

TITLE	EEH ACME PROGRAM: DOCUMENTATION OF ACCREDITED CONTINUING MEDICAL EDUCATION ACTIVITIES POLICY
PURPOSE	<ol style="list-style-type: none">1) To set forth the policy for documentation of accredited CME activities 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) documentation and accreditation standards.
APPLICABILITY	Edward-Elmhurst Health
POLICY STATEMENT(S)	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.
DEI STATEMENT(S)	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.
DEFINITION(S)	<ul style="list-style-type: none">• Accredited CME Activity: An activity accredited by the Edward-Elmhurst Health ACME Department (8681) 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.
PROCEDURE	<u>General Attendance Documentation</u> <ol style="list-style-type: none">I. The primary planner(s) is required to monitor attendance and registration, and is granted portal access to view all

- aspects of the activity, print meeting QR codes, and view attendance and other types of reports.
- II. On the activity date, it is the primary planner(s) responsibility to bring the QR code to the activity so participants can document their own attendance by either scanning the QR code using the CloudCME™ app, SMS texting their attendance to the EEH documentation number, or claiming credit using the CloudCME™ app and the Activity ID. The ACME Department provides planners with a template that includes approved verbiage.
 - III. Instructions on claiming credit and accessing evaluations and certificates are provided to the primary planner(s) prior to the activity. The planner(s) may choose to send the instructions to registrants or bring copies to the activity.
 - IV. If participants do not comply with the documentation process, it is the responsibility of the primary planner(s) to ensure appropriate documentation within three (3) business days of the activity date.

Post Activity Documentation-Evaluations

- V. Part of the requirements for accredited CME is participant evaluations and a 25% evaluation response rate is the minimum required to comply with these standards.
- VI. It is the expectation that participants comply with the requirements by completing a post-activity evaluation and follow-up survey in a timely manner.
- VII. Credits are not awarded to participants until evaluations have been completed.
- VIII. If a particular planner(s), speaker(s), or group of participants is consistently non-compliant with the requirements and standards, the ACME department and/or committee reserves the right to deny future requests for Accredited CME activities based on non-compliance.
- IX. The ACME Department and the Program & Education Committee closely monitor non-compliance with documentation and evaluation completion rates for each accredited CME activity.

Corrective Action for Documentation Issues

- X. The ACME Department notifies planner(s) of non-compliance during monthly file audits to allow planner(s) an opportunity to take corrective action. If corrective action is not taken, a non-compliant activity is presented to the Program & Education Committee for review.
- XI. The Committee makes recommendations for non-compliant activities by suspension from *AMA PRA Category 1 Credit™* for a period of 30, 60, or 90 days based on the frequency of the activity and the level of non-compliance. A memo is sent to the activity planner(s) indicating the committee's decision.
- XII. The planner(s) have the length of the suspension to take corrective action. If corrective action is completed to the ACME Department and the Program & Education Committee's satisfaction, and meets the ISMS/ACCME standards of accreditation, the planner(s) may appeal for a

reduced suspension period at which time they can once again begin to receive *AMA PRA Category 1 Credit™* for their accredited CME activity.

- XIII. If during the length of the suspension, no corrective action is taken, a non-compliant activity is presented to the Program & Education Committee for re-review. Recommendations for permanent denial of credit for the remainder of the activity cycle and/or future application denial are determined by the Program & Education Committee during the review process.
- XIV. If a planner's activity is recommended for permanent denial of credit for the remainder of the activity cycle and/or future application denial, the planner(s) are no longer eligible to apply for any *AMA PRA Category 1 Credit™* for future activities and the current activity is no longer awarded *AMA PRA Category 1 Credit™*.

CROSS REFERENCE(S)

- *CME Process & Instructions*

REVISED: 08/24/20, 08/31/2022

Approved By: Program & Education Committee: 6/8/19, 9/10/2020, **09/08/2022**