



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

# Joint Providership Agreement

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Collaborating with an ACPE and/or ACCME accredited provider and a non-accredited provider to provide pharmacy and/or medicine continuing education credit through joint providership (previously co-sponsorship).

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## INTRODUCTION TO JOINT PROVIDERSHIP

The University of Arkansas for Medical Sciences Office of Continuing Education (UAMS OCE) is a provider of continuing education for pharmacists through the Accreditation Council for Pharmacy Education (ACPE) and/or physicians through the Accreditation Council for Continuing Medical Education (ACCME) to provide non- accredited organizations, hereby known as the Joint Provider, the ability to offer accredited continuing education activities.

Should UAMS OCE choose to partner with a Joint Provider, assurance that all accreditation criteria are met rests with UAMS OCE. Please contact the UAMS OCE at 501-661-7962 for a consultation to determine if this is an activity that will meet accreditation criteria.

UAMS OCE will consider accrediting CE activities through UAMS OCE joint providership (formerly known as joint sponsorship) process if the terms of agreement are met. Additionally, the Joint Provider must agree to:

1. Develop activities that are consistent with UAMS OCE mission and goals.
2. Identify faculty (speakers, authors) competent in the subject matter.
3. Develop topics that are not promotional or appear to be intended for the purpose of endorsing either a specific name brand medication or commercial product (see UAMS OCE Commercial Support policy.)
4. Provide all requested material by established deadlines as indicated in the joint providership agreement.\*

\*If the Joint Provider fails to meet these terms, UAMS has the right to terminate the relationship and refuse to grant the appropriate CE credit for any activity.

The UAMS CE Office reserves the right to cancel the joint provider agreement if compliance with the ACPE and/or the ACCME criteria is not met and will not award credits to the participants of the activity. The accreditation fee will not be refunded.

## JOINT PROVIDER PROCESS

**Educational Design** To ensure that activities closely align with one, or both, of ACPE and/or ACCME accreditation criteria, UAMS OCE and the Joint Provider must ensure that the following process was utilized to develop activities.

- Conduct a needs assessment of the educational needs and identify the knowledge, skills and/or practice gap of the targeted audience.
- Identify learning objectives.
- Provide guidance to faculty including the nature of the target audience, teaching methodology, development and use of instructional materials; learning assessments (if pharmacy credit); and the development of appropriate objectives.
- Ensure that the Standards for Commercial Support are followed and resolve conflicts of interest.
- Summarize feedback for the targeted audience (separated by profession) obtained through activity evaluation forms.

Additionally, UAMS OCE must review and approve all materials and information so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure. Organizations wishing to move forward in the joint providership process, and agree to adhere to the appropriate accreditation criteria (ACPE and/or ACCME), are encouraged to read the Introduction to Joint Providership and complete and submit to UAMS OCE the joint providership agreement a minimum of 60 days prior to the activity date.

In addition, joint providers must send the disclosure of financial relationships form to all confirmed speakers or authors and instruct them to complete and return the form and accompanying materials to you so that you can provide them to UAMS OCE a minimum of 30 days prior to the activity date. Please see the joint providership agreement for a detailed checklist and deadlines.

**JOINT PROVIDERSHIP FEES** Please contact the Director of Accreditation Compliance at 501-661-7962 to obtain a complete fee schedule.

## **ACCREDITATION**

The University of Arkansas for Medical Sciences College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of Continuing Pharmacy Education.

The University of Arkansas for Medical Sciences (UAMS) College of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

**INTERPROFESSIONAL vs. UNIPROFESSIONAL EDUCATION** Interprofessional Collaborative Practice is recognized as key to providing safe patient care. Therefore, UAMS is committed to providing continuing interprofessional education whenever appropriate. Therefore, please consider a target audience that is interprofessional and compose a planning committee that is representative of the target audience when you embark on planning the educational activity.

The UAMS OCE recognizes that some topics are uniprofessional due to the scope of practice of the practitioner and will provide joint providership for those activities as well.

**EDUCATIONAL NEEDS ASSESSMENT** A needs assessment must be completed before planning CE activities and should guide content development and delivery. The Joint Provider will be required to complete an educational needs assessment that will demonstrate evidence-based assessment showing the state of practice now, the state of desired practice, and the knowledge or practice gap identified for each activity.

**ASSESSMENT OF LEARNING AND FEEDBACK** Assessment of learning is encouraged regardless which accreditation type (pharmacy or physician) is awarded. However, it is a **requirement** and is NOT optional for awarding **pharmacy credit. (Please see ACPE requirements for assessment in pharmacy credit section.)**

**EVALUATION OF CE ACTIVITIES** To offer participants the ability to provide feedback on activities, the joint provider is required to distribute UAMS OCE-approved activity evaluations to participants, as well as summarize and provide results to UAMS OCE. This valuable information will be

used to improve activities or offer activities that are of interest to participants and will validate whether the activities met UAMS CE's mission and goals

**ACTIVITY ANNOUNCEMENTS** The Joint Provider must submit a proof of **all** promotional materials that are disseminated in some manner, U.S. Postal Service, email, flyers, etc., to the UAMS OCE for approval prior to dissemination. If the announcements are not approved in advance and do not contain the appropriate statements, the joint provider will need to correct, reprint (if printed material), and resend all correspondence. If not corrected, the UAMS CE office holds the right to cancel the joint providership agreement.

**COMMERCIAL SUPPORT** A commercial interest cannot be a joint provider. Funds from commercial interests to support the educational activity are regulated through the ACCME Standards for Commercial Support which also serves as the basis for the Standards for Commercial Support for pharmacy continuing education as well. Please see the commercial support policy for details. *The UAMS OCE will need to receive the letter of agreement for approval and signature prior to the start of the activity.*

## **ADDITIONAL ACPE PHARMACY CE REQUIREMENTS**

**ASSESSMENT** Learning assessment techniques must allow participants the ability to evaluate the level of competency attained. Therefore, activities must include the following assessments based on the activity type indicated. Additionally, participants should be provided feedback in an appropriate, timely and constructive manner. Pharmacy requirements are:

- **Knowledge-based Activity Assessment** Each CPE activity in this category must include an assessment. **The joint provider is responsible** for providing the participants with the assessment and will obtain approval from the accredited provider of the method and will provide a copy of the assessment to the accredited provider.

The Joint provider can choose whether:

- each presenter embeds two or three questions into their presentation in which the audience can be polled in some manner to gauge understanding. The presenter must provide feedback as to what is the correct answer and why. The joint provider must communicate with the UAMS OCE which method will be used. The joint provider must provide the UAMS OCE with a copy of the posttest or the presentations for archival. See the posttest section of the faculty agreement for the number of required posttest questions and additional details.
- **OR** Provide the participants with a post-assessment after the activity that provides immediate feedback to the participant as to what the correct answer is and why it is the most appropriate answer.

- **Application-based Activity Assessment** Each activity in this category must include case studies structured to address application of the principles learned, or another hands-on approach. Feedback must be provided by faculty during delivery of activities and include the correct evaluation of case studies and rationale for correct responses.

**EDUCATIONAL MATERIALS** Educational materials must be offered for each CPE activity that will enhance participants' understanding of the content and foster applications to pharmacy practice. Each PCE activity must include a handout, such as PowerPoint® slides, **and** an outline, list of references or key points (limited to one page). See Example B for an outline, references and key point's example,

**METHODS OF DELIVERY** Methods of delivery of pharmacy continuing education are important to the effectiveness of the activity. CPE activities are categorized into three types: knowledge, application and practice. The CPE activity type conducted should be consistent with UAMS CE's mission and be appropriate to meet the identified needs of pharmacists and pharmacy technicians. PCE activities shall be based on one of the following:

- **Knowledge-based Activity** These activities are primarily constructed to transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions. These activities are less than one-hour in length.
- **Application-based Activity** These activities are primarily constructed to apply the information learned in the time frame allotted. The information must be based on evidence as accepted in the literature by the health care professions.
- **Practice-based Activities** Joint providers conducting practice-based activities that include a didactic (home study) and practice experience component (live) and will be a minimum of 15 contact hours should contact UAMS CE directly for additional guidance.



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## JOINT PROVIDERSHIP AGREEMENT

Complete this agreement and submit it to UAMS Office of Continuing Education a minimum of 60 days prior to the activity date. This joint providership agreement between the UAMS OCE and the Joint Provider defines the relationship between the two parties regarding the activity or event listed below.

Activity Name:

Date of Activity:

**ACCREDITATION TYPE** (Please mark all that apply)

- Pharmacist       Pharmacy Techs       Physician

**JOINT PROVIDER INFORMATION** Please provide contact information for the person responsible for this event or activity. To avoid confusion and to maintain efficiency, please appoint only one point-of-contact.

First name [Click here to enter text.](#)

Last Name [Click here to enter text.](#)

Organization name [Click here to enter text.](#)

Mailing Address [Click here to enter text.](#)

City [Click here to enter text.](#)

State [Click here to enter text.](#)

Zip [Click here to enter text.](#)

Email Address [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Fax Number: [Click here to enter text.](#)

- Our organization is NOT an ACPE-accredited provider (if seeking pharmacy credit)
- Our organization is an ACPE-accredited provider, the ACPE Provider ID # is [Click here to enter text.](#)
- Our organization is NOT an ACCME-accredited provider (if seeking physician credit)
- Our organization is an ACCME-accredited provider, the ACCME Provider ID # is [Click here to enter text.](#)

**FEE** The non-accredited provider will pay a standard fee for CE accreditation and will be a joint provider for the activity listed in this document. This includes the responsibilities listed above. Fees for additional services not covered on the list will be invoiced separately as agreed upon by both parties.

Accreditation Fee (submitted with this form and non-refundable)

\$ [Click here to enter text.](#)

Per Participant Fee (invoiced post-activity)

\$5 per person credit recording fee (physician)

.55 per person per credit hour (Pharmacy ACPE Credit fee)

By signing this form, the accredited provider and non-accredited provider(s) have agreed to enter into a joint provider relationship and carry out the respective responsibilities as outlined below. The UAMS Office of Continuing Education reserves the right to withdraw joint providership and CE credit if any of the above requirements are not fulfilled. The accreditation fee is non-refundable.

**ACCREDITED PROVIDER**

**JOINT PROVIDER**

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_

Type Name

Type Name

Lea A. Mabry, M.Ed.

[Click here to enter text.](#)

Date [Click here to enter a date.](#)

Date [Click here to enter a date.](#)

Return this completed and signed joint provider agreement with the accreditation fee to the OCE

By email: [cbbuzbee@uams.edu](mailto:cbbuzbee@uams.edu)

By fax: 501-661-7968

Mail: UAMS OCE, 4301 W. Markham St. Slot 525, Little Rock, AR 72205

## Terms of Agreement

The Joint Provider agrees to complete the following assignments and adhere to established deadlines.

Agreement	Deadline <i>(note: business days are Monday through Friday)</i>	Assignment Complete
Participate in an initial consultation meeting	Minimum 60 days prior to activity	<input type="checkbox"/>
Submit to UAMS OCE completed planning document, supporting documentation, and joint providership agreement	Minimum 60 days prior to activity	<input type="checkbox"/>
Submit a nonrefundable accreditation fee; make check payable to UAMS OCE	Minimum 60 days prior to activity	<input type="checkbox"/>
Submit information obtained from speakers: contact information, activity details, CV and biography, learning objectives, multiple choice posttest questions, answers and feedback explaining why chosen answers are correct for each activity, disclosure of financial relationships and compensation <b>NOTE for Pharmacy credits:</b> each presenter should submit learning objectives only if UAMS OCE is accrediting each presentation individually; otherwise, objectives can be noted in the planning document;	Minimum 30 days prior to activity	<input type="checkbox"/>
Provide the UAMS OCE a proof of the announcement/promotional material (including web addresses) for approval before distribution	Minimum 45 days prior to activity	<input type="checkbox"/>
Provide UAMS OCE with a copy of all letters of agreement for commercial support upon receipt of the support for signature by the UAMS Director of OCE	Upon receipt of LOA and prior to the advent of the activity	<input type="checkbox"/>
Provide UAMS OCE with a copy of written method to be used to disclosure financial relationships or lack thereof, for advanced approval	Minimum 15 days prior to activity	<input type="checkbox"/>
Provide UAMS OCE with a copy of written method to be used to disclosure commercial support, if applicable	Minimum 15 days prior to activity	<input type="checkbox"/>
<b>NOTE for Pharmacy credit:</b> Obtain handout(s) i.e. outlines, references, key points for each presentation	Minimum 15 days prior to activity	<input type="checkbox"/>
<b>NOTE for Pharmacy credit:</b> Provide an assessment for each activity. This includes a post-test, answers, and feedback explaining why chosen answers are correct.	Minimum 15 days prior to activity	<input type="checkbox"/>
Provide participants with activity evaluation	Day of activity	<input type="checkbox"/>
Disclose to participants financial relationships or lack thereof	Day of activity prior to start of the content portion of activity	<input type="checkbox"/>
Collect completed credit claim forms from participants	Onsite at end of the activity	<input type="checkbox"/>
Submit to OCE a closing report with all documentation outlined in the report in a digital format (paper copies not accepted): <input type="checkbox"/> Credit claim forms collected from participants	Maximum 30 days post-activity	<input type="checkbox"/>

<input type="checkbox"/> Typed roster of all participants <input type="checkbox"/> <input type="checkbox"/> Evaluation summary and analysis report <input type="checkbox"/> <b>One</b> copy of final handout materials <input type="checkbox"/> <b>One</b> copy of all final promotional material(s), i.e. brochures, email blasts, website, etc. <input type="checkbox"/> Final income/expense budget with all commercial support and exhibit fees line itemed <input type="checkbox"/> Copy of <b>check(s) for all honoraria and other speaker expenses paid</b> (travel, hotel, meals, etc., if applicable) (must be line itemed on budget and must match budget) <input type="checkbox"/> Copy of the written disclosure documentation used to provide information to participants <b>OR</b> <input type="checkbox"/> If permission was given for verbal disclosure, Verbal Disclosure Attestation form (must have received permission from OCE to use verbal)  If you received any educational grants: <input type="checkbox"/> Signed Letter(s) of Agreement (if not already on file in OCE) <input type="checkbox"/> Copies of checks from the grantor(s) <input type="checkbox"/> Copy of method of disclosure of commercial support to participants  If you had exhibitors: <input type="checkbox"/> Itemized exhibitor list attached <input type="checkbox"/> Exhibit form(s) attached <input type="checkbox"/> Copies of checks from exhibitor for exhibit fee  If you received pharmacy credit: <input type="checkbox"/> Copy of all presentations <input type="checkbox"/> Copy of assessment, if not embedded within speaker presentations <input type="checkbox"/> Copy of supplemental educational materials (may already be included in handouts above)		
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UAMS OCE – The responsibility for assurance of all accreditation criteria rests solely with the UAMS OCE; therefore, UAMS OCE will be responsible for the following (the items exclusive to pharmacy credit are noted, otherwise all items apply):

Agreement	Deadline ( <i>note: business days are Monday through Friday</i> )	Assignment Complete
Conduct a compliance review of planning document and supporting documentation and notify Joint Provider of UAMS OCE accreditation decision and feedback about review and provide: <ul style="list-style-type: none"> <li>o disclosure of financial relationships form for joint</li> </ul>	Maximum 14 days after receipt of planning form and documentation including joint provider agreement	<input type="checkbox"/>

provider to collect disclosure information from all involved in content, i.e. speakers, planners, authors, moderators, panelists, etc. o template for written disclosure of financial relationships to participants		
Conduct a review of promotional materials for compliance and provide approval or request for changes	Maximum 7 days after receipt	<input type="checkbox"/>
Review letters of agreement for commercial support	Maximum 7 days after receipt	<input type="checkbox"/>
Review disclosure of financial relationship forms for every planner, speaker, moderator, author for review of conflict of interest	Maximum 14 days before activity	<input type="checkbox"/>
Review of text to be used for written disclosure of financial relationships to participants	Maximum of 7 days after receipt	<input type="checkbox"/>
Review of text to be used to disclose commercial support to participants	Maximum 7 days after receipt	<input type="checkbox"/>
Review closing report documentation	Within 14 days after receipt	<input type="checkbox"/>
Enter participant data into database	Within 14 days after receipt	<input type="checkbox"/>
<b>Pharmacy credit:</b> Enter activity information into CPE Monitor and obtain UAN(s) for activity	Maximum 30 days prior to activity	<input type="checkbox"/>
<b>Pharmacy credit:</b> Upload pharmacist participant and program information into CPE Monitor	Maximum 60 days post activity	<input type="checkbox"/>
Invoice joint provider for participant fees	Maximum 60 days post activity	<input type="checkbox"/>
Maintain all participant records	Maximum of six years	<input type="checkbox"/>