from organizations that have received joint accreditation or are interested in joint accreditation.

A summary of the Leadership Summit is available here:

<http://www.jointaccreditation.org/media-outreach>

Launched in 2009, Joint Accreditation for Interprofessional Continuing Education™ is a collaboration of the ACCME, the ACPE, and the ANCC. Joint Accreditation promotes interprofessional continuing education specifically designed to improve interprofessional collaborative practice in healthcare delivery. The first and only program of its kind, Joint Accreditation offers organizations the opportunity to be simultaneously accredited to offer interprofessional activities planned by the team

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for the team as well as to offer individual medicine, pharmacy, and nursing CE activities. Joint Accreditation offers a single, unified application process, fee structure, and set of accreditation standards.

For more information, visit [Joint Accreditation for Interprofessional Continuing Education](#).

### **Continuing Professional Development (CPD) Newsletter**

ACPE is pleased to share the first issue of its CPD Newsletter. This issue, as well as future issues, can be found on the CPD Newsletter section of the ACPE website: <https://www.acpe-accredit.org/ceproviders/CPDNewsletter.asp>

## **Educational Opportunities for CE Administrators and Staff**

### **Administrator Workshop**

ACPE will be offering a CPE Administrator Workshop on **October 1-2, 2015** at the ACPE office in Chicago, IL. 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 for October's workshop will be available in the coming months.

### **CPE Administrator Webinars**

Do you have a report due? Are you preparing for your self-assessment report? Did you receive your Action and Recommendations document? 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.

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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## Administrative Items

### **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 PLAN: [plan.acpe-accredit.org](http://plan.acpe-accredit.org)

### **Provider Web Tool**

ACPE has made available an updated User's Guide and webcast tutorial as a resource for the revised Provider Web Tool. These items can be found on the [Web Tool](#) section of the ACPE website under the heading "Web Tool Manual and Tutorial."

Anytime your organization has a change, please remember to complete the Provider Verification form. Instructions are below.

### Provider Verification Form

As a reminder, providers are asked to regularly review the information in the Provider Verification Form for accuracy. When a change in administrator, address, or other contact information occurs the provider must submit the updated information via the Provider Verification Form in the Provider Web Tool by completing the following steps:

- a. Login to the Provider Web Tool
- b. Click on Provider Verification Form
- c. Click on Make Changes
- d. Follow the instructions at the top of each page to make changes to the appropriate fields
- e. Once all changes have been made, a final page will appear stating "Provider Verification – Complete"

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#### Late Activity Description Form Policy

Per ACPE CPE Operational Policy 9.0, providers are required to submit Activity Description Forms (ADFs) via the online Provider Web Tool at least 14 days prior to the initial release date of a CPE activity. ACPE will assess late fees for assisting in changes to an ADF and/or assistance with an ADF never submitted through the Provider Web Tool after the activity has occurred. ACPE will charge \$200 per activity to assist with changes. Payment will need to be received in advance of any changes. ADF changes include, but are not limited to: credit hour changes, title modifications, release/expiration date, activity type, spelling errors/typos, sequence number, topic designator, joint providership information, adding additional formats and back-dating activity information.

As always, please do not hesitate to contact CPE staff with questions related to CPE activities. [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) | (312) 664-3575.

Sincerely,

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ACPE was founded in 1932 as the American Council on Pharmaceutical Education