

Accreditation Checklists

Presentation Checklist	Yes	No
Title slide included with presentation title, presenter name, and date of presentation.		
Disclosure slide included. All real and potential conflict(s) of interest that may impair objectivity or give rise to a perception of bias will be disclosed. - o Full disclosure of all funding, payments, sponsorships, influences, relationships, and in-kind support will be made. - o Presenters with no relevant financial or other relationships will disclose that no conflicts of interest exist.		
Written learning objectives are displayed clearly within the presentation.		
All copyrighted materials and images in the presentation are referenced appropriately.		
Learner feedback survey will be provided to participants including: - o Evaluation of fulfilment of the learning objectives, - o Relevance of the content to practice, and - o The presence of any real or perceived bias.		
Comments:		
Sponsored Presentation Checklist	Yes	No
Sponsor is identified.		
Corporate, company names, or logos of commercial enterprises or corporate entities are not used. Exception is event sponsor logo on title slide.		
There is no evidence of bias towards sponsor or sponsor's products in the content or promotion materials.		
Independent judgement used when developing the content of the presentation.		
Presenter is not be an employee of the presentation sponsor, or any of its subsidiaries or associates, if that sponsor is a Commercial Interest.		
Colors and images used in content are neutral and not those of a drug company or drug mentioned in the learning activity.		
Comments:		
USask Continuing Pharmacy Education Checklist	Yes	No
Quality Learning Experience		
The presentation includes a clear and engaging introduction and overview .		
Each main point of the presentation is clearly defined/described.		
The main points of the presentation are logically aligned.		
The presentation flows well.		

Visuals used support and enhance the presentation; they are simplified and legible to all participants.		
The number of visuals/slides are appropriate for the allotted time and audience.		
The closing remarks summarize the presentation clearly and concisely. The remarks outline the implications for the learners.		
Relevance and Transfer		
Objectives, perspectives, and content of the presentation are relevant to pharmacy practice , including activities designed for a multidisciplinary target group, and facilitate the transfer of learning to practice.		
Learners will be provided with an opportunity to apply, analyze, synthesize, or evaluate or see the application of the presentation subject matter (i.e., demonstration, case or scenario studies, group discussion, etc.).		
Presentation includes time for learners to interact and apply the learning to practice (approx. 25% of allotted time, i.e., Q&A after the presentation, reflective exercises, reflective learner assessments, etc.).		
Comments:		
Learning Objectives		
Learning objectives are stated at the beginning of the presentation; both as a visual slide and verbally by presenter.		
Learning objectives are SMART (Specific, Measurable, Attainable, Relevant, and Timely) and outcome-focused, stating what learners should be able to do at the completion of the Learning Activity.		
Learning objectives are addressed within the content of the presentation.		
Comments:		
Content is Balanced, Evidence-Based, and Objective		
The content is accurate, complete, and fair , based on current best available evidence, and aligns with the learning objectives		
Generic names of drugs are used throughout the presentation (trade, brand, or product name is only used in exceptional circumstances i.e., for patient safety reasons or to avoid confusion between products).		
The presentation is not used for promotion or marketing.		
All off-label, personal opinions/ experience statements are clearly declared .		
If presentation is about a specific product (drug, device, service, or technology): - o Content focuses on health condition and its treatment. - o Full evidence regarding product is provided including contraindications, appropriate use in comparative context, uses, and results.		
Product images of a Sponsor's product(s) or any other commercial interest will not be used in any presentation, except where the image is required to clearly convey the educational content to the learners, in which case: - o the image must be modified to ensure the company name and logo are removed; or - o multiple images must be used to show a variety of similar products.		

References that support the content of the presentation are provided. They are current (primarily from the last 3 years), relevant and credible, and reflect a balanced representation of the best available research evidence.		
References are provided in standard format AMA, Vancouver, APA, Harvard, MLA, Chicago.		
If the presenter is not a content expert in this area, a content expert has reviewed the content of the presentation.		
Comments:		