



CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

OFFICE OF CONTINUING MEDICAL EDUCATION		
NUMBER:	13.0	
SUBJECT:	Enduring Materials	
ORIGINATION DATE:	4/96	
CURRENT REVISION DATE:	6/02	
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SUBJECT: Enduring Materials for Category 1 CME Credit

Enduring Materials: Printed, recorded, or computer-assisted instructional materials which may be used over time at various locations and which constitute a planned activity of continuing medical education. Examples of such materials for independent learning by physicians include programmed texts, audiotapes, videotapes, and computer assisted instructional materials, which are used alone, or in combination with written materials. The Essential Areas, Elements and Policies of the Accreditation Council for Continuing Medical Education will be adhered to, as well as the policies and procedures established by the Eastern Virginia Medical School - Office of Continuing Medical Education.

Procedure:

1. Review the Mission Statement of EVMS-CME to insure appropriate alignment of the proposed content.
2. Complete the Application for Category 1 CME Credit and attach applicable documentation.
3. Provide documentation of the learning need.
4. List faculty and credentials. Provide curriculum vitae and speaker disclosure statement for each.
5. Communicate to the learner the types of media used.
6. Describe the method of physician participation in the learning process; for example, “read the monograph”, “complete the post test”.
7. Describe evaluation methods to be used in content review of the draft materials to determine hours of CME credit, as well as comprehension of the learning content. This will typically consist of a review and evaluation by at least three individuals from the anticipated audience.
8. Describe the methods for promotion and distribution.
9. Enduring materials are to be reviewed for current application at least once every three (3) years.



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Learning Materials:

1. Printed, recorded, or computer-assisted instructional materials will include all of the following elements:
 - a. Title, target audience, accreditation and credit statement.
 - b. Indicate the date of release and the expiration date, after which no credit will be issued.
 - c. Course Director and faculty with credentials listed. Speaker disclosure information will be stated.
 - d. Acknowledgment of commercial support, if applicable
 - e. Listing and acknowledgment of content specialist reviewers.
 - f. Table of contents.
 - g. Educational objectives.
 - h. Theoretical content in format.
 - i. Bibliography.
 - j. Participant evaluation and registration form to be completed and returned to Office of CME.
 - k. Participant post test with the passing grade indicated, and procedure for submitting it.
1. After approval for AMA-PRA Category 1 CME Credit the following statements are to be used on all promotional materials.

Accreditation:
Eastern Virginia Medical School is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Credit Designation:
Eastern Virginia Medical School designates this continuing medical education activity for a maximum of _____ hours in Category 1 credit toward the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the study of the educational material.
2. Include the following statement on the enduring material:
This CME activity was planned and produced in accordance with the Accreditation Council for Continuing Medical Education Essential Areas, Elements and Policies.



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Follow-up Procedure:

1. Participation will be recorded and a certificate issued when the registration form, post test, and evaluation forms are returned to the EVMS-CME Office.
2. A passing grade is to be achieved before a certificate is issued.

Commercial Acknowledgment in Enduring Materials:

1. Product specific advertising of any type is prohibited within the enduring material.
2. Commercial support must be acknowledged in order to comply with the Standards for Commercial Support.
3. This acknowledgment must be placed only at the beginning of the enduring material.
4. The institutional acknowledgment may state the name, mission, and areas of clinical involvement of the company or institution, and may include corporate logos and slogans, if they are not product promotional in nature.
5. No specific products may be referenced, even if they are not related to the topic of the enduring material.

This policy shall apply to all enduring materials with release dates or review dates of July 1, 1996 and beyond.

Reference: ACCME Policy on Commercial Acknowledgment in Enduring Materials