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This edition of the UHMS CME Guidebook updates guidelines and policy to meet the accreditation standards of the Accreditation Council for Continuing Medical Education (ACCME), Undersea and Hyperbaric Medical Society (UHMS), and the American Medical Association (AMA). The UHMS has been accredited by the ACCME to provide continuing medical education for physicians since 1985.

Undersea and hyperbaric medical society (UHMS)

CME Guidebook

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# **Definition of 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.
* ACCME Note: The ACCME definition of CME is broad, to encompass continuing educational activities that assist physicians in carrying out their professional responsibilities more effectively and efficiently. Examples of topics that are included in the ACCME definition of CME content include:
	+ Management, for physicians responsible for managing a health care facility
	+ Educational methodology, for physicians teaching in a medical school
	+ Practice management, for physicians interested in providing better service to patients
	+ Coding and reimbursement in a medical practice
	+ When physicians participate in continuing education activities that are not directly related to their professional work, these do not fall within the ACCME definition of CME content. Although they may be worthwhile for physicians, continuing education activities related to a physician's nonprofessional educational needs or interests, such as personal financial planning or appreciation of literature or music, are not considered CME content by the ACCME.
* ACCME-accredited providers must provide CME that contains content which falls within the definition of CME. The content of such CME must not promote recommendations, treatment or manners of practicing medicine that are known to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients. Note that an organization whose program of CME is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for ACCME accreditation.

# **Designation of Physician *AMA PRA Category 1 Credit ™* (CME)**

* AMA PRA credit may only be claimed by, and awarded to, physicians, defined by the AMA as individuals who have completed an allopathic (MD), osteopathic (DO) or an equivalent medical

degree from another country. Non-physicians may be provided a certificate with the AMA PRA credit statement but are not eligible to be “awarded” this credit.

## **Live Activity:**

* Credit for a live activity is determined by measuring formal interaction time between faculty and the physician audience; 60 minutes equals one (1) *AMA PRA Category 1 Credit™;* credit is designated in 15 minute or 0.25 credit increments and rounded to the nearest quarter hour.
* Physicians claim credit based on participation time, rounded to the nearest quarter hour; this is the number of credits awarded.
* When concurrent sessions are oﬀered in a live activity the time is only counted once—i.e., the designated maximum amount of credit may not exceed that which could be claimed by an individual physician.
* Only segments of the activity that comply with the AMA core requirements may be certified for *AMA PRA Category 1 Credit™* and included in the designated maximum for the activity. Certified segments must be clearly identified in activity materials.
* For a live activity, if an exam is provided during or immediately at the conclusion of the activity, you can include it for CME credit. Exam review time during an educational activity with faculty to participant interaction can also be included for CME credit.

**Journal-Based CME Activity**

* Individual articles are designated for, and physicians are awarded, one (1) *AMA PRA Category 1 Credit*™.

## **Enduring Material**

* Credit is designated based on the average time it would take a small sample group of the target audience to complete the material. Accredited CME providers can use other mechanisms to establish credit if the result is the same. Credit is designated in 15 minute or 0.25 credit increments and rounded to the nearest quarter hour.
* Physicians who successfully complete the activity are awarded the number of credits for which the activity is designated.
* For enduring materials, you can include time for a post-test (done at the conclusion of the enduring material) in the credit calculation.  Any exam time designated outside of the educational activity cannot be included in the credit calculation.

## **Faculty credit for learning associated with preparing and presenting an original presentation:**

* Accredited CME providers may also award AMA PRA Category 1 Credit™ to their physician faculty to recognize the learning associated with the preparation and teaching of an original presentation at the accredited CME provider’s live activities that are certified for AMA PRA Category 1 Credit™.
* Credit for faculty is calculated on a 2-to-1 ratio to presentation time, rounded to the nearest quarter credit.
* Credit may only be claimed once for an original presentation; credit may not be claimed for subsequent presentations of the same material. Edits of any kind made to an original presentation are not eligible for faculty credit.
* The host organization must have a process in place to ensure the presentation is an original and credit will not be claimed for subsequent presentations. An attestation from the faculty member would be appropriate.
* Faculty credit may not be provided for ongoing presentations and should be considered a one-time offering for original presentations only.
* Physician faculty may not claim credit as a participant for their own presentation(s),but may claim credit for other segments they attend as a participant.
* Faculty claiming credit for original presentation(s) should be included on the host organizations participant list with the closing report and highlighted as such. An attestation should also be included that the credit claimed is for an original presentation, and faculty credit has not already been received for the content, and will not be claimed for subsequent presentations of the same material.

## **AMA Credit Designation Statement**

* The AMA Credit Designation Statement indicates to physicians that the activity has been certified by an accredited CME provider as being in compliance with *AMA PRA Category 1 Credit™* requirements. The AMA Credit Designation Statement must be written without paraphrasing and must be listed separately from accreditation or other statements.
* The following AMA Credit Designation Statement must be included in relevant announcement and activity materials:
	+ The Undersea and Hyperbaric Medical Society designates this <<learning format>> for a maximum of <<number of credits>> *AMA PRA Category 1 Credit(s)™.* Physicians should claim only the credit commensurate with the extent of their participation in the activity.
* The learning format listed in the AMA Credit Designation Statement must be one of the following AMA approved learning formats (that UHMS also supports at the present time):
1. Live activity (to also include live streaming)
2. Enduring material
3. Journal-based CME activity
4. Manuscript review activity

## **Use of phrase “*AMA PRA Category 1 Credit*™”**

## The phrase “*AMA PRA Category 1 Credit”* is a trademark of the American Medical Association. Accredited CME providers must always use the complete italicized, trademarked phrase. The phrase “Category 1 Credit” cannot be used when referring to *AMA PRA Category 1 Credit*™.

## **Use of the AMA Credit Designation Statement in program materials and activity announcements**

* **PROGRAM MATERIALS:** The AMA Credit Designation Statement must be used in any
program materials, in both print and electronic formats (e.g., a course syllabus, enduring material publication, landing page of an internet activity), that reference CME credit.
* **ACTIVITY ANNOUNCEMENTS:** Activity announcements include all materials, in both print and electronic formats, that are designed to build awareness of the activity’s educational content among the target physician audience. The complete AMA Credit Designation Statement must
always be used on any document or publication that references the number of *AMA PRA Category 1 Credits*™ designated for the activity.
* **SAVE THE DATE:** A “Save the date” announcement (such as a postal mailer with limited space) may indicate that the activity has been approved for *AMA PRA Category 1 Credit*™ without stating an exact number of credits if the accredited CME provider has already certified the activity. This announcement may read, “This activity has been approved for *AMA PRA Category 1 Credit*™” or similar language. Accredited CME providers may never indicate that “*AMA PRA Category 1 Credit*™ has been applied for” or any similar wording.

## **Recording credit**

* Accredited CME providers must have a mechanism for physicians to claim credit and must award the actual number of *AMA PRA Category 1 Credits™* claimed by each physician. The records documenting the credit awarded must be retained by accredited CME providers and host organization, for each certified activity, for a minimum of six years after the completion date of the activity.

## **Credit certificates, transcripts, or other documentation available to physicians**

* Only physicians (MDs, DOs and those with equivalent medical degrees from another country) may be awarded *AMA PRA Category 1 Credit*™ by accredited CME providers. Accredited CME
providers must be able to provide documentation to participating physicians of the credit awarded upon the request of the physician. When an accredited CME provider issues a certificate, transcript or another means of documentation, it must reﬂect the actual number of credits claimed by the physician. An example of wording that might be used on certificates awarding *AMA PRA Category 1 Credit*™ to physicians follows:
	+ The Undersea and Hyperbaric Medical Society certifies that <<name of physician>> <<degree>> has participated in the <<learning format>> titled <<title of activity>> on <<date>> and is awarded <<number of credits>> *AMA PRA Category 1 Credit(s)™.*
* Documentation provided to participating physicians must accurately reﬂect, at a minimum, the following:
• Physician’s name
• Name of accredited CME provider
• Title of activity
• Learning format
• Date(s) of live activity or date that physician completed the activity
• Number of *AMA PRA Category 1 Credits*™ awarded

## **Credit certificates, transcripts, or other documentation available to non-physician participants**

* Non-physician health professionals and other participants may not be awarded *AMA PRA Category 1 Credit*™. However, accredited CME providers may choose to issue documentation of participation to non-physicians that states that the activity was certified for *AMA PRA Category 1 Credit*™. An example of wording that might be used on documentation for a non-physician participant follows:
	+ The Undersea and Hyperbaric Medical Society certifies that <<name of non-physician participant>> has participated in the <<learning format>> titled <<title of activity>> on

<<date>>. This activity was designated for <<number of credits*>> AMA PRA Category 1 Credit(s)™.* <<name of non-physician participant>> attended <<CME participant time*>>* hours.

## **The AMA manages Activities for which *AMA PRA Category 1 Credit*™ is awarded directly by the AMA and requirements for *AMA PRA Category 2 Credit*™. Please contact them for more information on these credit designations.**

CME Application Checklist:

**☐** **Letter of Agreement Joint Providership Eligible Organization**

**☐ CME Application for UHMS Accredited Education**

**☐** **Disclosures for all Individuals in Control of Educational Content**(planners, faculty, authors, reviewers, etc.)

* **Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education**
	+ Accredited continuing education must protect learners from commercial bias and marketing.
	+ The accredited provider must ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.
	+ Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.
	+ The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.
* **Standard 3 applies to all accredited continuing education.**
	+ Many healthcare professionals have financial relationships with ineligible companies. These relationships must not be allowed to influence accredited continuing education. The accredited provider is responsible for identifying relevant financial relationships between individuals in control of educational content and ineligible companies and managing these to ensure they do not introduce commercial bias into the education. Financial relationships of any dollar amount are defined as relevant if the educational content is related to the business lines or products of the ineligible company.
	+ Accredited providers must take the following steps when developing accredited continuing education. Exceptions are listed at the end of Standard 3.
		- **Collect information:** Collect information from all planners, faculty, and others in control of educational content about all their financial relationships with ineligible companies within the prior 24 months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their view of the relevance of the relationship to the education. Disclosure information must include:
			* The name of the ineligible company with which the person has a financial relationship.
			* The nature of the financial relationship. Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual’s institution receives the research grant and manages the funds.
		- **Exclude owners or employees of ineligible companies:** Review the information about financial relationships to identify individuals who are owners or employees of ineligible companies. These individuals must be excluded from controlling content or participating as planners or faculty in accredited education.
		- **Identify relevant financial relationships:** Review the information about financial relationships to determine which relationships are relevant. Financial relationships are relevant if the educational content an individual can control is related to the business lines or products of the ineligible company.
		- **Mitigate relevant financial relationships:** Take steps to prevent all those with relevant financial relationships from inserting commercial bias into content.
			* Mitigate relationships prior to the individuals assuming their roles. Take steps appropriate to the role of the individual. For example, steps for planners will likely be different than for faculty and would occur before planning begins.
			* Document the steps taken to mitigate relevant financial relationships.
		- Disclose all relevant financial relationships to learners: Disclosure to learners must include each of the following:
			* The names of the individuals with relevant financial relationships.
			* The names of the ineligible companies with which they have relationships.
			* The nature of the relationships.
			* A statement that all relevant financial relationships have been mitigated.
* Identify ineligible companies by their name only. Disclosure to learners must not include ineligible companies’ corporate or product logos, trade names, or product group messages.
* Disclose absence of relevant financial relationships. Inform learners about planners, faculty, and others in control of content (either individually or as a group) with no relevant financial relationships with ineligible companies.
* Learners must receive disclosure information, in a format that can be verified at the time of accreditation, before engaging with the accredited education.
* **Disclosure Statement:** All faculty members and planners participating in continuing medical education activities sponsored by Undersea and Hyperbaric Medical Society are expected to disclose to the participants any relevant financial relationships with ineligible companies. Full disclosure of faculty and planner relevant financial relationships will be made at the activity.
* **Disclosure to learners before start of educational activity if there are NO relevant financial relationships (Must be submitted with closing documents as provided to learners):**
	+ All individuals in control of content for this educational activity with their relevant financial relationship disclosed are listed below (if applicable). An individual who refuses to disclose relevant financial relationships will be disqualified from being in control of educational content at any time, and cannot have control of, or responsibility for, the development, management, presentation, or evaluation of the CME activity.

Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education:

* A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
* The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.
* The financial relationship existed during the past 24 months

“None of the individuals in control of content (planners/faculty/reviewers/authors) for this educational activity have relevant financial relationship(s) to disclose with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.”

There are no relevant financial relationships with ineligible companies to mitigate for this educational activity.

No commercial support was received for this activity (or list commercial supporters and the nature of support here also)

* **Disclosure to learners before start of educational activity if there ARE relevant financial relationships (Must be submitted with closing documents as provided to learners):**
	+ All individuals in control of content for this educational activity with their relevant financial relationship disclosed are listed below (if applicable). An individual who refuses to disclose relevant financial relationships will be disqualified from being in control of educational content at any time, and cannot have control of, or responsibility for, the development, management, presentation, or evaluation of the CME activity.

Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education:

* A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
* The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.
* The financial relationship existed during the past 24 months
* Nicolas Garcia, faculty for this educational event, is on the speakers’ bureau for XYZ Device Company. (required format sample)
* Dr. Yvonne Gbeho, planner for this educational event, has received a research

grant from ABC Pharmaceuticals. (required format sample)

All of the relevant financial relationships listed for these individuals have been mitigated.

No commercial support was received for this activity (or list commercial supporters and the nature of support here also)

* **Mitigation steps for planners (choose at least one)**

✓ Divest the financial relationship

✓ Recusal from controlling aspects of planning and content with which there is a financial relationship

✓ Peer review of planning decisions by persons without relevant financial relationships

✓ Use other methods (must be pre-approved as an appropriate strategy)

* **Mitigation steps for faculty and others (choose at least one)**

✓ Divest the financial relationship

✓ **Peer review** of content by persons without relevant financial relationships
✓ Attest that clinical recommendations are **evidence-based** and **free of commercial bias** (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines)
✓ Use other methods (must be pre-approved as an appropriate strategy)

 **☐** **Performance-in-Practice Individuals in Control of Content Excel Spreadsheet**

* Use this spreadsheet to enter the individual disclosure form information and show how you mitigated all relevant financial relationships for all individuals in control of content, or list that there were no relevant financial relationships to mitigate.
	+ Spreadsheet should list the Name of Individual, Individual's Role(s) in Activity, Name of Commercial Interest(s) if applicable, Nature of Relationship(s) if applicable, Mechanism(s) implemented to resolve conflict of interest appropriate to role(s) in the activity (required for all).

**☐ All promotional materials to include the accreditation statement, designation statement, disclaimer as it will be provided to the learners before the start of the activity should be pre-approved. This may include e-blasts, webpages for the educational program, printed brochures, etc.**

Commercial Support Additional Document Checklist:

**☐** **Itemization of the expenditure of commercial support funds at the category level, e.g. honoraria, faculty and staff travel and lodging, catering, etc. Commercial support should be highlighted as income and also documented as it is expended to support the educational program (In kind support will not be itemized, but should be listed on the spreadsheet.)**

**☐** **Commercial Support Excel Spreadsheet: List the name(s) of the commercial supporter(s) of this activity and the $ value of any monetary commercial support and/or indicate non-monetary (in-kind) support. Use one row for each supporter.**

* Name of Commercial Supporter
* Type of Commercial Support
* Amount of Monetary Support, if any

**☐** **Letter of Agreement for each commercial supporter to include signatures by the commercial supporter, joint provider (if applicable) and UHMS CME representative.**

* **Standard 4: Manage Commercial Support Appropriately (Standard 4 applies only to accredited continuing education that receives financial or in-kind support from ineligible companies.)**
	+ Accredited providers that choose to accept commercial support (defined as financial or in-kind support from ineligible companies) are responsible for ensuring that the education remains independent of the ineligible company and that the support does not result in commercial bias or commercial influence in the education. The support does not establish a financial relationship between the ineligible company and planners, faculty, and others in control of content of the education.
		- **Decision-making and disbursement:** The accredited provider must make all decisions regarding the receipt and disbursement of the commercial support.
			* Ineligible companies must not pay directly for any of the expenses related to the education or the learners.
			* The accredited provider may use commercial support to fund honoraria or travel expenses of planners, faculty, and others in control of content for those roles only.
			* The accredited provider must not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in accredited education.
			* The accredited provider may use commercial support to defray or eliminate the cost of the education for all learners.
		- **Agreement:** The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. The agreement must be executed prior to the start of the accredited education. An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.
		- **Accountability:** The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.
		- **Disclosure to learners:** The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies’ corporate or product logos, trade names, or product group messages.
* **Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education** (Standard 5 applies only when there is marketing by ineligible companies or nonaccredited education associated with the accredited continuing education.)
	+ Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.
		- Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
			* Influence any decisions related to the planning, delivery, and evaluation of the education.
			* Interfere with the presentation of the education.
			* Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
		- The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
			* Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
			* Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
			* Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
			* Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
		- Ineligible companies may not provide access to, or distribute, accredited education to learners.

Introductory 40-Hour Course Additional Document Checklist:

**☐** **Required ICHM content areas checklist to match with detailed scheduled topics**

**☐** **Schedule detailed with specific objectives for each lecture, faculty with credentials, and start/stop time**

**Review *Guidelines for UHMS Designated Introductory Course in Hyperbaric Medicine:***Clinical instructors must possess a DO, MD or international equivalent degree, as well as have the appropriate level of training and experience in the topic they present, except those hours directed to clinical nursing that must be taught by an appropriately qualified RN, LVN, or equivalent. Physician Assistants’ (PA) and Nurse Practitioners’ (NP) cannot teach medical decision-making indications. A podiatrist (DPM) can teach about diabetic foot ulcer care only, but not treatment in hyperbaric medicine. Non-physicians may not teach medical decision-making lectures requiring clinical judgement. Basic physiology and technical instructors must possess the appropriate level of training and experience in the topic they present.

***Appropriate level of training and experience is defined as:***

1. Have at least 5 years’ experience in the active practice of hyperbaric medicine (treating all UHMS approved indications) in at least a 50% time basis and;
2. Must have completed a UHMS Designated Introductory Course approved by UHMS, OR one with similar curricula (must submit the curriculum if the course was not UHMS approved) and must have evidence of additional CME in hyperbaric medicine in addition to a 40-hour course (as evidenced in a CV) or;
3. Board certification in hyperbaric medicine, fellowship training, or completion of UHMS Program for Advanced Training in Hyperbaric (PATH). Physicians who have completed these requirements may be qualified to teach after 2 years of active practice.

**☐** **CV/Bio** for each faculty member that reflects their hyperbaric specific training and experience.

 **☐** **Certificate of Completion template** (should not include CME credit information as this is a separate certificate provided by the UHMS as the accredited provider)

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| Closing Report Document Checklist:(submitted within 30 days of the conclusion of the activity): |

**☐ UHMS Closing Report Document Summary/Checklist

☐ Activity Closing Report Excel Spreadsheet**: complete all fields (where applicable) on the excel spreadsheet titled “*Activity Closing Report Provider name.*” Update this same excel spreadsheet as an ongoing list with each course and re-send to be updated in ACCME PARS system upon completion of each course activity.

 **☐** **Evaluation summary showing how the provider analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions. Describe the strategies you used to obtain data or information about changes achieved in learners’ competence or performance or patient outcomes as a result of their participation in this activity, including, for example, questions you asked the learner about changes in competence or performance or other change data such as quality improvement or patient outcomes.**

* In order to assess improvements in competence, performance, and/or patient outcomes, the UHMS will be sending outcome assessment surveys to all participants within 6 months following activity. If you choose to use additional methods to follow-up on the impact that the education offered during this activity had on the learners and/or their patient’s outcomes, we welcome the data that you obtain.

**☐** **List of all participants in an excel spreadsheet, even if they are not claiming CME credit. Please include full name, credentials, address, email, CME hours earned. Note: ICHM courses should also include exam scores for all learners in this spreadsheet or a separate if needed.**

**☐** **Copies of all final marketing materials as they were provided to the learners. This may include an announcement, e-blast, brochure, handout, PPT slide that contains the accreditation statement, designation statement, disclosure statement and disclaimer policy exactly as it was provided to the learners before the start of the educational activity.**

**☐** **CME Certificates provided to the learners**

**☐** **If livestreamed, a copy of the program recording through a shared link.**

**☐** **A copy of the registration page showing the “opt-out” option with the “sharing of information” policy statement.**

**☐** **Exam scores:** Introductory Courses are required to submit the exam scores for all learners in an excel spreadsheet to include the learners full name, credentials, and final score.

**☐** **Payment: $300 closing report processing fee with a** check or credit card payment .