Presentation Guidelines to Meet ACPE Requirements

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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 each learning objective.

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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.

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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

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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

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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."

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Learning Objectives

- Based on type of CPE activity
  - Knowledge-based
  - Application-based
  - Practice-based

- **For purposes of GLPRC:**
  - all presentations will be knowledge-based
  - only 2 learning objectives are required

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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

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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

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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

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Learning Objectives

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

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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

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Active Learning

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

  Reference source: https://www.acpe-accredit.org/pdf/Active_Learning.pdf

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Learning Assessment

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

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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

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Slide Set

Must be on the first slide:

- Presentation Title
- Speaker Name
- Credentials
- Work Title & Work Site

And

- Preceptor Mentor Name
- Credentials
- Work Title & Work Site

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Slide Set

Must be on first or second slide:

- Speaker Conflicts (if any and how resolved)
  - or Statement saying no conflicts

AND

- Preceptor Mentor Conflicts (if any and how resolved)
  - or Statement saying no conflicts

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Slide Set – Throughout Presentation

- References on slides as appropriate
- Interactive learning techniques
- Learning assessment activities
- Copyright permission information for images
- Indicate any off-label use
- No commercial logos
- Use generic names

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Slide Set – Throughout Presentation *cont.*

- 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 presentation ONLY**, do NOT add a slide with your learning objectives, as they will be listed in the program.

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Slide Set

Last Slide:

- Bibliography or Resource list and or Reference List

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Questions / Additional Resources

DIRECT ANY QUESTIONS REGARDING ACPE REQUIREMENTS TO:

CEDEPT@ICHPNET.ORG
(815) 227-9292

RESOURCES:
· **HTTPS://ICHPNET.ORG/SPEAKERGUIDANCE.PHP**

· **HTTPS://WWW.ACPE-ACCREDIT.ORG/**

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