

# 2019



Egyptian Association for  
Continuing Medical Education  
Development

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# CME Activities Accreditation - provider Portal

Egyptian Association for Continuing Medical Education Development  
Accreditation requirements guideline

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## **Meet the requirements**

### Highlight

The EACMED® provides accreditation for CME activities according to the highest standards of quality.

### **Acceptance CME Activities Types :**

- Conference
- Course & Training programs
- Online symposium
- Hands-on workshops
- Other: applicant needs to clarify...

### **Who is qualified to apply for EACMED® accreditation?**

The EACMED® considers for accreditation events submitted by:

- Individual medical specialist ( Approved License )
- University or hospital department
- Scientific medical society
- National & International medical associations
- Licensed medical training companies

EACMED® will NOT consider for accreditation In case the provider is not one of the above or not Licensed

## **Provider requirements:**

All the criteria below are essential criteria

### **Provider Section**

Providers must Structure the event to matching defined educational needs carried out prior to the development of a CME activity, The process of a needs assessment is designed to identify the gap between a current situation and a desired situation.

- There are different types of needs assessment:

Evaluation results from a previous activity

Surveys of potential participants

Publication of a new clinical guideline or new research

discussion a changes affecting patient care

- The discrepancy between the current situation and desired situation must be measured to appropriately identify the need. The need can be a desire to improve current performance or to correct a deficiency.

- A short description of this needs assessment process and derived educational needs must be provided and clarified at CME Activity Accreditation form .

### **Identify the expected educational outcome(s) of the event.**

- An expected educational outcome is a formal statement of what participants are expected to learn in an event. Expected learning outcome statements refer to specific knowledge, practical skills, areas of professional development, attitudes, higher-order thinking skills, etc.

- When defining an event' s learning outcomes, action verbs must be used to express what participants will be able to do. Ex. Analyze, create, compare, evaluate.

- Outcomes description must be provided in the accreditation request and the feedback reports .

### **Define the target audience.**

- Accredited event is open to all interested medical and other healthcare professionals,

- The target audience must fall the CME Event educational needs . The target audience must therefore be explained in terms of profession and specialty .
- EACMED® certificates can therefore be distributed to any other healthcare professional attending the accredited event and wishes to benefit from EACMED® credits.

### **Feedback and the Attendance report .**

- Provide a reliable and effective means for the learners to provide feedback on the event, The provider must commit to make available to the EACMED® a report on this feedback and on the provider’ s responses to this.
- Feedback report creation is a provider responsibility and to ensure that a feedback form is completed by the participants at the end of the event. The feedback form must include questions on the lecturer, presentation, content, value of each session and educational outcome. Participants feedback guideline
- EACMED® has right to access and demand this feedback reports.
- Based on the Participants feedback reports the provider must Prepare and submit a general feedback report (better known as “event report” ) . visit website for template
- Participants Attendance report creation is a provider responsibility and to ensure that is Accurate. visit website for template
- Participants will be able to receive their certificate of attendance Illustrated the number of credit Point corresponding to their actual attendance.
- The provider must submit a provider feedback report (better known as “event report” ) to EACMED® reviewing team within 1 week of the completion of the event via Manage CME Accreditation feedback reports link.

### **Additional .**

#### **THE PROVIDER MUST**

- Submit information regarding the expected total number of participants attending the event and the registration fees .
- Expected total number of participants:  
This number includes all participants in the event whether they are specialist doctors or not.
- Registration fee:  
The event may be provided free of charge but only if all participants are admitted without fee , registration Fees not including Accommodation and other facility

## **CME Event Requirements:**

All the criteria below are **ESSENTIAL** criteria.

### **CME Event Section**

EACMED® Adopts one of the following methods

- Discussion time
  - Hand - on - training
  - presentation
  - Q&A session
  - Training session
  - Groups
  - Open space
  - Electronic communication
  - Other: needs to clarify.
- CME activity must compliance with all relevant ethical, medico-legal, regulatory, and legal requirements.

**Provide the CME activity title , venue, date, language.**

**Title:** must be identical with the title used in all materials related to the event. It is not permissible to have an industrial sponsor' s or a commercial product' s name in the title of the event.

**Venue:** EACMED® deals with the accreditation of international events in Egypt and outside of Egypt, all events must apply the standard EACMED® criteria.

**Date:** EACMED® will accept one set of dates per event. A separate application must be submitted for each repetition of the same event.

must clarify the start and the end date , duration according to the active days only

**language :** CME activity must be submitted in English and all related materials .

**Independence:**

CME activity must be Independent in all manners like commercial, scientific, political, economic and financial, religious, gender-related, ethnic, cultural or geographical.

However, it may be acceptable to discuss positives effective of particular industry or commercial product such as a mechanical device or pharmaceutical products , with the obligation of independence concept to avoid the advertisement in any form.

( The discussions with commercial nature will be excluded from the CME calculation system )

**Funding :**

The source(s) of all funding for the Event must be declared,

Funding can occur via:

- Provider' s own funds
- Participants' registration fees
- Unrestricted educational grant from sponsor
- Exhibition booths during the event
- Commercial symposia organized during the event (not eligible for credit point system)
- Advertisements outside the scientific program
- If other: please specify

Sponsorship (from one or more sponsors) of the event can only be considered as long as the grant is in the form of an "unrestricted educational grant" and all other EACMED® criteria are met.

**The program must contain as a minimum:**

- Details of faculty members and CV of Speakers .
- Titles of lectures, etc.
- Start and end time of individual lectures, workshops and sessions
- Overall expected learning outcomes

**Restrictions :**

- Education sessions cant be contain any kind of commercial interest or advertising manners.
- All On patient clinical practices are forbidden (not eligible for credit point system).
- Hand on training must supervise by specialists members of the CME event scientific committee.

**EACMED® will not permit major changes to the program following confirmation of accreditation. Major changes will require a new application to be submitted.**



## **CMEP ( continuing medical education credit points )**

### **Calculation System**

1 contact hour is based on 46-60 minutes of instruction equivalent to 1 CME credit point ,  
The minimum number of credits points awarded is 0.25 CMEP and the maximum number of credits points is 30 CMEP for the particular event .

One point of instruction plus a portion is awarded as follows:

15 minutes = 0.25 CME point

30 minutes = 0.5 CME point

31-45 minutes = 0.75 CME point

46 minutes - 60 minutes = 1 CME point

1 hour +1 – 15 minutes = 1.25 CME point

1 hour +16 – 30 minutes = 1.5 CME point

1 hour +31 – 45 minutes = 1.75 CME point

1 hour +46 – 60 minutes = 2 CME points

maximum length of a single lecture 2 CME point (60 minutes)

Hand on training - Interactive Activities

30 minutes -60 minutes = 0.5 CME point

- Quiz & assessment sessions is not eligible for credit point system.
- Commercial symposia organized during the event (not eligible for credit point system).
- On patient clinical practices are forbidden (not eligible for credit point system).
- Breaks and side discussions are held outside the CME Activity scope are not eligible for credit point system

## **Accreditation Documents:**

EACMED applying the confidentiality concept for all the submitted documents , However, EACMED has the right to submit this documents for review by the authorized Bodies in case of need

All documents issued in electronic form, original copies of documents are available upon request

### **Required documents :**

Documents submitted by CME Activity provider

- CME activity topics divided by days and hours
- Speakers Title and Resume
- Provider Event Report ( must be Submitted within 1 week After ending the CME Activity )
- Participants Feedback Reports (submitted upon EACMED request )
- participants and Speakers Attendance Report ( submitted upon EACMED request )

## **Accreditation process:**

EACMED® using this e-mail for all Accreditation process ( [CME.Accreditation@cmeegypt.org](mailto:CME.Accreditation@cmeegypt.org) )

- The CME Activity accreditation request shall be submitted at least 4 weeks prior before starting the activity
- All required document must be Prepared before starting proceed the CME Activity accreditation request
- Fill out all the required data and verify its authenticity (any substantial change may require submission a new application )
- EACMED team, composed of the reviewing Committee , the Scientific Committee and the Administrative Management Office, will respond to your request for rejection or acceptance within 7 working days via E-mail message that registered in your application for accreditation.

- In case of refusal, EACMED Will send e-mail clarify the rejection reason ( you may be required to correct the rejection with a new accreditation request ).
- In the acceptance case, your application is considered to be in process , the scientific event shall not be considered as approved CME Event until the completion of the remaining procedures.
- The acceptance e-mail contains the Accreditation fees , payment methods and CME Activity reference number (Formed like A00XXXXXXXXXX ), CME Activity reference number must be printed in all CME Activity certifications
- After the payment process has been completed, the Provider must reply the e-mail attached with a copy of the payment confirmation receipt and the CME Activity reference number within 24 hours.
- Within 5 working days provider will receive the Accreditation e-mail contains the following (username and password for CME provider profile, Approved CME points for the CME Activity , Certification Template , CME Activity transcript , EACMED electric stamp and logo)
- CME provider has right to print EACMED® logo , use the electric stamp and clarify the CME activity with CME points in all CME Activity materials.

### **Feedback reports**

#### **This step is essential to activate the CME Activity reference number**

- Provider must submit the feedback reports and upload ( Activity report , attendance report ) within 7 working days After ending the activity . Access the Manage CME Accreditation feedback reports using your username and password.
- CME Activity reference number will be active and Searchable (Find an accredited CME Activities ) within 4 working days after reviewing the feedback reports .

## **Accreditation fees:**

EACMED applying a Unified accounting system for Accreditation fees

the fully accreditation including the following

- Right to print EACMED logo and description in all CME Activity material And propaganda for this particularly event.
- Archiving the CME Activity reference number.
- Using the EACME accreditation electric stamp.
- Receiving the CME Activity Accreditation certificate and transcript.

Accreditation fees:

**70\$ (Seventy US dollars) or the equivalent amount in Egyptian pound**

paying methods :

- Cash on EACMED head office or branches
- Via EACMED official collector
- Shipment Agency
- Bank transfer ( Electric receipt are Available)
- Postal office Transfer( Electric receipt are Available)

### **Refundable regulations**

- The accreditation fees can't be refunded in any form after issuance the CME Activity Accreditation certificate and transcript
- Refund is deducted from 30% of the Accreditation fees if the cancellation is requested before issuance the CME Activity Accreditation certificate and transcript

## **Terms and Conditions:**

CME activity accreditation request is an express consent to all Terms and Conditions

- Apply all CME Activities Accreditation Requirements is Bound to complete the Accreditation process.
- EACMED® Accreditation is an agreement by ACME® Scientific board , the reviewing Committee and the executive office .
- EACMED® will not permit major changes to the program following confirmation of accreditation. Major changes will require a new application to be submitted.
- EACMED® has rights to Form a observation committee to observe the quality standards and applying the accreditation system requirements during the CME activity.
- The accreditation will be cancelled and the CME Activity reference number deactivate from EACMED website database in case of any violation of the accreditation requirements.
- EACMED® Has the right to amend and develop the accreditation standards and requirements According to continuing medical education international standards.



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