



Orientation Package

METABOLIC SYNDROME & DIABETES

April 2021

Orientation Package

Welcome to “Metabolic Syndrome & Diabetes”

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.

This course has been revised and updated by a team from the University of Toronto’s Department of Medicine, University Health Network and Banting and Best Diabetes Centre. It provides both fundamental and advanced understanding of Metabolic Syndrome and Diabetes to be used in your interactions with your customers in your partnership to improve patient outcomes.

CCPE is very happy to announce that all students registered in Accreditation or Therapeutic Area type courses will have access to the phenomenal **CPS Full Access** tool which is published by the Canadian Pharmacist Association (CPhA). You know them best for their CPS reference book. Given that CCPE’s courses are designed to give a broad overview of topics and are not designed to be updated with every change to medical treatment, we expect that the **CPS Full Access** tool will provide up-to-date information to complement the learning experience.

You can access the tool by opening a session on *MYCCPE*

Contents

Information you will find in this orientation package:

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- Study Guide
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Fact Sheet

Contents	Paper-Based Material 1 binder, 7 chapters, 412 pages CPS Full Access tool
Study Hours	40 hours (based on a study rate 10 pages per hour)
Timeline	Exam must be completed within 6 months of registration date
Exam Dates	You have the possibility to do your exam on “ 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 end date is posted on your portal.
CEU Credits	4
Type of exam	100 multiple choice questions
Duration	2 hours
Passing Grade	60%

General Information

What's in it for me?

- By assimilating, understanding and applying the knowledge and concepts you learn in these modules, you will be able to conduct 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 you will obtain 4 CEU credits (continuing 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 customer service at **514 333-8362** (toll-free **1 888 333-8362**) Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern) or send an email at info@ccpe-cfpc.org and we will contact you the next business day.

Study Guide

This course was developed with your success in mind. The passing mark is 60%.

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

- **CPS Full Access tool** – to complement your learning experience
- **Online preparation exam** - 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 preparation exam is available in your portal on CCPE website at all times.

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 exam) you are likely to require 40 hours of study.

Suggested Study Schedule

NOTE: The chart on the followings page IS ONLY A GUIDELINE for a study plan.

Please take special note that the schedule was prepared for participants that have chosen the option of writing their exam on the FIFTH MONTH of a given exam period.

From reception date of course material		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
	Discuss the importance and RELEVANCE of this educational program with your supervisor	X					
	Set GOALS with your supervisor before you start the program	X					
Chapters first reading	1	X					
	2	X					
	3	X					
	4		X				
	5		X				
	6		X				
	7			X			
Chapters second reading					X		
Practical exercises					X		
Preparation exam					X		
Review of areas of difficulty					X	X	
Final exam					X	X	X
Last chance exam date							X

Plan of Action

From reception date of course material	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Based on the exam feedback, revisit the sections that you did not master					X	
Discuss what you learned with a colleague and supervisor, and set OBJECTIVES for yourself for the job application					X	X
Ask for regular FEEDBACK on your performance, knowledge and skills acquired from this program					X	X
Ask your supervisor or coach to provide regular REINFORCEMENT for the knowledge and skills acquired through this program					X	X
DISCUSS educational needs with your supervisor to further enhance your performance						X
Ensure that LEARNING objectives are included in your document on development objectives, and that all the objectives are reviewed						X
Adjust your working habits to apply your learning on the job	X	X	X	X	X	X
At every opportunity, SHARE ideas, challenges and successes relating to applying the concepts and skills learned in the program	X	X	X	X	X	X
Assess and reflect on the impact of this program on your business results						X

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:

	<i>Idea</i>	<i>Action to be taken</i>	<i>Result expected</i>
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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"
3. You will need your 6 digit CCPE Personal Identification Number (**PIN**) to log on to the portal. If you do not know your **PIN** number, also called "student number," you can contact CCPE customer service at **514 333-8362** (toll-free **1 888 333-8362**) Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern) or send an email at info@ccpe-cfpc.org and we will contact you the next business day.
4. At the top right, click on "**MyCCPE**" to open the portal homepage.
5. You will be asked for your "Username" and "Password". Enter your 6 digit CCPE Personal Identification Number (**PIN**) as your Username and then, your Password.
6. The exam consists of 100 questions (multiple choice). You will have a time limit of 2 hours to complete the exam. A timing device is visible for you to monitor the time limit.
7. When you open the exams, you will receive specific instructions. If you have a technical problem while taking the online exam, call the technical support at **514 333-8362** (toll-free **1 888 333-8362**) Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern) or send an email at support@ccpe-cfpc.org and we will contact you the next business day.
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" or "back"**
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. Close your browser window; you have completed your exam! You will be able to view your final mark and feedback by clicking "Solution".