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**CE Announcement**

Title – “When every candidate is “the best student I ever had”: Improving letters of recommendation”

Date and Time of CE Activity – November 17, 2021

Location, including city and state –Live Webcast

Overview – Letters of recommendations serve a critical role in the hiring process, but both authoring and reviewing can be a daunting task for preceptors, hiring managers and residency program directors alike. For positions that receive a large number of applications, reviewing and evaluating each recommendation is challenging. Although writers want to display candidates in the best light, when the majority of applicants are rated as “exceeds” on almost every category, determining who should be offered an interview remains challenging. How can preceptors give honest evaluations without hurting an applicant’s chances? The purpose of this knowledge-based activity is to discuss approaches to writing successful letters of recommendations/evaluations and assist pharmacist preceptors in the evaluation and recommendation process.

Goal – To educate pharmacy preceptors for best practices for writing letters of recommendation

Target Audience – This activity is primarily intended for pharmacists from all practice settings. No prerequisites required.

Learning Objectives – The University of Tennessee College of Pharmacy takes responsibility for the content, quality, and scientific integrity of this CPE activity.

Following completion of this activity, the participant (pharmacist) should be able to:

1. Review components of the PhORCAS residency evaluation form
2. List key components of successful letters of recommendation
3. Discuss best practices of writing successful evaluations or letter of recommendation
4. Discuss strategies for highlighting candidate attributes, while offering honest evaluations

 Continuing Education Information – The University of Tennessee College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education. Successful completion of this knowledge-based activity will provide a statement for 1.5 contact hour of credit (0.15 CEU) and will be available within 30 days of activity completion. Successfully completing the activity and receiving credit includes: 1) reading the learning objectives and faculty disclosures; 2) participating in the educational activity; 3) evaluating the activity; and, 4) completing all self-assessment instruments and CE credit submission form. UAN: 0064-0000-21-093-L04-P. CE credit will be submitted to the NABP CPE monitor within 30 days. *It is recommended that you check your NABP CPE Monitor e-profile database 30 days after the completion of any CE activity to ensure that your credits are posted.*

NABP e-PROFILE ID NUMBER: Pharmacists with questions regarding their NABP e-Profile or CPE Monitor should refer to the FAQ section on the NABP website: https://nabp.pharmacy/cpe-monitor-service/cpe-monitor- faqs/. To receive credit for your participation in this activity, all pharmacists must include their **CORRECT** NABP e-Profile ID number, along with their month and date of birth. If incorrect information is provided, this will result in “rejected” status from the CPE Monitor. *It is the responsibility of the participant to notify The University of Tennessee (within the 60 day submission timeframe) of their corrected information. Otherwise, the completed CE will not be accepted by the CPE Monitor.*

*Please allow up to 30 days for your credit to appear on CPE Monitor.*

Type of Activity: Knowledge

Fee Information: There is no fee for this educational activity.

Full Disclosure Policy Affecting CPE Activities – As an accredited provider by the Accreditation Council for Pharmacy Education (ACPE), it is the policy of The University of Tennessee College of Pharmacy to require the disclosure of the existence of any significant financial interest or any other relationship a faculty member or a sponsor has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation. The Course Director and Participating Faculty reported the following:

Participating Faculty: Dr. Joe Swanson, Dr. Chris Wood, Dr. Kelli Rumbaugh, Dr. Leslie Hamilton

Relevant financial disclosures: None

How to earn credit – Participants must complete the activity as described above in the Credit Designation Statement.

In accordance with ACPE Criteria for Quality, the audience is advised that authors in this CPE activity may include reference(s) to unlabeled, unapproved, or investigational uses of therapeutic agents or biomedical devices. The presenters will inform the learner when they discuss or reference an unapproved, unlabeled, or investigational use of a therapeutic agent or biomedical device.

Disclaimer Statement – The opinions and recommendations expressed by faculty and other experts whose input is included in this activity are their own. This activity is produced for educational purposes only. Use of The University of Tennessee College of Pharmacy name implies review of educational format, design, and approach. Please review the complete prescribing information of specific drugs or combinations of drugs, including indications, contraindications, warnings, and adverse effects, before administering pharmacologic therapy to patients.

Grievance Policy – A participant, provider, faculty member, or other individual wanting to file a grievance with respect to any aspect of an activity provided or co-provided by The University of Tennessee College of Pharmacy may contact the Director of Continuing Professional Development at jwheele4@uthsc.edu. The grievance will be reviewed and a response will be returned within 45 days of receiving the written statement. If not satisfied, an appeal to the Dean of the College of Pharmacy can be made for a second level review.

Activity – The following is an educational activity designed to help you gauge your basic knowledge of the topic and then direct you to areas you may need to focus on. It consists of an introduction, activity, and self-assessment via cases.

Schedule:

Activity Overview and Goals

Presentation

Self-Assessment Activities

Discussion and Questions