Orientation Package

CARDIOLOGY

15 January 2018

Orientation Package

Welcome to the "Cardiology" Program

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

Fact Sheet

Contents	**Paper-Based Material** **2 binders, 4 units, total 1,014 pages** **RxTx resource tool** -- *Each "Unit" is also available as a "stand alone" course:* *Unit 1 – 180 pages* *Unit 2 – 230 pages* *Unit 3 – 322 pages* *Unit 4 – 282 pages*
Study Hours	100 hours total (based on a study rate 10 pages per hour) ------------------------- As a "stand alone" course: *U 1 – 20 hrs study* *U 2 – 20 hrs study –* *U 3 – 30 hrs study –* *U 4 – 30 hrs study –*
Timeline	For the entire Cardiology Program, exam(s) must be completed within 9 months of registration date. For each "stand alone" Unit, exams must be completed as follows from registration date: Unit 1 – 2 months Unit 3 – 3 months Unit 2 - 2 months Unit 4 – 3 months
Exam Dates	You have the possibility to do your exams on "*MyCCPE*" portal **at any time** (24 hours a day, 7 days a week) from registration until your end date. Please refer to MyCCPE portal for your end date. Technical support is **available Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern Time).**
CEU Credits	10 CEU awarded after completion of 4 Units.
Type of exam	4 distinct exams; a mix of multiple choice questions and open-ended questions.
Duration	Unit 1 – 30 minutes – 25 questions Unit 3 – 1 hour – 50 questions Unit 2 – 1 hour – 50 questions Unit 4 – 1 hour – 50 questions
***Passing Grade**	60% for each exam*

*Marks are NOT immediately available because this exam requires some manual correction. Official marks and feedback will be available within 10 working days into the following month.

General Information
What's in it for me?

- By assimilating, understanding and applying the knowledge and concepts that you learn in these modules, you will be able to carry on articulate, credible conversations with healthcare professionals.
- Each continuing education course you take contributes to widening your knowledge, expanding your medical horizons and increasing your employability.
- By successfully completing this course in its entirety, you will obtain 10 CEU credits (continuous education credits) and become a certified CCPE graduate.

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

The Cardiology program was developed with your success in mind. The pass mark is 60%.

As soon as you start the program, you will likely notice a distinct improvement in your call preparation. Your ability to generate more in-depth discussions with healthcare professionals will also be notable.

The paper-based material is supported by a few learning services:

- **List of Normal Values** (biological constants) that apply to the specific therapeutic area of this course are available on our website at www.ccpe-cfpc.org under *"Our Courses Curriculum > Key Resources"*.
- **Online preparation exams** - the goal of this preparation exam is twofold. First, it gives you a clear idea of the types of questions asked in the final exam. Second, it allows you to prepare for an on-line exam in a real situation. The cardiology preparation exam is available in your portal on CCPE website at all times.

To take full advantage of this program, we suggest you follow 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 paper material, including the progress check questions
3. View the content of the web complement
4. Write the preparation exam as a trial run.
5. Proceed with a second reading of the paper material
6. Review the preparation exam and your notes
7. Proceed with your final evaluation on our web site

> At this point you probably want to assess how much time you will need to dedicate to your learning and plan your study time for the next few weeks or months. Study time will vary from one individual to another depending on educational background, previous learning experience using similar material and, learning styles.
>
> With an average study rate of 10 pages per hour (including review questions and the preparation exams) you are likely to require 100 hours of study for the entire program. Refer to "*Fact Sheet" in this document* for more details.

Learning Tips

Your learning and development plan may include reading books, consulting web pages or attending a seminar. We recommend that you consider the following suggestions to optimize your learning and apply the knowledge you acquired into practical skills:

- Rather than reading an entire course, explore the table of contents to **assess which sections are most relevant to you. Read these sections first.**
- **Search for one insight** or application in everything you read. Draw conclusions and search for meanings relevant to your development.
- While reading, **highlight or bookmark 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 reading source 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.

Action Planner

Ideas I can implement:

	Idea	Action to be taken	Result expected
1			
2			
3			
4			
5			
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20			

Detailed Instructions to Access Online Exam

Now, 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. Cardiology is split into four exams. *Unit 1* is 25 questions with a 30 minute time limit. *Units 2 through 4* are 50 questions each with a 60 minute time limit. A timing device is visible for you to monitor the time limit.
7. When you open the 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 colors**: 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.

    You will not be able to view your final mark because open-ended questions require manual corrections. The notation "not corrected" will appear on the screen.

12. Close your browser window; you have completed your exam! You will be able to view your final mark within 10 working days into the following month. At that time you will also be able to view the feedback for your exam by clicking "Solution".