



Orientation Package

COMMUNICATING THE VALUE OF INNOVATIVE
MEDICINES AND VACCINES

September 2020

Orientation Package

Welcome to “Communicating the Value of Innovative Medicines and Vaccines”

The Council for Continuing Pharmaceutical Education (CCPE) in collaboration with **Innovative Medicines Canada** developed this short educational program designed to help you become an advocate for a great industry. This initiative was created with every employee in mind to acquire the fundamental notions of what impact the pharmaceutical community and, our discoveries have had in Canada.

Contents

Information you will find in this orientation package:

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

Fact Sheet

Contents	Paper-Based Material 1 binder, 145 pages
Study Hours	2 to 4 hours
Timeline	Exam must be completed within 3 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	0.5
Type of exam	20 multiple choice questions)
Duration	30 minutes
Passing Grade	60%

*Marks are available following the multiple choice exam.

General Information

What's in it for me?

Can you remember your last encounter with a customer, a family member, a friend or a neighbour about the high cost of brand name drugs or the excessive profits that a drug company makes? For those of us working in the pharmaceutical community, the life sciences industry has been a great source of pride, accomplishment and recognition.

Despite how we may feel about our industry, it is not always perceived in the best light by the general public and the media. The positive impact that the pharmaceutical community has on healthcare is often unknown or misunderstood.

Who better to represent the industry and respond to comments and/or questions than the 20,000 potential pharmaceutical leaders. After completing the program, you will be equipped with meaningful facts and be in a better position to talk with your family, friends and neighbours and start acting as a pharmaceutical leader. Together, we can create a more favourable perception of the pharmaceutical sector.

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 program consists of the following:

- Web-Based pre-test (does not count for exam certification – only to assess knowledge & gaps)
- Paper-Based course material
- Certification (final) Exam

At this point you probably want to assess how much time you will need to dedicate to your learning. Despite the multiple components of the program, it was designed to be short (approximately 2 hours).

Learning Tips

As you work your way through this course, we recommend that you proceed in a specific sequence:

- Complete the web-based pre-test before proceeding with your reading. The pre-test contains 20 multiple choice questions and is hosted on the MyCCPE Portal. It should take less than 20 minutes to complete. The pre-test is not included in your certification exam result but the purpose is to assess your knowledge and discover gaps prior to starting your studies.
- Read the background information contained in the binder. The beginning of each chapter contains a brief summary of the material that will be covered, and at the end of each chapter there is a value point summary and a series of facts that can be used during informal short conversations with colleagues, family members, relatives, suppliers, customers, or neighbours. These practical summaries serve as useful “at-a-glance” synopses of the material covered in each of the chapters.
- After course completion you may benefit from discussing your ideas and your action plan with a peer, a coach, a mentor, or your supervisor.
- 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.

Action Planner

Ideas I can implement:

	<i>Idea</i>	<i>Action to be taken</i>	<i>Result expected</i>
1			
2			
3			
4			
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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 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 20 questions (all multiple choices). You will have a time limit of 30 minutes 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"**.
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 because all questions are multiple choice and no manual corrections are required.
13. Close your browser window; you have completed your exam!