

The Bridgeport Hospital Office of Medical Education follows the Accreditation Council for Continuing Medical Education (ACCME) and the American Medical Association (AMA) Requirements and policies. Documentation of *AMA PRA Category 1 Credit(s)*[™] for continuing medical education is one of the primary functions of the Office of Medical Education. The Office of Medical Education follows the ACCME accreditation requirements and policies to ensure the integrity and effectiveness of the *AMA PRA Category 1 Credit(s)*[™] system. Activities are designated for *AMA PRA Category 1 Credit(s)*[™] through a formal planning process, which satisfies all accreditation criteria.

The accurate keeping of records is essential in certifying the activity completed by the licensed physician, physician's assistant, or advanced practice nurse meets all ACCME standards. To ensure ACCME standards are met and that records are accurate, individual activities are entered into the Electronic Education and Documentation System (EEDS) by designated staff in the department sponsoring the activity. *It is the sole responsibility of the department sponsoring the event to ensure the activity is correctly entered into EEDS.* The co-chair of the CME committee will provide the sponsoring department's designee with an EEDS account and training in the use of the database.

Application or Individual Program Approval:

For an activity be certified to award *AMA PRA Category 1 Credit(s)*[™] for a CME, the activity file in EEDS must be completed by the sponsoring department's designee at least 24 hours prior to the activity date. If the electronic file in EEDS is incomplete, the CME Co-Chair contact the sponsoring department's designee for clarification.

Objectives

It is required that the Office of Medical Education assure that properly written objectives are submitted for all activities. According to ACCME

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standards, objectives are defined as a “description of a performance that you want learners to exhibit, a measurement of competence.” All learning objectives on the CME application must be stated in operational/behavioral terms in order to comply with ACCME standards. These standards focus on the use of behavioral verbs and either self-report or institution documented change in behavior. Examples of behavioral verbs can be can be obtained from the Office of Medical Education.

1. If objectives are not provided, *AMA PRA Category 1 Credit(s)TM* will not be offered for the activity.
2. It is the Office of Medical Education’s responsibility to ensure that properly written objectives are submitted for all activities. Wording of the objectives is subject to approval of the CME Committee Chair or Co-Chair.
3. Speakers must develop objectives for their lectures and submit them beforehand. Brochures or other printed material may not be released if they do not contain properly worded objectives.
4. If the objectives are not learner oriented or not written in appropriate language, the CME Committee Co-Chair will notify the designee in the department planning the activity. *It is the responsibility of the department to re-negotiate improperly worded objectives with the speaker.*
5. General educational objectives for monthly or weekly “series” (Tumor Boards, M&M Conferences) are reviewed and submitted yearly.

Electronic Education Documentation System (EEDs):

The Office of Medical Education has contracted with EEDs to simplify the application approval, activity implementation, and tracking process. It is the sole responsibility of the chair of the department hosting the Regular Scheduled Series (RSS) and her or his designee to ensure activities are correctly entered into EEDs at least 24 hours before the event. The EEDs file contains basic information about the activity including, date, type of program, topic, speaker, disclosure, and objectives. If an activity is canceled or credit is withheld because a file is incomplete, the Office of Medical Education will note this in the electronic file.

1. The electronic program file must include:
 - a. Location, date, and time
 - b. Topic
 - c. Objectives
 - d. Speaker information
 - e. Disclosure

f. Evaluation

EEDs is also used to track activity attendance and evaluations. Electronic evaluation reports are used to track the evaluation process and record data on participant's evaluation forms. In addition to recording numerical scores for a given activity, comments offered and suggestions for future activities are also recorded.

All marketing materials generated in EEDs will automatically meet ACCME standards. If a department chooses to create their own marketing materials, all items must include program location, date, time, speakers name & credentials, objectives, planner disclosure, speaker disclosure, commercial support statement (if applicable), and accreditation & designation statements (see below).

Accreditation and Designation Statements

Any announcement, if it references the maximum number of credits for which the provider has designated the activity (as determined by the Office of Medical Education), must include the complete credit designation statement exactly as it is stated below with the learning format and number of credits inserted.

The ACCME accreditation and designation statements must be included on all CME activity materials and brochures except the initial "Save the Date" announcement if only the date, name and location are listed.

For RSS: The accreditation and designation statement appear on each e-mail flyer, along with activity location, date, time, speakers name & credentials, objectives, planner disclosure, speaker disclosure, commercial support statement (if applicable), and accreditation & designation statements.

For Symposia: Once the activity is approved by the Office of Medical Education the accreditation and designation statement appear on the each e-mail flyer, along with program location, date, time, speakers name & credentials, objectives, planner disclosure, speaker disclosure, commercial support statement (if applicable), and accreditation & designation statements.

AMA Designation Statement

The Bridgeport Hospital designates this <insert learning format> activity for a maximum of (number of credits) *AMA PRA Category 1 Credit(s)*[™].

Physicians should claim only the credit commensurate with the extent of their participation in this activity.

Accreditation Statement

Bridgeport Hospital is accredited by the Connecticut State Medical Society to provide continuing medical education for physicians.