



**ACPE Continuing Pharmacy Education Provider Accreditation Program
Guidance for Regularly Scheduled Series (RSS)
October 2017**

What is a Regularly Scheduled Series (RSS)?

A regularly scheduled series (RSS) is a series of multiple live continuing pharmacy education (CPE) sessions that occur on an ongoing, scheduled basis (e.g. weekly, monthly, quarterly). Examples of CPE activities that are consistent with the definition of regularly scheduled series include grand rounds, tumor boards, morbidity and mortality (M&M) conferences, and journal club.

How is a regularly scheduled series different from a CPE activity that is repeated?

Based on educational needs assessment and identified knowledge and/or practice gaps of the participants, regularly scheduled series are planned as multiple educational sessions for the same audience (e.g. professional staff of a hospital or health care system) whereas a repeated CPE activity is the same educational activity (i.e. same content) offered to different audiences. For example, based on an identified professional practice gap within a health care system, the provider might develop a regularly scheduled series on issues related to hospital-acquired infections (e.g. personal hygiene, disinfection practices, antimicrobial resistance, pre-op antibiotic administration, medication storage/preparation, etc.) as an infectious disease grand rounds series that occurs monthly over the course of a year. A CPE activity on antimicrobial resistance patterns that is offered at different locations to different audiences over the course of a year would not be considered a regularly scheduled series.

What is required for a regularly scheduled series to be designated as one Universal Activity Number (UAN)?

In order for an RSS to be designated with one UAN, each session within the series must have the same:

- number of contact hours
- overall learning objectives
- activity type, i.e. knowledge, application
- target audience (e.g. hospital professional staff)
- topic designator
- format (live only)

The date, location, and subject matter of each session must be recorded to distinguish each session as a unique educational offering. No more than one RSS session per UAN may occur on a given date.

How is continuing pharmacy education credit awarded for regularly scheduled series?

As with all live CPE activities, the amount of credit assigned is based on real time [i.e. 60 minutes = 1 contact hour (0.1 CEU)]. When creating the UAN for an RSS, the number of contact hours entered should reflect the time required to successfully complete one RSS session rather than the total number of sessions. Learners should be awarded credit for each

RSS session in which they participated. Example: For a regularly scheduled series comprised of 12 monthly one-hour educational sessions, the amount of credit assigned to the UAN would be 1.0 contact hours (0.1 CEU) rather than 12.0 contact hours. Learners completing the series would be awarded 12.0 contact hours in 1.0 contact hour increments.

How is a regularly scheduled series displayed in CPE Monitor®?

As with all CPE activities, participant information for each session within a regularly scheduled series should be uploaded to CPE Monitor® per the [Technical Specifications Guide](#). 'RSS' will be displayed on the participant's CPE Monitor® activity statement and transcript to distinguish the session(s) from a non-RSS CPE activity.

How is a regularly scheduled series entered into the Provider Web Tool?

Each regularly scheduled series is entered as one Universal Activity Number (UAN) in the Provider Web Tool. When creating a new Activity Description Form (ADF) for an RSS, enter all information as required for a CPE activity (e.g. title, objectives, activity type, target audience, contact hours, etc.). Specific to an RSS, the following information is to be included:

Tab 1: General

- Under the General tab, select 'yes' for Regularly Scheduled Series. 'RSS:' will automatically populate in title field; this can be viewed when previewing the ADF. 'RSS' is a required identifier to distinguish the series from non-RSS CPE activities.
- The 'Format' field will automatically default to 'Live' since an RSS may only be offered as a live format.
- 'Planned Expiration Date' will automatically default to one year from the initial release date entered in the General Tab. Providers have the option of making the series available for less than one year by changing to the desired expiration date.

Submit To ACPE Save, Submit Later Save, Keep Editing Cancel Program Main Menu

General Learning Objectives Grant Support Live Dates/ Locations

Year Activity Is Being Released: 17

Sequence Number (0001 - 9999): 022 Available Numbers

Title: RSS: Geriatric Pharmacotherapy Journal Club

Target Audience: Pharmacists Pharmacist Technicians Other

Topic Designator: The Topic Designator is the last 2 digits of the Universal Activity Number and should be designated as follows:
01: Disease State Management/Drug Therapy - activities that address drugs, drug therapy, and/or disease states.
02: AIDS Therapy - activities that address therapeutic, legal, social, ethical, or psychological issues related to the understanding and treatment of patients with HIV/AIDS.
03: Law Related to Pharmacy Practice - activities that address federal, state, or local laws and/or regulations affecting the practice of pharmacy.
04: General Pharmacy - activities that address topics relevant to the practice of pharmacy other than those included in the classifications of drug/disease therapy related, HIV/AIDS therapy related, and law.
05: Patient Safety - activities that address topics relevant to the prevention of healthcare errors and the elimination or mitigation of patient injury caused by healthcare errors.
06: Immunizations - activities related to the provision of immunizations, i.e., recommend immunization schedules, administration procedures, proper storage and disposal, and record keeping. This also includes review for appropriateness or contraindication and identifying and reporting adverse drug events and providing necessary first aid.
07: Compounding - activities related to sterile, nonsterile, and hazardous drug compounding for humans and animals. This includes best practices and USP quality assurance standards, environmental testing and control, record keeping, error detection and reporting, and continuous quality improvement processes.

01-Disease State Management/Drug Therapy

Activity Type: Knowledge Application Practice

Regularly Scheduled Series: No Yes

REMS-RPC Funded: No Yes

Contact Hours: 1 - OR - CEUs: 0.1

Release Date: 07/19/2017 Planned Expiration Date: 07/19/2018

Joint Providership: No Activity Status: Submitted

<https://cpe-accredit.org/html/online/ActivityForm.jsp>

Note: The Keywords tab is deactivated for a regularly scheduled series.

Note: Contact hours/CEUs entered should reflect the time required for each session.

Tab 4: Live Dates/Locations

- Select "Add Dates/Locations"
- Add the live format, date, and location for each session within the series.
- For each session, indicate the subject area by selecting a keyword from the drop-down menu. Use the word that is most appropriate for the subject matter. This field is required.

Add Activity

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

Submit To ACPE Save, Submit Later Save, Keep Editing Cancel Program Main Menu

General Learning Objectives Grant Support **Live Dates/ Locations**

To add dates and locations, click on the *Add Dates/Locations* first. If you would like to add multiple dates and locations from a personal file please click on *Upload Multiple Dates/Locations*. If you would like to remove the last entry, click on *Remove Last Entry*. If you need to remove all entries, click on *Remove All Entries*.

Add Dates/Locations Remove Last Entry Remove All Entries Upload Multiple Dates/Locations

Live Format	Date	State	City/ URL/ Channel/ Phone Number	Subject	Available To P.L.A.N.®	Cancel
Seminar	8/1/2017	IL	Chicago	Dementia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar	9/1/2017	IL	Chicago	Dialysis	<input type="checkbox"/>	<input type="checkbox"/>
Seminar	10/1/2017	IL	Chicago	Arthritis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar	11/1/2017	IL	Chicago	Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Seminar	12/01/2017	IL	Chicago	End of Life	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

How is a regularly scheduled series monitored?

Like all CPE activities, accredited providers who offer regularly scheduled series will be asked to demonstrate compliance with [ACPE Accreditation Standards and Policies](#). Providers will do so by sampling a percentage of sessions within the series, assessing for compliance through data collection and analysis of the sample, and identifying and implementing any needed improvements. The goal is that the provider will use assessment information for continuous development and improvement of the CPE program in achieving its mission and goals.



ACTIVITY DESCRIPTION FORM (ADF)

Accreditation Council for Pharmacy Education

135 S. LaSalle Street, Suite 4100 Chicago, IL 60603-4810

Phone (312) 664-3575 Fax (312) 664-7008 <http://www.acpe-accredit.org>

UNIVERSAL ACTIVITY NUMBER (UAN): 0197-0000-17-022-L01-P

Provider Name: ACPE Test II

Cancel

Joint Providership(s): 0000 No Joint Providership (L)

Activity Type: Application

Activity Title: RSS: Geriatric Pharmacotherapy Journal Club

Learning Objectives: At the completion of this activity, the participant will be able to:

(Pharmacists)

1. Articulate the clinical question presented in the selected peer-reviewed journal article.
2. Discuss the research design and methodology of the selected journal article.
3. Appraise the authors' results and conclusions.
4. Formulate a clinical recommendation.

Activity Length: 1 **Contact Hours Or** 0.1 **CEUs.**

Target Audience: Pharmacists

Home Study Format(s):

Initial Release Date: 07/19/2017

Planned Expiration Date: 07/19/2018

Originally Submitted By: Test User

Submission Date: 07/19/2017

Last Modified By: Test User

Modification Date: 07/19/2017

Date	Location	Date Entered	Format	Cosponsor	Listed in P.L.A.N.®	Cancel
08/01/2017	Chicago, IL	07/19/2017	Seminar	No Joint Providership		
	Subject:	Dementia				
09/01/2017	Chicago, IL	07/19/2017	Seminar	No Joint Providership		
	Subject:	Dialysis				
10/01/2017	Chicago, IL	07/19/2017	Seminar	No Joint Providership		
	Subject:	Arthritis				
11/01/2017	Chicago, IL	07/19/2017	Seminar	No Joint Providership		
	Subject:	Cancer				
12/01/2017	Chicago, IL	07/19/2017	Seminar	No Joint Providership		
	Subject:	End of Life				