

Table 1: Required Accreditation Content to Meet the Accreditation Council for Pharmacy Education Standards

	Program Requirements	Requirement met?
<p><b>Program Topic</b> <b>(Required)</b></p>	<ul style="list-style-type: none"> <li>Select the <i>program topic</i> that best categorizes your presentation from excel file, see appendix 1.</li> <li>Include the program topic in the submission of your slides.</li> </ul>	<input type="checkbox"/>
<p><b>Slide 1</b> Title Slide <b>(Required)</b></p>	<p><b>Slide Requirements:</b></p> <ul style="list-style-type: none"> <li><b>Regularly Scheduled Series Title</b> (e.g., Regularly Scheduled Series: Pharmacotherapy Grand Rounds)</li> <li><b>First Name, Last Name and Credentials</b> (e.g., Jane Doe, Pharm.D)</li> <li><b>Title</b> (e.g., PGY1 Pharmacy Resident)</li> <li><b>Hospital Affiliation</b> (UF Health Hospital)</li> <li><b>Program Date:</b> (September 5, 2023)</li> <li><b>Logo:</b> UF College of Pharmacy, Office of Continuing Pharmacy Education logo must be included.</li> </ul>	<input type="checkbox"/>
<p><b>Slide 2</b> Disclosure Statement <b>(Required)</b></p>	<p><b>Use the approved disclosure language outlined below. No alternative language will be accepted.</b></p> <ul style="list-style-type: none"> <li><b>No Disclosure Language</b> <b>Jane Doe, Pharm.D (role)</b> has disclosed that she has no relevant financial disclosures. No other speaker, reviewer, or planning committee member in a position to control content has any financial relationships to disclose.</li> <li><b>Language for Disclosures</b> <b>John Doe, Pharm.D (role)</b> has disclosed that he is a former stockholder of Company X, Inc., a company which no longer exists. Dr. Doe receives financial or material support from the University of XXX for being named as a co-inventor on a pending patent for a genomic prescribing system. <u>All of the relevant financial relationships listed for Dr. Doe have been mitigated.</u> No other speaker, reviewer, or planning committee member in a position to control content has any financial relationships to disclose.</li> </ul> <p><b>Required Documentation to Support Disclosure Statement</b></p> <ul style="list-style-type: none"> <li>CV</li> <li>Signed disclosure forms are required from the presenter and anyone who peer-reviewed the PowerPoint presentation. Please be sure the signature on the disclosure form is an authenticated electronic or actual ink signature.</li> </ul>	<input type="checkbox"/>

	Program Requirements	Requirement met?
	<p><b>Who and what to include on this slide?</b></p> <ul style="list-style-type: none"> <li>• The speaker, contributors, and anyone who peer-reviewed the content.</li> <li>• Residents must include their faculty adviser and provide the required documents (CV and disclosure) for this person.</li> <li>• UF College of Pharmacy, Office of Continuing Pharmacy Education logo must be included.</li> </ul>	<input type="checkbox"/>
<p><b>Slide 3</b> Accredited Provider Statement <b>(Required)</b></p>	<p><b>The accreditation statement is required and must be accompanied with ACPE and UF logo.</b> <b>No alternative language will be accepted.</b></p> <p style="text-align: center;"><i>The University of Florida College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.</i></p>	<input type="checkbox"/>
<p><b>Slide 4</b> Regularly Scheduled Series Objectives <b>(Required)</b></p>	<p><b>The Regularly Scheduled Series Objectives must be included:</b></p> <p style="text-align: center;"><b><i>No alternative objectives will be accepted.</i></b> <b><i>All objectives must be met with the educational material.</i></b></p> <p><b>At the completion of this activity, the participant will be able to:</b></p> <ul style="list-style-type: none"> <li>• (Objective 1)</li> <li>• (Objective 2)</li> <li>• (Objective 3)</li> </ul> <p>Objectives will vary based on hospital. To ensure current objectives are used, please refer to the hospital activity announcement on the UF Continuing Pharmacy Education webpage.</p>	<input type="checkbox"/>

	Program Requirements	Requirement met?
<p><b>Slide 5</b> How to Receive Continuing Education Credit <b>(Required)</b></p>	<p>The following text must be included on this slide:</p> <p style="text-align: center;"><b>No alternative language will be accepted.</b> <b>This slide needs to be at the beginning and end of the presentation.</b></p> <ul style="list-style-type: none"> <li>• Participants must attend the entire, live program and complete the online program evaluation.</li> <li>• <b>Only participants who complete the evaluation will receive credit.</b></li> <li>• It is the pharmacist’s responsibility to provide his/her correct license information for timely and accurate credit reporting.</li> <li>• <b>Program evaluation must be completed within 15 days of the program date to receive continuing pharmacy education credit.</b></li> </ul>	<input type="checkbox"/>
<p><b>Slide 6</b> Individual Presentation Title <b>(Required)</b></p>	<p>This is where you can include the specific title of your presentation.</p> <ul style="list-style-type: none"> <li>• Example: The Anticoagulation Toolkit for Pediatric ECM</li> </ul>	<input type="checkbox"/>
<p><b>Slide 7</b> Presentation Aims <b>(Required)</b></p>	<p>This is where you can list your presentation aims.</p> <p style="text-align: center;"><b>All presentation aims must be met in the educational material.</b></p> <p><b>Slide Requirements</b></p> <ul style="list-style-type: none"> <li>• The title of the slide must be <b>“Presentation Aims.”</b></li> <li>• Only include 2-3 presentation aims.</li> <li>• Presentation aims must align with RSS objectives listed on <u>slide 4</u>.</li> <li>• Presentation aims can only include verbs identified within the <u><b>Bloom's Taxonomy Appendix</b></u>.</li> </ul>	<input type="checkbox"/>
<p><b>Final Slide</b> <b>(Required)</b></p>	<ul style="list-style-type: none"> <li>• <b>Reference Page must be added at the end of the presentation containing all full-text citations.</b></li> <li>• <b>References must be in either APA or AMA format.</b></li> </ul>	<input type="checkbox"/>

This table provides guidance on required educational components that must be included in your PowerPoint presentation.

Table 2: **Required Educational Components**

What to Include	Helpful Guidance and Examples	Requirement Met?
<p><b>2-3 active learning questions</b> <b>(Required)</b></p>	<p>Active learning is an essential component to engaging your audience.  <b>The following is required for a 60-minute accredited presentation:</b></p> <ul style="list-style-type: none"> <li>• 2-3 active learning questions based on your program content</li> <li>• Use case examples and questions when appropriate</li> </ul>	<p><input type="checkbox"/></p>
<p><b>The program is evidence-based.</b> <b>(Required)</b></p>	<p><b>Every program slide</b> that contains content that is not original to you <b>must</b> be cited with a reference that is current and based on the most current literature.</p> <p>We accepted in-text and reference citations in either APA or AMA format. Please see below for guidance on citation formats:</p> <ul style="list-style-type: none"> <li>• <b>Guidance for AMA Citation-</b> <a href="#">OWL Purdue; Reference Guides for AMA</a></li> <li>• <b>Guidance for APA Citation-</b> <a href="#">OWL Purdue</a></li> </ul> <p><b>Reference Page must be added at the end of the presentation containing all citations.</b></p>	<p><input type="checkbox"/></p>
<p><b>The images/graphics are free of copyright issues or cited appropriately.</b> <b>(Required)</b></p>	<p><b>Every image included must be cited.</b></p> <ul style="list-style-type: none"> <li>• <b>If you are the original owner of the image</b> (e.g., you snapped the photo) you do not need to cite the image.</li> <li>• <b>If you <u>are not</u> the original owner</b> (e.g., you did not snap or create the image, photo, chart, etc.) the you must cite the image.</li> </ul> <p><b>Reference Page must be added at the end of the presentation containing all citations.</b></p> <p><b>Citing Images:</b></p> <ul style="list-style-type: none"> <li>• <b>Author(s), if given. Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the website. URL. Published [date]. Updated [date]. Accessed [date].</b></li> <li>• <b>Example:</b> Province of British Columbia. BC kicks off flu vaccine program. Flickr. <a href="https://www.flickr.com/photos/bcgovphotos/6254662731/in/photostream/">https://www.flickr.com/photos/bcgovphotos/6254662731/in/photostream/</a>. Published October 17, 2016. Accessed March 24, 2019.</li> </ul>	<p><input type="checkbox"/></p>

What to Include	Helpful Guidance and Examples	Requirement Met?
<p>The activity is free of Commercial bias. <b>(Required)</b></p>	<p><b>Definition of Commercial Bias:</b></p> <ul style="list-style-type: none"> <li>Commercial bias is defined as information. presented in a manner that attempts to sway participants' opinions in favor of a particular commercial product for the express purpose of furthering a commercial entity's business.</li> </ul> <p><b>Slides that include any form of commercial bias will not be approved for continuing pharmacy education credit until the bias is removed.</b></p>	<input type="checkbox"/>
<p>The presentation is well organized with concepts clearly explained. <b>(Required)</b></p>	<p><b>Consider the following to ensure your presentation is well-organized and that the concepts are clearly explained:</b></p> <ul style="list-style-type: none"> <li>Be sure to define concepts before talking about them.</li> <li>Make sure abbreviations/acronyms are explained and shown with their meaning the first time they are presented.</li> <li>Use a definition/abbreviation/acronym slide if necessary</li> <li><a href="#">5 Best Practices for Making Awesome PowerPoint Slides- LinkedIn</a></li> <li><a href="#">10 PowerPoint hacks to make your presentations look more professional- Monster.com</a></li> </ul>	<input type="checkbox"/>
<p>Grammar &amp; Spelling <b>(Required)</b></p>	<ul style="list-style-type: none"> <li>Please use the grammar and spelling check functions in Power Point (or your presentation software of choice).</li> <li>Ask at least one other person to review the material for grammar and spelling errors.</li> </ul>	<input type="checkbox"/>
<p>The slide layout is visually appealing. <b>(Required)</b></p>	<p><b>Consider the following to ensure your layout is visually appealing:</b></p> <ul style="list-style-type: none"> <li><b>Use either UF Guidance Presentation Template Slides or RSS Hospital Template as your slide background.</b></li> <li>Are your graphics large enough to be visible to the audience?</li> <li>Are you using all the space you have on the slide to make items as visible as possible?</li> <li>If you have a large graphic with small text consider using enlarged sub selection of the graphic to emphasize the points so that the audience can make out the detail.</li> <li>Consider breaking up large graphics onto more than one slide as you talk about them to make them more visible.</li> <li>Try to keep font sizes larger than 16.</li> <li>Use colors/styles that are not distracting to the content.</li> <li>Have someone else review independently.</li> </ul>	<input type="checkbox"/>

What to Include	Helpful Guidance and Examples	Requirement Met?
<p>The number of slides are appropriate for the allotted presentation time. <b>(Required)</b></p>	<ul style="list-style-type: none"> <li>• We encourage presenters to include no more than 60 slides for a 60-minute presentation.</li> <li>• This includes the 6 required slides outlined by UF COP CPE and your Q&amp;A slides.</li> <li>• Slide decks containing more than 60 slides will be returned to the presenter to pare down.</li> </ul>	<input type="checkbox"/>
<p>All brand names are accompanied by the generic drug names(s). <b>(Required)</b></p>	<p>All brand name drugs must include the generic name in parenthesis unless a generic version is not currently available.</p> <ul style="list-style-type: none"> <li>• Example: Prilosec (omeprazole)</li> </ul>	<input type="checkbox"/>