



CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

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| OFFICE OF CONTINUING MEDICAL EDUCATION | |
| NUMBER: | 16.0 |
| SUBJECT: | New Procedures and Skills Training |
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SUBJECT: New Procedures and Skills Training in CME

This policy refers to all CME activities which are conducted as educational programs in new procedures and which are designated for AMA PRA Category 1 credit.

As the accredited sponsor EVMS-CME is responsible for the following:

- 1. FACULTY:** Identify and select expert faculty who will determine the specific educational and training requirements established in each specialty and incorporate these into the program. The selected faculty will have the demonstrated ability and expertise in the area being taught.
- 2. RESOURCES:** Provide adequate resources, including necessary facilities to conduct and assess the achievement of the educational objectives by the participants.
- 3. DOCUMENTATION:** Indicate to the potential participant physician and to the evaluating body the level of education and training achieved in the CME activity. Promotional material will indicate the level of achievement expected and certificates will indicate the level of achievement attained.
- 4. CME CERTIFICATE:** Issue a certificate which indicates the level of achievement met by the participant as well as the number of hours of Category 1 credit. After completion, the physician can then present the credential to the appropriate authority as documentation of his or her education and training.
- 5. LEVELS:** A system of descriptive levels for education and training courses in procedural skills which are used by accredited sponsors and identified to the potential participant **in advance**.
 - Level 1: Verification of attendance:** the physician attended and completed the course.
 - Level 2: Verification of satisfactory completion of course objectives:** the physician satisfactorily met all specified learning objectives.
 - Level 3: Verification of “proctor readiness”:** the physician is “proctor ready”, which includes Levels 1 and 2, and the physician is able to perform the procedure under proctor supervision.
 - Level 4: Verification of physician competence to perform the procedure:** the physician is competent to perform the procedures without further supervision.

Reference: AMA PRA New Credit Designation Requirements for Sponsors of Continuing Medical Education for Physicians in New Procedures and Skills. January, 1998