



ACCREDITATION COUNCIL FOR
PHARMACY EDUCATION

Provider Web Tool

User's Guide

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Table of Contents

Appendix.....	
Maintenance Window.....	1
Feedback.....	1
Contact Us.....	1
Glossary.....	2

Appendix

Maintenance Window

As with any web-based software, there may be the need to periodically apply application enhancements in order to improve site functionality and features. With that being said –a process must be defined for migrating changes into the Provider Web Tool test and production environments.

We plan to provide notification at least one week in advance of application changes made to any portion of the site – with the exception being emergency system changes. All changes will move into our Test Environment first and then appropriate personnel will be notified of the scope of those changes. By moving changes into the test environment first, necessary users can then test their applications against that environment to ensure other parts of the application are not affected. If there are issues found it is the testing user’s responsibility to notify ACPE of any issue identified with the new software release in a timely manner. If no issues are reported related to functionality being affected, the software enhancements will be migrated to production by a pre-defined release date.

All changes made to our production environment will occur at non-peak operating times in order to minimize the impact on participating organizations. At this time we will be targeting Tuesday night at 11:00pm for any software installation into the Production environment. Since the maintenance date will vary, necessary personnel will be notified at least 3 days in advance of a planned application installation into the production environment.

At time of software installation, a maintenance page will be posted on the site indicating that the site is unavailable for use. During that time, users will not be able to log into the website.

Once maintenance is complete, the maintenance page will be removed and the web tool functionality will be restored. Please contact pwt@acpe-accredit.org if you encounter any issues with any portion of the application after the maintenance has been completed.

Please contact pwt@acpe-accredit.org if you have any questions or concerns regarding the maintenance window process outlined above.

Feedback

Within the Provider Web Tool you have the ability to send feedback related to the tool directly to ACPE staff. In the upper right-hand corner of the header on the Provider Web Tool homepage is the Feedback option. You can input your email address and your comments and have the ability to send a copy of the message to yourself as part of the submission process. This feature is available to you only when you are logged into the system.

Contact Us

For any additional inquiries regarding the Provider Web Tool system, please email pwt@acpe-accredit.org.

Glossary

Activity Description Form (ADF)

An electronic form in the Provider Web Tool used to collect specific CPE activity information and generate a Universal Activity Number. This form is completed by the provider and upon submission, saved and recorded in the Provider Web Tool.

Activity Type

Continuing pharmacy education activities are categorized into three types: knowledge, application and practice. Providers are not required to conduct all three types of activities:

Knowledge-based CPE activity: These CPE activities are primarily constructed to transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions. The minimum amount of credit for these activities is 15 minutes or 0.25 contact hour.

Application-based CPE activity: These CPE activities are primarily constructed to apply the information learned in the time allotted. The information must be based on evidence as accepted in the literature by the health care professions. The minimum amount of credit for these activities is 60 minutes or one contact hour.

Certificate Program: These CPE activities are primarily constructed to instill, expand, or enhance practice competencies through the systematic achievement of specified knowledge, skills, attitudes, and performance behaviors. The information within the certificate program must be based on evidence as accepted in the literature by the health care professions. The formats of these CPE activities should include a didactic component and a practice experience component. The provider should employ an instructional design that is rationally sequenced, curricular based, and supportive of achievement of the stated professional competencies. The minimum amount of credit for these activities is 15 contact hours.

Contact Hour

A unit of measure of educational credit which is equivalent to 60 minutes of participation in an organized learning structure.

Continuing Education Administrator (CEA)

An active primary contact for an ACPE accredited provider who is responsible for the administration of that provider's CE program. New administrators are required to either attend an ACPE CPE Administrator's workshop or watch an ACPE Webinar Series.

Continuing Education Unit (CEU)

An educational unit of measure where 0.1 CEU is equivalent to one (1) contact hour.

CPE Monitor®

ACPE and the National Association of Boards of Pharmacy (NABP) have developed a continuing pharmacy education (CPE) tracking service, CPE Monitor®, which authenticates and stores data for completed CPE units received by pharmacists and pharmacy technicians from ACPE-accredited providers.

Home Study Format (Enduring Content)

Enduring materials are home study activities that are printed, recorded or computer assisted instructional materials that do not provide for direct interaction between faculty and learners.

Joint Providership

An accredited provider works with another organization for the purpose of developing a CPE activity. In order for an activity to qualify for a joint providership (9999), the other organization would have input in the CPE content. If the content is produced only by the ACPE-accredited provider, it is considered a direct providership (0000).

Live Activity Format

Live activities are CPE activities that provide for direct interaction between faculty and learners and may include lectures, symposia, live teleconferences, workshops, etc.

Pharmacists' Learning Assistance Network (P.L.A.N.)

The Pharmacists' Learning Assistance Network (P.L.A.N.) is a public searchable database owned by ACPE that lists accredited CPE activities that ACPE providers have chosen to advertise on this platform. During the creation of an ADF in the Provider Web Tool, the provider can make a selection that will post that activity and UAN in the P.L.A.N. tool once the ADF is submitted. Pharmacists and pharmacy technicians can search this database to find ACPE-accredited CE and contact the provider to discuss a specific course.

Regularly Scheduled Series (RSS)

A series of multiple live CPE sessions that occur on an ongoing, scheduled basis (e.g. weekly, monthly, quarterly) for the same audience. Examples of CPE activities that are consistent with the definition of regularly scheduled series include grand rounds, tumor boards, morbidity and mortality (M&M) conferences, and journal club. For additional guidance, please refer to [ACPE's Tools and Resources](#) web page to review the RSS Guidance Document.

REMS-RPC Funded Activities

REMS-RPC Funded CE activities that include required elements of a Risk Evaluation and Mitigation Strategy (REMS) to ensure that the benefits of the drug(s) outweigh the risks and are funded through independent educational grants by REMS Program Companies (RPC).

Topic Designator

- **01: Disease State Management/Drug Therapy**- activities that address drugs, drug therapy, and/or disease states.

- **02: AIDS Therapy**- activities that address therapeutic, legal, social, ethical, or psychological issues related to the understanding and treatment of patients with HIV/AIDS.
- **03: Law Related to Pharmacy Practice**- activities that address federal, state, or local laws and/or regulations affecting the practice of pharmacy.
- **04: General Pharmacy**- activities that address topics relevant to the practice of pharmacy other than those included in the classifications of drug/disease therapy related, HIV/AIDS therapy related, and law.
- **05: Patient Safety**- activities that address topics relevant to the prevention of healthcare errors and the elimination or mitigation of patient injury caused by healthcare errors.
- **06: Immunizations**- 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 and reporting adverse drug events and providing necessary first aid.
- **07: Compounding**- activities related to sterile, nonsterile, and hazardous drug compounding for humans and animals. This includes best practices and USP quality assurance standards, environmental testing and control, recording keeping, error detection and reporting, and continuous quality improvement processes.
- **08: Pain Management** - activities that address any component regarding the treatment and management of pain, including the prescribing, distribution and use of opioid medications, and/or the risks, symptoms, and treatment of opioid misuse/addiction

Universal Activity Number (UAN)

A Universal Activity Number (UAN) is an identification number that is assigned to each CPE activity developed and sponsored, or joint provided, by an ACPE accredited provider in the Provider Web Tool. This number is developed by appending to the ACPE provider identification number (e.g. 0197), the joint providership designation number (0000 for no joint providership, 9999 for all joint providerships), the year of the CPE activity development (e.g., 17), the sequential number of the CPE activity from among the new CPE activities developed during that year (e.g., 001), and the topic and format designators (see below).

Provider Number

Identification number of the provider responsible for issuing CPE Monitor[®] credit and updating the Provider Web Tool.

Joint Providership Designators

0000 - No Joint Providership

9999 - Joint Providership with another organization

Format Designators

L - Live activities

H - Home study and other mediated activities

B - Both for certificate programs

Topic Designators- activities are related to:

01- Disease State Management/Drug Therapy

02- AIDS Therapy

03- Law Related to Pharmacy Practice

04- General Pharmacy

05- Patient Safety

06- Immunizations

07- Compounding

08PainManagement

Target Audience Designator

If a CPE activity's target audience is exclusively for pharmacists the designation "P" will be generated.

If a CPE activity's target audience is exclusively for pharmacy technicians the designation "T" will be generated.

Note: If the CPE activity is intended for both pharmacists and pharmacy technicians, that activity will have the same Universal Activity Number with respect to the provider identification number, sequence number, joint providership designation, release year, format and topic designator; however the target audience designator in the Universal Activity Number will be specific to each audience, either a "P" or "T". For example:

0197-0000-17-001-L05-P (program number used for pharmacists) 0197-0000-17-001-L05-T
(program number used for pharmacy technicians)

