

TITLE	EEH ACME PROGRAM: DEVELOPMENT AND IMPLEMENTATION OF CONTINUING MEDICAL EDUCATION ACTIVITIES POLICY
PURPOSE	<ol style="list-style-type: none">1) To set forth the procedures to follow when developing accredited continuing medical education activities that are sponsored by Edward-Elmhurst Health's Accredited Continuing Medical Education Program ("ACME Program").2) To comply with the Illinois State Medical Society (ISMS) and the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education.
APPLICABILITY	Edward-Elmhurst Health
POLICY STATEMENT(S)	<p>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. Edward-Elmhurst Health is responsible for (1) presenting learners with only accurate, balanced, scientifically justified recommendations, and (2) protecting learners from promotion, marketing, and commercial bias. The solicitation and acceptance of commercial support for the ACME Program is conducted in accordance with this policy and the ACCME Standards for Integrity and Independence in Accredited Continuing Education</p>
DEI STATEMENT(S)	<p>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.</p>
DEFINITION(S)	<ul style="list-style-type: none">• Accredited CME Activity: An activity sponsored by Edward-Elmhurst Health ACME Department (8681) that is designated for a specified amount of <i>AMA PRA Category 1 credit™</i>.• Planner(s): An individual or group of individuals involved in the planning process and implementation, facilitation, or moderation of an accredited CME activity.

- Speaker(s): An individual or group of individuals presenting, speaking, or delivering content at an accredited CME Activity.
- Eligible Organizations: by ACCME definition, eligible organizations are those whose mission and function are: (1) providing clinical services directly to patients; or (2) the education of healthcare professionals; or (3) serving as fiduciary to patients, the public, or population health; and other organizations that are not otherwise ineligible. Examples of eligible organizations can be found [here](#).

Ineligible Organizations: by ACCME definition an ineligible organization is one whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of eligible organizations can be found [here](#).

PROCEDURE

- I. Accredited Continuing Medical Education (ACME) Activity.
The content of the Accredited CME activity provided by EEH is educational and serves to maintain, develop, or increase the knowledge, skills, professional performance, and relationships a physician uses to provide services for patients, the public, or the profession. The ACME activity must represent that body of knowledge and skill generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of healthcare to the public. It must be scientifically sound and based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported, or used in Accredited CME in support or justification of patient care recommendations must conform to the generally accepted standards of experimental design, data collection and analysis. Activities are not eligible for credit if they promote recommendations, treatment, or manners of practicing medicine that are not within the definition of Accredited CME or known to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients. An activity that is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for credit. When physicians participate in continuing education activities that are not directly related to their professional work, these do not fall within the ACCME definition of Accredited CME content. Although they may be worthwhile for physicians, continuing education activities related to a physician's nonprofessional educational needs or interests, such as personal financial planning or appreciation of literature or music, are not considered Accredited CME content by the ACCME. Examples of topics that are included in the ACCME definition of Accredited CME content include:
 - Management, for physicians responsible for managing a healthcare facility.
 - Educational methodology, for physicians teaching in a medical school.
 - Practice management, for physicians interested in providing better service to patients.
 - Coding and reimbursement in a medical practice

(Verbiage taken from the ACCME Website)

- II. Identifying Need/Practice Gap. A need or practice gap for an educational activity may be discovered as follows:
- A. Evaluation of previous Accredited CME Activities identifies a need for further information.
 - B. A formal request is made from a committee, council, or board within the health system.
 - C. A new program, technique, or medical need arises for which members should be educated.
 - D. A survey of the prospective audience identifies a need.
 - E. Quality Assurance, Utilization Review, or Morbidity & Mortality data identifies a need.
 - F. Clinical data, journal articles, or informal discussions based on reliable medical information; or
 - G. A practice gap is recognized.
- III. Submission of Application for Accredited CME Activity. Once a gap or need for an educational activity is identified, a formal request for credit shall be made to the Medical Staff Program & Education Committee through the submission of an online Application to the Accredited Continuing Medical Education Department. The ACME application shall state the need or practice gap, the targeted audience, the learning objectives, any collaborative efforts, cultural competency, any budget information, and the learning and evaluation methods of the educational activity beyond the standard online evaluation. This application must be filled out in its entirety and submitted online with any required corresponding documentation to be reviewed.

Suggested speakers and/or dates for the educational activity must also be submitted on the ACME application prior to submission. The suggested speaker(s), planner(s), and anyone involved in the planning, preparation, or dissemination of the content of an educational activity are required to disclose any financial interest/arrangement or affiliation with any ineligible companies as defined by the ACCME in accordance with the policy "Standards for Integrity and Independence in Accredited Continuing Education" prior to application submission. Speaker(s), Planner(s), and other involved individuals should not have any financial interests with any ineligible companies.

The Program & Education Committee and Edward-Elmhurst Health support diversity, equity, and inclusion in all aspects of healthcare. When determining speaker(s), planner(s), and involved individuals for an activity, the planning team should make every effort to include speaker(s), planner(s), and individuals from diverse races, ethnicities, gender/gender identities, sexual orientations, and backgrounds in order to best represent its learners.

- IV. Approval/Denial of Application(s) for Accredited CME Activities. The Medical Staff Program & Education Committee shall evaluate the information provided on the ACME Application and shall determine if the educational activity will

further the ACME Program's goals of: (i) assisting providers in maintaining excellence in professional performance; and (ii) complying with the Accreditation Council for Continuing Medical Education (ACCME) and the Illinois State Medical Society (ISMS) Accreditation Standards and Criteria Requirements.

- A. If the educational activity is approved by the Medical Staff Program & Education Committee as an Accredited CME Activity, the ACME Activity must be assigned at minimum one primary planner who is responsible for providing the ACME department with the required materials to manage the activity according to ISMS and ACCME rules and regulations. It is the primary planner's responsibility to attend the activity, submit any paperwork to the ACME department, and provide participants with activity codes, QR Scan Codes, or other necessary material for documentation of attendance. (See ACME Planning Guidelines)
 - B. The Medical Staff Program & Education Committee shall assign each reviewed application 1 of 3 status designations:
 - Approved as submitted.
 - Approved with changes.
 - Denied.
 - C. If the educational activity is denied by the Medical Staff Program & Education Committee as an Accredited CME Activity, the educational activity may still be held, but no *AMA PRA Category 1 Credit™* shall be awarded to its participants.
- V. Commercial Support for ACME Activities. Currently, Edward-Elmhurst Health does not accept any commercial support.
- VI. Exhibit fees for ACME Activities. Exhibit fees may be accepted for an ACME Activity from companies representing drugs on Edward-Elmhurst Health's current formulary and those prescribed in EEH's outpatient settings. Exhibit fees may also be accepted from companies representing medical equipment and other medical supplies and services currently housed within the health system. All exhibitors must comply with the terms set forth in the policy for EEH ACME Program's Exhibitor Policy and EEH's *Pharmaceutical Sales Representatives Policy* (See Policy GENL-040).
- VII. User of EEH's Campus by other ACME Providers
Certified ACME activities held on the Edward-Elmhurst Health campuses must use EEH as their certified provider of credit for activities. This means that outside entities (i.e., hospitals, organizations, or societies) may not conduct credited ACME on the EEH campus under sole providership outside of EEH's ACME Program. Other providers of credit may enter a Co-Providership agreement with EEH's ACME Program. Any exceptions to this policy require review and approval by the Medical Staff Program & Education Committee and/or the ACME Department.

VIII. Joint Providership

Edward-Elmhurst Health supports the collaborative development of ACME activities with other organizations. EEH's ACME Department and Medical Staff Program & Education Committee will work closely with non-ISMS or ACCME accredited entities to develop and offer jointly provided activities (as defined by the ACCME), on a case-by-case basis. Co-Providership with organizations that are ACCME/ISMS Accredited CME providers will also be considered. Proposals should be discussed with the ACME Department System Manager and/or the Medical Staff Program & Education Committee Chair. Potential collaborations must be based on a willingness to fully comply with Edward-Elmhurst Health policies. (See policy on Joint/Co-Providership)

IX. Use of EEH's Name for Accredited CME Activities

Only Accredited CME activities that full comply with EEH's ACME Program policies and are administered through the EEH ACME Department may use the EEH ACME Program name, provide credit, and use the EEH ACME designation statement in conjunction with any activity of any kind.

CROSS REFERENCE(S)

- EEH ACME Program: Solicitation and Acceptance of Commercial for Accredited CME Activities
- EEH ACME Program: Application and Processing Instructions
- EEH ACME Program: Joint Providership Policy

REVISED: 1/18/21, 08/31/2022

Approved By: Program & Education Committee, 9/14/01, 9/07/07, 7/10/09, 3/12/10, 11/15/13, 3/23/18, 5/9/19, 9/10/2020, **09/08/2022**