

## Purpose

Purpose: The Policy on Enduring Materials exists to provide guidance for staff and faculty on the requirements when producing enduring materials.

The ACCME defines CME enduring materials as printed, recorded, or computer-assisted instructional materials that may be used over time at various locations and which constitute a planned activity of continuing medical education. Examples of such materials for independent learning by physicians include, PDFs, PowerPoints, SCORM, video, and other computer-assisted instructional materials which are used alone or in combination with written materials.

Providers that produce enduring materials must review each enduring material at least once every three years or more frequently if indicated by new scientific developments. So, while providers can review and re-release an enduring material every three years (or more frequently), the enduring material cannot be offered as an accredited activity for more than three years without some review on the part of the provider to ensure that the content is still up-to-date and accurate. That review date must be included on the enduring material, along with the original release date and a termination date.

VUMC holds its enduring activities to the same standards as other CME activities it provides regarding fulfillment of its CME mission, needs assessment, evaluation, documentation, and compliance with the ACCME Criteria, as well its policies regarding the Standards for Integrity and Independence.

## Policy

- Activity applications must be received at least 120 days prior to the intended start date of the activity (if the OCPD approves we may review applications received after 120 days but there will be a rush processing fee assessed)
- All activities must have a designated Activity Director (Physician Lead) and a CME Associate (non-physician administrator)
- Enduring materials are planned just like any other CME activity, (see Education Planning Policy Document).
- Enduring materials shall not include any advertising
- Enduring materials shall not reference trade-named products specifically, although discussions of generic use of products in treatments may be made if they are fair, balanced, and reference studies that are scientifically objective.

**Commercial Support:** Acknowledgement of the receipt of commercial support for the enduring materials must be made, and that acknowledgement must be made at the beginning of the enduring material before learning occurs. Commercial support representatives may not assist in the distribution of enduring materials.

**General CME information:** The accreditation statement, credit designation statement, target audience, all special enduring material statements, and disclosure of both financial relationships must be made at the beginning of the enduring material before learning occurs.

- **Content:**
  - OCPD can incorporate raw data files — standard video files, PowerPoints, PDFs, and interactive SCORM files

- Alternatively, a course can link to outside videos (mediasite, vimeo, etc.) in another window while doing the pre and posttests within Cloud. The learner should have a smooth experience and not have to jump from one site to another.
- **Overall format:**
  - Courses may have 1 or more modules
  - All modules must follow the format of 1 Pre-test (optional), 1 piece of content, 1 Post-test (optional, unless it is the final or only post-test of the entire course)
  - Credit must be awarded for the complete course, no partial credit is available
  - It is not possible to require a prerequisite course, however, a certain order of completion can be encouraged
- **Test questions:**
  - Question types are limited to multiple choice and true/false
  - Multiple choice questions may have a maximum of 5 possible answer choices
  - Matching and Select-All-That-Apply question types are not available currently
  - Question stems and/or answer choices may use images, links, and/or text
  - Feedback for each question (including images, links, and/or text) can be provided to the learner. This can be the same or different depending on which answer the learner selects. For example, selecting the incorrect answer can give a suggestion of which content to review while selecting the correct answer could give a link to further resources on the topic.

#### Additional requirements for Enduring CME

- Both the promotional materials and course materials should clearly indicate the audience for which the enduring material has been developed. If there are special requirements for participants in the enduring material (prerequisites), those prerequisites should be stated in this section.
- Information about the topic(s) of the enduring material, the faculty and their credentials must be included in both the materials announcing the educational activity and in the enduring material itself.
- The educational objectives of the activity must be included at the start of the activity before the learner proceeds to the material.
- The following language must appear in printed and electronic materials, and/or on video/audio tapes List Presenters' Disclosures — include all faculty and planner disclosure statements including those who have no relevant relationships to report.
- Release Date, Review Date, Expiration Date, Estimated Time to Complete the Activity. The following information should be listed in the enduring material:
  - Original Release Date: <insert month/day/year>
  - Review Date: <insert month/day/year> (if applicable)
  - Expiration Date: <insert month/day/year (no longer than 3 years from release or most recent review date)>
  - Estimated Time to Complete This Educational Activity: <number of hours and/or credits (same as credit designation statement)>
- Activity may not be posted on any website owned or controlled by an ineligible company.
- A mechanism must be in place for the learner to be able to contact the accredited provider if there are questions about the activity.
- The accredited provider must have, adhere to, and inform the learner about its policy on privacy and confidentiality that relates to the activity.

- The accredited provider must be able to document that it owns the copyright for, or has obtained permission to include, the materials within the activity.
- Calculation of Credits. Credit is calculated based upon the time it takes the average target audience to complete the activity.
- Evaluation and Post-Test. An assessment of the learner that measures achievement of the educational purpose and/ or objective(s) of the activity will be performed via a post-test.
- Instructions for Participating in the Activity and Securing CME Credit. Clear instructions describing how participants can participate in the activity and receive CME credit, including completion of test questions and evaluation, will be included in the enduring material.
- CME cannot be awarded retroactively.

#### Disclosures

- All faculty disclosures must be submitted no later than **10 business days** prior to the activity start dates to avoid interruption of activity accreditation.
- If our office requests presentations, they must be submitted **5 business days** prior to the session start date to avoid interruption of session accreditation.