The Pennsylvania Pharmacists Association
Continuing Education Program Speakers

Frequently Asked Questions

Will I be paid as a speaker for PPA?

PPA will compensate speakers, generally in the form of complimentary conference registration, travel expenses such as mileage and tolls in Pennsylvania, and/or a modest stipend intended to offset travel costs. As a general rule, PPA does not offer honorariums to speakers.

Can I re-phrase the program title or objectives after they have been approved?

No. Once titles and program objectives have been approved by both the speaker and PPA, changes cannot be made. Per ACPE, titles and objectives included in any promotional and promotional materials, as well as final slides and handouts, must be identical to those on file with ACPE.

What is the difference between activity types (Knowledge-based, Application-based, and Practice-based)?

ACPE requires that all CPE programs be designated as Knowledge-based, Application-based, or Practice-based activities. There are certain requirements that must be met for each activity type:

Knowledge-based programs 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 programs are primarily constructed to apply the information learned in the time frame 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.

Practice-based programs are not currently offered at PPA conferences due to the minimum credit amount of 15 contact hours.

Are there any restrictions regarding a topic?

Yes. Per ACPE, the program must be "applicable to the practice of pharmacy" and relate to at least one of five core areas:

1) Delivering patient-centered care
2) Working as part of interdisciplinary teams
3) Practicing evidence-based medicine
4) Focusing on quality improvement
5) Using information technology

Are there specific requirements for the interactive participant self-assessment I choose to use?
Yes, depending on the activity type PPA determines for your program. Assessments for Knowledge-based activities should involve questions and recall of facts, while Application-based activity assessments should utilize case studies and/or application of principles. PPA does not offer practice-based activities.

Are there any other materials I will need to submit?
Yes. Per ACPE, speakers will need to provide PPA with the following documents:
1) Copies of all presentation materials (this includes PowerPoint slides and handouts), which PPA will make available to participants on its website
2) Proof of an interactive self-assessment for participants, such as pre- or post-tests or case studies, based on the activity type assigned by PPA. The assessments should be reviewed with participants and correct answers provided prior to the end of the program.
3) Reference materials to be made available to participants on PPA's website (e.g. charts, tables, graphs, lists, relevant websites/resources)
4) A completed speaker self-evaluation form describing the active learning methods utilized to achieve the stated objectives
5) A signed disclosure of non-commercialism
6) A copy of your current resume or CV

When will I need to submit these materials?
If your program is selected, PPA staff will provide you with any pertinent documents as well as additional details regarding required materials and deadlines.

Can I discuss specific brands or manufacturers in my presentation?
<u>As often as possible, ACPE requires the use of generic names in continuing education programs and prohibits the use of brand names.</u> However, PPA and ACPE understand that there are the rare situations when the use of a specific brand name or drug manufacturer is unavoidable. In such an instance, you should take care to include the same information for all available brands or manufacturers. For example: if you need to specify the recommended doses for one brand, you must specify the recommended doses for all other available brands of the drug as well. Again, use of brand names and drug manufactures should be rare and only used if PPA determines it to be unavoidable to meet the program objectives.

Can my colleagues present with me?
CPE programs under two hours that feature multiple speakers result in an increased cost to PPA and such programs are avoided when possible. Multiple speakers will be considered for programs that are two hours or longer.

What are your policies regarding a conflict of interest?

At no point may a commercial entity be involved in the development of the program. All speakers are required to complete and sign a disclosure of non-commercialism declaring any possible conflicts of interest or financial support that has a real or perceived potential for bias. If you are unsure whether a relationship you have falls into this category, you should still indicate it on this form. If you declare a relationship with a potential for bias, depending on the conflict, PPA may choose to cancel the program. More often, PPA staff will work with you to ensure that the program exhibits fair content balance and provides the audience with information of multiple perspectives from which to form a professional opinion. If a relationship begins after submitting this form and before the program, you are required to inform PPA immediately. Any conflicts, or lack thereof, should be outlined in one of the first slides of your presentation. PPA will also announce any conflicts in the program literature and through the program moderator.

How will I know if PPA receives financial support for my program?

As a means to lower the cost of our programs and conferences for both PPA and attendees, PPA may apply for grants or other financial support for certain programs. Should PPA receive funding for your presentation, you will be alerted to this as soon as possible and requested to briefly acknowledge this support in your presentation. Again, at no time will the commercial entity be involved in content development. If support is received, PPA will request that you verify that you continue to have no conflict of interest. Should a conflict exist, PPA will request you sign a new disclosure of non-commercialism specifying this.

What kind of feedback will I receive on my program?

As a requirement for CE credit, participants will complete an online evaluation survey within one week of the program. The results of these evaluations will be sent to you after they are reviewed by PPA.

What else should I know in development of my content?

All faculty are advised that all content presented in any CPE activity must be based on evidence as accepted in the literature by healthcare professions. Where ever possible appropriate references supporting this should be notated, even if at a single slide at the end of the presentation.

Review Process The following process will be utilized to ensure you are meeting this requirement:
1. You are asked to submit your slide deck and other educational materials at least two or three weeks in advance of the presentation (for on-demand webinars, prior to being permitted to record). By your submission of your presentation, you are asserting understanding and compliance with this requirement.
2. Once received, this will allow the CPE administrator/CE Manager time to review the slide deck and materials for a variety of requirements.

3. Because PPA's CPE administrator is not a pharmacist, after this review, the slide deck/materials will be provided to one member of the Education Committee for consideration in regards to the evidence based content requirement.
4. Should there be any question on the material presented, this will be communicated back to you and you will be asked to modify your presentation accordingly.

Further questions should be sent to PPA's CE Manager through the general email – ppa@papharmacists.com