



# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

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## Reorganization of UEMS EACCME accreditation procedure for live educational events

*Draft 2015-05-31*

### *Introduction*

The UEMS EACCME is an established and widely recognized voluntary effort by European Medical Specialists to establish and to implement reliable and robust principles for organization and provision of Continuous Medical Education (CME) activities. The accreditation criteria introduced by UEMS in 2012 (UEMS 2012/30 document) are a proper response to growing demand for transparency and reduced bias in CME, and are commonly accepted.

Working with large number of Accreditation Authorities and CME providers the UEMS EACCME constantly receives feedback from organizations, institutions and experts active in CME area. The analysis of this feedback has allowed to identify new needs and possibilities. The EACCME team has gained a vast experience in accreditation standards and procedures. Proposals and remarks the UEMS EACCME received are mostly related to details of the procedure used to process applications for EACCME accreditation. Provider status and recognition have been also discussed and suggestions to consider provider accreditation have been received. Accreditation of online educational materials is not within the scope of this document. It is acknowledged that a number of issues concerning online CME have been raised and will be dealt with separately.

The UEMS EACCME is convinced that accreditation criteria and accreditation procedures should not be changed too quickly. Analysis of feedback from EACCME Partners indicates that at present core accreditation principles should not be changed. On the other hand the procedures, processing of applications and review process should be upgraded and streamlined. In times of fast online communications the procedure can be significantly shortened and simplified.

The CME providers working with EACCME have proved to be overwhelmingly very reliable. However, the UEMS EACCME is aware of problems that full-scale provider accreditation creates. Therefore, the principle of event accreditation should not be changed. At the same time the UEMS EACCME is convinced that trusted providers should be relieved of unnecessary administrative work linked to each event they organize and they should assume increased responsibility. Robustness of the European accreditation system should increasingly rely on evaluation and control of the accredited CME events.

### *The proposal*

The UEMS EACCME, as of 1<sup>st</sup> January 2016 will introduce new procedures that will be based on the following general principles:

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1. Basic criteria for CME accreditation will remain as defined in UEMS 2012/30 document.
2. Providers will be required to fill application form and to provide a declaration that all criteria will be met and that complete set of required documents will be available to on-site inspection by the EACMME on the date the event starts.
3. The UEMS EACCME office will be in charge of communication with providers and reviewers.
4. Accreditation process will take up to 6 weeks after the application is complete. It could be further reduced for the events done and accredited on a regular basis (like annual conferences).
5. The review process will encourage amendment procedure by providers.
6. In case of a disagreement between reviewers the specialty concerned (Section or European Specialty Accreditation Board) will establish a procedure that will result in conclusive decision within general deadline of 6 weeks from the complete submission.
7. The EACCME Governance Board will be in charge of appeals and will organize backup reviews to assure timely review.
8. Providers will be required to provide comprehensive evaluation report after event, including results of evaluation using a structured form(s).
9. Providers found to be in an irregular position regarding accreditation criteria, for a specified period will have to provide full documentation of the event with application in advance and will undergo more frequent on-site control by the UEMS EACCME.

The UEMS EACCME will work on establishment and implementation in the near future of:

1. Training program for CME reviewers with an aim to improve consistency of assessments.
2. The UEMS EACCME online system for event evaluation by participants.
3. Visitation schedule of randomly selected CME events by the UEMS EACCME team.
4. Reliable mechanisms to assess bias in CME.
5. New online application system that will facilitate application and evaluation process. The system will also be used as intranet for reviewers and Governance Board.
6. New fee schedule for online educational material accreditation.

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UEMS 2015 /...

The Accreditation of Live Educational Events by the EACCME®

Adopted by the UEMS Council on ..... 2015 in .....

Entry into force: .....

Introduction

1) The European Union of Medical Specialists (UEMS) was founded in 1958 with the aim of representing the interests of specialist doctors at an international level. The UEMS is a non-governmental voluntary organisation comprising the national medical organisations that represent medical specialists in the European Union and in associated countries. With a current membership of 37 countries, 42 specialist sections and 12 Multidisciplinary Joint Committees the UEMS provides for the representation of approximately 1.4 million medical specialists working in Europe. The UEMS is committed to the promotion of the highest attainable quality of medical care for European citizens, the highest standards of medical education for doctors, and the free movement of medical specialists throughout Europe.

2) The UEMS established the European Accreditation Council for Continuing Medical Education (EACCME®), in January 2000, with the aim of encouraging high standards in the development, delivery and voluntary harmonisation of continuing medical education (CME). This was to be achieved through the international accreditation of CME events and the establishment of a system for the international acceptance of CME credit points. After just over a decade of function, the UEMS-EACCME® (henceforth EACCME®) accredits around 1400 applications per year for meetings providing international CME. In 2009, the EACCME® introduced a system that provides for the accreditation of e-learning materials. The UEMS criteria for accreditation of live educational events are implemented to improve quality of this and other forms of CME, to reduce bias resulting from conflict of interest and to maintain autonomy of medical profession in provision of the best quality care to patients. Updated set of accreditation criteria introduced in 2012 (UEMS 2012/30 document) serves well these purposes. Feedback from CME providers, participants, reviewers and experts indicated that the accreditation procedures need to be adapted to changing international CPD/CPD environment. This paper fully endorses existing EACCME accreditation criteria and introduces changes that will facilitate accreditation procedures with more stress on quality assurance and on responsibility of providers.

3) In its policy paper from 2001, the Basel Declaration on Continuing Professional Development (CPD), the UEMS defined CPD as “the educative means of updating, developing and enhancing how doctors apply the knowledge, skills and attitudes required in their working lives”. The UEMS remains committed to this concept that encompasses educating medical specialists for the wider responsibilities required for specialist medical practice.

4) The UEMS supports CME credits as a simple means of confirming involvement in CME/CPD and has introduced a common “CME currency”: the European CME Credit (ECMEC). While the EACCME® provides a credit-based accreditation system, the UEMS draws attention to its policy, stated in the Basel declaration, that doctors should employ a range of educational methods and not rely solely on formally accredited CME for their continuing education.

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5) The UEMS has agreements based on the mutual recognition of credit points with the American Medical Association – for live educational events and for e-learning materials – and with the Royal College of Physicians and Surgeons of Canada – for live educational events.

Scope of this paper

6) In this paper the EACCME® describes the criteria and mechanisms for its accreditation of Live Educational Events (LEEs) (DO we do another paper for online or we integrate those to this document. If we decide to write a new paper who is in charge of tht? I Volunteer) . This accreditation will apply for LEEs that take place in all European countries and are open to all medical specialities that have a recognition agreement with the EACCME®, and for countries providing CME/CPD events that will be attended by doctors who reside in Europe. The paper states what criteria will be applied for the accreditation of LEEs, describes how the Provider of CME/ CPD (henceforth referred to as “Provider” – see appendix 6) should apply for EACCME® accreditation and how quality of CME/CPD events will be evaluated.

7) The UEMS defines live educational events as meetings, the primary purpose of which is the provision of educational material of a medical nature to doctors, with the aim that they will achieve educational benefit. It is expected that, as a result of this educational process, patients also will benefit from the lessons, applied in practice, that their specialist doctors have learned.

8) The UEMS recognises that some educational activities employ a range of methodologies, hence straddle areas of definition. The EACCME® will consider the accreditation of such activities on the basis of:

☐ the primary form of presentation;

☐ the potential for the learner to engage, actively, with the educational event or material.

The EACCME® reserves the right to determine which, if any, of its procedures should be applied to determine the eligibility for accreditation of any application.

9) The UEMS draws attention to differences in national recognition arrangements for CME/CPD credits obtained from attending LEEs, and emphasises that doctors must refer to these when providing a record of their CME/CPD activities.

10) This document represents the updated criteria and procedure that will be applied by the EACCME® when considering applications for the accreditation of LEEs, as of ..... This document supersedes all previous documents related to such accreditation, originally UEMS D9908 and subsequent revisions.

Educational Objectives and Fulfilment of Learning Needs

11) The Provider must structure the LEE to fulfil defined educational needs.

The application must demonstrate that a “needs assessment” process has been completed, how that process was performed, and what relevant educational needs have been identified from that process. (WE could consider permanent needs assessment for those events that are on a nnuual base like European societies annual meetings!)

(Essential criterion)

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12) The Provider must define the “target audience” for whom the LEE is most likely to be suitable.

This must be explained in terms of the speciality/ies and seniority of doctor(s) most likely to benefit (henceforth referred to as the “Learner(s)”). This is important for small monothematic meetings...especially if we will include countries that do not speak English

(Essential criterion)

13) The Provider must identify and communicate the expected educational outcome(s) of the LEE.

These must be explained in terms of the expected educational impact in knowledge, skills, attitudes or behaviours, or ethical lessons, and where in a doctor’s practice this will have an impact.

(Essential criterion)

Description of the Live Educational Event (This can be listed in the new database and coded so that one organization could refer to the event without submitting the same material)

14) The Provider must provide the title of the LEE, its venue, date(s), and a clear description of the nature of the event.

This must indicate whether the LEE will involve lectures, discussions, workshops and/or other educational methods, single or multiple sessions, and whether these will be sequential or in parallel. The EACCME® will consider applications for whole meetings, or, where these fulfil minimum time-based criteria (see paragraph 17), for specific components of a meeting. Separate applications for accreditation will be required for academic satellite symposia that are not part of the conference programme. (The program is the key if the event is done every year we should really closely look to the program to exclude problems!)

(Essential criterion)

15) The LEE must be presented in a manner suitable for an international audience.

The LEE will need to demonstrate that it can accommodate the educational needs of an international audience with the primary language determined by the composition of the audience and facilities available for interpretation as required. International terminology for procedures and therapeutic agents must be used.

(Essential criterion)

16) The LEE must include methods to promote active learning.

The application should state how this will be achieved. Examples include: multimedia presentations; protected time for question and answer sessions; opportunities for audience participation; key-pad votes and discussion. (What about tweeter and social media...these are now crucial. What about the app for the conference. If this app is sponsored by a company which criteria do we use to avoid publicity?)

(Essential criterion)

17) The Provider must provide detailed information on the duration of the LEE.

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This is particularly important in order that the EACCME® can determine the maximum number of ECMECs that may be claimed by a Learner who has attended the LEE. This must be a minimum of one educational hour, with each hour of educational time expected to count as one ECMEC, up to a maximum of 3 ECMECs for a half day and 6 ECMECs for a full day. The educational time can be structured flexibly throughout the day. The scale used by the EACCME® to define the number of ECMECs that will be allocated is set out in Appendix 4. (can we allocate EACCME if session are recorded and people look at those on line at the conference?)

(Essential criterion)

18) The Provider must indicate the mechanism(s) by which it will be verified that the Learner has engaged with the LEE in order to fulfil the educational objective(s). Can we offer examples for this?

As a minimum this must involve a mechanism for confirmation of attendance at the LEE. The UEMS encourages the use of more sophisticated methods, such as smart cards confirming attendance at specific sessions, requiring the Learner(s) to complete questions based on the LEE material, requiring the Learner(s) to complete feedback forms, etc. An online evaluation system linked with the provision of a CME certificate as described in Annex ... will be preferred and encouraged. The Provider will indicate to the Learners, preferably in a form of information on certificate, that they should claim only the number of credits due for those parts of an accredited LEE they actually attended and should ensure that they do so in accordance with their home country's criteria.

(Essential criterion)

19) The LEE must be conducted in compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.

For example, this should include: confirmation of confidentiality for patients and other participants, or consent to inclusion of non-identifiable details within LEE presentations, compliance with research ethics requirements, compliance with data-protection legislation, and copyright arrangements. It is essential to ensure that patients are not, and cannot be identified in any of the materials presented. The relevant legal, regulatory and industry-based standards will be those for the country in which the LEE is being held. There is a very tricky legislation related to the use of images taken from the internet, music, video in presentations. Papers published in journals might have copyright so that even the first author cannot in theory use them.

(Essential criterion)

Details of the Provider

20) The Provider must provide a short description of the Provider organisation(s). (this should be in a database too. We know several organizations already!)

The Provider must submit a short description of their own organisation, and any other(s) with which they are working with regard to this specific LEE, specifying, in each case, the organisation's contribution to the LEE. Where the Provider is a CME company producing a programme on behalf of another organisation, their relationship must be fully disclosed.

(Essential criterion)

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21) The Provider must state the names and job titles of the individual(s) responsible for preparing the LEE.

The name and contact address of the person primarily responsible for the delivery of the LEE must be provided. In addition, if these are two or more persons from different organisations, the names and contact addresses must be provided of the persons/organisations responsible for the planning of the LEE, the administration of the LEE, the scientific programme content of the LEE, and for billing purposes.

(Essential criterion)

22) The Provider must provide the name, title and contact details of a medical practitioner who will take responsibility for the application for accreditation of the LEE. This doctor must be registered with a Medical Regulatory Authority, and his/her registration details must be provided.

Normally this will be a senior member of the Organising Committee for the LEE. In all circumstances, this doctor will be expected by the UEMS to have verified the information submitted on behalf of the Provider in the application for accreditation.

(Essential criterion)

The Scientific and/or Organising Committee (DO we need to consider if we need 2 signatures. I would restrict the need of a signature from the provider and the organizer only to those event where we do not know the provider of that apply for the first time )

23) The Provider must provide the name(s), job title(s) and affiliation(s) details of the head of the Scientific and/or Organising Committee.

The person responsible for, or in charge of each committee must be clearly identified.

(Essential criterion)

24) The Provider must ensure that all members of the Scientific and/or Organising Committee provide written declarations of potential or actual conflicts of interest.

All declarations of potential or actual conflicts of interest, whether due to a financial or other relationship, must be available for inspection at the Provider's office on the date of LEE's start. Declarations also must be made readily available, either in printed form, with the programme of the LEE, or on the website of the LEE. Declarations must include whether any fee, honorarium or arrangement for re-imbusement of expenses in relation to the LEE has been provided.

(Essential criterion)

25) The Provider must confirm that any actual conflicts of interest have been resolved .

Where there has been an actual conflict of interest involving a member of the Scientific and/or Organising Committee, the provider must describe how this has been resolved and has to attach the description to the declaration of conflict of interest. The EACCME® considers it a responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest are addressed.

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(Essential criterion)

26) The Scientific and/or Organising Committee must ensure that the LEE will provide a programme that presents a scientifically balanced, unbiased perspective of the subjects included.

This must include impartiality in the scheduling of subjects, lecturers and opportunity for discussion. Challenge through peer-review by participants during discussion sessions within the LEE can provide an effective safeguard.

(Essential criterion)

The Faculty

27) The Provider must ensure that all members of the Faculty provide written declarations of potential or actual conflicts of interest.

These declarations must be available for inspection at the Provider's office on the date of LEE's start and must be made publicly available, either in printed form, with the programme of the LEE, or, in electronic form, on the website of the organiser of the LEE. The EACCME® considers it a responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest are resolved. The EACCME® has provided a template, available on the EACCME® website, that provides a guide as to what information must be declared. These declarations must be retained for at least one year after the event for potential review by the EACCME®.

(Essential criterion)

The Programme

28) The Provider must provide the latest version of the programme of the LEE at the time of application.

The information provided must include the required details of planned Faculty members and the titles of lectures, etc. that they will be delivering. Following confirmation of accreditation any change to the programme that would result in shorter than accredited duration of LEE and in reduced number of credits has to be immediately communicated to the EACCME®. New number of credits will be assigned by the EACCME and has to be properly stated in certificates. .

No later than 2 days before the LEE, the Provider must send the final version of the programme to the EACCME® in an electronic form highlighting any differences from the version submitted with the original application for accreditation. (Essential criterion)

Funding of the LEE

29) The EACCME® will only consider for accreditation LEEs that fulfil specific requirements related to their funding. Accordingly, events provided by the pharmaceutical and medical equipment industries will not be considered for accreditation.

30) The source(s) of all funding for the LEE must be declared in the application, and be made available to Learners in a readily accessible manner.



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Failure by a Provider to disclose the means of funding of a LEE will lead to rejection of application. The Provider must provide statement describing the basis of the funding for the LEE, whether this is by sponsorship, educational grant, or any other means. While all sources of funding must be declared, the actual amounts provided need not be.

(Essential criterion)

31) The chairpersons of Scientific and Organising Committees must provide statement that it has been determined that the content of all aspects of the LEE is free of any attempt by sponsors to influence the Committee's decisions.

All funding must be provided free of any attempt to influence the programme, individual sessions, subjects for discussion, content or choice of Faculty members.

(Essential criterion)

32) The Provider must submit information regarding the expected total number of Learners attending the LEE and the schedule of fees for these Learners.

The EACCME® recognises that, prior to the LEE, only provisional figures can be provided. The final figures must be included in the feedback report of the event that must be submitted to the EACCME® following completion of the LEE. Significant discrepancies between declared and actual attendance will lead to automatic rejection of future applications. Who is charge of checking that and how long after the event are those evaluated.

(Essential criterion)

Promotional material

33) All educational material must be free of any form of advertising and any form of bias (see appendix 6).

The EACCME® will reject any application that, in its opinion, includes in scientific programme or educational material advertising of any product or company.

(Essential criterion)

34) Specific examples that will lead to automatic rejection of an application include: the use of a sponsor's name in the title of the scientific programme, a scientific session or a scientific lecture; the display of brand names and/or individual company logos in scientific lectures or in the scientific programme. The EACCME® will accept a single page acknowledgement, in the scientific programme, where all sponsors are recognised for their support of the LEE and programmes that include the names of satellite symposia only if they are clearly identified as industry sponsored. All advertising components (including the listing of exhibitors) must be clearly separated and distinguished from the scientific/educational components of the programme and identified as such. (WHAT about online and phone apps! What about social media such as tweeter?)

35) Where there is a valid evidence base for a specific therapy or agent, this may be stated, but this must be referenced in a manner that is appropriate for a scientific journal.

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36) The Provider must confirm that it will comply with the applicable national rules, regulations and industry standards regarding exhibition areas where companies are permitted to present their products.

(Essential criterion)

Review by Learners

37) The Provider must provide a reliable and effective means for the Learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met. The Provider must commit to make available to the EACCME® a report on this feedback and on the Provider's responses to this.

These reports, and the responses to them by the Provider, will inform the EACCME® of the Provider's track record for future applications for accreditation. The EACCME® will make available, as examples of good practice, suitable feedback forms. Use of electronic evaluation forms is encouraged.

(Essential criterion)

38) The EACCME® reserves the right to request learners to provide independent reports on the fulfilment of the criteria set out in this policy.

Mechanism of Application

39) In order to have an application for accreditation considered by the EACCME®, the Provider (in this section known as the "Applicant") must:

☐ submit a fully completed application, in English, using the specific EACCME® application form; (we should review this because I think we could reduce the number of document to sign!) Will we have new online system?)

☐ provide this completed application form, with all relevant attachments and full payment for the application, no less than six weeks from the planned start date of the LEE, and preferably more than ten weeks;

☐ ensure that suitable responses have been provided for each of the essential criteria.

The only application form that will be accepted is that made available at [www.eaccme.eu](http://www.eaccme.eu)

Applications sent on paper or by email will be returned to Provider.

The EACCME commits to processing of the applications within 6 weeks but at the same time it will automatically reject all applications that are not complete 6 weeks before the planned start date of the LEE; As applications can only be received in English, Applicants will be responsible for the translation of all submitted materials.

(Essential criterion)

40) The Applicant must not attempt to influence the decision of the EACCME®.

Specifically, any attempt to contact the Reviewers of the application will result in automatic rejection of the application and forfeiture of the fee.

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(Essential criterion)

41) The EACCME® commits to:

- ☑ providing, on its website, an EACCME® application form, based on the criteria set out in this paper;
- ☑ ensuring confidentiality regarding the application submitted;
- ☑ confirming for the Applicant the following dates:
  - a) on which the complete EACCME® application was received,
  - b) on which the application fee was cleared,
  - c) the “starting date” – on which the EACCME® has begun its accreditation – which will be determined by the above two criteria having been met,
  - d) completing the accreditation process within six weeks of the starting date, except in the case of an amendment process started or appeal being lodged, when each of these processes will take no longer than two weeks;
- ☑ following its published accreditation process;
- ☑ providing, via the EACCME® website, a progress record that is accessible by the Applicant;
- ☑ ensuring that a decision is provided to the Applicant within six weeks of the starting date or, at five weeks, if this cannot be achieved, providing an explanation, and an offer of a full refund of the application fee;
- ☑ publishing, on the EACCME® website, the list of events submitted for accreditation and the outcome of the accreditation process.

Criteria and Decision-Making for Accreditation

42) The Material and the application form will be reviewed simultaneously by the two EACCME® designated evaluation bodies: a) the National Accreditation Authority of the country within which the LEE will be held, and b) the relevant Speciality-based organisation, whether UEMS Section and Board, or partner European Speciality Accreditation Board. The EACCME® will be solely responsible for appointing these designated evaluation bodies.

43) For a positive decision by the EACCME® designated evaluation bodies, all essential criteria set out in this document must be confirmed. The two designated evaluation bodies also will be required to confirm whether, according to their assessment of the information provided, the application is for an activity that fits within the UEMS definition of a LEE, and whether the stated learning objectives are likely to be achieved.

44) In order for the EACCME® to accredit the Material, both designated evaluation bodies must support the application.

Amendment Procedure

45) The EACCME® recognises that some applications will fulfil almost all the criteria needed for accreditation but may not achieve the standard required in one or two. In accordance with its remit

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to encourage the improvement of the quality of CME/CPD, the EACCME® will permit the Applicant, following request by the EACCME® to provide additional information.

46) In order to achieve decisions within the tight timescales that apply for LEEs the Applicant will be permitted one week to provide the requested information. If this is not fulfilled, the EACCME® will reject the application without further consideration.

47) Following activation of the amendment procedure, the EACCME® commits to providing a decision within eight weeks of the original “starting date” of the application. Other than through the mechanism of appeal (see below), this decision by the EACCME® shall be final.

## Automatic Reconsideration

48) Should the two EACCME® designated evaluation bodies differ in their assessment, an automatic reconsideration will be triggered by the EACCME® system. This automatic reconsideration will be performed at no further cost to the Applicant and will be completed within the timescale applicable for any application. Automatic reconsideration will involve repeated review by the two EACCME® designated evaluation bodies and the UEMS EACCME Governance Board.

## Appeal

49) Should both EACCME® designated evaluation bodies reject the application, the Applicant may still appeal. A decision to appeal must be lodged within one week and must be accompanied by full payment of the appeal fee. The appeal process will require a further two weeks from the date that the appeal was received. The fee will be 250 € for all such appeals.

50) The mechanism of the Appeal will be:

☐ the EACCME Governance Board will review all the information provided on the application form and any additional permissible correspondence and will discuss the application with the two EACCME® designated evaluation bodies;

☐ the three bodies will vote on the Application, with a majority (2:1) decision being permitted to confirm accreditation;

☐ the appeal decision of the EACCME® will be final.

## Fees

51) The fee for an application to the EACCME® for the accreditation of LEEs is determined in accordance with the expected total attendance of Learners and is not dependent on the number of ECMECs awarded. As with any contractual agreement, all invoices must be paid. The EACCME® scale of fees is:

☐ From zero to 250 participants: 350 Euros

☐ From 251 to 500 participants: 650 Euros

☐ From 501 to 1000 participants: 950 Euro

☐ From 1001 to 2000 participants: 1250 Eu

ESICM is doing a series of webinars (so is ESA and other societies)  
These are mostly 1 hour event for a maximum of 100 participants.  
The cost according to our regulation is 350 euros x event because a webinars has less than 250 people.  
However these webinars are a series and think societies should apply for the all series ( 10 maybe). These will be charged 950 or 1000 euros. The rational is that these are small events and part of a common project.  
What do you think?

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☒ From 2001 to 5000 participants: 2450 Euros

☒ More than 5000 participants: 4250 Euros

ONLINE events are well controlled and most have limited access. Webinars for instance are normally done for max 100 people so these do not fit in these categories. On the other hands open platforms have thousands of clicks...

The Applicant will have no right to reduce the expected number of participants after submission of the application.

The full amount paid by the applicant will only be refundable if the EACCME® cannot provide the Applicant with a decision within six weeks of the confirmed “starting date” of the application, or within eight weeks if the amendment procedure was activated.

52) The EACCME® reserves the right, in its sole discretion, to change its fee schedule at any time. An application already submitted will be charged at the rate applicable at the time that it was made.

53) The EACCME® accredits applications for individual live educational events and does not provide for the accreditation of Providers. An extended statement on this matter is provided as Appendix 5.

## Outcomes

54) Until confirmation of accreditation has been sent to the Provider, the only permissible statement that can be made by the Provider on material related to the LEE is “An application has been made to the EACCME® for CME accreditation of this event”. The use of any statement by the Provider that suggests that accreditation has been granted, or has been provisionally granted will result in automatic rejection of the application.

55) Confirmation of accreditation of the LEE by the EACCME® will permit the Provider to use a statement to this effect (prepared by the EACCME®) on and within the Material. This will be confirmed on the EACCME® website, where the maximum number of ECMECs (as one ECMEC per hour of education) will be stated. Only after confirmation of accreditation has been made can the Provider use the UEMS and EACCME® logos on material related to the LEE. Any unauthorised use of these logos will result in action being taken by the UEMS.

56) Accreditation by the EACCME® of a LEE will be for the specific event designated on the application form. It is not permissible to transfer this accreditation to any other event.

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Check-list of criteria to be met by the Provider

Appendix 1

Essential criteria

- i. The Provider must structure the LEE to fulfil defined educational needs.
- ii. The Provider must define the “target audience” for whom the LEE is most likely to be suitable.
- iii. The Provider must identify and communicate the expected educational outcome(s) of the LEE.
- iv. The Provider must provide the title of the LEE, its venue, date(s), and a clear description of the nature of the event.
- v. The LEE must be presented in a manner suitable for an international audience.
- vi. The LEE must include methods to promote active learning.
- vii. The Provider must provide detailed information on the duration of the LEE.
- viii. The Provider must indicate the mechanism(s) by which it will be verified that the Learner has engaged with the LEE in order to fulfil the educational objective(s).
- ix. The LEE must be conducted in compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.
- x. The Provider must provide a short description of the Provider organisation(s). (1)
- xi. The Provider must state the names and job titles of the individual(s) responsible for preparing the LEE.
- xii. The Provider must provide the name, title and contact details of a medical practitioner who will take responsibility for the application for accreditation of the LEE. This doctor must be registered with a Medical Regulatory Authority, and his/her registration details must be provided.
- xiii. The Provider must provide the name(s), job title(s) and affiliation details of the head of the Scientific and/or Organising Committee.
- xiv. The Provider must ensure that all members of the Scientific and/or Organising Committee provide written declarations of potential or actual conflicts of interest.
- xv. The Provider must confirm that any actual conflicts of interest have been resolved.
- xvi. The Scientific and/or Organising Committee must ensure that the LEE will provide a programme that presents a scientifically balanced perspective of the subjects included.
- xvii. The Provider must ensure that all members of the Faculty provide written declarations of potential or actual conflicts of interest.
- xviii. The Provider must provide the latest version of the programme of the LEE at the time of application.

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xix. The source(s) of all funding for the LEE must be declared, and be made available to Learners in a readily accessible manner.

xx. The Scientific and/or Organising Committee must confirm that it has determined the content of all aspects of the LEE to be free of any attempt by sponsors to influence the Committee's decisions.

xxi. The Provider must submit information regarding the expected total number of Learners attending the LEE and the schedule of fees for these Learners.

xxii. All educational material must be free of any form of advertising and any form of bias.

xxiii. The Provider must confirm that it will comply with the applicable national rules, regulations and industry standards regarding exhibition areas where companies are permitted to present their products.

xxiv. The Provider must provide a reliable and effective means for the Learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met. The Provider must commit to make available to the EACCME® a report on this feedback and on the Provider's responses to this.

xxv. In order to have an application for accreditation considered by the EACCME®, the Provider must:

a. submit a fully completed application, in English, using the specific EACCME® application form;

b. provide this completed application form, with all relevant attachments and full payment for the application, no less than six weeks from the planned start date of the LEE; (2) Payments should be online!

c. ensure that suitable responses have been provided for each of the essential criteria; (Lets divide regular applicants from new applicants and make it easier and shorter for the regular customers!

d. provide confirmation by the medical practitioner who is taking responsibility for the application.

xxvi. The Applicant must not attempt to influence the decision of the EACCME®.

Information required for topics I-IX, XI-XV, XVII, XIX, XXI-XXIV is provided as relevant description or statement in the EACCME application form.

Information required for topics X, XVI, XVIII, XX is provided as attachments to the EACCME application form.

The Providers are encouraged to contact EACCME office whenever doubt arises as to how particular requirement(s) should be fulfilled. Final decision in such cases will always be made by the EACCME but early contact might facilitate resolution of doubt.

(1) The description has to be provided with the first EACCME application. Providers registered in EACCME portal have to make sure that the description is up to date and properly reflects Provider's status.

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(2) The EACCME commits to processing application within 6 weeks but indicates that this period applies only to straightforward processing, without amendment and appeal procedures. Should an application be ready for review only 6 weeks before the event starting date, any additional procedure (amendments and appeal) will not be possible and application will be either accepted or rejected. Therefore, Providers are strongly encouraged to submit complete application at least 10 weeks before the event.

Decisions to be made by the designated EACCME® Evaluating Bodies

Appendix 2

- 1) Does the educational event fit within the UEMS definition of a LEE?
- 2) Have all the essential criteria been fulfilled?
- 3) On the basis of the application submitted, in your judgement, will the stated learning objectives be fulfilled?
- 4) How many ECMECs do you recommend can be claimed by a learner for full attendance at this LEE?



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Timeline

Appendix 3 (separate document)

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Allocation of European CME Credits (ECMECs) for live educational events

Appendix 4

The EACCME® awards ECMECs on the following basis:

One hour 1 ECMEC

Half a day 3 ECMECs maximum

Full day 6 ECMECs maximum

It must be emphasised that:

☒ the EACCME® does not award fractions of credits.

☒ these are maximum allocations, ie. no more than six ECMECs per day can be awarded, even if the LEE lasts for longer than six hours.

Doctors must only claim ECMECs for those LEEs, or parts of LEEs that they have attended, and should ensure that they do so in accordance with their home country's criteria.

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## Provider Accreditation

### Appendix 5

The EACCME® provides a system of accreditation that is based on considering applications related to individual live educational events and individual e-learning materials.

The providers that submit many CME/CPD materials or meetings for accreditation and have . such applications consistently approved as fulfilling the EACCME®'s criteria for accreditation have confirmed the quality of the provider and their CME/CPD materials.

Accordingly, the EACCME® will trust that these providers have all criteria met and have all required documents available at the start date of the accredited event.

The EACCME will intensify random check of accredited LEEs and will expand evaluation forms and procedures to concentrate on quality of the actual events. Providers found in an irregular situation, particularly regarding essential criteria, will be required to provide full documentation of planned LEEs with application, will have an extended evaluation period and will be encouraged to implement corrective actions to comply with EACCME requirements and to assure high quality CME to Learners. These special requirements will be applied for a defined period during which any irregularity in compliance with EACCME criteria might result in refusal to consider future applications from such provider. The decision to refuse applications will be made by EACCME Governance Board.

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## Definitions

### Appendix 6

#### Bias

Bias is a term used to describe a tendency or preference towards a particular perspective, ideology or result that results in being partial, prejudiced or subjective. Bias may be scientific, political, economic and financial, religious, gender-related, ethnic, racial, cultural or geographical. Bias may occur as result of conflict of interest related to a particular industry or commercial product such as a mechanical device or pharmaceutical agent, an organization, or to a particular intellectual, political or other view, in situations where a range of products or views may be equally useful or valid.

#### Continuing Professional Development

The educative means of updating, developing and enhancing how doctors apply the knowledge, skills, attitudes, behaviours and the ethical standards required in their working lives.

#### e-Learning Material

Includes recorded audio, recorded visual, recorded on Compact Disc (CD), recorded on Digital Versatile Disc (DVD), available on Personal Digital Assistant (PDA), available online via an educational website, any mixture of the preceding, and any media supported by electronic digital storage.

#### Live Educational Event (LEE)

Meetings, the primary purpose of which is the provision of educational material, of a medical nature, to doctors, with the aim that they will achieve educational benefit.

#### Needs assessment

An evaluation of the learning needs of a group of individuals who are likely to be representative of the intended target audience.

#### Provider

The individual or organisation responsible for the content, production and marketing of the LEE or, when a number of organisations are providing part of this, the organisation that has lead responsibility.

#### Target audience

Specific group of doctors identified as the intended recipients of a CME/CPD activity.

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Remarks:

An electronic evaluation form could include collection of information on events a Learner has actually attended and thus would allow to print personalized certificate with number of ECMECs corresponding to actually attended parts of the event.

Certificates would be issued after the above form had been completed. Such procedure establishes obligatory evaluation and allows for immediate transfer of data to EACCME for evaluation (EACCME portal could be used and it would assure anonymity of the Learner – the EACCME system would not store personal data but would provide information to Provider that a Learner completed the form, Providers would receive summary of evaluation from EACCME). Only after the form has been completed the certificate would be available for printing or for download.

EACCME should

Can we as a group sign open badges to people attending the event? Will we have a platform or IT input in this process?