Presentation Guidelines to Meet ACPE Requirements

ICHP

PATRICIA WEGNER, B.S., PHARM.D., FASHP

VICE-PRESIDENT, PROFESSIONAL SERVICES

Presenter Requirements

- Current curriculum vitae
- Conflict of interest declaration (all conflicts must be resolved)
- Learning objectives which meet program activity
- Active learning techniques in presentation
- Slide set within ACPE guidelines
- Learning assessment that addresses achievement of learning objectives.

ICHP

Conflict of Interest

- Disclosure due to a relationship with a commercial interest is required if both
  - the relationship is financial and occurred within the past 12 months and
  - the individual has the opportunity to affect the content of CPE about the products or services of that commercial interest
- ACPE considers relationships of the person involved in the CPE activity to include financial relationships of a spouse or partner.

ICHP

Conflict of Interest

- Financial relationships are those relationships in which the individual benefits by receiving
  - salary
  - royalty
  - intellectual property rights
  - consulting fee
  - honoraria
  - ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds)
  - other financial benefit

ICHP

Conflict of Interest

- Financial benefits are usually associated with roles such as:
  - employment
  - management position
  - independent contractor (including contracted research) consulting fee
  - consulting
  - speaking and teaching
  - membership on advisory committees or review panels
  - board membership
  - other activities for which remuneration is received or expected

ICHP

Conflict of Interest

- A speaker may not present if a COI has not been signed or any listed conflict has not been resolved
- Include COI statement on title or second slide of presentation even if no conflict exists
  - Statement example
    "The speaker has no actual or potential conflict of interest in relation to this presentation."

ICHP

Learning Objectives

- Based on type of CPE activity
  ○ Knowledge-based
  ○ Application-based
  ○ Practice-based
- **For purposes of GLPRC, all presentations will be knowledge-based**
- For purposes of GLPRC, only 2 learning objectives are required.

ICHP

Learning Objectives

- Learning objective verbs must come from Bloom Taxonomy knowledge or comprehension categories (you may choose from a drop down box in the abstract submission form)

- Must be measurable and specific

- Must relate directly to program content

- Are the basis for assessment

ICHP

Knowledge-Based Objectives

- Instructional Category

  ○ Memorize Information

- Acceptable Verbs
  ○ Arrange
  ○ Define
  ○ Duplicate
  ○ Label
  ○ List
  ○ Match
  ○ Name
  ○ Order
  ○ Recognize
  ○ Relate
  ○ Recall
  ○ State

Adapted from Richardson, M. 2009 CPE Conference

ICHP

Comprehension-Based Objectives

- Instructional Category

  ○ Translate information into another form
    ⨯ Interpret data
    ⨯ Extrapolate data

- Appropriate Verbs
  ○ Classify
  ○ Describe
  ○ Discuss
  ○ Explain
  ○ Express
  ○ Identify
  ○ Indicate
  ○ Locate
  ○ Outline
  ○ Recognize
  ○ Report
  ○ Restate
  ○ Review
  ○ Select
  ○ Translate

Adapted from Richardson, M. 2009 CPE Conference

ICHP

Learning Objectives

- Unacceptable verbs include:
  ○ Appreciate
  ○ Behave
  ○ Believe
  ○ Be aware of
  ○ Enjoy
  ○ Explore
  ○ Grasp significance of
  ○ Have faith in
  ○ Know
  ○ Learn
  ○ Perceive
  ○ Realize
  ○ Understand

ICHP

Active Learning

- All CPE activities must include active participation and involvement of the audience (ACPE standard 7)
- Presentations should offer educational materials that will enhance audience understanding of the content and foster applications to pharmacy practice (ACPE standard 8)
  ○ Materials should serve as a guide
  ○ Provide additional sources of information
  ○ Include reference tools usable in practice

ICHP

Active Learning

- Techniques for Knowledge Verbs
  - Lecture
  - Visuals
  - Examples
  - Illustration
  - Analogies
- Techniques for Comprehension Verbs
  - Test/assessment
  - Matching questions/answers
  - Discussion
  - Report
  - Writing

ICHP

Active Learning

- Reference Sources
  - https://www.acpe-accredit.org/pdf/Active_Learning.pdf
  - http://www.ashp.org/DocLibrary/Education/Active-Learning--Assessment-Strategies.pdf

ICHP

Slide Set

- Title slide or second slide must list any conflict of interest, even if there is no conflict – state that
- Reference each slide as appropriate
- Use an acceptable reference format such as those of the AMA or the National Library of Medicine
- Presentations must provide a balanced view of therapeutic options
- Indicate either verbally or in writing when discussing off-label (non-FDA approved) uses

ICHP

Slide Set

- Use generic names
- If brand names are used, list all possible brand names for each product in addition to the generic name
- Copyright permission must be obtained for all clip art, cartoons, diagrams, pictures, etc. which are intellectual property used in the presentation (medical charts, graphs and diagrams from the literature may be used if referenced)
- For purposes of GLPRC, do NOT add a slide with your learning objectives

ICHP

Learning Assessment

- For purposes of GLPRC, only 2 post-test questions are required
- Must relate back to the learning objectives
- Should be multiple choice, not True/False
- Use positive-type questions
  - Ex: Which of the following statements is correct?
    A.
    B.
    C.
    D.

ICHP

Learning Assessment

- Avoid Negative-Type questions
  - Ex: Which of the following statement is not true?
    A.
    B.
    C.
    D.

- Other tips
  - Make all response options of similar length and type
  - Avoid use of "always" or "never" in response options
  - Avoid "all of the above" or "none of the above" in response options

ICHP

Note

- The slide set must be submitted by April 10 for review of compliance with ACPE guidelines.
- Please note that once you submit your slide set, you may not change the slides per ACPE requirements.
- You may verbally inform the audience of any changes or additions during the presentation.

- For more information on ACPE requirements, go to: http://www.acpe-accredit.org/ceproviders/default.asp

ICHP

Questions?

DIRECT ANY QUESTIONS REGARDING ACPE REQUIREMENTS TO:

CEDEPT@ICHPNET.ORG
(815) 227-9292

ICHP