



**UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES  
EUROPEAN UNION OF MEDICAL SPECIALISTS**

Kroonlaan 20 Avenue de la Couronne  
B-1050 - BRUSSELS  
[www.uems.net](http://www.uems.net)

tel: +32-2-649.51.64  
fax: +32-2-640.37.30  
[uems@skynet.be](mailto:uems@skynet.be)

## **UEMS 2011 / 30**

### **The Accreditation of Live Educational Events by the EACCME®**

*Adopted by the UEMS Council on 7<sup>th</sup> October 2011*

#### **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 35 countries, and 39 specialist sections, 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 harmonisation of continuing medical education (CME). This was to be achieved through the 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 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.

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 acknowledges the need for CME credits as a simple means of confirming involvement in CME/CPD, hence 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.

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 only.

## Scope of this paper

6) In this paper the EACCME® describes the criteria and mechanisms for its accreditation of Live Educational Events (LEEs). This accreditation will apply for all European countries and 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, and describes how the Provider of CME or CPD (henceforth referred to as “Provider” – see appendix 5) should apply for EACCME® accreditation.

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 that will be applied by the EACCME® when considering applications for the accreditation of LEEs, as of [INSERT date of adoption HERE]. 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 how relevant educational needs have been derived from that process.

(Essential criterion)

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)”).

(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 whether these are likely to have benefit in clinical practice or in broader professional areas.

(Essential criterion)

## **Description of the Live Educational Event**

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.

(Essential criterion)

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

The composition of the audience may indicate a requirement for other languages, either as the primary language for the LEE or as provided by interpreters. 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 question and answer sessions; opportunities for audience participation; key-pad votes and discussion; etc.

(Essential criterion)

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

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 scale used by the EACCME® to define the number of ECMECs that will be allocated is set out in Appendix 3.

(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).*

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.

(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.

(Essential criterion)

## **Details of the Provider**

20) *The Provider must provide a short description of the Provider organisation(s).*

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 (e.g. pharmaceutical or device manufacturer) their relationship must be fully disclosed.

(Essential criterion)

21) *The Provider must provide a summary of other educational activities for which it has been responsible in the preceding two years.*

This information must be provided whether or not these educational activities were submitted to the EACCME® for accreditation. (See also paragraph 40)

(Essential criterion)

22) *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/organisation primarily responsible for the delivery of the LEE must be provided. In addition, if these are 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)

23) *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**

24) *The Provider must provide the name(s), job title(s) and contact details of the head, and all other members of the Scientific and/or Organising Committee.*

The person responsible for, or in charge of the committee responsible for, the planning of the scientific content of the LEE must be clearly identified.

(Essential criterion)

25) *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 provided to the EACCME® upon submission of the application. Declarations also must be made readily available, either in printed form, with the programme of the LEE, or on the website of the organiser of the LEE. Declarations must include any fee, honorarium or arrangement for re-imbusement of expenses in relation to the LEE.

(Essential criterion)

26) *The Provider must confirm that any actual conflicts of interest have been addressed.*

Where there is an actual conflict of interest involving a member of the Scientific and/or Organising Committee, the EACCME® must be informed of how this has been addressed. 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.

(Essential criterion)

27) *In the context of addressing conflict of interest 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.*

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**

28) *The Provider must provide the name(s) and job title(s), including affiliation(s) of all members of the Faculty of the LEE (the lecturers).*

This must include a short (e.g. three sentences) statement of the expertise of Faculty members in the subject(s) on which they will be lecturing. If it is not possible, at the time of submission of the application for accreditation, for details to be provided for all Faculty members, these must be forwarded to the EACCME® at least one month prior to the commencement of the LEE.

(Essential criterion)

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

All declarations of potential or actual conflict of interest must be forwarded to the EACCME® at least one month before the date of the LEE. These declarations also must be made readily available, either in printed form, with the programme of the LEE, or on the website of the organiser of the LEE. These declarations must include any fee, honorarium or arrangement for re-imbusement of expenses in relation to 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 addressed.

(Essential criterion)

## **The Programme**

30) *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 Faculty members and the titles of lectures, etc. that they will be delivering, and the expected learning outcomes. Details regarding the duration of individual lectures, workshops and sessions must be included, making clear the planned number of educational hours per day.

(Essential criterion)

31) *The final version of the programme must be submitted to the EACCME® at least two weeks prior to the date of the LEE, highlighting any changes from the version submitted earlier.*

If, in the view of the EACCME®, the final version of the programme differs significantly from the version submitted earlier, accreditation may be delayed, or the application withdrawn pending re-assessment.

(Essential criterion)

## **Funding of the LEE**

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

Failure by a Provider to disclose the means of funding of a LEE will lead to rejection of its application. The Provider must be able to provide, on request by the EACCME®, documentation confirming the basis of the funding for the LEE.

(Essential criterion)

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

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. The EACCME® will not support for accreditation LEEs that have been directly funded by, and/or will be provided by, the pharmaceutical and/or medical equipment industries.

(Essential criterion)

34) *The Provider must submit information regarding the expected number of Learners attending the LEE, the schedule of fees for these Learners, and the likely contribution of such attendance fees to overall financing.*

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.

(Essential criterion)

## **Promotional material**

35) *All educational material must be free of any form of advertising.*

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

(Essential criterion)

36) *The Provider must confirm what rules will apply to exhibition areas where companies are permitted to present their products and that these fulfil relevant laws, regulations and industry standards.*

The EACCME® must be informed of arrangements that will apply to sponsoring companies or industry exhibiting products or materials, and what rules will apply to ensure relevant laws, regulations and industry standards are fulfilled.

37) *All educational material must be free from any commercial bias (see appendix 5).*

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.

(Essential criterion)

## **Review by Learners**

38) *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, on request, 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.

(Essential criterion)

39) The EACCME® reserves the right to request doctors, who will be attending the LEE, to provide independent reports on the fulfilment of the criteria set out in this policy.

40) *The Provider's evaluation record for previous LEEs must be satisfactory. Should the Provider have had unsatisfactory ratings the Provider must be able to demonstrate that these have been addressed.*

The EACCME® will permit a Provider reasonable opportunity to comment on perceived inaccuracy of feedback, but also will expect Providers to demonstrate a commitment to address reasonable suggestions for improvement.

(Essential criterion)

## Mechanism of Application

41) *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, using the specific EACCME® application form;*
- *provide this completed application form no less than twelve weeks from the planned start date of the LEE;*
- *ensure that suitable responses have been provided for each of the essential criteria;*
- *provide confirmation by the medical practitioner who is taking responsibility for the application (see paragraph 20);*
- *transfer full payment of the application fee.*

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

No applications sent on paper or by email will be considered.

The EACCME® will not accept late applications.

(Essential criterion)

42) *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.

(Essential criterion)

43) If the Applicant meets all elements of the criterion set out in paragraph 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 completed EACCME® application form was received,
  - b) on which the application fee cleared, and
  - c) the "starting date" – on which the EACCME® has begun its accreditation – which will be determined by the above two criteria having been met;
- following its published accreditation process;
- providing, via the EACCME® part of the UEMS website, a progress record that is accessible by the Applicant;

- ensuring that a decision is provided to the Applicant within ten weeks of the starting date or, at nine weeks, if this cannot be achieved, providing an explanation, and an offer of a full refund of the application fee;
- publishing, on the EACCME® part of the UEMS website, the list of events submitted for accreditation and the outcome of the accreditation process.

## Criteria and Decision-Making for Accreditation

44) 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.

45) 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.

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

## Automatic Reconsideration

47) 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 review by the two EACCME® designated evaluation bodies and the Secretary-General of the UEMS (or his/her nominee).

## Amendment Procedure

48) 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 to encourage the improvement of the quality of CME/CPD, the EACCME® reserves the right to permit the Applicant, following request by the EACCME®, one opportunity to provide additional information.

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

50) Following activation of the amendment procedure, the EACCME® commits to providing a decision within eleven weeks of receipt 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.

## Appeal

51) Should both EACCME® designated evaluation bodies reject the application, the Applicant may still appeal. This will require a further two weeks from the date that the appeal, and the clearance of the appeal fee, is confirmed as having been received by the EACCME®. The fee will be 250 € for all such appeals.

52) The mechanism of the Appeal will be:

- the Secretary-General of the UEMS (or his/her nominee) will review the all information provided on the application form and any additional permissible correspondence. The Secretary-General will then discuss the application with the two EACCME® designated evaluation bodies;
- the three 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

53) The fee for an application to the EACCME® for the accreditation of LEEs is determined in accordance with the expected 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 Euros
- From 1001 to 2000 participants: 1250 Euros
- From 2001 to 5000 participants: 2450 Euros
- More than 5000 participants: 4250 Euros

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 ten weeks of the confirmed “starting date” of the application, or within eleven weeks if the amendment procedure was activated

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

55) The EACCME® currently only accredits individual applications for e-learning materials and live educational events and does not provide for the accreditation of Providers. An extended statement on this matter is provided as Appendix 4.

## **Outcomes**

56) 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.

57) 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® section of the UEMS 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.

58) 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.

## 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).
- xi. The Provider must provide a summary of other educational activities for which it has been responsible in the preceding two years.
- xii. The Provider must state the names and job titles of the individual(s) responsible for preparing the LEE.
- xiii. 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.
- xiv. The Provider must provide the name(s), job title(s) and contact details of the head, and all other members of the Scientific and/or Organising Committee.
- xv. The Provider must ensure that all members of the Scientific and/or Organising Committee provide written declarations of potential or actual conflicts of interest.
- xvi. The Provider must confirm that any actual conflicts of interest have been addressed.
- xvii. In the context of addressing conflict of interest 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.
- xviii. The Provider must provide the name(s) and job title(s) of all members of the Faculty of the LEE (the lecturers).
- xix. The Provider must provide the latest version of the programme of the LEE at the time of application.
- xx. The final version of the programme must be submitted to the EACCME® at least two weeks prior to the date of the LEE, highlighting any changes from the version submitted earlier.
- xxi. The source(s) of all funding for the LEE must be declared, and be made available to Learners in a readily available manner.
- xxii. All funding must be provided free of any attempt to influence the programme, individual sessions, subjects for discussion, content or choice of Faculty members.
- xxiii. The Provider must submit information regarding the expected number of Learners attending the LEE, the schedule of fees for these Learners, and the likely contribution of such attendance fees to overall financing.

- xxiv. All educational material must be free of any form of advertising.
- xxv. The Provider must confirm what rules will apply to exhibition areas where companies are permitted to present their products and that these fulfil relevant laws, regulations and industry standards.
- xxvi. All educational material must be free from any commercial bias
- xxvii. 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, on request, to the EACCME® a report on this feedback and on the Provider's responses to this.
- xxviii. The Provider's evaluation record for previous LEEs must be satisfactory. Should the Provider have had unsatisfactory ratings the Provider must be able to demonstrate that these have been addressed.
- xxix. In order to have an application for accreditation considered by the EACCME®, the Provider must:
  - a. submit a fully completed application, using the specific EACCME® application form;
  - b. provide this completed application form no less than twelve weeks from the planned start date of the LEE;
  - c. ensure that suitable responses have been provided for each of the essential criteria;
  - d. provide confirmation by the medical practitioner who is taking responsibility for the application;
  - e. transfer full payment of the application fee.
- xxx. The Applicant must not attempt to influence the decision of the EACCME®.

## **Check-list of criteria to be confirmed by the EACCME® Assessor**

### 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?

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

### Appendix 3

The EACCME® awards ECMECs on the following basis:

One hour	1 ECMEC
Half a day	3 ECMECs
Full day	6 ECMECs

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.

## **Potential for Provider Accreditation**

### Appendix 4

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

With the increase in applications that has occurred over the last decade, it has become apparent that some providers submit many CME/CPD materials or meetings for accreditation. When such a provider consistently has such applications approved as fulfilling the EACCME®'s criteria for accreditation, this confirms the quality of the provider and their CME/CPD materials.

Accordingly, the EACCME® is exploring the potential for a system of "Provider Accreditation" that may be suitable for such providers. In doing so, the EACCME® is considering the suitability of such a system within the European context, noting the experience of such systems in the USA. It is important to emphasise that, until a policy decision is made by the UEMS Council, such work does not commit the EACCME® to such a system, nor does it exclude the potential for this.

Providers are encouraged to submit applications for the accreditation of individual LEEs which, if accredited, will continue to strengthen their reputation as a high-quality provider.

## Definitions

### Appendix 5

#### **Bias**

Bias is a term used to describe a tendency or preference towards a particular perspective, ideology or result, especially when the tendency interferes with the ability to be impartial, unprejudiced or objective. Bias may be scientific, political, religious, gender-related, ethnic, racial, cultural or geographical. Bias may occur in relation to a particular industry or commercial product such as a mechanical device or pharmaceutical agent, or in relation 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 (and 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, or any mixture of the preceding.

#### **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.