



JOINT PROVIDERSHIP FACT SHEET

Definition:

ACPE accredited providers may collaborate on content development with ACPE and/or non-ACPE accredited providers. When they enter in this relationship it is called Joint Providership. ACPE expects all CPE activities to be in compliance with the Accreditation Standards for Continuing Pharmacy Education and the ACPE Policies and Procedures. It is the accredited provider's responsibility to demonstrate to ACPE compliance through written documentation.

Qualifications of a Joint Provider:

Commercial interests cannot be accredited providers and cannot be joint providers. To maintain CPE activities as independent from commercial interests, the following cannot be in the control of a commercial interest: (i) identification of CPE needs, (ii) determination of educational objectives, (iii) selection and presentation of content, (iv) selection of all persons and organizations that will be in a position to control the content of the CPE, (v) selection of educational methods, and (vi) evaluation of the activity.

Letter of Agreement:

The provider should collaborate with the Joint Provider(s) in all stages of development of the activity, from planning, development, promotion, delivery, evaluation and revision. Joint Provider agreements must be developed to clearly define the working relationships between parties; include completion dates for various tasks; and recourses in the event that the parties involved fail to meet their responsibilities. Joint Provider agreements must document the ACPE-accredited provider's responsibility to assure compliance with ACPE standards. (Non ACPE-accredited organizations cannot assume responsibility for compliance with ACPE standards; therefore, this responsibility must be explicit in the agreement.) While the two organizations agree to work together, final authority for all areas relating to the ACPE Accreditation Standards for Continuing Pharmacy Education will be retained by the ACPE-accredited provider.

Educational Design Process:

The providers plan CE activities using the following educational design process. The following items closely align with the ACPE Standards for Continuing Pharmacy Education.

- conduct an assessment of the educational needs and identify the knowledge, skills, and/or practice gap of the targeted audience;
- identify learning objectives;
- provide guidance to faculty (to include the nature of the target audience, teaching methodology, development and use of instructional materials and learning assessments, and the development of appropriate objectives);
- ensure that the Standards for Commercial Support requirements are met (relevant financial relationship disclosures, resolution of conflict of interest, commercial support and relevant financial relationship disclosure to participants, etc.);
- review and approve all materials and information (including audio-visual aids and educational materials) so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure; and
- summarize feedback for pharmacists and/or pharmacy technicians obtained through activity evaluation forms.

Fees

ACPE-accredited providers may charge a fee for any service or time associated with the Joint Providership agreement.