



Orientation Package

Introduction to Medical Cannabis

August 2021

Orientation Package

Welcome to "Introduction to Medical Cannabis."

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.

To mitigate gap issues, 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:

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

Fact Sheet

Contents This paper-based course with PDF copy for electronic portability

Additional Tool

- **CPS Full Access tool (You must register through the MyCCPE portal)**

Study Hours Less than 10 hours. Your background and reading rate will determine the invested hours.

Timeline Exam must be completed within **3 months** of registration date.

Exam Dates You can do your exams in the “**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 1

Type of exam 20 question online multiple-choice

Duration **30 min**

Passing Grade **60%**

General Information

What's in it for me?

- Each continuing education course you take contributes to widening your knowledge, expanding your medical horizons and increasing your employability.
- You will position yourself as a valuable resource.
- By successfully completing this course you will obtain **1 CEU credit** (continuing education credits).

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%.

To take full advantage of this course, we suggest a specific learning path:

1. Read the learning tips in this document, to optimize your learning effort
2. Take the Prep exam to see what type of questions will be on the exam
3. Proceed with a first reading of the material taking notes.
4. Use the **CPS Full Access** as a tool to supplement your learning
5. Proceed with a second reading of the content accompanied by your notes
6. Review your notes
7. Proceed with your exam on *myCCPE*

At this point, you probably want to assess how much time you will need to dedicate to your learning and to your study time for the next few weeks or months. The study time will vary from one individual to another depending on educational background, previous learning experience using similar material and learning styles.

With some screens being very simple and others containing tables, diagrams or lots of information it is difficult to estimate study time. Generally CCPE suggests an average study rate of 10 pages per hour (including review questions). Our best estimate at this time is that you are likely to require less than 10 hours of study.

Learning Tips

Your learning and development plan may include consulting texts, consulting web pages or even searching for archived webinars on topics which you are interested in. We recommend that you consider the following suggestions to optimize your learning and apply the knowledge you acquired into practical skills:

- Rather than going through the entire program, first explore the table of contents to **assess which sections are most relevant to you**.
- **Search for one insight** or application in everything you read. Draw conclusions and search for meanings relevant to your development.
- While reading, **note the 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 notes 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" 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 (multiple choice). 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** and 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!