

# PHARMACY SOCIETY OF WISCONSIN

## EDUCATIONAL SESSION PROPOSAL WORKSHEET



Thank you for your interest in developing a proposal for an upcoming PSW conference or educational course offering. If you have questions or concerns while filling out the application below, please contact [info@pswi.org](mailto:info@pswi.org).

### This presentation would be provided at:

- PSW Educational Conference
- PSW Annual Meeting
- Other Educational Offering

## Submitter Account Profile

Please fill out the information completely as you would like it to appear in print – no nicknames or abbreviations. Fields with an asterisk (\*) are required.

### Profile and Business Address

You must provide the address of your primary position/employer. PSW will not send you anything in the mail to your business address. The information will be used in conference or educational publications only

*First:	Middle:	*Last:
*Prefix/Salutation (Mr. Ms. Dr.):	Suffix (Jr., Sr.):	Preferred Pronoun (he/she/they):
*Employer/Organization:		
*Position Title:		
*Employer/Organization Address:		
*Degrees/Credentials:		Not applicable:
Street Address:		Apt, Bldg, Suite:
City:	State/Province:	Zip/Postal Code:

### Contact Details

*Email:	*Office Phone:
*Cell Phone:	Fax:

# Create a New Proposal

## Proposal Title (required)

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

## Is your preference to present this in person or pre-recorded?

In Person

Pre-recorded

No preference

## General Program Topic Category (Select up to THREE)

Administrative Practice/Management/Financial Management/Human Resources

Ambulatory Care

Cardiology/Anticoagulation

Chronic/Managed Care

Clinical Services Management

Clinical Topics/Therapeutics

Complementary Alternative Medicine (Herbals, etc.)

Critical Care

Drug Information/Drug Use Evaluation

Emergency Medicine

Emergency Preparedness

Geriatrics

Home Care

Infectious Diseases/HIV

Informatics/Technology/Automation

Investigational Drugs

IV Therapy/Infusion Devices

Leadership Development

Nuclear Pharmacy

Nutrition Support

Oncology/Hematology

Pain Management/Palliative Care

Pediatrics

Pharmacokinetics

Pharmacy Law/Regulatory/Accreditation

Pharmacy Technicians/Competencies/Development

Precepting/Preceptor Skills/Education and Training

Professionalism and Career Development

Psychiatry/Neurology

Safety/Quality

Small and/or Rural Practice

Specialty Pharmacy

Toxicology

Transplant/Immunology

Women's Health

## Task 1: Proposal

### Target Audience (Select ALL that apply)

Pharmacist

Technician

Pharmacy Student

Other (please specify):

**Describe the practice gap(s) that this session will address below.**

A practice gap is the difference between actual/current and ideal/desired performance and patient outcomes. What is the problem or gap that you intend to fix through this educational session?

**What is desired practice?**

**What is current practice?**

**Description and Overall Purpose**

Brief description and overall purpose of this educational session that will entice your audience to attend and set realistic expectations of the content. Briefly describe what attendees will be doing in your session.

**How does your session align with the goals of PSW for providing continuing education?  
Please check all that apply and provide any additional information below.**

- Impact pharmacists' and pharmacy technicians' roles in medication therapy outcomes and patient safety
- Enhance the competencies of pharmacist's providing medication therapy management and immunization services
- Build management and leadership skills in practice settings

# Task 2: Learning Objectives

- Provide learning objectives that are specific, measurable, and achievable.
- Presentations must include a minimum of 3 learning objectives with each objective having a corresponding active learning strategy and a learning assessment question.
- ACPE requires active learning and learning assessment of each session objective

## Submission Category (Select ONE)

Knowledge-based: Designed primarily for participants to acquire factual knowledge.

Application-based: Designed primarily for participants to apply the information learned in the allotted timeframe

## Session Development Guide:

The [Session Development Guide](#) contains information on writing learning objectives, creating instructional strategies, & developing mechanisms to assess learning according to Activity Type.

**NOTE:** Your RFP will NOT be considered if the table below is not complete.

	Learning Objective (minimum 3 required)	Learning Assessment Questions	Active Learning Strategies Select 1 from list below
1			
2			
3			
4			
5			

## Active Learning Strategies

<ul style="list-style-type: none"> <li>• Polling questions</li> <li>• Games and quizzes to practice recall</li> <li>• Demonstration</li> <li>• Examples with practice</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive Case Study</li> <li>• Interactive Scenario</li> <li>• Role play</li> <li>• Simulation</li> </ul>	<ul style="list-style-type: none"> <li>• Think - pair - share</li> <li>• Think - write - share</li> <li>• Application exercises</li> <li>• Practice exercises</li> </ul>
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## Task 3: Length of Session

ACPE credit is given in 15 minutes increments only. ACPE no longer allows partial attendance; in order to claim CE, an attendee must stay for the entire duration of the learning presentation. Live presentations must be 60 minutes total. Please reach out to [info@pswi.org](mailto:info@pswi.org) with questions about program length.

### How long is your proposed presentation?

- 45 minutes
- 1 hour
- 1 hour 15 minutes
- 1 hour 30 minutes

## Task 4: Presentation and AV Needs

PSW will provide all speakers with a podium, podium microphone, laptop with pre-loaded presentation, screen, projector, and slide advancer with small laser pointer (for live presentations only. Pre-recorded presentations will be self-recorded).

Please let us know what you will need in addition to the above (examples: lapel microphone, video/sound capabilities).

## Task 5: Additional Co-Presenters & Expertise/Qualifications Related to Topic Content

ACPE and PSW require each speaker to complete a [financial disclosure form](#). Click [here](#) to access additional disclosure forms for subsequent speakers. Please provide all forms when submitting the request.

### Proposed Presenter 1 (Submitter) – Information submitted above on page 1

Expertise and qualification in the topic(s) you are proposing. Resume/CV may be requested, if needed.

## Proposed Presenter 2 (Optional)

*Name:		*Degrees/Credentials:	
*Prefix/Salutation (Mr. Ms. Dr.):		Preferred Pronoun (he/she/they):	
*Employer/Organization:			
*Position Title:			
*Employer/Organization Street Address:			
Bldg/Suite:	City:	State:	Zip/Postal Code:
Phone:		Email:	
Expertise & qualifications in the topic(s) you are proposing (Resume/CV may be requested, if needed):			

### Submission Confirmation:

I confirm that the included information is factual, and confirm my desire to share my knowledge with the membership of PSW:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for your submission, the PSW Educational Programming Advisory Committee (EPAC) will review your submission and request. A member of PSW or the Educational Programming Advisory Committee will be in contact soon to provide next steps. Should you have any questions or concerns, please reach out to [info@pswi.org](mailto:info@pswi.org).

