



Council for  
Continuing Pharmaceutical Education

# Orientation Package

## ACCREDITATION PROGRAM

B-2007-07

28 March 2012

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## Welcome to the “Accreditation” program

Every profession has an accreditation process to ensure their members meet high standards of performance. CCPE’s Accreditation Program is the official way to ensure that pharmaceutical representatives in Canada have a common knowledge of:

- Human Anatomy
- Physiology and Pathophysiology
- Pharmacological Treatments

This course will assist you in developing a broader knowledge of organ systems, their inter-relationships as well as the diagnosis and treatment of disease. Having a more complete knowledge of the human body will allow you to confidently engage healthcare professionals in discussions relevant to multiple therapeutic areas.

Given that the pharmaceutical products available are constantly changing, it is not the intent of the CCPE Accreditation Course to be at the cutting edge of the latest available products. The product lists, which complement our courses, are found on our website and the lists are updated approximately every 6 months. Inclusion of specific products and in some cases therapeutic classes within the course will lag based on the timing of course updates. Students must become expert with their own product and its therapeutic area whether the product is included in the course or not.

CCPE Accreditation provides a broad overview, and as such will often not deal with individual products or treatments.

**SPECIAL NOTE:** It is assumed that Accreditation Program participants are familiar with the **Code of Ethical Practices** of Canada’s Research-Based Pharmaceutical Companies. This document is referred to in the program. You can view and/or download the document at [www.canadapharma.org](http://www.canadapharma.org) by clicking on the second TAB at the top of the page entitled “*commitment to ethics*” and then click on “*code of ethical practices*” on the left margin.

## Contents

Information you will find in this orientation package:

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- Study Guide
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## Fact Sheet

<b>Course Edition:</b>	<b>B-2007-07</b>
<b>Category</b>	Body Systems and Therapeutic Areas
<b>Contents</b>	Paper-Based Material – 2 distinct Units 6 binders,13 Modules, 2,460 pages
<b>Study Hours</b>	250-300 hours (based on a study rate 10 pages per hour)
<b>Timeline</b>	Exam must be completed within 9 months of registration date
<b>Exam Dates</b>	You have the possibility to do your exam in “ <b>MyCCPE</b> ” portal at any time (24 hours a day, 7 days a week) from registration until your final date. Technical support is <b>available Monday to Friday from 9:00 a.m. to 4:00 p.m. (Eastern Time)</b> . Your final date is posted in your portal.
<b>CEU Credits</b>	25
<b>Type of exam</b>	*2 distinct online exams – Unit 1 and Unit 2 100 multiple choice questions for each exam
<b>Duration</b>	2 hours for each exam
<b>Passing Grade</b>	60% for each exam to receive accreditation, marks will be consolidated to provide a final overall mark*

\*It is recommended to write each exam on a different day however, if you choose so, you can complete both exams on the same day.

## General Information

### *What's in it for me?*

- The CCPE designation on your business card indicates to healthcare professionals that you have met the accrediting standard of the industry. You have earned the right to represent your organization professionally.
- By assimilating, understanding and applying the knowledge and concepts you learn in these modules, you will be able to carry on articulate, credible conversations with healthcare professionals.
- Each continuing education course you take contributes to widening your knowledge, expanding your medical horizons and increasing your employability.
- By successfully completing this course you will obtain 25 CEU credits (continuing education credits) and become a certified CCPE graduate.

## What is a PIN for?

You may wonder why you have a CCPE PIN (personal identification number). You can use it for identification and to secure confidential information about yourself in our database. For example, to access your exam on our website, you must enter your 6 digit PIN. If you have forgotten your PIN, also called “student number” (which can be found on the bookmark sent with your course material), please call CCPE toll free number **1-888-333-8362** or our local number at **514-333-8362**.

## Study Guide

Most candidates need 250 to 300 hours to prepare for the Accreditation Exams, depending on their educational background and learning skills.

You should plan to invest half of the time on Unit 1 and the other half on Unit 2. Upon completion of Unit 1, you may write the Unit 1 exam. After successful completion of the Unit 1 exam you may proceed with the Unit 2 exam. You have 2 hours to complete each exam. We suggest that you write the exams on separate days. You can however, complete both exams on the same day.

Although it may be tempting to leave all the studying to the last minute, cramming will result in only short-term retention of the material <sup>1</sup>. You may pass the exam, but short-term retention will not help you reap the full benefits of the course.

It is not necessary to study the modules in order. Some modules are shorter and easier than others. Depending on your learning skills and educational background, you can read some pages quickly, while others may take a little longer to understand.

<sup>1</sup> Clark. R.C. et al. *Efficiency in Learning*, Pfeiffer 2006

## Suggested Study Schedule

NOTE: The chart on the following page IS ONLY A GUIDE and can vary from one individual to another, depending on your educational background and learning skills. It will take approximately 300 hours of study to thoroughly review the course content.

Please take special note that this schedule was prepared for participants who have chosen to write their first exam in the FIFTH MONTH within a given exam period and their last exam in the NINTH MONTH.

From reception date of course material		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
<b>UNIT 1:</b> Modules first reading including post module quiz	1	X								
	2	X								
	3	X								
	4	X								
	5	X								
	6	X								
	7		X							
	8		X							
	9		X							
	10		X							
	11		X							
	12		X							
	13		X							
Preparation exam				X						
Modules second reading				X	X					
Review of areas of difficulty					X					
Final exam for UNIT 1						X				
<b>UNIT 2:</b> Modules first reading including post module quiz	1						X			
	2						X			
	3						X			
	4						X			
	5						X			
	6						X			
	7							X		
	8							X		
	9							X		
	10							X		
	11							X		
	12							X		
	13							X		
Preparation exam									X	
Modules second reading									X	X
Review of areas of difficulty										X
Final exam for UNIT 2										X

## Important Note

### *Accessing drug lists on our website*

Our drug lists are regularly updated. Go to CCPE website at [www.ccpe-cfpc.org](http://www.ccpe-cfpc.org) and click on “Our Courses Curriculum > Key Resources” Menu to access our most current drug lists.

Most questions on drugs in the Accreditation exam relate to drug classes rather than to specific products within a class. The majority of questions related to drugs deal with the general pharmacological information (indications, mechanism of action, side effects) of drug classes rather than with the pharmacology of specific products. However, you must learn about the main treatments of a disease, and about specific products within a class. Overall, you will find few questions about specific products in the exam. To ensure a fair and accurate exam, we carefully evaluate the results for each question to pinpoint possible inaccuracies in the exam.

## Learning Tips

Your learning and development plan may include reading books, consulting web pages or attending a seminar. We recommend that you consider the following suggestions to optimize your learning and apply the knowledge you acquired into practical skills:

- Rather than reading an entire course, explore the table of contents to **assess which sections are most relevant to you. Read these sections first.**
- **Search for one insight** or application in everything you read. Draw conclusions and search for meanings relevant to your development.
- While reading, **highlight or bookmark sections** that you deem interesting or applicable to you. Consider creating a summary to help you convert knowledge into action the next day.
- **Be open to new ideas and innovations.** Assess how you can implement them in your own area. Refine your ideas by discussing them with colleagues.
- Build time into your schedule to **reflect on your learning and apply to your job what you have learned.** Your behaviour will not change simply because you have learned something from a book or training program. You have to consider what you will do and make time to implement it.
- **Keep your reading source handy** for quick reference as a means to improve your competencies.
- Always determine what you will do with your new information or insight. **Set a new goal and act on it.**
- After course completion, you may benefit from **discussing your ideas** and your action plan with a peer, a coach, a mentor, or your supervisor.
- **Choose learning experiences that are relevant** to your objectives and provide you with the best chance to practice and apply new information and skills.

## Preparation Exams

Please note that CCPE offers you preparation exams. If you are registered to write the Accreditation Exam, you have access to two (2) online preparation exams; one each for Unit 1 and Unit 2. The goal of this exam is twofold. First, it gives you a clear idea of the type of questions asked in the final exams. Secondly, it allows you to prepare for an online exam in a real situation. Instructions to write the online Accreditation Preparation Exams are available on our website. At the top of the homepage, click on OPEN A SESSION ON *MyCCPE*.

## Detailed Instructions to Access Online Exam

Before accessing your CCPE Online Exam, we strongly recommend that you consult our **tutorial video** to get more information on **how to navigate in your exam**. To view the video go to CCPE's website homepage at [www.ccpe-cfpc.org](http://www.ccpe-cfpc.org).

Now, to access your CCPE Online Exam, please follow these easy steps.

1. Go to CCPE's homepage at [www.ccpe-cfpc.org](http://www.ccpe-cfpc.org)
2. Select "English" to write your exam in English.
3. You need your 6 digit CCPE Personal Identification Number (PIN) to log on to the exam. If you do not know your PIN number, also called "student number," you can call the CCPE toll free number 1-888-333-8362 or 514-333-8362 during regular business hours (Eastern Standard Time) on weekdays.
4. At the top right of our homepage, click "OPEN A SESSION ON *MyCCPE*".
5. You will be asked for your "username" and "password". Enter your 6 digit CCPE Personal Identification Number (PIN) as your Username and your family name as your Password.

**Example : Username : 0 0 0 0 0 0** (enter **your** 6 digit personal identification number).

**Example : Password : *Smith*** (enter **your** family name).

6. Each unit of the exam consists of 100 questions. The two exam units can be written on separate dates or on the same date. All questions are multiple choices with only one correct answer. You will have a time limit of 2 hours to complete each exam. A timing device is visible for you to monitor the time limit.
7. When you open the exam, you will receive specific instructions. If you have a technical problem while taking the online exam, call the technical support number: **1-888-333-8362 or 514-333-8362** during regular business hours (Eastern Standard Time) on weekdays.
8. Remember that once you open the exam on the Internet, **YOU MUST COMPLETE IT** or you will be considered to have failed by absence.

9. You have the possibility to navigate in your exam, but you are allowed only one (1) validation opportunity to a question. Remember, **selecting an answer and clicking “next” automatically validates an answer. So be sure of your answer before clicking on “next”.**
10. The system permits you to **skip a question**. To skip a question, **leave all answer boxes empty and click on “next”**.
11. The Progress Bar located at the bottom of the screen displays **three distinct colors**: white (unanswered questions), gray (answered questions) and orange (current question). Clicking a question number displayed in white will allow you to answer the question. Please ensure that ALL questions are answered by scrolling the Progress Bar back and forth using the arrows at the extremities of the Progress Bar. Click on "VALIDATE AND FINISH EXAM" to complete the entire exam process.
12. **You will be able to view your mark** because all questions are multiple choice and no manual corrections are required. You will also be able to view the feedback for your exam by clicking **“solution”** immediately following the exam.
13. Close your browser window; you have completed your exam!

**NOTE:** *Once both exams are completed, results will be consolidated to provide a final overall mark.*