# Orientation Package

## McGill University Oncology 1

*11 April 2017*

# Orientation Package

## Welcome to "Oncology"

The Council for Continuing Pharmaceutical Education (CCPE) was founded in 1969 to develop and support a positive reputation for the Pharmaceutical Sales Representatives employed by **Innovative Medicines Canada** member organizations by establishing knowledge standards and holding representatives to those standards through education and accreditation. Throughout its history, CCPE has developed a large number of courses on body systems, the most common diseases and current treatments available within the environment today. Through regular updates, we aim at providing the best-overall information in a series of health care and skills oriented courses.

CCPE courses are designed to give a broad overview of topics and are not designed to be updated with every change to medical treatment. If you already specialize in a field of therapy which is dynamic, you will normally see gaps in this static course material. However, in order to stay up-to-date with the dynamics in the field, students registered in this course have access to the phenomenal tool; **RxTx** which is published by the Canadian Pharmacist Association (CPhA). You may know them best for their Compendium of Pharmaceuticals and Specialties (CPS).

**RxTx** is a Canadian, best available evidence-based, primary care reference on more than 200 conditions commonly managed with drug therapy and is integrated with the electronic version of the CPS. The **RxTx** tool will provide up-to-date information to complement your learning experience. You can access the tool through your ***MyCCPE*** portal at ***www.ccpe-cfpc.org***

The **RxTx mobile app** is also available to you **free of charge**. Look for instruction about how to access the app.

## Contents

Information you will find in this orientation package:

- General Information
- Study Guide
- Learning Tips
- Action Planner
- Detailed Instructions to Access Online Exam

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## Fact Sheet

| **Category** | **Body Systems and Therapeutic Areas** |
|---|---|
| **Contents** | Electronic Delivery on *myCCPE*<br><br>9 modules<br>**RxTx resource** tool |
| **Study Hours** | 60 hours (based on an estimate study rate of 10 pages per hour) |
| **Timeline** | Exams must be completed within **6 months** of registration date. (When registering for the **"complete package" (Oncology 1 and 2)**, exams must be completed within **9 months** of registration date.) |
| **Exam Dates** | You have the possibility to do your exam in "***MyCCPE***" portal at any time (24 hours a day, 7 days a week) from registration until your final date. Technical support is **available Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern Time)**. Your final date is posted in your portal. |
| **CEU Credits** | 6 |
| **Type of exam** | 9 separate Module exams – multiple choice questions |
| **Duration** | Module 1 – 20 questions – 30 min. Module 5 – 11 questions – 20 min.<br>Module 2 – 6 questions – 15 min. Module 6 – 7 questions – 15 min.<br>Module 3 – 10 questions – 20 min. Module 7 – 26 questions – 30 min.<br>Module 4 – 6 questions – 15 min. Module 8 – 4 questions – 15 min.<br>Module 9 – 9 questions – 20 min. |
| **Passing Grade** | 55% overall<br>(*exam marks for the 9 Modules are proportionately consolidated to reflect a final mark*) |

## General Information

*What's in it for me?*

- 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 **6 CEU credits** (continuing education credits) and become a certified CCPE graduate.

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## 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

This course was developed with your success in mind. The passing mark is 55%.

**To take full advantage of this course, we suggest a specific learning path**:

1. Read the learning tips in this document, to optimize your learning effort
2. Proceed with a first reading of the Module
3. Use ***RxTx*** as a tool to supplement your learning
4. Proceed with a second reading of the Module
5. Review your notes
6. Proceed with your Module exam on *myCCPE*

At this point, you probably want to assess how much time you will need to dedicate to your learning and to your study time for the next few weeks or months. The study time will vary from one individual to another depending on educational background, previous learning experience using similar material and learning styles.

With some screens being very simple and others containing tables, diagrams or lots of information it is difficult to estimate study time. Generally CCPE suggests an average study rate of 10 pages per hour (including review questions). Our best estimate at this time is that you are likely to require 60 hours of study.

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## Learning Tips

Your learning and development plan may include consulting texts, consulting web pages or even searching for archived webinars on topics which you are interested in. We recommend that you consider the following suggestions to optimize your learning and apply the knowledge you acquired into practical skills:

- Rather than going through the entire program, explore the table of contents to **assess which sections are most relevant to you. We suggest that you complete Modules 1 (Introduction to Oncology) and 7 (Diagnosis and Treatment) and their respective exams first and then move onto those modules which are of most interest to you.**

- **Search for one insight** or application in everything you read. Draw conclusions and search for meanings relevant to your development.

- While reading, **note the 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 notes 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.

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# Action Planner

*Ideas I can implement:*

| | *Idea* | *Action to be taken* | *Result expected* |
|---|---|---|---|
| *1* | | | |
| *2* | | | |
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# Detailed Instructions to Access Online Exam

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

1. Go to CCPE's homepage at 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. There are 9 separate Module exams (all multiple choice questions). You have a different time limit per exam according to the number of questions. (see breakdown on « Fact Sheet ») A timing device is visible for you to monitor the time limit. It is recommended to write an exam following the completion of a respective Module.
7. When you open a module 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 colours**: white (unanswered questions), grey (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 EXIT" to complete the entire exam process.
12. You will be able to **view your final mark** and 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!

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