




Continuing Education Process

(Events approved through Joint Accreditation by Ascension)

The table below outlines the process, details and timelines that should be followed to provide continuing education for your event. **Keeping the timelines contained in this table is important for ensuring continuing education credits can be provided for your event and ensuring that the Ascension Continuing Education Team meets the accreditation standards necessary to maintain our Joint Accreditation provider unit.**

Timeline	Responsible Party	Item
Before Event		
60 Days Prior to Event	Activity Coordinator	<p><u>SCREENING PROCESS</u> Submit a Pre-Application to determine if the activity is eligible for credit hours. This can be done by clicking on the icon</p> <p></p> <p>Please be sure to return to the Application List and click</p> <p></p> <ul style="list-style-type: none"> ● For Nursing, Physician, Social Workers, PAs, Psychologists and Pharmacy requests only
After Receipt of Pre-Application	Activity Coordinator, Regional Planner	<p><u>CONSULT MEETING & FORMS PROCESS</u></p> <ul style="list-style-type: none"> ● For new activity coordinators, the Regional Planner will consult with the activity coordinators about the application process. ● After the consultation meeting, the Regional Planner will approve the Pre-Application. ● After Pre-Application is approved, the following sections of the Application will be available to the Activity Coordinator: <ul style="list-style-type: none"> ○ Planners and Faculty ○ Gap and Needs ○ Objectives and Learning Outcomes ○ Commercial Support ○ Signatures ○ Files- upload/download ○ Comments
After Consult Meeting	Activity Coordinator, Regional Planner	<p><u>PLANNING</u></p> <ul style="list-style-type: none"> ● Complete Application ● Notify speakers and planning team (those that can influence the content of the activity) that they have been added and will need to complete Financial Disclosure. All Faculty will need to upload a CV/Bio. ● For activities over two hours collect: Proposed detailed agenda (outlining session parts, break times, logistical information, etc. does not have to be final) should be uploaded in the Files- upload/download section of the application

Timeline	Responsible Party	Item
Before Event		
30 Days Prior to Event	Event Organizer Regional Planner	<p>Once Application is complete return to the Application list and click </p> <p>(This button will not appear until all Financial Disclosures have been submitted)</p> <ul style="list-style-type: none"> The Regional Planner will review the Application for completion and accuracy. Regional Planner will APPROVE or REJECT the Application.
After Completion of Documents	Regional Planner	<p>If any disclosures are stated or conflicts exist, the regional planner will determine relevant financial relationships. If the Regional Planner determines there is a relevant financial relationship, a reviewer will be assigned to the presentation to mitigate relevant financial relationships.</p> <p>Once approved, the Activity Coordinator will receive an approval notification from the IPCE site.</p>
Within 10 Days of Approval	Activity Coordinator Regional Planner	<p>Activity Coordinator will send the following to the Regional Planner:</p> <ul style="list-style-type: none"> Finalized Presentation Finalized Agenda Virtual Login Information If using registration, registration requirements <p>Regional Planner will send the following documents to the Activity Coordinator:</p> <ul style="list-style-type: none"> Marketing Materials Disclosure and Attendance Instructions slide deck
Day of Event	Activity Coordinator	<p>Ensure participants view the attendance slide.</p> <ul style="list-style-type: none"> This will allow them to capture attendance. Advise participants that the completion of the evaluation is the only way to claim continuing education.
After Event		
After Event	Activity Coordinator	<p>If converting to OnDemand (recorded session)</p> <ul style="list-style-type: none"> Copy Original application and change to Enduring, following the same Pre-Application and Application process as above. Send recording to Regional Planner to upload to IPCE site. <p>Evaluation summary report can be viewed on the Administrative side of the IPCE site. If Activity Coordinator does not have access, request access with the Regional Planner</p>
30/60/90 Day Outcomes Measure	Regional Planner	An email will be sent to attendees to measure outcomes and gauge changes in the practice behavior.

Timeline	Responsible Party	Item
Before Event		
Repeating Courses	Activity Coordinator Regional Planner	30 days prior, notify Regional Planner by email of upcoming sessions that are repeating. They will need the following information: <ul style="list-style-type: none"> ● Date ● Time ● Faculty (any new Faculty added will need to complete a Financial Disclosure before session can be approved) Regional Planner will email <ul style="list-style-type: none"> ● Updated Activity ID for the attendance slide to be updated. ● Approval once all Faculty have completed Financial Disclosures and uploaded CV.
Prior to Event	Activity Coordinator	Update the below details in the slide deck <ul style="list-style-type: none"> ● Disclosure slide to reflect the speakers for this session ● Activity ID for texting in attendance
Day of Event	Activity Coordinator	Ensure participants view the attendance slide. <ul style="list-style-type: none"> ● This will allow them to capture attendance. ● Advise participants that the completion of the evaluation is the only way to claim continuing education.
After Event		
After Event	Activity Coordinator	Evaluation summary report can be viewed on the Administrative side of the IPCE site. If Activity Coordinator does not have access, request access with the Regional Planner
30/60/90 Day Outcomes Measure	Regional Planner	An email will be sent to attendees to measure outcomes and gauge changes in the practice behavior.