

APPENDIX 5

Committee on Continuing Competency (CCC)

Purpose: To assess the educational needs of our membership; to assess the educational needs of the non-members who attend the NYSCHP programs; to develop educational programs including the Annual Assembly and Midyear Clinical Meetings.

- I. Education Needs Assessment and Goals
 - a. Committee responsibilities:
 - i. Revise Council needs assessment instrument at least every two (2) years to reflect the membership of NYSCHP and non-member attendees' of NYSCHP programs current educational needs.
 - ii. Evaluate results of educational needs assessment.
 - iii. Propose educational goals for approval by the Board of Directors.
 - iv. Suggest approaches to meet educational goals.
 - b. Staff responsibilities:
 - i. Distribute needs assessment instrument to local chapters and all ACPE statement of CE credit recipients.
 - ii. Collect surveys and tabulate results.
 - iii. Suggest approaches to meet educational goals.
 - iv. Evaluate/investigate suggested educational options.
- II. Educational programs at the Annual Assembly and Midyear Clinical Meetings
 - a. Committee responsibilities:
 - i. Choose educational theme 8-12 months prior to event based on needs assessment, recent trends, offerings from other organizations providing CE for pharmacists.
 - ii. Develop general learning objectives, suggested topics and speakers for meetings (2-3 per topic).
 - iii. Review/develop proposals for format of meetings based on educational efficacy, attendance goals, budget considerations, etc.
 - iv. Present proposal to Board of Directors through Division Director.
 - v. Appoint a Program Chair from among committee members.
 - vi. Division Director, CCC Chair and Program Chair provide input to the Executive Director in the development of the educational program.
 - vii. Review educational program evaluation and suggest/evaluate suggestions for possible future revisions.
 - b. Staff Responsibilities:
 - i. Develop educational program based on direction for the CCC, which meets ACPE requirements and financial goals as specified by the Board of Directors.
 - ii. Contact and negotiate with potential speakers.
 - iii. Solicit input during development of the educational program.
 - iv. Handle all correspondence with and arrangement for speakers.
 - v. Collect program evaluations and tabulate results.
 - vi. Review educational program evaluation and suggest/evaluate suggestions for possible future revisions.
 - c. Program Chair Responsibilities:

- i. Serve as liaison with CCC.
- ii. Review credentials of proposed speakers.
- iii. If necessary, contact confirmed speakers regarding proposed objectives and provide clarification.
- iv. Receive copies of all correspondence with speakers and serve as a resource to speakers regarding the program, Council policy, etc.
- v. Be familiar with speaker ready room, education room set-up.
- vi. Make arrangements to have speakers greeted upon arrival.
- vii. Deliver welcome prior to the first keynote speaker.
- viii. Make arrangements for speaker introductions.

III. New Educational Programs

- a. Suggest/evaluate proposals for new programs.
 - i. Present proposal or review of proposal to Board of Directors.
 - ii. Assist in development of pilot program, if appropriate.
- b. Staff responsibilities:
 - i. Suggest/evaluate proposals for new programs.
 - ii. Assist in development of pilot program, if appropriate.
 - iii. Implement approved plans.