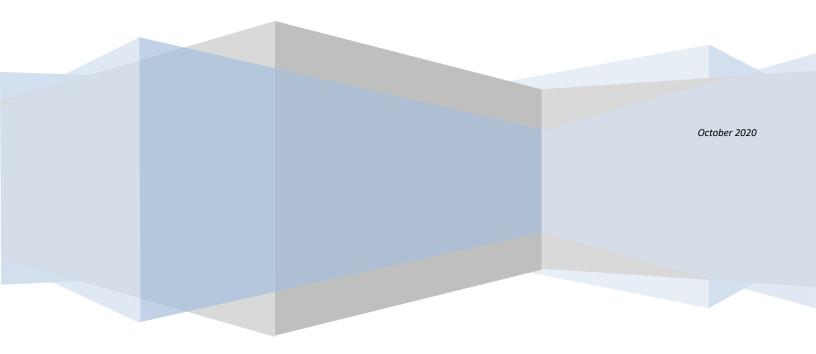# Council for Continuing Pharmaceutical Education

Orientation Package

HEALTH SCIENCE FOR THE MEDICAL TECHNOLOGY INDUSTRY

October 2020

Orientation Package

Welcome to "Health Science for the Medical Technology Industry"

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.

Contents
Information you will find in this orientation package:
- General Information
- Study Guide
- Suggested Study Schedule
- Learning Tips
- Preparation Exam
- Detailed Instructions to Access Online Exam

Fact Sheet

Contents	**Paper-Based Material –** **3 binders,12 Modules, 1,200 pages**
Study Hours	100-150 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 online exam on the "*MyCCPE*" portal at any time (24 hours a day, 7 days a week) from registration until your end 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 the *"MyCCPE"* portal
CEU Credits	12
Type of exam	1 online exam – 100 multiple choice questions
Duration	2 hours
Passing Grade	60% to receive certification

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 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 you will obtain 12 CEU credits (continuing education credits) and become a certified CCPE technology 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

Most candidates need 100 to 150 hours to prepare , depending on their educational background and learning skills.

You have 2 hours to complete the exam.

Although it may be tempting to leave all the studying to the last minute, cramming will result in only short-term retention of the material [1]. You may pass the exam, but short-term retention will not help you reap the full benefits of the course.

It is not necessary to study the modules in order. Some modules are shorter and easier than others. Depending on your learning skills and educational background, you can read some pages quickly, while others may take a little longer to understand.

[1-] *Clark. R.C. et al. Efficiency in Learning, Pfeiffer 2006*

Suggested Study Schedule

NOTE: The chart on the following page IS ONLY A GUIDE and can vary from one individual to another, depending on your educational background and learning skills. It will take approximately 100-150 hours of study to thoroughly review the course content.

Please take special note that this schedule was prepared for participants who have chosen to write their exam within 5 months.

Health Science for the Medical Technology Industry

From reception date of course material		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
First reading including post module quiz	1	X					
	2	X					
	3	X					
	4	X					
	5	X					
	6	X					
	7		X				
	8		X				
	9		X				
	10		X				
	11		X				
	12		X				
	13		X				
Preparation exam				X			
Modules second reading				X	X		
Review of areas of difficulty					X		
Final exam						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.

Preparation Exams

Please note that CCPE offers you a preparation exam. You have access to one (1) online preparation exam. The goal of this exam is twofold. First, it gives you a clear idea of the type of questions asked in the final exams. Secondly, it allows you to prepare for an online exam in a real situation. Instructions to write the online Preparation Exam are available on our website. At the top of the homepage, click on *MyCCPE and login.*

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 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. All questions are multiple choices with only one correct answer. 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".__
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. **<u>You will be able to view your mark</u>** because all questions are multiple choice and no manual corrections are required. 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!