

ACCME'S GLOSSARY OF TERMS AND ABBREVIATIONS - Abridged 9/1/05

Accreditation: The decision by the ACCME, or a recognized state medical society, that an organization has met the requirements for a CME provider as outlined by the ACCME. The standard term of accreditation is four years.

Accreditation Council for Continuing Medical Education (ACCME): The ACCME sets the standards for the accreditation of all providers of CME activities. The ACCME has two major functions: the accreditation of providers whose CME activities attract a national audience and the recognition of state or territorial medical societies to accredit providers whose audiences for its CME activities are primarily from that state/territory and contiguous states/territories. The ACCME's seven member organizations are the American Board of Medical Specialties (ABMS), the American Hospital Association (AHA), the American Medical Association (AMA), the Association of American Medical Colleges (AAMC), the Association for Hospital Medical Education (AHME), the Council of Medical Specialty Societies (CMSS), and the Federation of State Medical Boards of the U.S., Inc. (FSMB).

Accreditation Statement: The standard statement that must be used by all accredited institutions and organizations. There are two different statements that might be used depending on the number and relationships of the organizations involved in planning and implementing the activity:

Directly sponsored activity -- An activity planned and implemented by an ACCME or state medical society accredited provider of CME.

The (name of the accredited provider) is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Jointly sponsored activity -- An activity planned and implemented by one ACCME or state medical society accredited provider working in partnership with a non-accredited entity. The accredited provider must ensure compliance with the ACCME Essential Areas and Policies.

This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of (name of accredited provider) and (name of nonaccredited provider).

Accreditation Survey: A form of data collection by the ACCME that includes a review of the organization (structure, administration, mission, relationships), documentation, and activities. The survey can be conducted in one of three ways: *on site*, which is in-person at the site of the accredited institution/organization, or its activity; *reverse site*, which is inperson at a site determined by the ACCME; or through a *televideo* process. Its purpose is to gather data about who is responsible for the CME program and activities, how documentation is accomplished, and how well the Elements of the Essential Areas are applied.

Activity: An educational event for physicians, which is based upon identified needs, has a purpose or objectives, and is evaluated to assure the needs are met.

Commercial Supporter: The institutions or organizations, that provide financial or in-kind

assistance to a CME program or for a CME activity. The definition of roles and requirements when commercial support is received are outlined in the Standards of Commercial Support.

Continuing Medical Education (CME): Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. A broad definition of CME, such as the one found above, recognizes that all continuing educational activities which assist physicians in carrying out their professional responsibilities more effectively and efficiently are CME. A course in management would be appropriate CME for physicians responsible for managing a health care facility; a course in educational methodology would be appropriate CME for physicians teaching in a medical school; a course in practice management would be appropriate CME for practitioners interested in providing better service to patients.

Not all continuing educational activities which physicians may engage in however, are CME. Physicians may participate in worthwhile continuing educational activities which are not related directly to their professional work, and these activities are not CME. Continuing educational activities which respond to a physician's non-professional educational need or interest, such as personal financial planning, or appreciation of literature or music, are not CME.

Cosponsored Activity: A CME activity presented by two or more accredited providers. One institution must take responsibility for the activity.

Credit: The “currency” assigned to hours of CME. Requirements for the designation of credit are determined by the organization responsible for the credit system, e.g., AMA-PRA Category 1 credit, AAFP (Prescribed and Elective Credit), ACOG (Cognates). Refer to those organizations for details about the specific requirements for assigning credit.

Designation of CME Credit: The declaration that an activity meets the criteria for a specific type of credit. In addition, designation relates to the requirements of credentialing agencies, certificate programs or membership qualifications of various societies. The accredited provider is responsible to these agencies, programs and societies in the matter of designation of credits and verifications of physician attendance. NOTE: The designation of credit for specific CME activities is not within the purview of the ACCME or the state medical associations as accrediting bodies.

Enduring Materials: Enduring materials are printed, recorded or computer assisted instructional materials which may be used over time at various locations and which in themselves constitute a planned CME activity. Examples of such materials for independent physician learning include: programmed texts, audio-tapes, videotapes and computer assisted instructional materials which are used alone or in combination with written materials. Books, journals (unless specifically designated) and manuals are not classified as enduring materials.

Essential Areas: The three categories of standards necessary to become an accredited provider. They are Purpose and Mission, Planning and Evaluation, and Administration.

Faculty: The speakers or education leaders responsible for communicating the educational content of an activity to a learner.

Joint Sponsorship: Sponsorship of a CME activity by two institutions or organizations when only one of the institutions or organizations is accredited. The accredited provider must take responsibility for a CME activity when it is presented in cooperation with a nonaccredited institution, or organization and must use the appropriate accreditation statement.

Needs Assessment/Data: A process of identifying and analyzing data that reflect the need for a particular CME activity. The data could result from a survey of the potential learners, evaluations from previous CME activities, needed health outcomes, identified new skills, etc. Needs assessment data provide the basis for developing learner objectives for the CME activity.

Objectives: Statements that clearly describe what the learner will be able know or do after participating in the CME activity. The statements should result from the needs assessment data.

Participant: An attendee, primarily physicians, at a CME activity.

Planning Process(es): The method(s) used to identify needs and assure that the designed educational intervention meets the need(s) and produces the desired result.

Program of CME: The CME activities and functions of the provider taken as a whole.

Provider: The institution or organization that is accredited to present CME activities.

Self Study: A form of data collection by the ACCME that allows the accredited provider to document its accomplishments, assess areas where improvements may be necessary and outline a plan for making those improvements.

Sponsor: See Provider

Supporter: See Commercial Supporter

Survey: See Accreditation Survey

Abbreviations

ACCME - Accreditation Council for Continuing Medical Education

ARC - Accreditation Review Committee

AAFP - American Academy of Family Physicians

ABMS - American Board of Medical Specialties

ACOG - American College of Obstetrics and Gynecology

AHA - American Hospital Association

AMA - American Medical Association

AOA - American Osteopathic Association

AHME - Association for Hospital Medical Education

AAMC - Association of American Medical Colleges

CRR - Committee for Review and Recognition

CME - Continuing Medical Education

CMSS - Council of Medical Specialty Societies

FSMB - Federation of State Medical Boards of the U.S., Inc.

MC - Monitoring Committee