

<b>TITLE</b>	<b>EEH ACME PROGRAM: ACCREDITED CONTINUING MEDICAL EDUCATION ENDURING MATERIALS POLICY</b>
<b>PURPOSE</b>	<ol style="list-style-type: none"><li>1) To set forth the policy for Enduring Materials by Edward-Elmhurst Health's Accredited Continuing Medical Education Program ("ACME Program").</li><li>2) To comply with the Illinois State Medical Society (ISMS) and the Accreditation Council for Continuing Medical Education (ACCME) criterion.</li></ol>
<b>APPLICABILITY</b>	Edward-Elmhurst Health
<b>POLICY STATEMENT(S)</b>	The Edward-Elmhurst Health Accredited CME Program shall only provide and award continuing medical education credit for educational activities that: (i) follow the procedures outlined in this policy; and (ii) are approved by the Program & Education Committee; and/or the Chair of the Program & Education Committee; and/or the majority members of the Program & Education Committee. Any activity that fails to comply with the approved standards will be suspended from receiving <i>AMA PRA Category 1 Credit™</i> and held to corrective action. If no corrective action is taken, credit is suspended indefinitely, and the activity planner(s) is not permitted to apply for <i>AMA PRA Category 1 Credit™</i> in the future.
<b>DEI STATEMENT(S)</b>	Edward-Elmhurst Health as an institution, and the Accredited CME Program as its supporter, is fighting systemic racism, institutionalized biases, and healthcare inequities. To build a more diverse healthcare community and reduce disparities and injustices in the medical profession, the ACME Program asks that speaker(s), content authors, planners, and others involved in Accredited CME activities are representative of all races, ethnicities, genders, gender identities, sexual orientations, generations, backgrounds. Additionally, the material should be carefully reviewed to reflect linguistically appropriate content, narratives developed with an equitable lens and key terms and concepts used in the context of health equity. When appropriate, conversations on how health equity and DEI+J impact the educational topic should be included.
<b>DEFINITION(S)</b>	<ul style="list-style-type: none"><li>• Accredited CME Activity: An activity sponsored by the Edward-Elmhurst Health ACME Department (20-8681) designated for a specified amount of <i>AMA PRA Category 1 credit™</i>.</li><li>• Planner(s): An individual or group of individuals involved in the planning process and implementation, facilitation, or moderation of an accredited CME.</li><li>• Speaker(s): An individual or group of individuals presenting, speaking, or delivering content at an accredited CME Activity.</li><li>• Enduring Material: Enduring material is a non-live accredited CME activity that endures, or lasts, over time. This includes print, audio, video, and internet material such as podcasts, archived webinars, and other web-based activities. When using enduring material, the learning experience for the participant does not have a specific time or location. The participant determines where and when the activity is completed.</li></ul>

## PROCEDURE

- I. Edward-Elmhurst Health's Enduring Materials must be consistent with EEH's Accredited CME Program's Mission and must adhere to all ACCME/ISMS criteria and policies, AMA-accredited CME requirements, and EEH's Accredited CME Program policies and procedures.
- II. All required CME information must be communicated to the learner prior to the learner beginning the Enduring Material activity. The specific information required to be communicated to learners for enduring materials needs to be clearly marked, accessible, and useful for learners and include the following:
  - Target audience and statement of need
  - Learning objectives
  - Activity faculty and their credentials
  - Accreditation and designation statements
  - Identification, mitigation, and disclosure of relevant financial relationships of all individuals involved in the accredited CME activity.
  - Medium or combination of media used to deliver the Enduring Material
  - Clear instructions to the learner on how to successfully complete the activity
  - Hardware and/or software requirements (if applicable)
  - Estimated time to completion (consistent with the credit designation statement)
  - Dates of the original release and most recent review or update (if applicable)
  - Termination or expiration date (when enduring material is no longer approved for credit)
  - Post-test or other measurement of learner achievement including communication to learners of the minimum necessary performance level to successfully complete the activity to obtain *AMA PRA Category 1 Credit™*
  - A contact mechanism for the learner(s) to request technical assistance and to ask questions about the enduring material.In addition, internet CME activities must adhere to the following requirements:
  - EEH sponsored Internet accredited CME activities shall only appear on websites approved by the ACME Department and the Program & Education Committee. EEH-sponsored internet-accredited CME activities may not be posted on or linked to ineligible organizations' websites.
  - EEH Sponsored Internet accredited CME activities must have, adhere to, and inform the learner about EEH's privacy policy.
- III. EEH's ACME Department and the Program & Education Committee prohibit advertising of any type within the educational content of the accredited CME enduring materials including, but not limited to, banner ads, subliminal ads, and pop-ups.
- IV. Ineligible companies may not distribute EEH's accredited CME enduring material to learners.
- V. EEH's accredited CME Program does not credit enduring material for more than two years. The credited period is based on the course content and the likelihood that it may become outdated due to new developments. A review of enduring

- material is required prior to two years based on new scientific developments.
- VI. Enduring materials may be renewed prior to, or upon credit expiration, after a review of content to determine if the content is up-to-date and accurate. When enduring material is re-released, the new review date with the original release date and new termination date must be included.
  - VII. Each enduring material activity must provide an assessment that measures the learner's achievement of the accredited activity's educational objectives that includes an established minimum performance level to receive credit. Examples include patient management case studies, a post-test and/or application of new concepts in response to simulated problems. (These are AMA requirements to award *AMA PRA Category 1 Credit™*)
  - VIII. Evaluation tools must be utilized to measure changes in competence, performance in practice, and/or patient outcomes, and to assess if commercial bias is present.
  - IX. EEH's Accredited CME Department tracks learner participation with an online completion mechanism and can run reports.
  - X. Learners must be provided with appropriate bibliographic/reference resources to allow for further study.
  - XI. EEH's ACME Department must review and approve all enduring material prior to its release. The official release and expiration dates are established by the ACME Department and inserted into the final Enduring material online.
  - XII. EEH's CME Department must be able to document that it owns the copyright © for, or has received permission for use of, or is otherwise permitted to use copyrighted © materials within an enduring material.
  - XIII. An enduring material may be developed from a live accredited CME activity. The ACCME/ISMS considers these to be two separate activities (one live and one enduring) that require two separate applications. Both activities and applications must comply with all ACCME/ISMS requirements, and the enduring material activity must comply with all ACCME/ISMS criteria, AMA-accredited CME requirements, and EEH's CME Program policies that specifically relate to enduring material.
  - XIV. At least one copy of the original enduring material, and if applicable one copy of each subsequent renewal, must be provided to the ACME Department for compliance purposes and/or file audits during reaccreditation site visits. If the enduring material is internet-based, an electronic copy of the activity must be made available for a period of six (6) years.

#### CROSS REFERENCE(S)

- CME Process & Instructions

Revised: 09/10/2020, 08/31/2022