

ICHP Continuing Education Administrator Responsibilities

Adapted from SECTION V – CPE OPERATIONS POLICIES AND PROCEDURES in the ACPE CPE Policies and Procedures Manual | Version 11 (February 2020)

Policy 1.0 CPE Administrator

ICHP shall have a visible, continuous and identifiable authority charged with the administration of the ICHP CPE program. This ACPE Continuing Education Administrator (CEA) will have administrative authority, and shall have the responsibility and be accountable for assuring and demonstrating compliance with the ACPE standards. The CEA will follow the ICHP CPE policies and procedures for the CPE program, and work closely with Educational Affairs Division to monitor and assess programming and make recommendations for ongoing improvement. The ICHP CEA shall be qualified by virtue of background, education, training and/or experience. The CEA has authority within ICHP to assure that the ACPE standards and policies and procedures are met.

The ICHP CEA and secondary contact will be fulfilled by members of the ICHP management team. The CEA serves as the primary point of contact with administrative authority as defined per CPE policies and procedures. The secondary contact works closely with the CEA on all educational activities within ICHP.

Procedures 1.0

1a. Responsibilities

ICHP's Continuing Pharmacy Education programming will:

- Use evidence-based adult and organizational learning principles to improve the performance of healthcare professionals, healthcare teams and the organizations in which they work, in order to improve patient outcomes. (Using Adult/Organizational Learning Principles)
- Implement and improve independent, fair, balanced, and evidenced-based educational interventions that produce expected results for learners and the organizations in which they work. (Designing Educational Interventions)
- Use data to evaluate the effectiveness of CPE activities/interventions and the impact of the overall CPE program. (Measuring the Performance of CPE Activities and the Overall CPE Program)
- Collaborate and partner with stakeholders to help meet the CPE mission. (Collaborating and Partnering with Stakeholders)
- Manage and administer the CPE office operations to meet personnel, finance, legal, logistical, accreditation, CPE credit, and/or regulatory standards. (Manage and Administer the CPE Program)
- Monitor and document conflicts of interest with ineligible companies among planners and faculty for CPE programs, and ensure appropriate disclosures in learning materials.
- Provide leadership for the CPE program. (Lead the CPE Program)
- Continually assess individual and CPE program performance and make improvements through relevant learning experiences. (Engage in Self-Assessment and Lifelong Learning)
- Approach the practice of CPE from a system-thinking perspective, recognizing that pharmacy professionals are part of a complex healthcare system that delivers patient care. (Engage in Systems Thinking in CPE)¹

ICHP will provide support for the CEA's and secondary contact's continuing professional development. The administrator and, where utilized, other professional staff, should maintain and enhance their professional development by seeking to improve their knowledge, skills and experience in the responsibilities noted above. ACPE and the Alliance for Continuing Education in the Health Professions provide a variety of resources to assist the CEA and secondary contact.

1b. Administrative Change

In the event of administrative change, the procedure for transfer of authority includes:

- ICHP will notify ACPE via the Provider Verification Form in the Provider Web Tool
- The secondary contact will provide oversight of the CEA's responsibilities in the interim.
- The Information Systems Manager will provide assistance in maintaining all continuing pharmacy education materials, evaluations, and test reports on the ICHP credit processing websites.
- An ICHP management staff person, or the new hire (whichever is appropriate) will be selected and trained to ensure familiarity with ACPE standards, ACPE policy and procedures, general administrative and other liaison responsibilities between ICHP and ACPE, and all other areas of operational and policy responsibility for ICHP's continuing pharmacy education efforts.

1 Adapted from the Alliance for CE in the Health Professions, 2013; accessed at www.acehp.org

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