



Office of Continuing Medical Education

Guidelines for ACCME Compliance
for *AMA PRA Category 1 Credit(s)*TM

Regularly Scheduled Series

1. Initially and every two years, thereafter, the Program Director will submit to the Office of Continuing Medical Education (OCME) the following:

A. Planning Committee minutes which

1. Describe the deliberations leading to the identified needs and the use of those needs in determining objectives
2. Faculty selection
3. Identification of professional practice gaps
4. Discussion of sources used to assess the needs; i.e., physician survey, literature review, medical audit, etc.
5. Discussion of recommendations of faculty regarding cases and/or topics, and perceived needs

B. Sources from which the needs were derived

1. QI data
2. Physician survey
3. Literature review
4. Medical audit (data only)
5. Recent research (abstracts or unpublished research)
6. New techniques/material (documentation of new skills and techniques, new materials and instrumentation)
7. Accepted industry guidelines

C. Proposed topics

1. Weekly conferences – provide at least twelve proposed topics for the next year
2. Monthly conferences – provide at least six proposed topics for the next year

D. Mode used to disclose any faculty conflict of interest

2. The OCME will provide the Program Director with the following:

A. Evaluation forms and sign-in sheets for each conference. The sign-in sheet will include the name/location/time/date of the conference, attendee's name, and a place for the attendee's signature, and evaluation of content and speaker.

B. Faculty and planning committee disclosure forms

C. Commercial Support Letters of Agreement and an annual disbursement record

- D. An annual summary of participants' evaluations and survey findings
3. At each conference, the Program Director or moderator should:
- A. Be certain participants have been provided with a statement of need, educational objectives, and accreditation and credit designation statements
 - B. Require participants to complete evaluation forms
 - C. Prior to the presentation inform the participants of faculty disclosures regarding potential conflicts of interest (written or verbal)
4. At each conference, the OCME will make sure that major announcements/fliers for each conference will contain information about the needs, objectives, accreditation statement, and designation of credit statement and appropriate disclosure.