

**Table 1: Required content for Accreditation Council for Pharmacy Education (ACPE) accreditation**

Slide	Requirements	
<p><b>Slide 1</b> Title Slide <b>(Required)</b></p>	<p><b>Include the components below in order of appearance:</b></p> <ol style="list-style-type: none"> <li>1. Regularly Scheduled Series Title (e.g., Regularly Scheduled Series: Pharmacotherapy Grand Rounds)</li> <li>2. First Name, Last Name, and Credentials (e.g., Jane Doe, Pharm.D.)</li> <li>3. Professional Title (e.g., PGY1 Pharmacy Resident)</li> <li>4. Hospital Affiliation (e.g., University of Florida Health Shands)</li> <li>5. Presentation Date</li> <li>6. Logo: UF College of Pharmacy, Office of Continuing Pharmacy Education logo must be included.</li> </ol>	<input type="checkbox"/>
<p><b>Slide 2</b> Disclosure Statement <b>(Required)</b></p>	<p><b>Include the ACPE definitions below:</b></p> <p><b>Relevant Financial Relationships</b> Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education:</p> <ul style="list-style-type: none"> <li>✓ A financial relationship, in any amount, exists between the person in control of content and an ineligible company.</li> <li>✓ The financial relationship existed during the past 24 months.</li> <li>✓ The content of education is related to the products of an ineligible company with whom the person has a financial relationship.</li> </ul> <p><b>Ineligible Company</b> Ineligible company(ies) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.</p>	<input type="checkbox"/>

## Slide

## Requirements

**Include applicable disclosure statement(s). No alternative language will be accepted.**

### **If there are NO relevant financial relationships:**

Inform learners that planners, faculty, and others in control of content (either individually or as a group) have no relevant financial relationships with ineligible companies.

- *“No presenter, advisor, nor planning committee member has any relevant financial relationships to disclose”.*

### **Example:**

Disclosure Statement

**Relevant Financial Relationships**  
Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education:

- ✓ A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
- ✓ The financial relationship existed during the past 24 months.
- ✓ The content of education is related to the products of an ineligible company with whom the person has a financial relationship.

**Ineligible Company**  
Ineligible company(ies) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

- No presenter, advisor, nor planning committee member has any relevant financial relationships to disclose.

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### **If there ARE relevant financial relationships:**

Use this option when one or more individuals has a relevant financial disclosure. Disclose name(s) of the individuals, name of the ineligible company(ies) with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.

- *“[Name, credentials] ([role in activity]) has disclosed that [HE/SHE] [nature of relationship] with [company]”.*
- *“All relevant financial relationships have been mitigated. No other speaker, advisor, or planning committee member has any financial relationships to disclose”.*

### **Example:**

Disclosure Statement

**Relevant Financial Relationships**  
Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education:

- ✓ A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
- ✓ The financial relationship existed during the past 24 months.
- ✓ The content of education is related to the products of an ineligible company with whom the person has a financial relationship.

**Ineligible Company**  
Ineligible company(ies) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

- **Robert Smith (Advisor)** has disclosed that he has received an education honorarium from Bristol Meyers Squibb and Pfizer and has been awarded an investigator-initiated grant from Bristol Meyers Squibb/Pfizer.
- All relevant financial relationships have been mitigated. No other speaker, advisor, or planning committee member has any financial relationships to disclose.

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Slide	Requirements	
<p><b>Slide 3</b> Accredited Provider Statement &amp; Universal Activity Number <b>(Required)</b></p>	<p><b>The accreditation statement is required and must be accompanied by the ACPE and UF logos. <i>No alternative language will be accepted.</i></b></p> <p><b><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></b></p> <p><i>Download Logos: <a href="https://cpe.pharmacy.ufl.edu/regularly-scheduled-series-guidance/">https://cpe.pharmacy.ufl.edu/regularly-scheduled-series-guidance/</a></i></p> <p><b>Universal Activity Number</b> <b>Include the universal activity number (UAN) for the series.</b> The UAN for each series can be found on the respective activity announcement: <a href="https://cpe.pharmacy.ufl.edu/courses/preceptor-support/">https://cpe.pharmacy.ufl.edu/courses/preceptor-support/</a></p>	<input type="checkbox"/>
<p><b>Slide 4</b> Regularly Scheduled Series Objectives <b>(Required)</b></p>	<p><b>The approved series objectives must be listed. <i>Note: These are NOT the presentation aims.</i></b> The objectives for each series can be found on the respective activity announcement: <a href="https://cpe.pharmacy.ufl.edu/courses/preceptor-support/">https://cpe.pharmacy.ufl.edu/courses/preceptor-support/</a></p>	<input type="checkbox"/>
<p><b>Slide 5</b> How to Receive Continuing Education Credit <b>(Required)</b></p>	<p><b>The following continuing education requirements must be listed on this slide. <i>No alternative language will be accepted.</i></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><b>Include the presentation title:</b></p> <ul style="list-style-type: none"> <li>– Example: The Anticoagulation Toolkit for Pediatric ECM</li> </ul>	<input type="checkbox"/>

Slide	Requirements	
<p><b>Slide 7</b> Presentation Aims <b>(Required)</b></p>	<p><b>List the presentation aims. All presentation aims must be met in the educational material.</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 <b>slide 4.</b></li> <li>– Presentation aims should begin with one of the verbs outlined by Bloom’s Taxonomy Remembering and Understanding.</li> </ul>	<input type="checkbox"/>
<p><b>Final Slides</b> <b>(Required)</b></p>	<p><b>Include presentation references and repeat the information found on Slide 5, How to Receive Continuing Education Credit.</b></p> <ul style="list-style-type: none"> <li>– Reference Page must be added at the end of the presentation containing all full-text citations.</li> <li>– References must be in either APA or AMA format.</li> </ul>	<input type="checkbox"/>

**Table 2: Required Educational Components**

	<b>Guidance and Examples</b>	
<b>Active Learning Questions (Required)</b>	<p><b>Include active learning opportunities:</b></p> <ul style="list-style-type: none"> <li>– Include 2-3 active learning questions based on your program content.</li> <li>– Use case examples and questions when appropriate.</li> <li>– Feedback <b>MUST</b> be provided to the attendees (e.g., highlighting correct answer(s) on slide and explaining the rationale behind the answer).</li> <li>– <b>Examples:</b> Multiple-choice questions, select all that apply, group discussions, etc.</li> </ul>	<input type="checkbox"/>
<b>Evidence-based Content (Required)</b>	<p><b>Include references in slide footers:</b></p> <p>Every program slide that contains content that is not original to the speaker must be cited with a reference that is current and based on the most current literature.</p> <p>If a speaker is presenting his/her own research, he/she may include citations for his/her published work. Research that is not yet published should be identified.</p> <p>In-text and reference citations in either APA or AMA format are accepted.</p> <p><b>Reference page must be added at the end of the presentation containing all citations.</b></p>	<input type="checkbox"/>
<b>Image/Graphic Citations (Required)</b>	<p><b>Include citations under each graphic/image:</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 are <u>not</u> the original owner</b> (e.g., you did not snap or create the image, photo, chart, etc.) then you must cite the image.</li> </ul> <p><b>Citation Format:</b></p> <ul style="list-style-type: none"> <li>– 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].</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>	<input type="checkbox"/>

	Guidance and Examples	
<b>Preventing Commercial Bias (Required)</b>	<p><b>Review slides for commercial bias:</b> 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.</p> <p><b>If commercial bias is perceived, slides will not be approved for continuing pharmacy education credit until the bias is removed.</b></p>	<input type="checkbox"/>
<b>Organization of Presentation (Required)</b>	<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 the meaning the first time they are presented.</li> <li>– Use a definition/abbreviation/acronym slide if necessary</li> </ul>	<input type="checkbox"/>
<b>Grammar &amp; Spelling (Required)</b>	<p><b>Proofread the presentation for proper grammar and spelling.</b></p> <ul style="list-style-type: none"> <li>– Please use the grammar and spelling check functions in PowerPoint (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"/>
<b>Presentation Layout (Required)</b>	<p><b>Consider the following to ensure your layout is visually appealing:</b> PowerPoint templates are provided for each organization: <a href="https://cpe.pharmacy.ufl.edu/regularly-scheduled-series-guidance/">https://cpe.pharmacy.ufl.edu/regularly-scheduled-series-guidance/</a></p> <ul style="list-style-type: none"> <li>– Are your graphics large enough to be visible to the audience?</li> <li>– Are you using available slide space to make items as visible as possible?</li> <li>– If you have a large graphic with small text, consider using an enlarged sub selection of the graphic to emphasize the points to allow 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>– Verify the text content is not being obstructed by any graphics.</li> </ul>	<input type="checkbox"/>

Guidance and Examples		
<b>Number of Slides</b> <b>(Required)</b>	<p><b>As a general rule, the number of slides should not exceed the allotted presentation time (i.e. 60 slides for a 60-minute presentation).</b></p> <ul style="list-style-type: none"> <li>- This includes the required slides outlined by UF COP CPE.</li> <li>- Slide decks containing more than 60 slides may be returned to the presenter to pare down or the presenter may be asked to verify that the presentation has been thoroughly rehearsed and will not exceed the allotted 60 minutes.</li> </ul>	<input type="checkbox"/>
<b>Drug Names</b> <b>(Brand/Generic)</b> <b>(Required)</b>	<p><b>All brand name drugs must include the generic name in parenthesis (unless a generic version is not currently available).</b></p> <ul style="list-style-type: none"> <li>- Example: Prilosec (omeprazole)</li> </ul>	<input type="checkbox"/>