



## European Board for Accreditation in Cardiology

# EBAC POLICY ON ACCREDITATION OF DISTANCE LEARNING CME PROGRAMMES

The “EBAC Policy on Accreditation of Distance Learning Programmes” consists of two parts:

**Part One** defines general rules for all distance learning products, **Part Two** describes additional requirements depending on the used technology support.

### PART ONE

1. All EBAC policies, guidelines and requirements concerning accreditation of CME events are valid for CME programmes provided at a distance and should be fully respected. Specific requirements concerning different support technologies used for the CME programme are defined below.
2. The CME provider must be a CME accredited entity (i.e. scientific society, university, teaching hospital, research institute or similar teaching entity). All CME providers should register with the EBAC on-line accreditation system, accessible via the EBAC website [www.ebac-cme.org](http://www.ebac-cme.org).
3. Cooperation with medical and/or IT industry is allowed and must comply with *EBAC Guidelines on Commercial Support*. In case a distance learning CME programme (CD ROM, web CME) is produced in cooperation with a commercial company, the CME provider should have a written contract with this company in which the CME provider:
  - ▶ States his responsibility for the programme’s scientific content and take the responsibility for the absence of commercial bias;
  - ▶ Outlines the procedure to follow for the development of the programme;
  - ▶ Assure that all EBAC policies and requirements are fulfilled and respected (*Policy on Commercial Support, EBAC Logo Rights* etc);
  - ▶ Must assure that there is a clear distinction between the EBAC accreditation statement and the acknowledgement of commercial support (see EBAC Logo Rights);

A copy of the signed contract including the above mentioned clauses (or at least those parts pertaining to them) must be forwarded to the EBAC office **prior to accreditation**.

4. The faculty/speakers of the CME programme should be internationally recognized as specialists in the field and affiliated with a teaching or research institution (i.e. university, teaching hospital, research institute), or have documented experience in medical education. All faculty members should disclose potential conflicts of interest. This information should be displayed at the beginning of the CME programme.
5. The CME provider must provide users with an objective evaluation instrument. EBAC recommends the use of a Multiple Choice Questionnaire. The MCQ should contain a minimum of 6 questions per 30 minutes of educational activity. The evaluation can be considered positive when at least 60% of the answers are correct. A CME certificate should be delivered only after the reception of a positive result of an evaluation. Questions for evaluation have to be defined by the scientific faculty and should appropriately test the physician’s understanding of the course material.

6. The CME provider should propose to physicians a convenient way of obtaining their CME Certificate. A web-based system is recommended, although optional.
7. EBAC accreditation is valid for 2 years from the accreditation date.
8. The EBAC accreditation awarded to a live CME event is not automatically transferable to a CME programme with the same content provided at distance. In such case the CME programmes will be considered as a separate CME activity.
9. Acknowledgements and the logo of financial supporters may be present on the CD ROM's cover, as well as before or after the accredited CME course and additional related programmes. The CD ROM and website hosting the accredited course may not contain Internet links to commercial companies relating to the health care industry.
10. Advertising of any kind is not allowed within the accredited CME programmes.
11. **REMINDER:** The introduction to an EBAC accredited CME programme should contain the following information. CME providers should assure that participants cannot bypass this information.
  - ▶ Objectives of the CME activity and the target audience
  - ▶ A detailed written statement outlining the content of the programme and the expected outcome
  - ▶ The working language
  - ▶ Estimated time needed to complete the CME activity
  - ▶ Names, titles and affiliation of the Scientific Committee and the course faculty
  - ▶ Disclosure of potential conflict of interest (see EBAC Recommendations for CME Providers)
  - ▶ EBAC Accreditation statement with the number of CME credits awarded
  - ▶ The source and form of commercial support to the programme (if relevant): unrestricted educational grant, travel grants, grants for technology application etc.
  - ▶ Dates of original release and most recent review or update

## **PART TWO: Additional requirements and practical issues**

### **CD ROM**

Providers should send four copies of the CD ROM or its master copy (if possible) with accompanying information to the EBAC Office at the following address: European Heart House – EBAC Office, 2035 Rte des Colles, Les Templiers, BP 179, 06903 Sophia Antipolis, FRANCE).

The Application Form concerning accreditation of educational CD ROMs is accessible on the EBAC website in the "Documents Library" section.

1. All information mentioned in Part One, § 11 of this document should be placed at the beginning of the CME programme and it should be ensured that participants cannot bypass the information.
2. Participants should be informed of the minimum hardware/software necessary to run the programme.
3. A mechanism should be available that will allow the physician to obtain technical or administrative support.
4. A policy on privacy and confidentiality should be in place and respected. All data concerning the physician participating in the CME activity (lists etc) should not be used for commercial purposes without expressed consentment.

## **INTERNET CME PROGRAMMES**

Internet CME programmes can be viewed as a valuable complement, and sometimes alternative, to live CME activities. It should be underlined that the internet technology in the area of continuing medical education is used as a means for providing interactive education, and should not serve any commercial or promotional purposes. EBAC sets the following requirements for internet- based CME programmes.

1. All information mentioned in Part One, § 11 of this document should be placed at the beginning of the CME programme and it should be ensured that participants cannot bypass the information.
2. Participants should be informed of the minimum hardware/software necessary to run the programme.
3. A mechanism should be available that will allow the physician to obtain technical or administrative support.
4. A policy on privacy and confidentiality should be in place and respected. All data concerning the physician participating in the CME activity (lists etc) should not be used for commercial purposes without expressed consentment.

## **JOURNAL CME ARTICLES**

Journal articles should be submitted in a readily accessible format (Word document, Acrobat etc) directly to the EBAC Office.