



Paul L. Foster School of Medicine

CME Operating Policy and Procedure

OP: Enduring Materials

PURPOSE: The purpose of this policy is to define enduring materials and provide guidance on the planning and production to activity directors, CME staff, planning committee members, and presenters/authors.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Senior Director for Continuing Medical Education. If a revision to the policy is recommended, the CME Committee will review and approve changes.

POLICY/PROCEDURE:

1. **Policy.** It is the policy of the Office of CME to plan and produce enduring continuing medical education materials using the ACCME's definition and guidance.
2. **Definition of Term.** The ACCME defines *enduring materials* as CME activities that are printed, recorded, or accessible online and do not have a specific time or location designated for participation. Rather, the participant determines where and when to complete the activity. Examples: online interactive educational module, recorded presentation, podcast.
3. **Procedures.** The CME procedures follow the ACCME requirements for the management of Internet CME and Enduring Materials as listed below:
 - a) Because there is no direct interaction between the provider and/or faculty and the learner, the provider must communicate the following information to participants so that they are aware of this information prior to starting the educational activity.
 1. Principal faculty and their credentials;
 2. Medium or combination of media used;
 3. Method of physician participation in the learning process; including stated learning objectives, and learner directed phase i.e. reflection piece, pre-test and posttest, or a set of tasks related to the educational content.
 4. Estimated time to complete the educational activity (same as number of designated credit hours);
 5. Dates of original release and most recent review or update; and
 6. Termination date (the date after which enduring material is no longer certified for credit).
 - b) 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.

- c) Sometimes providers will create an enduring material from a live CME activity. When this occurs, ACCME considers the provider to have created two separate activities—one live activity, and one enduring material activity. Both activities must comply with all ACCME requirements, and the enduring material activity must comply additionally with all ACCME policies that relate specifically to enduring materials.

- d) For CME activities in which the learner participates electronically (e.g. via the Internet), all required information specified in the ACCME’s Enduring Materials: Definition and Requirements Policy and the Internet CME Policy must be made accessible to the learner prior to the learner beginning the CME activity. Providers may use tabs, links, “click here” buttons, rollover text, or other electronic means to make this information accessible.

- e) Please note that the required information specified in the ACCME Standards for Commercial Support must be transmitted, not only made accessible, to the learner prior to the learner engaging in the CME activity. The learner should be made to pass through this information prior to engaging in the CME activity. The use of the content and bypass the information are not acceptable methods for complying with Standard for Commercial Support 6.