Continuing Pharmacy Education

Provider eUpdate

Greetings ACPE-accredited providers!

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

1. Updated Standards for Continuing Pharmacy Education, Rubric, and Policies and Procedures
2. Provider Web Tool Update – New Topic Designators and other tips
3. CPE Monitor® Update – Late Fee Policy to be implemented January 1, 2018
4. Gap Analysis: Opioid Crisis – A call to providers
5. Self-Assessment Report Webinar: Is it helpful?
6. Developing and Conducting Pharmacy Technician CE Activities
7. Joint Accreditation for Interprofessional Continuing Education™ Update
8. CPE Administrator Educational Opportunities
9. P.L.A.N ®
10. Annual Fees – Credit Cards Accepted Now!

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

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1. Updated Standards for Continuing Pharmacy Education, Rubric, and Policies and Procedures

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% provider 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. The updated Standards, Evaluation Rubric, Policies, and Procedures may be found by clicking here. The effective dates of these changes will be January 2018.

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ACPE staff will conduct webinars to discuss the updates the dates listed below. Please click on one of the dates below to register for the webinar:

1. Thursday, September 7, 2017, 2:00 pm - 3:00 pm Central Time
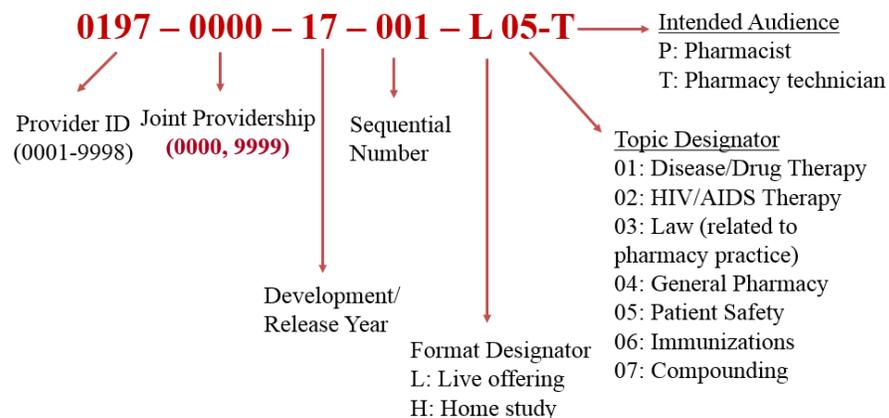2. Tuesday, September 12, 10:30 am - 11:30 am Central Time

2. Provider Web Tool Update – New Topic Designators and other tips

a. ACPE is excited to announce the release of two new topic designators to accommodate state board licensure requirements and learner need. As of **July 1, 2017**, ACPE-accredited providers have the option for two additional topic designators:

   06: Immunizations- Includes all activities related to the provision of immunizations, i.e., recommend immunization schedules, administration procedures, proper storage and disposal, and record keeping. This also includes review for appropriateness or contraindication and identifying the reporting adverse drug events and providing necessary first aid.

   07: Compounding- Includes all activities related to sterile, nonsterile, and hazardous drug compounding for humans and animals. This includes best practices and USP quality assurance standards, environmental test and control, record keeping, error detection and reporting, and continuous quality improvement processes.

ACPE providers will now have the ability to create a Universal Activity Number (UAN) by selecting a 01-07 topic designator:

0197 – 0000 – 17 – 001 – L 05-T

Provider ID (0001-9998)
Joint Providership (0000, 9999)
Sequential Number
Development/ Release Year
Format Designator
L: Live offering
H: Home study
Intended Audience
P: Pharmacist
T: Pharmacy technician
Topic Designator
01: Disease/Drug Therapy
02: HIV/AIDS Therapy
03: Law (related to pharmacy practice)
04: General Pharmacy
05: Patient Safety
06: Immunizations
07: Compounding

b. Regularly Scheduled Series
- When a user submits an RSS activity, the expiration date will automatically default to a one-year expiration. This expiration date cannot be extended, as one-year is the maximum time limit.
- The live dates under the Live Dates/Locations tab for an RSS will require users to select a specific subject for each live RSS date the activity occurs. Users cannot submit an RSS until a subject has been selected for each live date.
- When creating the UAN for an RSS, the number of contact hours entered should reflect the time required to successfully complete one RSS session rather than the total number for the series. Learners should be awarded credit for each RSS session in which they participated. Example: For an RSS comprised of 12 monthly one-hour sessions, the amount of credit assigned to the UAN would be 1.0 contact hour (0.1 CEU) rather than 12.0 contact hours.

c. Keywords:
Before submitting an ADF, providers are **required** to select at least one keyword (that best applies to the CE content) located in *Keywords* tab. Providers can select from a variety of Topics and/or Drugs and Devices. If you notice a keyword you want to select is not available, please contact ACPE staff at pwt@acpe-accredit.org to discuss adding that keyword to the current list. The only exception to this requirement are RSS activities, where the *Keyword* tab does not populate, and only the subject field is required in the Live Dates/Locations tab for an RSS.

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

Current ACPE Policy and Procedure: Procedures 7.3 Awarding Late Credit
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.

4. Gap Analysis: Opioid Crisis - A call to providers

The President's Commission on Combating Drug Addiction and the Opioid Crisis made news this week with an interim report that urged the declaration of a national emergency on the issues in which it is engaged. One of the recommendations is:

> *Mandate prescriber education initiatives with the assistance of medical and dental schools across the country to enhance prevention efforts. Mandate medical education training in opioid prescribing and risks of developing an SUD by amending the Controlled Substance Act to require all Drug Enforcement Administration (DEA) registrants to take a course in proper treatment of pain. HHS should work with partners to ensure additional training opportunities, including continuing education courses for professionals.*

ACPE-accredited providers should educate pharmacists and pharmacy technicians on pain management and identification of any potential opioid abuse. In addition, if providers have the ability to educate the healthcare team, CE activities should be planned to educate the team regarding this national problem.

5. Self-Assessment Report Webinar: Is it helpful?

Thirty-six providers who underwent comprehensive review in Spring and Fall 2016 were evaluated on organization of the report and accreditation term awarded based on whether or not the provider viewed the on-demand ACPE self-assessment report preparation webinar prior to submission of the report.

In summary, 31% of providers who viewed the self-assessment report preparation webinar were awarded a 6-year accreditation term with no additional monitoring as compared to 22% of providers who did not. In contrast, 22% of providers who did not view the webinar were given a shortened term of accreditation as compared to 7% of providers who did view the webinar. Additionally, all 13 providers who viewed the webinar were rated as either "commend" or "meets" on organization of the report while 26% of providers who did not view the webinar were marked as "needs improvement".

To learn more about ACPE's webinar to assist those providers preparing their self-assessment report for comprehensive review, please click here . 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.

6. Developing and Conducting Pharmacy Technician CE Activities

There are approximately 350,000 pharmacy technicians in CPE Monitor®. The Pharmacy Technician Certification Board (PTCB) requires continuing education for recertification of pharmacy technicians and some state boards of pharmacy have CE requirements for pharmacy technicians. Pharmacy technicians take the majority of their CE from home study activities (91%) versus live activities (9%). ACPE accredited providers have an opportunity to educate pharmacy technicians alone or as part of a team with pharmacists. Providers should consider the competencies of pharmacy technicians when planning and designing CE activities for pharmacy technicians. Providers should avoid "just adding" pharmacy technicians to the target audience when planning a CPE activity for pharmacists. Providers are encouraged to add a pharmacy technician(s) to the advisory committee or CPE planning committee to assist in identification of educational needs and planning of CE activities applicable to pharmacy technicians.

7. Joint Accreditation for Interprofessional Continuing Education™ Update

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 54 Jointly Accredited providers.

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 interested in applying for Joint Accreditation please visit the website at www.jointaccreditation.org An upcoming educational opportunity is available:

> *Getting Started in Joint Accreditation*
> Target Audience: Organizations interested in applying for Joint Accreditation for Interprofessional Continuing Education™
> October 17, 2017
> ACCME offices
> 401 North Michigan Avenue, Suite 1850
> Chicago, IL 60611
> Meeting information and registration may be found by clicking here

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.

8. CPE Administrator Educational Opportunities

CPE Administrator Workshop
We have scheduled our Fall 2017 Continuing Education Administrator Workshop and hope you can make it! The workshop is scheduled for September 25-26, 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.

To access the Registration Form, please **click here**. If you have any questions, please contact ceinfo@acpe-accredit.org.

ACPE CPE Modified Workshop

ACPE CPE Modified Workshop will be held in conjunction with the Alliance for CE in the Health Professions Annual Meeting. The workshop will be Saturday, January 20, 2018 from 9:00 am – 2:00 pm at the Grande Lakes in Orlando, Florida. We hope learners take advantage of this opportunity and register for the ACEHP 43rd Annual Conference held January 20-23, 2018. Our learners will get $100 discount if they register for the ACEHP meeting. The code will be ACPEPre (please note, it is case sensitive). The ACEHP Annual Meeting theme, *Destination: Patient Outcomes — Our Journey to Improving Patient Care*, focuses on providers' main responsibility — the ultimate destination — the patient. 2018 is providers' opportunity to showcase the successes in positively impacting patient outcomes. Registration will be open in September 2017.

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.

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

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9. 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.

10. Annual Fees – Credit Cards Accepted Now!

Invoices will be emailed the first part of August. Invoices should be paid upon receipt. ACPE will accept payment via credit card, check, and wire transfers. If you would like to view your fee level, please do the following:

- **Login to CPE monitor**
- **Click on Reports**
- **Under report types: click on Annual Activity**
- **ESU Year: select 6/1/2016 – 5/31/2017**
- **Click search**

Fees for evaluation by ACPE for purpose of initial accreditation or sustaining accreditation is set at a level intended to assist in the support and continued improvement of accreditation services. Sustaining or annual fees is based on a calculation: number of continuing education units (CEUs) of a CPE activity multiplied by the number of participants transmitted via CPE Monitor™. The product is the Educational Service Unit (ESU). The sum of the ESUs of the CPE activities for each provider is categorized into a level. The invoice may be paid by check, electronic funds transfer, or credit card. To pay by credit card please click on this link. Please note that there is a 3.5% handling fee.

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