CE Activity Agenda Required Elements

When creating your CE activity agenda, please include all of the required elements listed below.

1. **Activity Schedule** – You must include the name of your CE activity, presentation times, speakers, Q&A, etc.

2. **Joint Accreditation Statement & Logos**

   - If your CE activity has been planned, implemented and evaluated by **one (1) jointly accredited organization**, please place the following statement on your promotional items:
     
     In support of improving patient care, the Duke University Health System Department of Clinical Education and Professional Development is accredited by the American Nurses Credentialing Center (ANCC), the Accreditation Council for Pharmacy Education (ACPE), and the Accreditation Council for Continuing Medical Education (ACCME), to provide continuing education for the health care team.

   - If your CE activity has been planned, implemented and evaluated by **two (2) jointly accredited organizations**, please place the following statement on your promotional items:
     
     This activity has been planned and implemented by the Duke University Health System Department of Clinical Education and Professional Development and _____ for the advancement of patient care. The Duke University Health System Department of Clinical Education and Professional Development is accredited by the American Nurses Credentialing Center (ANCC), the Accreditation Council for Pharmacy Education (ACPE), and the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing education for the health care team.

   - The applicable joint accreditation statement **must appear on all educational materials and brochures**
   - The applicable joint accreditation statement **must stand alone from any other statement**
   - The Joint Accreditation logos **must be placed on all promotional materials**, and must not be altered in any way

3. **Education Credit Statement(s)** – **Choose the statement(s) below pertaining to the target audience:**

   - **Physician Credit**: Duke University Health System Department of Clinical Education and Professional Development designates this _____ activity for a maximum of ____ AMA PRA Category 1 Credit(s)™. Physicians should claim only credit commensurate with the extent of their participation in the activity.
   - **Nurse Credit**: Duke University Health System Department of Clinical Education and Professional Development designates this activity for up to ____ credit hours for nurses. Nurses should claim only credit commensurate with the extent of their participation in this activity.
   - **Pharmacy Credit**: Duke University Health System Department of Clinical Education and Professional Development designates this knowledge-based activity for ____ ACPE credit hours. Activity Numbers: JA0000655-xxxx-xx-xxxx-x

4. **Commercial Support** (if applicable)

   If commercial support is received, the name of the ineligible company (or companies) and the nature of the support **must be disclosed** on the promotional materials. However, an ineligible company **cannot be listed** on promotional materials until there is a fully executed grant letter of agreement signed by the company and Duke CEPD.
5. **Learning Objectives** – Please list what participants should have learned by the conclusion of this activity.

6. **Target Audience**
   - List the target audience as reflected in the designated activity.
   - Communicate to learners proactively what credits they will get based on their learner type.

7. **Faculty Listing**
   - Activity Medical Director or Course Director should be listed first and denoted as such.
   - Duke Faculty Member should be listed first.
   - List full name, degree, and organizational affiliation for all faculty (planning committee members, speakers, etc).

8. **Disclosures**
   - Duke Continuing Education has implemented a process to resolve any potential conflicts of interest for each continuing education activity in order to help ensure content objectivity, independence, fair balance, and the content that is aligned with the interest of the public.
   - It is the policy of the Duke Continuing Education to require the disclosure of anyone who is in a position to control the content of an educational activity. All relevant financial relationships with any commercial interests must be disclosed to participants via slideshow and/or syllabus at the beginning of each activity. See examples below:
     - The following speakers and/or planning committee members have indicated they have no relevant financial relationship(s) or commercial bias related to this CE activity: Jane Doe, MD, Richard Doe, MD
     - The speakers and/or planning committee members listed below have indicated the following relevant financial relationships: John Doe, MD is a member of the speakers’ bureau of GlaxoSmithKline.

9. **Instructions on How to Receive Credit**

   Complete the entire activity and evaluation form. After the activity, you will receive an email from Duke Continuing Education that will provide you with instructions for obtaining your credits and printing your certificate.