



Extension Services in Pharmacy
 School of Pharmacy
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www.pharmacy.wisc.edu/esp

(3-27-06)

**GUIDELINES FOR CO-OPERATIVE EDUCATIONAL SPONSORSHIP WITH
 EXTENSION SERVICES IN PHARMACY (ESP)**

Part 1 – Please complete all of part one and submit to ESP for evaluation for possible accreditation.

1. Program Information

a. Needs assessment (program rationale/description)

b. Learning objectives (Must be specific and measurable, e.g., “At the completion of the program, the participant should be able to:”).
 Examples of measurable action words include: prioritize, analyze, create, discuss, construct, articulate, describe, apply, assess, evaluate, identify, develop, define, list, formulate, interpret, distinguish, etc.

c. Target audience

d. Faculty (including credentials)

e. Schedule (to illustrate length, in hours of educational portions of the program as distinguished from non-educational such as breaks, meals, social events, etc.)

f. Program format

- Live
- Enduring
- Both live and enduring

g. Program date(s)

h. Program location (city/state plus specific meeting site)

i. Program co-sponsors (e.g., medical education company; pharmaceutical company; etc.)

i. Contact person

ii. Contact information to include mailing address, phone, fax, email

j. Funding Source

Part 2 – Copies of the following will be required following approval for accreditation and must be submitted in a timely fashion as program planning, development continues

1. Detailed Faculty Information
 - a. CV/biographical sketch
 - b. Signed faculty disclosure (template to be provided by Extension Services in Pharmacy)
 - c. Correspondence with faculty
 - i. Pre-meeting
 1. Invitation to participate with guidelines/expectations
 2. Confirmation letters
 - ii. Post-meeting
 1. Letter of thanks
 2. Copies of evaluation results
2. Marketing/Promotional Materials (review/approval by Extension Services in Pharmacy is required)
 - a. Save the date
 - b. Promotional brochures, websites
 - c. Signage
3. On-site Meeting Materials (review/approval by ESP is required)
 - a. Handout materials
 - b. Slide presentations
 - c. Program evaluation
4. Budget
 - a. Copy of program budget
 - b. Procedure whereby Extension Services in Pharmacy will be paid for services provided must be determined/agreed upon, i.e., will grant funds from entire project be paid to ESP by the sponsor as a “pass-through” to the medical education company (minus the accreditation fees to ESP), or will ESP receive its accreditation fees as a direct payment from the medical education company
5. Co-sponsorship Agreement/Letter of Agreement (to be initiated by ESP based on information provided in steps 1 through 5)

For further information and /or to submit this document for consideration by ESP, contact:

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