

Thank You!

We would like to thank you for serving as a COPE Reviewer. We realize that your time is very valuable and we really appreciate your contributions to this important program.

REMINDER!

Please review all standard courses that are sent to you within 7 days of receiving them. If you are unable to review a course in that time period just let us know and we'll send it to another reviewer. Thanks!

Send Us Your Questions

If you have questions you want to ask or information you would like to share with other reviewers, please send them to Anita Matthews at amatthews@arbo.org for inclusion in an upcoming issue.

COPE Expands On-Site Review Program

The COPE Committee has recently redesigned the on-site review program and we invite all COPE Reviewers who have completed the two new online training modules to perform on-site reviews of COPE courses. The goal of the on-site review program is to obtain objective information that can be used by the COPE Committee and ARBO staff to determine compliance with the COPE guidelines. This is an important element in COPE's ongoing effort to assure optometric CE with the highest integrity that is free from commercial bias for our Member Boards.

We ask that you conduct on-site reviews of courses being held at all the CE meetings you are planning to attend. If you are seeking CE credit for attending a course, you will have to register and pay for the course as any other participant would. You may conduct a review of as many or as few courses as you wish. Feedback from even one course is helpful, whether positive or negative. Your evaluation and comments are of great value to COPE.

We have designed the on-site review program to be as quick and easy as possible. To perform an on-site review, simply login to the COPE Reviewer section of our website and enter the COPE ID number of the course you are going to attend. Choose the event where the course is being presented and download the review forms to take with you. You will be asked to complete two separate assessments: an evaluation of the administration of the meeting, and an evaluation of the selected courses.

After you have completed your on-site review, you can log back in to the website and enter the results of your review, or fax the completed forms to our office. You should remain anonymous when performing an on-site review. Please do not share your evaluation with the CE Administrator or the instructor. We encourage you to make your own judgments about the course and not to seek feedback from other attendees. If you have any questions about the on-site review program, feel free to call our office at 704.970.2710 or 866.869.6852.

Reminder: Training Modules Must be Completed by Dec. 31

Two new online training modules have been developed for COPE Reviewers to complete before the end of 2010. Instructions on how to access the training modules were sent to you in an email. Module V is on the COPE Standards for Commercial Support (SCS). 2010 has been a training period for the SCS and full compliance will be required as of January 1, 2011. Module V gives more information on the changes that are taking place as a result of

the SCS. Module VI is on the On-Site Review Program. We are expanding this program and we want to encourage all COPE reviewers to perform an on-site review of every course you attend. All COPE Reviewers must complete the new training modules by December 31, 2010 in order to continue to review courses. We value your service and the new modules were created to keep you up to date on changes in the COPE review process.

COPE Committee:

- Jill Martinson-Redekopp, ND, Chair
- Douglas Ayre, KS
- Larry Barger, OH
- Bruce Rakusin, MA
- Robert Smalling, AR
- Jack Zarybnisky, ID
- Jerry Richt, TN, Board Liaison



Going on Vacation?

If you're going on vacation, or going to be unavailable for more than a few days, please send an email to Anita Matthews at amatthews@arbo.org so she doesn't send you any courses to review while you're away.



ARBO Staff:

- Lisa Fennell, Managing Director
- Tony Mancuso, Web Developer
- Anita Matthews, Program Manager/COPE Administrator
- Jacqueline Nette, Program Coordinator
- Donna Delay, Program Administrator
- Ron Cassel, Finance Manager

Things to remember when reviewing courses...

- **When to reject and when to mark provisional?** If the course can be approved with minor adjustments mark the course provisional. If the content is not appropriate for COPE-qualified CE, mark it rejected.
- **Remember to be aware of timelines.** Generally we would like standard courses reviewed within 7 days and urgent courses within 2 business days. If you are unable to meet these timelines please let Anita Matthews know as soon as possible.
- **Please be specific and constructive when filling out the evaluation form.** Comments like, "I will accept if course category is changed to AS" are great. Comments like, "Category needs to be changed" are too vague and can make the process frustrating for the submitter and the office staff.
- **Outline/slide requirements:** Keep in mind that COPE requires 1½ to 2 pages of outline per credit hour or a minimum 10 Power Point slides per credit hour. The outline should have enough information to be able to serve as a stand-alone reference for course participants after the course.
- **Please pay close attention to "Financial Disclosures".** If you suspect there is something not being disclosed, mark the course provisional and let the office know.
- **COPE does not accept observation courses.**
- **Problems opening attachments:** If you receive a course and you can't open or download the documents, mark the course provisional and state that you are unable to open or download the documents.
- **Please pay close attention to the format.** Make sure the format matches the type of information needed. For example: if the course is multimedia, the course should have a test and answer key along with a letter from the sponsoring school.
- **Signed instructor acknowledgement:** Make sure the Instructor Acknowledgement Form is attached if the course is submitted by anyone other than the Principal Instructor. *Note:* Co-instructors do not need to sign an acknowledgement form.

Meet the new COPE Administrator

Hello, my name is Anita Matthews and I have recently taken over the role of COPE Administrator. I have been with ARBO for the past two years and I am pretty familiar with most of you. I am very excited about my new role and even more excited about working with such great reviewers!

Some of you may have already received a reminder email from me regarding outstanding course reviews. I understand how busy you all are and that things can sometimes get missed. This is why I have implemented the reminder email to help me stay on top of courses that are outstanding. If at any time you can't review a course for any reason or if you have any questions or concerns please don't hesitate to contact me at 704-970-2772 or amatthews@arbo.org. I look forward to working with each and every one of you!

COPE is a Program of the Association of Regulatory Boards of Optometry
 200 South College Street, Suite 1630, Charlotte, NC 28202
 Ph: 704-970-2710 Toll Free: 866-869-6852 Fax: 704-970-2720
 Website: www.arbo.org Email: arbo@arbo.org