

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. ACPE CPE Commission News
2. Updated Standards, Policies, and Evaluation Rubric
3. Field Reviewer Acknowledgement
4. Provider Web Tool Update
5. CPE Monitor® Update – Late Fee Policy to be implemented January 1, 2018
6. ACPE-accredited CE Provider Directory
7. Continuing Professional Development Informational Resources
8. Joint Accreditation for Interprofessional Continuing Education™
9. CPE Administrator Educational Opportunities
10. P.L.A.N.®

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

1. ACPE CPE Commission News

The ACPE CPE Commission celebrated 10 years of service! The Commission was initiated in 2007 and its first recommendation was a new set of *Standards for Continuing Pharmacy Education*. During the past 10 years, the CPE Commission has been committed to ensuring quality and advancing continuing education within the pharmacy profession.

Congratulations to the 2018 Chair of the Commission, Aaron Reich, PharmD, President of TRINU Healthcare, and Vice Chair, Tammie Armeni, PharmD, Director of Continuing Education/Continuing Medical Education for Therapeutic Research Center (TRC), home of Pharmacist's Letter.

ACPE would like to extend their gratitude to Dennis Brierton, PharmD, BCPS, FASHP, and Director for Clinical Pharmacy Services at Aurora Health Care in Milwaukee, Wisconsin, for his service as the 2017 Chair of the CPE Commission.

ACPE would like to welcome one new member appointed to the CPE Commission, Trish Wegner, BS Pharm, PharmD, FASHP, Vice President, Illinois Council of Health-System Pharmacists (term through December 2020).

Continuing Pharmacy Education



Provider eUpdate

ACPE would like to thank and congratulate outgoing member Tian Merren Owens, MS, PharmD, Director of Continuing Education, Florida Pharmacy Association, for her dedicated service and hard work in achieving the objectives of the CPE Commission.

2. Updated Standards, Policies, and Evaluation Rubric

The Standards, Policies, and Evaluation Rubric as mentioned previously have been updated. The updates included clarifying the requirements and streamlining the requested documentation within the standards, guidance, and evaluation rubric. [The updated Standards, Evaluation Rubric, Policies, and Procedures may be found by clicking here.](#)

ACPE staff conducted webinars in September 2017 to discuss the modifications. If you would like to view the archived webinar, it can be found [here](#) along with accompanying slides.

3. Field Reviewer Acknowledgement

During 2017, ACPE utilized 35 field reviewers to assist in the review and evaluation of providers undergoing comprehensive review for continued accreditation or ongoing monitoring. Field reviewers involved in the comprehensive review process attended online training, evaluated a provider's Self-Assessment Report, and participated as a review team member in a 2-hour conference call with the provider, a CPE Commission member, and an ACPE staff member. A subset of trained field reviewers evaluated an individual activity against CPE standards and policies, providing their findings to the CPE Commission as part of the provider's ongoing monitoring.

ACPE greatly appreciates the volunteer efforts of the following individuals (name and their affiliation):

Spring 2017 Field Reviewers

Maggie Allen, Illinois Council of Health-System Pharmacists

Sara Bork, Texas Children's Hospital

Sara Brykalski, Academy for Continued Healthcare Learning

Erik Burns, University of Wisconsin Madison School of Pharmacy

Jeffrey Copeland, University of the Incarnate Word Feik School of Pharmacy

Julie Dopheide, University of Southern California School of Pharmacy

Richard Ensign, Intermountain Healthcare

KaSandra Hensley, Northeast Kentucky Area Health Education Center

Continuing Pharmacy Education



Provider eUpdate

Pai Her, Wayne County Community College
Molly Hewitt, Hematology/Oncology Pharmacy Association
Dina Hunsinger-Norris, US Department of Veterans Affairs
John Koerber, Beaumont Health System
Michelle Locke, Alaska Native Medical Center
Jodie Malhotra, University of Colorado Skaggs School of Pharmacy and
Pharmaceutical Sciences
Tony Martin, American Society for Health System Pharmacists
Kathleen McCartney, University of Colorado Skaggs School of Pharmacy and
Pharmaceutical Sciences
Brianna Palowitch, American Society of Consultant Pharmacists
Charlene Rocha, American Association of Diabetes Educators
Natasa Stevkovic, Cook County Health and Hospitals System
Rahmat Talukder, The University of Texas at Tyler College of Pharmacy
Jena Valdes, Johns Hopkins All Children's Hospital
Scott Weston, Belmont University College of Pharmacy

Fall 2017 Field Reviewers

Lucy Adkins, Tennessee Pharmacist Consortium for Education
Caesar Alaienia, Stony Brook University Medical Center
Amber Darr, Shenandoah University Bernard J. Dunn School of Pharmacy
Jacob Gettig, Chicago College of Pharmacy, Midwestern University
Patty Melissen, New Albertson's Inc.
Dan Mickool, University of New England College of Pharmacy
Erin Morris, St. Louis College of Pharmacy
Patti Nussle, Select CE
Brianna Palowitch, American Society of Consultant Pharmacists
Jeanie Ross, Nova Southeastern University
Naomi Simwenyi, Chicago State University College of Pharmacy
Nancy Stonis, Society of Gynecologic Oncology
Susan Yarbrough, Imedex, LLC

4. Provider Web Tool Update

- a. Providers should ensure the appropriate topic designator is assigned to CE activities. In addition to the 01-05 topic designators, two new topic designators to accommodate state board licensure requirements and learner need are included in the provider web tool:

06: Immunizations- Includes all activities related to the provision of immunizations, i.e., recommend immunization schedules, administration

Continuing Pharmacy Education



Provider eUpdate

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.

b. Submitting Multiple UANs:

ACPE implemented a means for providers to upload multiple UANs at one time to help upload large volumes of UANs for conferences and seminars. In the Provider Web Tool Menu, it is named **Batch Import Activities**. This type of upload accepts a TXT (text) file that has been specially formatted. This type of file can easily be created by a spreadsheet program such as Microsoft Excel.

Please contact pwt@acpe-accredit.org with questions or further clarification.

5. CPE Monitor® Update – Late Fee Policy 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.

Continuing Pharmacy Education



Provider eUpdate

- 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[®] related questions, overrides, or additional information, please contact cpemonitor@acpe-accredit.org.

6. ACPE-accredited CE Provider Directory

The [ACPE website](#) lists the CE provider directory. The provider directory includes contact information, accreditation status and history for all ACPE-accredited providers. The directory is available alphabetically by name, state, and ACPE provider ID number.

7. Continuing Professional Development Informational Resources

CPD Steering Committee members have been working with ACPE to increase the informational resources available to the profession of pharmacy concerning CPD. Members have created CPD videos, sharing their experiences and perceptions on the value of CPD across the continuum of learning and for various stakeholder

Continuing Pharmacy Education



Provider eUpdate

groups — practice, academia, and regulation. The following videos, along with additional resources, are available on the [ACPE website](#):

- Connecting CPD to Career Goals
- CPD Approach for Maintenance of Licensure: New Mexico Board of Pharmacy Pilot
- CPD for Preceptors: Modeling Self-Directed Lifelong Learning
- Integrating CPD into Continuing Education: CPE Provider Perspective
- Considerations for Integrating CPD into Pharmacy Curriculum
- CPD: Bridging the Classroom and the Workplace

Additional tools and resources (webcasts, videos, and guidance documents) are being developed to aid pharmacists and technicians in their CPD as well as provide information to other key stakeholders, including colleges and schools of pharmacy, employers, and CPE providers.

8. Joint Accreditation for Interprofessional Continuing Education™

Jointly accredited providers now have the option of offering accredited continuing education (CE) activities and profession-specific credit for physician assistants (PAs) and optometrists.

ACCME, ANCC, and ACPE collaborated with the American Academy of PAs (AAPA) and the Association of Regulatory Boards of Optometry's Council on Optometric Practitioner Education (ARBO/COPE) to expand Joint Accreditation, enabling jointly accredited providers for interprofessional continuing education to award single profession or interprofessional continuing education credit to PAs and optometrists, without needing to attain separate accreditations with AAPA and COPE.

If jointly accredited providers wish to add the ability to offer AAPA and/or COPE credits to their jointly accredited interprofessional continuing education (IPCE) program, please contact Anna L. Treudt, Joint Accreditation Coordinator, at atreudt@jointaccreditation.org.

9. CPE Administrator Educational Opportunities

CPE Administrator Workshop

We have scheduled our Spring 2018 Continuing Education Administrator Workshop and hope you can make it! The workshop is scheduled for April 19-20,

Continuing Pharmacy Education



Provider eUpdate

2018 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 is available here: [Registration for ACPE CPE Administrator Workshop](#). If you have any questions, please contact ceinfo@acpe-accredit.org.

12th International Life Long Learning in Pharmacy 2018

Abstract submissions for the 12th International Life Long Learning in Pharmacy 2018 are now open! The 12th International Life Long Learning in Pharmacy Conference (LLLP) will be held at Rydges South Bank Hotel, Brisbane, Australia from Friday, July 6 – Monday, July 9, 2018.

This is your opportunity to present your research, insights, case studies, pilots and project results to your colleagues from around the globe against the theme of “Shaping Tomorrow’s Practitioners Today”. Abstracts will only be accepted through the on-line Abstracts Submission Portal - <http://www.lllpharm2018.com/abstracts/>. All abstract submissions will be reviewed through a competitive selection process by the conference committee. Abstract submission closes on February 2, 2018.

Further information regarding the conference is available on [the Lifelong Learning Conference website](#), including the formats of each presentation types, templates, themes and closing date for submissions.

10. 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

Continuing Pharmacy Education



Provider eUpdate

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.