



## 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:

Ineligible companies cannot be accredited providers and cannot be joint providers. To maintain CPE activities as independent from ineligible companies, the following cannot be in the control of an ineligible company: (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 Providership letters of agreement 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.

### Activity Review

Along with oversight of the educational design process, the provider must ensure any accredited activity is consistent with the *ACPE Definition of Continuing Education for the Profession of Pharmacy*. The same competencies for Pharmacists and Technicians that apply for activities sponsored directly by the provider, must also apply to all activities developed in joint providership. Providers should consider the extent to which the activity addresses the following competencies<sup>1</sup>:

- **Knowledge:** evaluate scientific literature, explain drug action, solve therapeutic problems and advance population health and patient centered care
- **Practice and Care:** medication expertise and systems management, health and wellness improvement strategies, patient centered guidelines and evidence-based practices, cultural sensitivity and access to care and patient communication
- **Professional Development:** leadership and personal responsibility (across all roles), creative solutions, professionalism

Activities that go beyond the scope of established professional competencies, such as personal business and financial efficiencies, tax strategies and marketing, are not appropriate subjects for ACPE accreditation. Please refer to the *ACPE Definition of Continuing Education for the Profession of Pharmacy* for more information and direction, or reach out to ACPE staff for additional guidance.

The provider should follow the *ACPE Standards for Continuing Pharmacy Education* for all activities under review for all CPE activities.

### 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 Integrity and Independence requirements are met (all financial relationship disclosures, mitigation 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 letter of agreement.

---

<sup>i</sup> Adapted from the Center for the Advancement of pharmacy Education (CAPE) Educational Outcomes (2013)