



## Procedure to Meet the Criteria for Continuing Medical Education

In order for the American Academy of CME (Academy) to certify an educational activity, the activity must meet the following minimum criteria. The Academy applies the same criteria regardless of the intended audience (i.e. physician, nursing, pharmacist, and registered dietitian).

- The activity is designed to change competence, performance, or patient outcomes as described in the Academy's mission statement.
- The content of the activity/educational intervention matches the learners' current or potential scope of professional practice.
  - When multiple specialties are targeted, the needs must show why the activity content is relevant to each specialty.
  - When more than one type of healthcare professional is targeted (i.e., physicians, nurses, pharmacists, and/or dietitians), the needs of each must be documented separately.
- The educational format is appropriate for the setting, objectives, and desired results of the activity.
- For physicians: the activity is in the context of desirable physician attributes (e.g. **IOM, competencies** – see [www.iom.edu/CMS/3809/4634/5914.aspx](http://www.iom.edu/CMS/3809/4634/5914.aspx), or **ACGME competencies** – see [www.acgme.org](http://www.acgme.org)).
- For other health care professionals: the activity must meet the standards of the practice of the learner.
- The activity is developed independent of commercial interests and assures the activity does not promote any proprietary interests of a commercial interest.
- The Academy identifies conflicts of interest of any individual (e.g., faculty, planning committee members, and staff of both the Academy and the joint sponsor) with an opportunity to influence content and manages resolution of such conflicts.
- The Academy manages commercial support.
- The Academy validates clinical content.
- The Academy evaluates each activity in terms of changes in learner's competence, performance, or patient outcomes.
- The activity includes educational strategies to remove, overcome, or address barriers to learners change.
- When appropriate, collaborate with various stakeholders to improve the content and implement change strategies.

## **Changing Learners Competence and Performance**

- Strategies for improving performance must be adapted to the needs of the learners, the barriers to change, and the settings in which the learners work.
- Educational approaches must be integrated with other approaches to address the differing needs of learners, who are themselves at different stages of change.
- Teachers of practicing clinicians should develop their skills and knowledge in a wider field of quality improvement and change management so that they evolve from educators (providing information and skills to providers) into real “change agents” (changing patient care). This requires an understanding of the complexity of changing practice and the skills necessary to change.

## **Definitions**

### *Knowledge*

- The foundation of core information acquired.
- May be improved upon or maintained (reinforced).

### *Competence*

- Knowing the “right” thing to do
- Knowing when to do the “right” thing
- Measuring whether doing the “right” thing had the intended outcome
- Implies current and up-to-date knowledge
- Ways that educational provider can measure acquisition of knowledge and skills
  - Test construction (pre- and post-tests)
  - Evaluation methods

### *Performance*

- What the healthcare provider actually does in professional practice
- Doing the “right” thing at the “right” time
- Judging which “right” thing to do
- Measuring whether doing the “right” thing had the intended outcome
- Ways the educational provider can measure skill acquisition
  - Observational checklists
  - Evaluation methods
  - Chart reviews
  - Peer reviews

## **Completion of CME Planning Worksheet and Content Outline Worksheet**

In order to more fully document the development of an educational activity, and its adherence to the Criteria, the Academy *requires* completion and submission of both worksheets. The Academy has provided additional documents and policies to assist in the completion of these worksheets.