

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER



PR-07: Program Provider

1 Purpose

The purpose of the Program Provider Policy is to establish:

- 1.1 The criteria to be a program provider of Canadian Council on Continuing Education in Pharmacy (CCCEP) accredited continuing education learning activities and/or conferences; and
- 1.2 The roles and responsibilities of a program provider.

2 Scope

This policy applies to all program providers, as defined in section 3.

3 Definitions

- 3.1 *Program Provider:* A program provider is an individual, group or organization, who develops and delivers continuing education programs intended for pharmacy professionals.
- 3.2 *Accredited Provider:* An accredited provider is a program provider who has been approved by CCCEP to self-accredit their continuing education programs in accordance with CCCEP’s Standards and Guidelines, having met all the requirements of CCCEP’s Accredited Provider Policy.

4 Program Provider Criteria

- 4.1 Any individual, group or organization may apply to be a CCCEP program provider.

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	December 15, 2020	Responsibility of:	Accreditation Policy Committee
			Page 1 of 4

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER

- 4.1.1 The individual, group or organization must have the capacity to develop and deliver educational programs and ensure their alignment with CCCEP’s standards and guidelines.

5 Program Provider Categories

- 5.1 There are two categories of providers.
- 5.2 The category determines the level of involvement the provider may have regarding the design, development, delivery, and/or evaluation of a learning activity or conference.
- 5.3 The two categories of providers are:
 - 5.3.1 Full-Privilege Provider: A Full-Privilege Provider may be involved in all aspects of the development, design, delivery, evaluation, logistics and promotion of a continuing pharmacy education learning activity or conference.
 - 5.3.1.1 Full Privilege Providers can submit any learning activity or conference for accreditation.
 - 5.3.2 Limited-Privilege Provider: A Limited-Privilege Provider may only be involved in the non-therapeutic content development for learning activities or conferences. This limitation is to mitigate the risk of bias and/or real or perceived conflict of interest and minimize their influence or control of the therapeutic content of a learning activity/conference.
 - 5.3.2.1 A Limited-Privilege Provider is any individual, group or organization that is:
 - 5.3.2.1.1 A commercial enterprise (e.g., pharmaceutical company; device manufacturing company), excluding direct service pharmacies and education organizations;
 - 5.3.2.1.2 A special interest entity; or
 - 5.3.2.1.3 Otherwise deemed by CCCEP to be ineligible to be a Full-Privilege Provider.

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	December 15, 2020	Responsibility of:	Accreditation Policy Committee
			Page 2 of 4

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER

5.3.2.2 Limited Privilege Providers may only submit a learning activity or conference for accreditation if it is non-therapeutic in focus.

5.3.2.2.1 Non-therapeutic activities may include, but are not limited to, programs focused on pharmacy management, insurance issues, professionalism, or communication skills.

5.3.3 Limited-Privilege Providers who wish to be involved in a learning activity or conference that is therapeutic in focus must do so by working as a Sponsor with a Full Privilege Provider, in accordance with CCCEP’s sponsorship guideline found at https://www.cccep.ca/pages/guideline_k_sponsorship.html?page=standards_guidelines.

6 Responsibilities of Providers

6.1 Standards and Guidelines

6.1.1 Providers are responsible for adhering to CCCEP’s *Standards of Accreditation and Accreditation Guidelines*, as found on CCCEP’s website at https://www.cccep.ca/pages/standards_guidelines.html, which will ensure that:

6.1.1.1 Programs are relevant to the target audience;

6.1.1.2 Programs are of high-quality, current, and evidence-based; and

6.1.1.3 Programs are free from bias.

6.1.2 Providers are responsible for ensuring that all individuals involved in the design, development, delivery and evaluation of a learning activity or conference are aware of, and adhering to, CCCEP’s *Standards of Accreditation and Accreditation Guidelines*.

7 Withdrawal and Restriction of Program Provider Privileges

7.1 CCCEP may withdraw program provider status or restrict the privileges of a program provider for:

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	December 15, 2020	Responsibility of:	Accreditation Policy Committee
			Page 3 of 4

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER

- 7.1.1 Breach of:
 - 7.1.1.1 The program provider responsibilities and/or limitations as outlined in this policy;
 - 7.1.1.2 CCCEP Standards of Accreditation;
 - 7.1.1.3 CCCEP Accreditation Guidelines; or
 - 7.1.1.4 Conditions of Accreditation identified in the Letter of Accreditation from CCCEP.

- 7.1.2 Substantiated complaints regarding the quality of the learning activities and/or conferences delivered by the provider.

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	December 15, 2020	Responsibility of:	Accreditation Policy Committee
			Page 4 of 4