



ORDRE DES **PHARMACIENS** DU QUÉBEC

Présent pour vous

Accreditation Program for Continuing Pharmacy Education Activities



Direction de l'admission et du perfectionnement
(Admissions and Development Branch)



ORDRE DES
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DU QUÉBEC

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ACCREDITATION PROGRAM FOR CONTINUING PHARMACY EDUCATION ACTIVITIES

The Admissions and Development Branch of the Ordre des pharmaciens du Québec is proud to introduce its new *Accreditation Program for Continuing Pharmacy Education Activities*.

Clear and straightforward, this program is a useful and practical information tool to facilitate the development of a continuing pharmacy education activity. It will familiarize users with the criteria they need to meet to have their training activity accredited by the Ordre des pharmaciens du Québec.

Enjoy your reading!

The Director

Anick Minville, B.Pharm., M.Sc., M.B.A.
Pharmacist



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Note: In this publication, the masculine is used without discrimination and solely to make the text easier to read.



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ADMISSIONS AND DEVELOPMENT BRANCH

The Admissions and Development Branch (formerly the Continuing Education and Professional Development Branch – Direction de la formation continue et du développement professionnel) grew out of the profession's desire to develop a structure for validating the quality of continuing pharmacy education and fostering the maintenance and improvement of the professional qualifications of Québec pharmacists.

MISSION

The mission of the Ordre des pharmaciens du Québec is to protect the public by ensuring the quality of pharmaceutical care and services provided to the population and by promoting the appropriate use of medications in society.

To carry out its mandate of protecting the public and thus fulfill its mission, the Ordre des pharmaciens du Québec must, in particular:

- ✓ issue permits;
- ✓ guide the pharmacist in the practice of his profession;
- ✓ maintain and improve the qualifications of its members;
- ✓ receive and handle complaints from the public;
- ✓ control the illegal practice of pharmacy;
- ✓ act publicly on issues related to the use of medications.

The values which guide the actions of the Ordre des pharmaciens du Québec are:

- ✓ excellence;
- ✓ professionalism;
- ✓ leadership.

Among its members, health professionals, governments and the public, the Ordre des pharmaciens du Québec sees itself as an influential and unavoidable player when it comes to promoting the appropriate use of medications and the delivery of quality pharmaceutical care in Québec.

More specifically, the mission of the Admissions and Development Branch is to empower pharmacists in terms of their continuing education, throughout their entire professional lives. In this regard, various programs such as the accreditation program as well as a number of tools, have been designed to meet one or more professional objectives and to support pharmacists in their continuing education endeavours

In addition, the Admissions and Development Branch works in tandem with various optional and mandatory committees, such as the Committee on Admission to the Practice, the Committee on Training of Pharmacists and the Committee on Continuing Education and Professional Development.



1) Introduction

For the profession, the quality of care provided to the population is the driving force behind efforts to allow the pharmacist to acquire, maintain or perfect knowledge, skills or attitudes. The Ordre des pharmaciens du Québec, hereinafter the “Order”, is an accreditation body for continuing education (CE) in pharmacy. It thus encourages pharmacists to take part in various types of CE activities.

In conformity with its *Code of Ethics*, the pharmacist must exercise his profession according to the professional standards and current data of the science. To that end, he must maintain and perfect his knowledge.¹ Tools have been developed to help him evaluate his training. Through the annual certification of continuing education combined with the continuing education booklet, the pharmacist now has a true and complete picture of the activities he has participated in during the year.

Moreover, for the pharmacist, accredited training not only satisfies the Order’s specific criteria but also meets his own personal needs in terms of training; it therefore has added value. By awarding continuing education units (CEUs), the Order certifies the quality of CE activities and guarantees the relevance of the training based on the good faith of the information provided by the organizer. Accordingly, the Order incurs no liability with respect to the holding of the activity, the documents produced or distributed during this activity, or errors or omissions pertaining to the content of the learning activity.

2) Goal of the Accreditation Program

This Program is intended for organizers of continuing education activities. Its goal is to assist them in carrying out their accreditation process with the Ordre des pharmaciens du Québec. It is also intended for pharmacists participating in CE activities, allowing them to become familiar with the process of obtaining accreditation for an activity in which they choose to enrol.

3) Definitions

The principal aim of continuing pharmacy education is to update the pharmacist’s knowledge and skills, to improve his professional qualifications, and to maximize the impact of his interventions on the health of his patients.

Below are some key definitions to help the reader gain a good understanding of the various aspects of continuing pharmacy education.

Accreditation from the Order

Official recognition that the CE activity meets the criteria stated in the *Accreditation Program for Continuing Pharmacy Education Activities*.

Continuing Education Activity

Any educational intervention on a topic relevant to the practice of pharmacy. The topics and formats may vary. The *Accreditation Program for Continuing Pharmacy Education Activities* includes two categories of activity, i.e.:

- public activities (e.g., congresses, conferences, annual scientific assemblies);
- self-learning activities.

¹ R.R.Q., 1981, c.P-10, r.5, s.3.01.01; O.C.56-944, s.1.



Although relevant to the practice of pharmacy, some activities cannot be included in an accreditation program. These non-accredited activities can take several forms: participation in self-learning activities originating from organizations outside Québec (e.g., *Pharmacist's Letter*); participation in professional development in a pharmacy-related field (e.g., human resources management, computer science, law); participation in congresses or seminars as an author, educator or speaker; writing or review of articles for a publication related to the practice of pharmacy.

Certification of Continuing Education from the Order

Register of accredited continuing education activities (under the *Accreditation Program for Continuing Pharmacy Education Activities*) attended by the pharmacist. Also includes continuing education offered by pharmacy faculties.

Order's Continuing Education Booklet

Register of continuing education activities that are not accredited but which are relevant to the practice of pharmacy and which the pharmacist attended and managed. Complementary tool to the certification issued annually by the Order.

Undertaking for the Translation of a Document

Written undertaking by which the pharmacist confirms the relevance and accuracy of the translation of instructional material used as part of a continuing education activity, a traditional educational activity or a self-learning activity.

Continuing Education Activity Program

Document specifying, in particular, the learning objectives, the content and format of the activity, the educators, the content writers and/or pharmacists participating in the development of the activity and, as the case may be, the sponsors.

Accreditation Body

Organization that awards continuing education units for the activities it organizes or which receives requests to grant continuing education units for activities offered by another body. Accreditation bodies in pharmacy are the Ordre des pharmaciens du Québec and the Canadian Council on Continuing Education in Pharmacy (CCCEP).

Organizer

Person or organization responsible for planning and managing a continuing pharmacy education activity. Person who may be contacted by the Order concerning an application for accreditation.

Participant

Any person who attends or takes part in a continuing education activity to acquire or perfect knowledge or skills. In some cases, the organizer may also be considered a participant.

Commercial Partnership

Company operating in the field of pharmacy which contributes to the planning or management of a continuing education activity.



Continuing Education Unit (CEU)

Unit of measurement of the duration of a continuing education activity, expressed in hours.
Example: 1 hour = 1 CEU.

4) Organization of a Continuing Education Activity and Compliance with Professional Ethics

The explosion of knowledge in the scientific and pharmaceutical fields, technological development and the necessity for pharmacists to keep their knowledge up to date, induces the need to organize numerous continuing education activities, both at the individual and collective level. The latter are essential to maintaining the pharmacist's knowledge so that he can deliver the best possible care.

The activities in which pharmacists participate must be designed to help them acquire, master or perfect knowledge, skills and attitudes with a view to enhancing the quality of care provided to the population. These activities must be planned, performed and managed for the purpose of education rather than promotion. At no time must they serve to promote a specific product or service.

To that end, here are a few rules that must be observed by organizers, participants and anyone involved in continuing pharmacy education in Québec.

4.1) Professional Ethics

Cooperation between financial partners and organizers who set up continuing pharmacy education activities must be carried out in a responsible manner and in compliance with professional ethics.

Any application for accreditation of an activity must conform to the following principles, failing which **the accreditation will be refused.**

4.2) Activity Content²

The content of CE activities must be objective, balanced and designed in such way that various recognized hypotheses and opinions can be adequately explained. It must encompass medical, pharmaceutical, scientific or other information that can contribute to improving the qualifications of pharmacists and the delivery of pharmaceutical care. These activities must, at all times, be geared to professional and teaching objectives rather than the interest (real or apparent) of the pharmaceutical organization responsible for the activity, the organizer, the facilitator, the expert or the commercial partnership.

The partners undertake to make a clear distinction between CE activities and other types of activities (e.g., social activities). Thus, during congresses, only CE activities are accredited, while any activity that fails to meet the Order's accreditation criteria is subtracted from the total duration of the event.

4.3) Partners²

Since organizers of CE activities do not always have the necessary human, material and organizational resources to perform such activities, forging collaborations with various stakeholders, commercial partnerships or other partners is the preferred solution.



4.4) Stakeholder Independence

When planning, executing and managing CE activities and programs, stakeholders² must avoid situations that could jeopardize their independence or place them in a conflict of interest, notably by accepting personal benefits, fees that are higher than those normally paid, gratuities or gifts. Moreover, a stakeholder's presentation of a topic during a funded CE activity must not differ from the presentation that would be given in the absence of such funding.

Stakeholders must, while exercising their best judgment, clearly inform the organizer, the participants and the accreditation body of any affiliations, sponsorships or contributions related to the content of the continuing education activity or which may affect its objectivity, on the one hand, and involving one or more commercial partnerships on the other hand. Hence, the application for accreditation to obtain continuing education units must include a reporting of conflict of interest form, as the case may be.

In addition, stakeholders must refrain from taking part in activities which, under the guise of CE activities, in fact serve to promote a product or service.

4.5) Training or Promotion

A continuing pharmacy education activity is defined as a professional training activity centred around the acquisition, enhancement or updating of knowledge or techniques, as well as the development of skills related to the practice of pharmacy.

Conversely, a promotional activity aims to stimulate demand for a product or service, to regulate cyclical demand, to maintain an adapted demand, etc. This type of activity goes against the criteria for obtaining accreditation based on the present accreditation program.

Thus, the organizer, educator, author, facilitator, etc. must avoid referring to the partners and their products for promotional purposes. They are urged, however, to thank the partners for their contributions.

4.6) Partnership Terms

- ✓ The educational aspect must be at the core of the partnership.
- ✓ Generic names must accompany trade names.
- ✓ Promotional documentation or samples cannot be distributed during training activities. However, training material useful for learning can be distributed to the participants, but only for handling purposes.
- ✓ The partner (industry, chain, banner, association, etc.) may place booths or educational displays inside the venue (outside of the conference room) where the training activity is taking place.
- ✓ Travel and accommodation terms and the venue of a partner-funded CE activity must not be used as an incentive for participation.
- ✓ The partner of a CE activity must refrain from exerting any influence on the activity's educational content.
- ✓ The partner's name or logo must not appear on banners or appear repeatedly on the teaching material.
- ✓ The confidentiality of the information concerning the participants of a CE activity must be respected and the participants' anonymity must be preserved at all times. The participant is free to disclose his contact information to allow the organizer to follow up on the CE activity.

² Stakeholder: organizer, educator, etc., excluding the participant



4.7) Social Activities²

The social activities accompanying CE activities may serve to enhance learning by fostering informal exchanges between participants and experts. However, when social and educational activities are offered concurrently during the same event, the event can be labelled as a CE activity and be accredited by the Order, provided that educational activities are predominant. Only CE hours will be recorded in the pharmacist's file.

The costs arising from social activities, excluding meals, are to be assumed entirely by the participants. As well, accompanying persons and spouses must cover the costs of their participation in the social activities.

4.8) Reporting of Conflicts of Interest

The Order requires that organizers, authors and educators of accredited CE activities report potential conflicts of interest related to the topic of the training activity (e.g., conference, self-learning activity). The *Disclosure of Conflict of Interest Form* is to be used for this purpose. A conflict of interest may be defined as follows:

Any financial interest on the part of the organizers, authors, educators or facilitators in the company whose product or services are discussed during the training activity.

Examples:

- ✓ the author holds stock in the company;
- ✓ the educator receives a salary from the company or is hired by the company as a consultant, in particular to collaborate on pharmaceutical trials and research protocols, and with working groups.

The reporting of potential conflicts of interest does not imply that the CE activity will not be accredited. Each case is evaluated based on the documents submitted in support of the application for accreditation.

Whether for public activities or self-learning activities, the organizer must ensure that conflicts of interest involving the author or educator are disclosed to the participants, who will then be in a position to assess the value of the information conveyed during the activity.

4.9) Compliance with the Accreditation Program for Continuing Pharmacy Education Activities

4.9.1) Complaints

The participants of a CE activity must exercise critical judgment about the activities (conference, etc.) and instructional material made available to them, even if the activity was previously accredited by the Order.

In the event of non-compliance with the Program, the participant or any person involved in developing or delivering the activity may notify, in writing, the Admissions and Development Branch.

4.9.2) Consequences of Non-compliance

Any non-compliance with the Program on the part of organizers, authors, educators or partners could lead to serious consequences.

First violation: Written warning

Second violation: Reporting of the violation in an official publication of the Order



Third violation: Refusal to accredit the organizer's or organization's subsequent activities for a period of 3 to 12 months. Reporting of the decision in an official publication of the Order

4.9.3) Response Period

All complaints filed with the Admissions and Development Branch will be reviewed and a written decision will be rendered to all parties involved within a period of 90 days.

5) Developing a Continuing Education Activity for Pharmacists

Developing training for pharmacists requires detailed preparation on the part of the organizer and educator. Listed below are a few elements to orient and help the organizer and educator in their efforts to develop training that meets the needs of pharmacists.

The Order distinguishes between two types of CE activities, namely:

- public CE activities;
 - ad hoc (e.g., congresses, conferences, annual scientific assemblies)
 - recurrent, i.e., whose format always meets the same accreditation criteria (e.g., reading clubs)
- self-learning activities.

5.1) Needs Assessment

The Order encourages individuals seeking to offer a CE activity to pharmacists to assess the real needs of the targeted participants. To that end, various strategies may be used, such as:

- ✓ forming a committee to develop the content of the activity, including pharmacists from the target group;
- ✓ using traditional techniques of enquiry (survey, interview, questionnaire, group exchange, etc.);
- ✓ soliciting suggestions from individuals who have taken part in an activity, via the activity appreciation form, for example;
- ✓ analyzing scientific documentation to determine the training trends in a specific field.

5.2) Learning Objectives

All CE activities must include learning objectives; their inclusion is a criterion for accreditation by the Order. It is imperative that the learning objectives be communicated to the target group beforehand, either through the invitation leaflet or any other document issued before the activity, or stated during the introduction to the self-learning activities.

The learning objective is used to indicate to the participant what learning outcome he can expect. It defines the topic and content of the learning activity. It may be general or specific. It must be formulated in such way as to allow the participant to draw a connection between the content of the training and his own expectations.



5.3) Teaching Methods

A teaching method is a set of techniques put together with a view to achieving one or more teaching objectives. The methods that may be used include the following in particular:

- ✓ conference;
- ✓ workshop;
- ✓ case study, problem solving;
- ✓ self-learning (book or magazine, CD-ROM, interactive technology);
- ✓ etc.

The teaching method retained must allow the participant to achieve the learning targeted by the training objectives.

5.4) Topic and Content of the Activity

The topic of a CE activity must be **relevant to the practice of pharmacy**. Topics may include the following, among others:

- ✓ diseases (etiology, characteristics, treatment, follow-up);
- ✓ pharmacotherapy;
- ✓ pharmacokinetic properties and the pharmacodynamics of medications;
- ✓ pharmacotherapeutic monitoring;
- ✓ pharmacoecconomy;
- ✓ pharmacogenomics;
- ✓ alternative therapies;
- ✓ manufacturing;
- ✓ management and administrative aspects;
- ✓ information technologies;
- ✓ legal and ethical aspects, etc.

5.5) Instructional Material Provided to Participants

The organizer and author of the training must develop suitable material for the participants. This material may include the following elements (non-limitative list):

- ✓ slides (PowerPoint);
- ✓ bibliographical list (strongly recommended);
- ✓ text of complementary readings suggested by the author;
- ✓ text summarizing the training, etc.

The Order encourages the organizer of a CE activity to provide material adapted to the needs of the participants.



5.6) Presentation of Authors and Educators

The organizer of a CE activity must present both the author and the educator during an activity, regardless of whether it is a public or a self-learning activity. The Order encourages the organizer to present accurate information demonstrating the author's or educator's expertise (obtained through academic training or experience) or interest in the topic of the activity. The author's or educator's choice must be based on his qualifications in a specific field.

5.7) Appreciation of the Activity

In order for the CE activity to be accredited by the Order, the participant must be able to evaluate the activity in which he has participated.

At the end of the Program, a template of an appreciation form is made available to the organizers. This evaluation is of paramount importance for the organizer, since it will serve to improve or review his CE activity.

Recurrent activities in a hospital centre, a journal club or in a self-learning context, such as those included in the publications *Actualité Pharmaceutique* and *Québec pharmacie*, must be evaluated by the participants at least once a year (e.g., survey of readers).

The Order reserves the right to request that a summary of the evaluation by the participants be sent to it. In such a case, the Order will submit its request in writing to the organizer.

6) Accreditation Criteria for Continuing Education Activities

Public Activities

To obtain accreditation from the Order, a continuing education activity must meet the following criteria.

- The activity is intended for health professionals.
- The educational content is closely tied to the practice of pharmacy.
 - Examples: new and convincing scientific data, review of the documentation on a specific topic, organization of work, management of personnel
- The learning objectives are clearly defined and communicated to the participants beforehand.
- All data required by the pharmacist to assess the value of the information conveyed are presented during the activity.
- The content of the activity is based on objective scientific and pharmaceutical data.
- The teaching structure is conducive to learning.
 - The teaching method used allows for the effective transmission and integration of knowledge. It must be chosen based on the learning objectives, the content and the size of the group. The participants must be encouraged to participate actively.
- The content is presented according to the educational and ethical standards recognized in the literature.
- The participants evaluate the activity.
- All aspects of the activity comply with the professional ethics standards set out in the *Accreditation Program for Continuing Pharmacy Education Activities*.



- The required material (detailed plan, instructional material and visual media) is provided with the application for accreditation.

Self-learning Activities

There are two additional criteria for the accreditation of self-learning activities.

- The organizer of the self-learning activity must carry out a scientific review of the content.
- A questionnaire or other learning evaluation method, including feedback, is used.
 - The method or the questionnaire must be submitted with the application for accreditation.
 - A minimum of five (5) questions per hour of training and a passing grade of 70% are required.

7) Accreditation Policies and Procedures

7.1) Application for Accreditation

All applications for accreditation must be filed with the Admissions and Development Branch using the *Application for Accreditation Form*. The application must be submitted in writing by mail, fax or email.

Direction de l'admission et du perfectionnement
301-266, rue Notre-Dame Ouest
Montréal (Québec)
H2Y 1T6
Fax: (514) 284-3420
Email: dap@opq.org

7.2) Time Period for Reviewing Applications for Accreditation

At least ten (10) business days are required to review an application for accreditation.

The organizer is urged to undertake his application for accreditation with the Order even if he does not have all the necessary documents.

7.3) Confirmation of Accreditation

The Order issues an accreditation number for all activities that meet the criteria stated in the Program. This number is used to identify the activity.

The Admissions and Development Branch sends a letter of confirmation of accreditation to the organizer. In addition to the accreditation number, this letter indicates the number of continuing education units that have been awarded following the activity's evaluation.

Once accreditation has been confirmed by the Order, the organizer may indicate, on advertising material and documents delivered to the participants, that the activity is accredited, including the number of continuing education units that have been awarded. The correct formulation to be used can be found on the confirmation of accreditation the Admissions and Development Branch sends to the organizer.



7.4) Term of Accreditation

All CE activities are accredited for a period of one year as of the date of confirmation by the Order.

7.5) Repetition of an Activity

Since a CE activity is accredited for a term of one year, it may be repeated several times during the period covered by the accreditation. However, it must be exactly identical to the activity evaluated during the initial accreditation process. Any modification of the teaching method, content or duration of the activity, for example, entails a reassessment of the activity's accreditation as well as fees for the review of the new application.

7.6) Application for Review of an Accredited Continuing Education Activity

An application for review must be submitted to the Order if, **during the year of validity** of the accreditation:

- ✓ the learning objectives are modified;
- ✓ the duration of the initial training is extended or shortened;
- ✓ the content of the activity is revised or updated as a result of new and convincing data, etc.

Review fees are applicable.

7.7) Renewal of Accreditation

Upon expiry of an activity's accreditation period, the accreditation may be renewed if the organizer wishes to continue offering the activity to pharmacists. The period of renewal is one year.

To that end, the organizer must fill out the *Application for Renewal of Accreditation Form* appended at the end of this document. Renewal fees apply.

Health institutions and some pharmacist groups will receive, before the expiry date of their activities, a renewal of accreditation form as per the agreement between the Order and their institution.

Moreover, if the organizer wishes to renew his activity while making changes to it (duration, new studies, update, etc.), he must fill out the *Application for Renewal of Accreditation Form* and attach the modified documents. The Order may refuse to renew the accreditation if the modifications fail to meet the accreditation criteria.

7.8) A Posteriori Accreditation

No application for *a posteriori* accreditation will be considered if the CE activity has already taken place.

7.9) Application for Accreditation of an Activity Previously Accredited by the CCCEP

The Canadian Council on Continuing Education in Pharmacy (CCCEP) is an accreditation body for CE activities intended for pharmacists practising in Canada. The Order recognizes accreditation by this body. The number of continuing education units awarded will be identical to the number of continuing education units granted by this body.



However, during an application for accreditation of an activity accredited by the CCCEP – originally made in English but translated into French for Québec pharmacists – the activity will be evaluated according to the Order’s criteria.

7.10) Fees for Evaluating an Application for Accreditation

Fees are required for the review of the application file and the recording of continuing education units in the pharmacists’ files. These accreditation fees are determined at the start of the financial year, i.e., on April 1 of each year, by decision of the Order’s Council. A fee schedule can be found on the Order’s website.

When fees are updated, all pharmacists and organizers of CE activities are informed by memo from the Order.

7.11) Transmission of Participants’ List to the Order

The organizer is responsible for transmitting the list of pharmacists who have attended a CE activity. During the accreditation process, the Order provides the organizer with the appropriate *Form for Enrolment of Pharmacists in Continuing Education Activities*, depending on the type of CE activity. In the case of traditional CE activities, the Admissions and Development Branch provides the organizer with Form A. During the activity, each participant must legibly record in it his name and permit number, and sign the form. In the case of a training program (e.g., a congress), the organizer has in his possession Form B, which is individual to each pharmacist. The latter must indicate the activities he will have participated in during the training and add the training units awarded for each one. In the case of self-learning activities, Form C is used, which differs from the other two forms. On Form C, the organizer must indicate the name and permit number of pharmacists who passed the activity by obtaining a grade of 70% or more.

This list is used to constitute the continuing education file of each Order member and to create the individual training certification. In all cases, if the information is incomplete or illegible, no continuing education units will be awarded. Finally, the list must be transmitted as soon as possible and no later than April 15 of each year. If the list is not received within the required time, the Order will not record the activity in the files of the pharmacists who took part in it.

7.12) Provisions Specific to Self-learning Activities

The participant’s learning must be evaluated so that accreditation can be granted for a self-training activity. To that end, a minimum of five (5) questions per hour of training is required to evaluate the learning. The questionnaire must accompany the application for accreditation.

The organizer is responsible for correcting the learning evaluation questionnaires. The passing grade is 70%.

The organizer must ensure that the methods used to correct and transmit the information are explained to the participant.

7.13) Documents to Be Included in an Application for Accreditation

a) For public activities and self-learning activities

- ✓ Completed application for accreditation form
- ✓ Learning objectives
- ✓ Detailed training plan and visual media (PowerPoint, instructional material, etc.)
- ✓ Copy of the invitation to pharmacists
- ✓ Signature of the pharmacist-reviewer if the program has been translated by a non-pharmacist



- ✓ Activity appreciation form
- ✓ Educator and author biography notes
- ✓ Signature of the *Disclosure of Conflict of Interest Form*

The organizer must submit a detailed plan of the activity as well as the instructional material to be used during the activity. In the case of self-learning activities, the full text must accompany the application for accreditation.

In addition, the organizer must demonstrate the expertise, whether gained through training or experience, of the author and the educator if the latter is not the author. The application must include a biography note.

b) For self-learning activities

- ✓ Questionnaire or learning evaluation method
- ✓ Undertaking for the French translation or review of the activity

8) Review of the Application by the Order

The staff of the Admissions and Development Branch is responsible for evaluating applications for accreditation. To that end, the responsible person:

- ✓ ensures that the application for accreditation is complete and that all relevant documents have been provided;
- ✓ rigorously applies the accreditation criteria;
- ✓ validates, if necessary, the information provided with the organizer;
e.g., missing documents, clarifications
- ✓ notifies, within the required time, the organizer of the Order's decision concerning accreditation (acceptance or refusal);
- ✓ confirms, in writing, the number of continuing education units awarded and the assigned activity number;
- ✓ provides the forms to be completed to confirm the participants' attendance of the activity;
- ✓ handles invoicing and issues receipts in connection with the review of the application for accreditation.

In the event that accreditation of an activity is refused, the responsible person:

- ✓ informs, as soon as possible, the organizer of the reasons leading to the refusal to accredit the activity;
- ✓ confirms, in writing, the criteria that were not met;
- ✓ indicates, if applicable, the corrections to be made to obtain accreditation and the time allotted to submit the corrected documents;
- ✓ handles invoicing and issues receipts in connection with the review of the application for accreditation.

9) Documentation Consulted

1. Code of Ethics of Pharmacists. R.R.Q., 1981, c.P-10, r.5, s.3.01.01; O.C.56-944, s.1.
2. Code d'éthique des intervenants en éducation médicale continue. Conseil de l'éducation médicale continue du Québec and Canada's Research-Based Pharmaceutical Companies (Rx&D), 2003.
3. Guidelines and Criteria for CCCEP Accreditation. Canadian Council on Continuing Education in Pharmacy. November 2004.



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APPLICATION FOR ACCREDITATION FORM

1. Organizer ID

Name: _____ Title: _____
Organization: _____
Address: _____
City: _____ Postal code: _____
Email/Fax: _____ Telephone: _____

2. Type of activity

Public continuing education activity Self-learning activity

3. Title of activity

4. Date of activity

If ad hoc: _____

If recurrent, date of first activity:
(activity will be valid for one year as of accreditation date) _____

5. Duration of training

Duration: _____

- ✓ Indicate only the duration of the training (duration of breaks, meals, etc. is subtracted from the total).
- ✓ For self-learning activities, include estimated time to complete readings and the evaluation questionnaire.

6. Activity intended for (target group)

7. Location of activity



8. Financial partner(s)

9. Documents to be attached

For both types of accreditation

- | | | | |
|--|--------------------------|---|--------------------------|
| Invitation | <input type="checkbox"/> | Learning objectives | <input type="checkbox"/> |
| Detailed plan and/or content of the activity | <input type="checkbox"/> | Appreciation of the quality of the activity | <input type="checkbox"/> |
| Form for reporting conflicts of interest | <input type="checkbox"/> | Biography note (educators, authors) | <input type="checkbox"/> |

For self-learning activities, add the following documents:

- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| Questionnaire or other evaluation method (questions and answers) | <input type="checkbox"/> | Undertaking of reviewer, translator | <input type="checkbox"/> |
|--|--------------------------|-------------------------------------|--------------------------|

10. Accreditation criteria

	Yes	No
The activity is intended for health professionals.	<input type="checkbox"/>	<input type="checkbox"/>
The educational content is closely tied to the practice of pharmacy.	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives are clearly defined and communicated to the participants beforehand.	<input type="checkbox"/>	<input type="checkbox"/>
All data required by the pharmacist to assess the value of the information conveyed are presented during the activity.	<input type="checkbox"/>	<input type="checkbox"/>
The content of the activity is based on objective scientific and pharmaceutical data.	<input type="checkbox"/>	<input type="checkbox"/>
The teaching structure is conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>
The content is presented according to the educational and ethical standards recognized in the literature.	<input type="checkbox"/>	<input type="checkbox"/>
The participants evaluate the activity.	<input type="checkbox"/>	<input type="checkbox"/>
All aspects of the activity comply with the professional ethics standards set out in the <i>Accreditation Program for Continuing Pharmacy Education Activities</i> .	<input type="checkbox"/>	<input type="checkbox"/>
The required material (detailed plan, instructional material and media support) is provided with the application for accreditation).	<input type="checkbox"/>	<input type="checkbox"/>



11. Accreditation criteria to be completed only in the case of self-learning activities

	Yes	No
The organizer of a self-learning activity ensures the scientific review of the content.	<input type="checkbox"/>	<input type="checkbox"/>
A questionnaire or other learning evaluation method, including feedback, is used (a minimum of five (5) questions per hour of training and a passing grade of 70% are required).	<input type="checkbox"/>	<input type="checkbox"/>

12. Undertaking for French translation or review of the CE activity or self-learning activity

_____	_____
Name of reviewer or translator	Permit number
As scientific reviewer or reviewer of the activity's French translation, I certify that it meets the scientific and ethical criteria and the standards of quality required to obtain accreditation from the Ordre des pharmaciens du Québec.	
Signature: _____	Date: _____

13. Organizer's signature

I certify that the above information is accurate, that the training activity meets rigorous scientific and ethical criteria and that it complies with the *Accreditation Program for Continuing Pharmacy Education Activities* of the Ordre des pharmaciens du Québec, and I have signed:

_____ Date: _____

Please return this form as soon as possible to:
301-266, rue Notre-Dame Ouest, Montréal (Québec) H2Y 1T6
Fax: (514) 284-3420 – dap@opq.org



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APPLICATION FOR RENEWAL OF ACCREDITATION FORM

1. Organizer's ID

Name: _____ Title: _____
Affiliation: _____
Address: _____
City: _____ Postal code: _____
Telephone: _____ Email: _____ Fax: _____

2. Application for renewal for

Title of activity _____
Accreditation no.: _____ Date of expiry: _____

3. Accreditation criteria

Only an update of the latest scientific data was done.

Yes No

I certify that the activity meets the same criteria as those used during the initial accreditation process.

Name: _____ Permit no.: _____
Signature: _____ Date: _____

4. Documents to be attached

Disclosure of Conflict of Interest Form

Content of the activity (if updated)

To be completed by the OPQ delegate

Validated by: _____ Date: _____
Application received on: _____ New activity no.: _____
New expiry date: _____ Number of CEUs awarded: _____

Please return this form as soon as possible to:
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DISCLOSURE OF CONFLICT OF INTEREST FORM

Title of activity: _____

Organizer's name: _____

Affiliation/Commercial partnership(s): _____

Organizer:

Author:

Educator:

Reviewer:

Other:

The participants of a CE activity should be aware in advance of any potential conflict of interest that could influence the presentation of an educator, a workshop facilitator or author.

A potential conflict of interest is to be understood as meaning any monetary benefit falling to the educator in connection with the products and services of commercial partnerships which are the focus of the presentation. For example, if the educator (1) acts as a scientific adviser for a pharmaceutical company, (2) accepts an invitation, royalties, a gratuity or compensation for services rendered, (3) receives research funding from a commercial partnership or (4) holds financial interest in a controlling company.

The purpose of disclosing potential conflicts of interest is not to prevent an educator with a conflict of interest from taking the floor, but rather to openly inform the participants beforehand of possible affiliations or financial interest so that they can make an informed assessment of the presentation's content.

STATEMENT	Yes	No
I have no real or potential conflict of interest to report.	<input type="checkbox"/>	<input type="checkbox"/>
I am a member of the board of directors (or any other committee) of this commercial partnership.	<input type="checkbox"/>	<input type="checkbox"/>
I participated in the clinical study (or any other study) of the products of this commercial partnership.	<input type="checkbox"/>	<input type="checkbox"/>
I participated in the development of this training, which was supported by this commercial partnership.	<input type="checkbox"/>	<input type="checkbox"/>
As a speaker, I received compensation from this commercial partnership.	<input type="checkbox"/>	<input type="checkbox"/>
I am affiliated with, or have financial interests in, this commercial partnership.	<input type="checkbox"/>	<input type="checkbox"/>
Signature: _____ Date: _____		



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PARTICIPANT APPRECIATION FORM CONCERNING THE QUALITY OF ACTIVITIES

Please indicate your level of appreciation by putting an at the end of each statement.

Legend: 4 = Excellent 2 = Fair
 3 = Good 1 = Poor
 NA = Non assessable

	4	3	2	1	NA
1. The content of the activity was useful and relevant to the daily practice of pharmacy:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The activity adhered to the stated learning objectives:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The methodology used made it possible to transmit and integrate the information in an effective manner:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The speaker presented the information clearly:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The speaker interacted with the participants:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The basic teaching document will be useful to me:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The overall organization of the activity was:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The overall quality of the activity was:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The quality of the facilities was:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Fax: (514) 284-3420



PARTICIPANT APPRECIATION FORM CONCERNING THE QUALITY OF ACTIVITIES

Personal comments

In your opinion, what are the activity's strong points and areas for improvement?

Strong points		Areas for improvement

What topics should be covered at the next training day?

Other comments:

Thank you for your valuable cooperation.
Your comments will be very useful in helping us to improve
our continuing education activity and plan future activities.



Form A

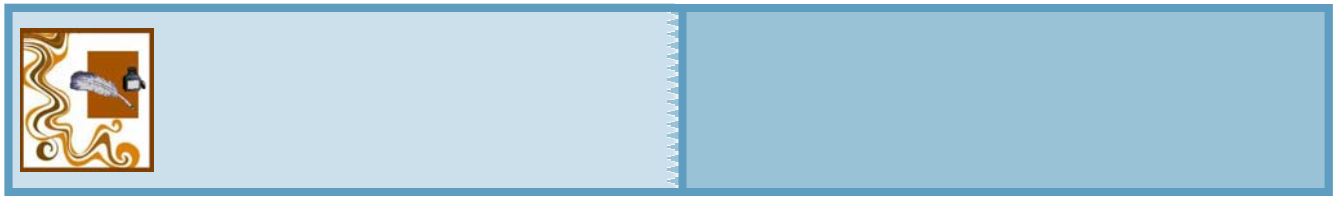
FORM FOR ENROLMENT OF PHARMACISTS IN CONTINUING EDUCATION ACTIVITIES

If the information is incomplete or illegible, no continuing education units will be awarded.

Title of activity	_____		
Organization	_____		
Organizer	_____		
Date (year/month/day)		Duration	_____
Activity no.		Number of CEUs	_____

Permit no.	Surname, first name	Signature

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 301-266, rue Notre-Dame Ouest, Montréal (Québec) H2Y 1T6
 Fax: (514) 284-3420



Activity no. _____	Number of CEUs _____
---------------------------	-----------------------------

If the information is incomplete or illegible, no continuing education units will be awarded.

Permit no.	Surname, first name	Signature



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Form B

ATTESTATION FORM FOR PARTICIPATION IN A PROGRAM COMPRISING SEVERAL CONTINUING EDUCATION ACTIVITIES

Title of activity _____

Organization _____

Organizer _____

Date (year/month/day) _____ **Duration** _____

Activity no. _____ **Number of CEUs** _____

Please indicate the number of CEUs for each activity in which you participated and add them up to obtain the number of CEUs required.

Activities	Number of hours	Number of CEUs	CEUs required
TOTAL:			

Name: _____ Permit no.: _____

Signature: _____ Date: _____

Please return this form as soon as possible to:
301-266, rue Notre-Dame Ouest, Montréal (Québec) H2Y 1T6
Fax: (514) 284-3420



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Form C

**ATTESTATION FORM FOR PARTICIPATION
IN A SELF-LEARNING ACTIVITY**

If the information is incomplete or illegible, no continuing education units will be awarded.

Type of activity

Organization

Organizer

Date (year/month/day)

Duration

Activity no.

Number of CEUs

Permit no.	Surname, first name

Please return this form as soon as possible to:

301-266, rue Notre-Dame Ouest, Montréal (Québec) H2Y 1T6

Fax: (514) 284-3420

266, rue Notre-Dame Ouest
Suite 301
Montréal (Québec) H2Y 1T6

(514) 284-9588

1 800 363-0324

Ordre des pharmaciens du Québec, February 2007