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| TITLE | EEH ACME PROGRAM: ROLE DEFINITIONS FOR ACCREDITED CONTINUING MEDICAL EDUCATION ACTIVITIES POLICY |
| PURPOSE | <ol style="list-style-type: none">1) To set forth the policy for the roles within the accredited CME activities sponsored or approved 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) criterion. |
| 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

Role Definitions for Edward-Elmhurst Health Accredited CME Activities

- I. The Accreditation Council for Continuing Medical Education (ACCME) and the Illinois State Medical Society (ISMS) require that anyone who is in a position to control the content of an accredited CME activity must disclose to the accrediting CME provider any financial relationships the individual has with ACCME-defined [ineligible companies](#). This disclosure is part of the process to ensure that educational content has a clear, unbridgeable separation between accredited CME and marketing and sales. A disclosure of financial relationships is required for any individual involved in an accredited CME activity. An individual may participate in one or more of the following roles during the planning, development, and evaluation of an accredited CME activity.
 - a. Primary Activity Planner(s)

The Primary Activity Planner(s) is one or more healthcare providers experienced in the educational subject who has overall responsibility for ensuring that the accredited CME activity complies with the ACCME/ISMS accreditation criteria, AMA policies and EEH's ACME Program standards and policies. The Primary Program Planner(s) have direct oversight and responsibility for planning, implementation, and evaluation of the Accredited CME activity. This includes compliance with all the requirements, standards, and procedures listed within the ACME Activity Planner Guidelines.
 - b. Activity Co-Planner(s)

The Activity Co-planner(s) is one or more individuals who participate in the planning, development, and evaluation of the accredited CME activity. The Activity Co-Planner(s) directs the development of the educational content in collaboration with the Primary Activity Planner(s). The Activity Co-Planner(s) have control of the curriculum and work with the Primary Activity Planner(s) on identifying the following:

- Professional practice gaps and educational needs from sources such as public health data, peer-reviewed literature, hospital data, or other resources.
 - Target audience.
 - ACGME/ABMS core competencies that are addressed.
 - Learning objectives.
 - Expected educational outcomes and measurement methods.
 - Format of the activity (live, online, enduring, etc.).
 - Factors and barriers that would prevent the successful application of education into practice and strategies to address/overcome these barriers. The co-planner (CP) may also review content to ensure that it achieves the expected results.
- c. Activity Author(s)
The author(s) is one or more individual(s) who creates educational content, develops slides, modules, simulations, and/or presentations. An author(s) does not necessarily verbally deliver content. Employees of ineligible companies may ONLY be authors of content under certain circumstances. See EEH ACME Program: Primary Activity Planner Responsibility Policy for details on acceptable circumstances.
- d. Speaker(s)/Presenter(s)/Moderator(s), and Other Faculty
The speaker, presenter, moderator, or other faculty member is one or more individual(s) who verbally presents educational content to learners for an accredited CME activity. This individual may also be involved in the development or authoring of the content. The author(s) may also work with content developed by other authors. This individual is generally the subject matter expert or expert in their field of study or specialty and is qualified to speak to the topic. This is confirmed through the collection of a bio/CV prior to the activity application submission.

CROSS REFERENCE(S)

- EEH ACME Program: Process & Instructions
- EEH ACME Program: Solicitation and Acceptance of Commercial or Financial Support Policy
- EEH ACME Program: Primary Activity Planner(s), Co-planner(s) and Others Involved in ACME Policy

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