

ACCP Pulmonary Practice & Research Network (Pulm PRN)

Education and Programming Committee (EPC)

	Title: EPC Standard Operating Procedures (SOP)	
Revision Number: Version 2.0	Prepared by: 2021-2022 EPC	Date Prepared: August 2022
Effective Date: September 2022	Approved by: 2021-2022 Pulmonary PRN Officers	

Charges

1. Coordinate and develop the Pulm PRN focus session for the ACCP Annual Meeting
 - a. Follow the timeline outline in this SOP
 - b. Maintain a list of previous PRN focus session proposals (i.e., “focus session master list”)
2. Manage additional education and programming requests from ACCP as requested
 - a. PRN contributed abstract/poster for ACCP Annual Meeting
3. Develop and maintain PRN documents and policies related to the EPC
 - a. EPC SOP
 - b. Focus session master list

Timeline for Charges

Month(s)	Item(s) Due
November	<p>EPC Chair and members appointed by Pulm PRN Chair after ACCP Annual Meeting. EPC members are identified based on interest provided in the most recent Pulm PRN member needs assessment survey.</p> <p>EPC Chair to identify potential EPC Chair-Elect, confirm interest with the nominee, and propose nominee for a vote to the Pulm PRN officers.</p> <p>The immediate past (outgoing) EPC Chair should communicate with the EPC Chair in Oct/Nov, prior to their transition, to discuss committee charges/expectations and to facilitate timely transition. The EPC Chair will serve a total 2-year term (Chair-Elect x1 year, Chair x1 year) and will remain on the EPC as a mentor to the incoming Chair over the next year.</p> <p><i>Provide EPC Chair and Chair-Elect administrative access to the PRN's website: http://pulmprn.accp.com/. Any PRN officer may add EPC Chair and Chair-Elect as website administrators. Immediate past EPC chairs will have their administrative access removed after successfully completing their term.</i></p>
December	<p><u>Due first week of December:</u> focus session synopsis via online focus session submission portal: https://www.accp.com/prns/focus_session/index.aspx</p> <p>Focus Session Synopsis Each PRN interested in developing a Focus Session for the ACCP Annual Meeting should submit a 250-word synopsis describing the session content. When compiled, the synopses will be sent to all PRNs with the objective of eliminating content overlap and identifying opportunities for collaboration among PRNs.</p> <p>The synopsis should cover the following points:</p> <ol style="list-style-type: none"> 1. The topic of the educational session, 2. The specific topics within that larger topic will be highlighted/focused upon, 3. The target audience, and 4. The primary purpose of the session. <p><i>As a reminder, each PRN Focus Session will be scheduled for a 90-minute slot at the meeting.</i></p>
January	<p><u>Due first week of January:</u> submit full draft of PRN focus session proposal for review by Education Committee of Board of Regents using the ACCP Continuing Pharmacy Education Activity Planning Worksheets (listed below) via online focus session submission portal</p> <ul style="list-style-type: none"> ● Worksheet A: Needs Assessment, Gap Analysis, and Content Identification (with supporting documentation)

	<ul style="list-style-type: none"> ● Worksheet B: Learning Objectives and Assessment Measures ● Completed Disclosure of Potential Conflict of Interest Forms for all involved in activity planning (all EPC members must complete) ● CPE Activity Planning form (including potential speakers)
February-May	<p>Respond to ACCP Education Committee feedback on PRN focus session proposal as needed (submit revisions through online focus session submission portal)</p> <p>Review and update SOP as necessary. Send any changes to the EPC and then to the PRN Steering Committee for final review.</p>
May-June	<p>ACCP Education Committee to approval final version of PRN focus session proposal; following ACCP Education Committee approval, EPC members to coordinate preliminary speaker confirmations</p> <ul style="list-style-type: none"> ● ACCP staff will then send final confirmations, speaker instruction packets ● ACCP staff will then provide speaker support in advance and on-site during Annual Meeting ● ACCP staff will process speaker compensation after Annual Meeting <p>EPC Chair to maintain/update the PRN Focus Session Master Tracking Document (with topic, objectives, speaker[s], moderator[s]). EPC Chair will also serve as focus session moderator or will identify an appropriate alternate if EPC Chair is unable to complete this function.</p>
July-September	Develop and submit PRN contributed abstract/poster for ACCP Annual Meeting
October	<p>ACCP Annual Meeting occurs.</p> <p><i>Outgoing EPC Chair to provide committee's annual report updates for PRN's business meeting during ACCP Annual Meeting (or earlier if business meeting scheduled prior to ACCP Annual Meeting).</i></p>

EPC Resources

Item	Location
PRN webpage	http://pulmprn.accp.com/
PRN focus session submission portal	https://www.accp.com/prns/focus_session/index.aspx
EPC standard operating procedures	http://pulmprn.accp.com/business_docs.aspx
Focus session master list	http://pulmprn.accp.com/business_docs.aspx