

**THE AMERICAN BOARD OF CARDIOVASCULAR PERFUSION
PROFESSIONAL ACTIVITY REPORT**

Instructions for filing: Read carefully before filling out report.

- I** The entire Professional Activity Report must be typed or printed legibly. Computer processing of the Professional Activity Report is acceptable, providing the format of the computer generated report follows that of the enclosed form, including:
- | | |
|---------------------------------------|--|
| 1. Date (Month/Day/Year) | 3. Meeting, Location, Presentation topic, etc. |
| 2. Type (using appropriate type code) | 4. CEUs |
- II** Certified Clinical Perfusionists are required to file a Professional Activity Report for Recertification with the American Board of Cardiovascular Perfusion every three (3) years.
- A.** The Professional Activity Report covers only those professional activities completed during the period from July 1 of the certification/recertification year through June 30 of the reporting year.
- B.** Each Certified Clinical Perfusionist must acquire 45 CEUs during the three-year period covered by the Professional Activity Report.
- C.** Category I - Perfusion meetings - For approved perfusion meetings, an official document from the meeting sponsor documenting attendance and the number of hours received must be retained.
- ◆ Perfusion publications must have complete reference of book or article (authors, title, journal and date/volume of journal).
 - ◆ Perfusion presentations must have copy of program agenda.
 - ◆ Participation in ABCP Knowledge Base Survey will be kept by the ABCP [will not require additional documentation].
 - ◆ ABCP approved Self-Directed Continuing Education (SDCE) must have an official document from the sponsor documenting successful completion of the required post-test [minimum score 80%] and stating number of CEUs awarded.
- D.** CATEGORY II – Non -Approved Perfusion Meetings and Other Medical Meetings
- ◆ International, National, Regional, State or Local Perfusion Meeting Limit 15 per meeting - 3-year no limit
 - ◆ International, National, Regional or State Medical Meeting Limit 15 per meeting - 3-year no limit
 - ◆ Medical Meeting or Perfusion Meeting not accessible to all perfusionists (Manufacturer-specific or Company Sponsored Educational Events) Limit 5 per meeting 10 CEU limit for 3-year period
 - ◆ All Other Medical Meetings (e.g. Hospital-Based Grand Rounds, Inservices, M&M, Cath Conferences, etc.) Limit 5 per meeting, 10 CEU limit for 3-year period.
 - ◆ Advanced Cardiac Life Support (ACLS)
- Certificates or letters of attendance are required as documentation for all meetings reported.
- E.** Category III - Individual Education and Other Self-Study Activities
- ◆ Clinical and didactic instructors in accredited programs must provide a letter of confirmation of their status from the Program Director. For didactic instructors, course title and contact hours must be documented by Program Director.
 - ◆ Participation in an ABCP Workshop or Examination Development Meeting will be kept by the ABCP [will not require additional documentation].
 - ◆ All Self Learning Activities will require completion of the Category III Activity Report Form.
- III** It is the responsibility of the Certified Clinical Perfusionist to list the correct CEU value(s) for each activity. Failure to do so may result in delay of recertification. (Consult "CEUs" list and Appendix 1 of the ABCP Booklet of Information)
- IV** The Ethical Standards of the American Board of Cardiovascular Perfusion MUST be signed and dated, and returned with this report. Failure to do so may result in delay of recertification.
- V** The annual filing fee of \$100.00 (US) MUST be enclosed with this report. The fee may be remitted in the form of either a personal check, bank draft or money order made payable to the American Board of Cardiovascular Perfusion. If you reside outside the United States, be sure the fee is made payable in US dollars. The \$100.00 filing fee covers the submission of both the Professional and Clinical Activity Recertification Reports on the three year cycle.
- VI** The deadline for mailing your report is midnight, August 1st of the reporting year.
- VII** Send the reports including the Clinical Activity Report, the Professional Activity Report, the Ethical Standards of the American Board of Cardiovascular Perfusion, and the filing fee (\$100.00) by Certified Mail, Return Receipt Requested to the following address:

American Board of Cardiovascular Perfusion
207 North 25th Avenue
Hattiesburg, Mississippi 39401

All documentation must be retained by the CCP. A random audit will be conducted from current Professional Activity Reports submitted by CCPs. Upon audit, all documentation must be submitted to the National Office of the American Board of Cardiovascular Perfusion.

The American Board of Cardiovascular Perfusion

PROFESSIONAL ACTIVITY REPORT

Mail to: THE AMERICAN BOARD OF CARDIOVASCULAR PERFUSION
207 NORTH 25TH AVENUE
HATTIESBURG, MS 39401 Phone 601-582-2227

Send report and \$100.00 fee by Certified mail (return receipt requested). Deadline for mailing of report is August 1 of the reporting year.

Name: Mr. Ms. _____ SSN _____

Address: _____

_____ Email: _____

Phone: _____ ABCP ID No: _____

If this is a new address, please check here.

Employer: _____

Address: _____

Phone: _____

FOR OFFICE USE ONLY

Fee _____

Number _____

Checked _____

Validated _____

PAR CEUs _____

CAR Cases _____

By _____

I certify that all information submitted in this report is correct. I understand that any misrepresentation will result in revocation of my certification as a Certified Clinical Perfusionist.

*Signature

Date

***Additional SIGNATURE REQUIRED for Ethical Standards of ABCP (BACK OF PAGE).**

NOTE: Inaccurate or incomplete forms will be returned and recertification will be withheld until such time as a complete and correct report has been filed.

Ethical Standards of The American Board of Cardiovascular Perfusion

The American Board of Cardiovascular Perfusion (ABCP) is dedicated to the provision of safe, competent medical care for any and all patients. To that end, the ABCP administers certification examinations and monitors recertification, and therefore requires those participating in these credentialing processes to ascribe to the following ethical standards.

- I. The Certified Clinical Perfusionist (CCP) (or candidate for certification), hereinafter, referred to as "individual," complies and will comply with all existing and future rules, regulations and standards of the ABCP and will bear responsibility for demonstrating compliance with same. The individual is eligible to apply for certification/recertification **only** when in compliance with **all** ABCP rules, regulations and standards.

The ABCP may deny, revoke, suspend or otherwise act upon certification or recertification where an individual is not in compliance with ABCP rules, regulations or standards.

- II. The individual who willfully fails to promote the safety and welfare of the public, whether through negligent acts, acts of omission or through misrepresentation shall be considered to be not in compliance with these ethical standards.
- III. The individual convicted of, or pleading guilty to, a felony directly related to public health or the provision of safe, competent medical care shall be considered ineligible to apply for certification/recertification for a period of one year from the exhaustion of the appeals proceeds or release from confinement, whichever is later.

Felony convictions considered for this standard include, but are not limited to, fraud, violence, rape, sexual abuse of a patient or child, or misuse of controlled substances.

- IV. The individual may not use or reproduce, in any manner or fashion, any certification examination materials, or contents thereof, documents, recertification materials, certificates, logos, abbreviations, or emblems recognized as the exclusive property of the ABCP without the expressed, written consent of the ABCP.
- V. The individual shall immediately relinquish, refrain from using, and correct at the individual's expense any outdated or otherwise inaccurate use of any ABCP certificate, title, logo, emblem, the ABCP name, and/or related abbreviations in the case of limitation, revocation or resignation from the ABCP, or as otherwise directed by the ABCP.

The ABCP shall be entitled to obtain injunctive relief, damages and costs, and attorney's fees incurred in obtaining such relief in the event that said individual refuses, when requested, to immediately relinquish or refrain from using any ABCP certificate, title, logo, emblem, the ABCP name, and/or related abbreviations.

- VI. The individual shall not willfully misuse any title or membership in **any** professional organization or community.
- VII. The individual shall not be under suspension, revocation or disciplinary action by **any** licensing board or credentialing agency.
- VIII. The individual shall have had **no** unauthorized possession of, use of, or access to any examination documents or materials **nor** shall the individual receive any unauthorized assistance during the conduction of any portion of the certification examinations. The individual shall not subsequently divulge information gained from his/her examination experience for personal or financial gain.
- IX. The individual shall not make any material misrepresentation of fact during application for certification/recertification.
- X. The individual shall report possible violations of these Ethical Standards in writing to the Executive Director of the ABCP.

This report should include information regarding the identity of the person(s) involved in the alleged misconduct with as much specific detail and documentation as possible. The identity of the person making the report must be made known as well as others with knowledge of the facts and circumstances surrounding the alleged misconduct.

As an applicant for certification, I have read, understand, and hereby ascribe to the principles in these Ethical Standards.

Signature

Date

**THE AMERICAN BOARD OF CARDIOVASCULAR PERFUSION
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CATEGORY I: ABCP Approved Perfusion Meetings and Related Activity

Attendance at International (IP), National (NP), Regional (RP), State (SP), or Local (LP) Perfusion Meeting

(15 CEUs MINIMUM from Category I: 1 CEU per 50 Contact Minutes: No Maximum Individual Meeting)

Presentation of a Talk at International, National, Regional, or State Perfusion Meeting

(5 CEUs per Presentation, Limit 10 CEUs)

Poster or Other Presentation at International, National, Regional, or State Perfusion Meeting

(2 CEUs per Presentation, Limit 6 CEUs)

Date-M/D/Y	TYPE	MEETING	LOCATION	CEUs

Publication of Perfusion-Related Book, Chapter, or Article in a Scientific Journal

(5 CEUs per Publication, Limit 10 CEUs)

JOURNAL	Vol, Issue	TITLE	PAGES	CEUs

Related Activities

Self-Directed Continuing Education (SDCE) (No maximum, Limit 10 CEUs)

Participation in ABCP Knowledge Base Survey (2 CEUs per Survey, Limit 2 CEUs)

□□□□-□/□/□	TYPE	TITLE	LOCATION	CEUs

CATEGORY II: Non-ABCP Approved Perfusion and Other Medical Meetings

Attendance at International (IP), National (NP), Regional (RP), State (SP), or Local (LP) Perfusion Meeting,

Other Medical Meeting (MM)

(1 CEU per 50 Contact Minutes; 15 CEUs per Meeting; No Limit)

□□□□-□/□/□	TYPE	MEETING	LOCATION	CEUs

Category II Continued on next page

**THE AMERICAN BOARD OF CARDIOVASCULAR PERFUSION
PROFESSIONAL ACTIVITY REPORT
CATEGORY II: Non-ABCP Approved Perfusion and Other Medical Meetings
Meetings not accessible to all perfusionists**

Manufacturer Specific or Company Sponsored Educational Events (5 CEUs per meeting, 10 CEUs)
Hospital-Based Grand Rounds, Inservices, M&M, Cath Conferences, etc.(5 CEUs per meeting, 10 CEUs)
Advanced Clinical Life Support (ACLS) (Limit 10 per class; limit 15 CEUs)

Date-M/D/Y	TYPE	MEETING	LOCATION	CEU'S

CATEGORY III: Individual Education and Other Self-Study Activities

Clinical Instructor(C) in an Accredited Perfusion Training Program (2 CEUs per Year; Limit 6 CEUs)
Didactic Instructor (D) in an Accredited Perfusion Training Program (1 CEU per Contact Hour; Limit 6 CEUs)
AC-PE Site Visitors' Workshop or AC-PE Site Visit (5 CEUs per AC-PE Event, Limit 10 CEUs)

DATE-Years	NAME OF PERFUSION PROGRAM	LOCATION		CEUs
			Clinical	
			Didactic	
			AC - PE	

**Self-Study Activities, ABCP Examination Development Workshop, Presentation at Non-Approved Meeting
(*A Separate CATEGORY III ACTIVITY REVIEW FORM Must be Retained for Each Activity)**

DATE-Mo/Da/Yr	SELF-STUDY ACTIVITY		CEUs
	ABCP Exam Development Workshop Or Survey (2 each; limit 6 CEUs)		
	Presentation at Non-Approved Meeting* (1 each; limit 3 CEUs)		

Self Learning Activities

(Self-Study: 1 CEU per Activity; Limit 15 CEUs)

DATE-Year	ACTIVITIES		CEUs
	Audiovisual Devices/Electronic Forums*		
	Scientific Journal Articles* (1 CEU per article)		
	Journal Club Sessions*		
	Degree oriented professionally related coursework (1 CEU per credit hour)		
	Self-Study Modules (Certificate of completion)		

Recap of CEUs Reported

(Minimum Total 45 CEUs)

Total Category I & II Activities Page 1	Retain all Activity Review Forms in your files.		_____CEUs
Total Category II & III Activities Page 2	Retain all certificates and documentation in your files. Minimum 15 CEUs from Category I		_____CEUs
Total All Categories		Total	_____CEUs

CATEGORY III ACTIVITY REVIEW REPORT DIRECTIONS

- ◆ ALL REPORTS MUST HAVE COMPLETE REVIEWER INFORMATION.
- ◆ ALL REPORTS MUST HAVE COMPLETE ACTIVITY REFERENCE INFORMATION. This information should allow the ABCP to find and retrieve this material for review.
- ◆ ACTIVITY REVIEWS MUST INCLUDE:
 - A description of the type of Program/Presentation/Article
 - A review of the material presented/reviewed
 - A review of the results
 - A review of the conclusions
 - A statement by the reviewer about the clinical relevance of this study to their clinical practice
 - The reviewer's signature
- ◆ THE REVIEW MUST BE TYPED, COMPUTER PROCESSED, OR PRINTED LEGIBLY.
- ◆ THIS FORM MAY BE DOWNLOADED FROM THE AMERICAN BOARD WEB SITE AT **WWW.ABCP.ORG**.

All documentation must be retained by the CCP. A random audit will be conducted from current *Professional Activity Reports* submitted by CCPs. Upon audit, all documentation must be submitted to the National Office of the American Board of Cardiovascular Perfusion.