



## Summary of Continuing Medical Education Activities

The summarized data in this table should reflect the activities your program has offered, as defined below. A copy of this **Summary and List of CME Activities** must be included in the Self Study Report behind the tab "Introduction." This summary form can be found in the Documents and Forms Library on the ACCME website ([www.accme.org](http://www.accme.org)). Your organization will be provided instructions on how to electronically submit a CME Activity List to the ACCME for the purpose of selecting activity files to review performance in practice.

For **INITIAL** applicants, this summary should include data for at least two completed CME activities that have been planned, implemented, and evaluated within the 24-month period prior to the initial accreditation interview. This summary should reflect **only** those activities that are being presented for review of performance in practice. It is the ACCME's expectation that all of the activities included in this summary have been planned and presented **in Compliance** with ACCME Essential Areas, Elements, and Policies.

For **REACCREDITATION** applicants, this summary should include data for all of the CME activities offered during your current accreditation term.

### ACCME Provider #

Please provide the following information about your CME activities, indicating <b>N/A</b> if information is not applicable to your organization.	Number of			
Type of activity	Activities	Hours of Instruction	Physician Participants	Non-Physician Participants
<b>Directly sponsored</b>				
<b>Live</b>				
Courses				
Regularly scheduled series (count each series as 1)				
Internet				
Test Item Writing				
Committee Learning				
Performance Improvement				
Internet Searching and Learning				
Manuscript Review				
Learning from Teaching				
<b>Enduring Materials</b>				
Internet				
Others				
<b>Journal-based CME</b>				
<b>Subtotal, Directly sponsored</b>				
<b>Jointly- sponsored</b>				
<b>Live</b>				
Courses				
Regularly scheduled series (count each series as 1)				
Internet				
Test Item Writing				
Committee Learning				
Performance Improvement				
Internet Searching and Learning				
Manuscript Review				
Learning from Teaching				
<b>Enduring Materials</b>				
Internet				
Others				
<b>Journal-based CME</b>				
<b>Subtotal, Jointly sponsored</b>				
<b>Total for all activities</b>				

## Terms, Definitions and Descriptors (in alphabetical order)

CME Activity	Educational offering that is planned, implemented and evaluated in accordance with the ACCME® Essential Areas and their Elements, and Accreditation Policies.
Types of Activities	These are not intended as restrictive definitions nor are they compliance criteria. They are descriptors for data collection purposes. In the ACCME accreditation process, regardless of what an activity is called, ACCME will simply look for verification that it was planned, implemented and evaluated in accordance with the ACCME® Essential Areas and their Elements, and Accreditation Policies
Committee Learning	A CME activity that involves a physician learner's participation in a committee process where the subject of which, if taught/learned in another format would be considered within the definition of CME.
Course	A live CME activity where the learner participates in person and which is planned on a one-by-one basis and designated for credit as a single activity. (Examples: annual meeting, conference, seminar)
Enduring Material	Printed, recorded, or computer-presented CME activity that may be used over time at various locations and which, in itself, constitutes a planned activity. In an enduring material the provider creates the content.
Internet Activity, Live	A <u>live</u> Internet activity is an online course available at a certain time on a certain date and is only available in real-time, just as if it were a course held in an auditorium. Once the event has taken place, learners may no longer participate in that activity. (Example: webcast)
Internet Activity, Enduring Material	An <u>Enduring Material</u> Internet Activity is available when the physician participant chooses to complete it. It is "enduring," meaning that there is not just one time on one day to participate in it. Rather, the participant determines when he/she participates. (Examples: online interactive educational module, recorded presentation, podcast)
Internet Searching and Learning	A CME activity in which a learner accesses the content of the activity directly from the internet. This is differentiated from a 'course' and an 'enduring material' because the provider does not create the content but rather the learner chooses content based on what (s)he feels meets their needs or answers their questions.
Journal-based CME	A journal-based CME activity includes the reading of an article (or adapted formats for special needs), a provider stipulated/learner directed phase (that may include reflection, discussion, or debate about the material contained in the article(s)) and a requirement for the completion by the learner of a pre-determined set of questions or tasks relating to the content of the material as part of the learning process.
Learning from Teaching	A CME activity based on the physician learner's preparation to teach in a live CME activity.
Manuscript Review	A CME activity based on a learner's participation in the pre-publication review process of a journal article.
Performance Improvement	It is a CME activity in which a provider has established a process by which a physician identifies an educational need through a measure of his/her performance in practice, engages in educational experiences to meet the need, integrates learning into patient care and then re-evaluates his/her performance.
Regularly Scheduled Series	Formally referred to as Regularly Scheduled Conferences. A course is identified as an RSS when it is planned to have <b>1)</b> a series with multiple sessions that <b>2)</b> occur on an ongoing basis (offered weekly, monthly, or quarterly) and <b>3)</b> are primarily planned by and presented to the accredited organization's professional staff. Examples of activities that are planned and presented as a regularly scheduled conference are Grand Rounds, Tumor Boards, and M&M Conferences.  When reporting on RSS activities, each series equals one activity. The cumulative number of hours for all sessions within a series equals the number of hours for that activity. Each

	physician is counted as a learner for each session he/she attends in the series. (Example: Internal Medicine Grand Rounds is one activity that meets for one hour each week. That series is counted as one activity with 52 hours of instruction; if 20 physicians participated in each session, total physician participants would be 1,040 for that activity).
Test Item Writing	A CME activity based on a learner's participation in the pre-publication development and review of any type of test-item (ex: multiple choice questions).
Directly-sponsored	An activity that is planned, implemented and evaluated by the accredited provider. Include co-sponsored activities (provided by two accredited providers) in this category if you are the accredited provider awarding the credit.
Hours of Instruction	The total hours of educational instruction provided. For example, if a one-day <i>course</i> lasts 8 hours, then total hours of instruction for that <i>course</i> is 8. See <i>Regularly Scheduled Conference</i> for additional example. 'Hours of instruction' and AMA PRA Category 1 Credit™ awarded may be the same or may be different. ACCME is looking for 'Hours of instruction' as part of our data that will describe the scope of the CME program.
Jointly-sponsored	An activity that is planned, implemented and evaluated by the accredited provider and a non-accredited entity.
Non-Physician Participants	Attendees other than MDs and DOs, such as nurses, physician assistants, and other health professionals. Include residents in this category.
Physician Participants	MD and DO activity-participants