



# **CME Accreditation Guide (International)**

**For Delegates and Teaching Faculty**

**Updated: October 2016**

## Welcome to Doctors Academy

Doctors Academy is an international, non-profit organisation which comprises of doctors, dentists and scientists. The Academy undertakes a diverse range of educational activities globally with the intention of disseminating information and facilitating the exchange of medical knowledge between professionals from diverse backgrounds and a variety of healthcare settings. Doctors Academy aims to bridge the gap in medical knowledge and technical skills in order to help improve global health.

Since its inception, Doctors Academy has educated thousands of medical professionals from over 60 countries.

Doctors Academy endeavours to provide the highest standard of medical education. Our CME accreditation enables this to be achieved, aiding delegates to meet the six main principles of an individual's CPD, as described by the UK General Medical Council (GMC), whilst simultaneously adhering to our own strict educational standards.

### GMC Principles of Continuing Professional Development <sup>[1]</sup>

#### Responsibility for Personal Learning

You are responsible for identifying your CPD needs, planning how those needs should be addressed and undertaking CPD that will support your professional development and practice.

#### Reflection

Good Medical Practice requires you to reflect regularly on your standards of medical practice.

#### Scope of Practice

You must remain competent and up-to-date in all areas of your practice.

#### Individual and Team Learning

Your CPD activities should aim to maintain and improve the standards of your own practice and also those of any teams in which you work.

#### Identification of Needs

Your CPD activities should be shaped by assessments of both your professional needs and the needs of the service and the people who use it.

#### Outcomes

You must reflect on what you have learnt through your CPD and record any impact (or expected future impact) on your performance and practice.

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## 1. Introduction

### In this section:

- 1.1 Defining “Continuing Medical Education” and “Continuing Professional Development”
  - 1.2 What is Doctors Academy CME Accreditation?
  - 1.3 Who is Doctors Academy CME aimed at?
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### 1.1 Defining “Continuing Medical Education” and “Continuing Professional Development”

CPD has been specifically defined by the GMC as a “continuing process, outside formal undergraduate and postgraduate training, that enables individual doctors to maintain and improve standards of medical practice through the development of knowledge, skills, attitudes and behaviour. CPD should also support specific changes in practice. It covers all learning activities, both formal and informal, by which doctors keep up to date.” [2]

CME has been specifically defined by the Accreditation Council for Continuing Medical Education (ACCME) as “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 the body of knowledge and skills generally recognised 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.” [3]

It is therefore evident that both CME and CPD are important aspects of the medical appraisal system and should be recorded appropriately by an individual, for example, in a Personal Development Plan.

### 1.2 What is Doctors Academy CME Accreditation?

Doctors Academy CME accreditation is a commitment to provide the highest professional standard of continued medical education in a variety of medical specialities. It ensures that the knowledge and skills imparted are of an appropriate standard to contribute to an individual's CPD. These standards are outlined in this guide in order to demonstrate how a CME accredited course, which is facilitated or endorsed by Doctors Academy, has attained this recognition of excellence and meets the criteria for awarding CME/CPD points.

A individual guide is provided for each course that qualifies for CME accreditation. Information regarding the suitability of the accredited activity, the ways in which attending one of our accredited events supports the requirements of an individual's development, and the educational value of a certain event can be found in the individual course guide.

Doctors Academy CME accreditation should not be confused with accreditation provided by a university or similar academic institution. It should be considered as an independent source of CME accreditation specific to medical and medical-related fields, as defined in this guide or the specific event CME guide.

### 1.3 Who is Doctors Academy CME aimed at?

Doctors Academy CME is primarily aimed at doctors intending to improve their knowledge and skills in order to enhance their CPD. However, our events address a variety of specialities within the field of medicine. The knowledge and skills imparted are therefore relevant to allied medical professionals or those working in professions that contribute to the medical field. Listed below are examples of professionals who may benefit from attending our educational programmes:

- Medical Directors
- NHS Managers
- Nurses
- Medical Support Workers
- Allied Health Workers
- Advanced Prescribing Clinical Podiatrists
- Occupational Therapists
- Sonographers
- Physiotherapists
- Biomedical Engineers

## 2. Aims of CME Accreditation

- o To ensure that the content of a CME accredited event contributes to the CPD of all necessary grades of medical professionals, as specified by the objectives of the course.
- o To provide unique educational training in all CME activities.
- o To eliminate any bias or conflicts of interest that may compromise educational standards.
- o To evaluate all CME events and to specifically assess individual CME activities within events to ensure that standards are continuously met.
- o To maintain a register of CME accredited events in order to support the CPD portfolios of medical professionals.
- o To structure CME activities in such a way that allows their continual evaluation and development.

## 3. CME Training Standards

### In this section:

- 3.1 Target Audience
  - 3.2 Educational Aims
  - 3.3 Programme Structure and Content
  - 3.4 Delivery Methods
  - 3.5 Supporting Material
  - 3.6 Faculty Qualifications and Expertise
  - 3.7 Evaluation and Quality Assurance
  - 3.8 Venue, Facilities and Amenities
  - 3.9 Third Party Sponsorship
  - 3.10 Legislative and Policy Compliance
  - 3.11 Administrative Arrangements
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The training standards defined in this guide are the general, qualitative characteristics that each course must possess in order to be granted CME accreditation status.

### 3.1 Target Audience

- 3.1.1 The target audience of the event must be clearly defined and communicated to delegates.
- 3.1.2 All delegates attending the event must meet the defined target audience criteria.
- 3.1.3 The event must meet the requirements of the target audience in order to help satisfy necessary CME/CPD criteria that can be satisfactorily approved by an appraiser.

### 3.2 Educational Aims

- 3.2.1 The educational aims of the event must be clearly defined and communicated to delegates.
- 3.2.2 The ways in which the knowledge and skills will be delivered must be stated and it must be made clear how this will help achieve the aims of the event.
- 3.2.3 The educational aims must demonstrate that there is the potential for existing knowledge and skills to be consolidated and advanced.
- 3.2.4 The educational aims of the event must state the knowledge and skills that the delegate is expected to obtain in order to warrant receivership of documentation that states the learning outcome(s).

### 3.3 Programme Structure and Content

- 3.3.1 A detailed programme of the overall structure and content of the event must be provided before delegates can register to attend.
- 3.3.2 The content of the programme must satisfy the necessary CME/CPD criteria that can be approved by an appraiser.
- 3.3.3 All content must be of an educational nature and must be demonstrated to contribute to the development of a delegate's medical knowledge or skill(s).
- 3.3.4 All educational content must be demonstrably accurate, evidence based, up-to-date and, if necessary, presented to delegates by a relevant and credible source.
- 3.3.5 Content that can be considered as biased, unjustifiable or of a questionable nature must not be taught as content during the event, unless it is demonstrably advantageous to use this material as a stimulus for educational discussion.
- 3.3.6 Where appropriate, clinical content must meet the necessary policies, guidelines and laws set by the relevant local or national body/institution.
- 3.3.7 An event can be awarded a maximum of six CME credits per day, with one credit equivalent to one hour of content provided directly to a delegate.
- 3.3.8 A CME credit can only be granted as a whole, i.e., one credit can be awarded for one hour. If one hour is not fulfilled then no partial credit can be granted.
- 3.3.9 Allocation of a CME credit is not limited to the length of a specific session or day but to the educational learning time accumulated throughout the whole event.
- 3.3.10 An event should have at least one break for every three hours of content provided.
- 3.3.11 Refreshment breaks and lunch break are not included in the consideration for the number of hours satisfied at an event for CME credit(s) to be granted.
- 3.3.12 Introductory and concluding sessions that do not address educational material pertinent to clinical practice are not included in the number of hours required to obtain CME credit(s).
- 3.3.13 Unless specifically stated otherwise, supportive eLearning material supplied along with an event is by default not included in the number of hours required to obtain CME credit(s).

### 3.4 Delivery Methods

- 3.4.1 The method(s) used to deliver content must be clearly stated and communicated to delegates.
- 3.4.2 The method(s) used to deliver content to delegates must be clear and in both a format and style which ensures comprehension by the necessary level(s) of delegates, as specified by the target audience.
- 3.4.3 The method(s) used to deliver content must be relevant to the defined aims.

- 3.4.4 The method(s) used must enable delegates to reflect on the knowledge they are gaining and assess the impact on both their current and future performance in clinical practice.

### **3.5 Supporting Material**

- 3.5.1 Supporting material(s) must be available online for delegates for a specified period of time.
- 3.5.2 Supporting material(s) must be accurate and up-to-date with relevant citation where appropriate.
- 3.5.3 Supporting material(s) must display the name, relevant organisation details and contact information of any third parties that contribute to the content.
- 3.5.4 Supporting material(s) must be notarised with the Doctors Academy logo, CME accreditation logo, date of event, location of event and any other relevant publication details.
- 3.5.5 Any organisation, institution or company that sponsors an event must be mentioned within any supporting material.

### **3.6 Faculty Qualifications and Expertise**

- 3.6.1 The faculty members must be able to demonstrate relevant expertise and provide appropriate knowledge and skills. The knowledge and skills imparted must be to a high enough standard to warrant educating peers on a given topic.
- 3.6.2 The qualifications and expertise of the faculty members must be verified before they are permitted to teach at an event, with necessary signed documentation to confirm possession of the appropriate expertise.

### **3.7 Evaluation and Quality Assurance**

- 3.7.1 Each event must clearly outline the ways in which the activities and content will be evaluated by the attendees (inclusive of delegates and faculty), as well as by Doctors Academy itself.
- 3.7.2 Each attendee must evaluate the event as a whole, as well as the individual activities and components that make up the CME teaching throughout the event.
- 3.7.3 Each attendee (excluding faculty) must state whether the educational aims and desired learning outcomes of the event were met.
- 3.7.4 Each attendee must state whether there were any aspects that they believe could have introduced bias or compromised the educational validity of the event.
- 3.7.5 Each attendee must state whether the teaching received was relevant, accurate and of the expected standard.

- 3.7.6 Each attendee must state whether the faculty were of a relevant standard and of competent expertise to provide CME.
- 3.7.7 All CME events must be evaluated by attendees within a 28-day period upon receipt of the feedback form if the attendee is to receive CME accreditation.
- 3.7.8 If a delegate chooses not to provide evaluation of the course, this must be clearly highlighted in the feedback summary and, if possible, a reason should be provided.
- 3.7.9 All CME events must be evaluated with the following questions to ensure that the CME aims are satisfied. Evaluation is not limited to these questions. Individual CME activities that take place during the event are assessed independently by specific questions.
  - o How was the overall content of the course?
  - o Was the content relevant to the CME objectives?
  - o Did the course meet the CME objectives?
  - o How would you rate the general academic standard of the faculty?
  - o How would you rate the clarity of the presentations/demonstrations?
  - o How would you rate the organisation of the course?
  - o How would you rate the relevance of the event to your CPD?
  - o Would you recommend this course to other delegates seeking CPD?
  - o Did you feel that anything compromised or prejudiced the educational learning?
  - o Upon reflection, which component of this CME activity has benefited you the most?
- 3.7.10 Any form of assessment used during the event to measure the knowledge or skills of delegates must be clearly stated, described and communicated prior to the event.

### **3.8 Venue, Facilities and Amenities**

- 3.8.1 The venue and facilities provided must be of an appropriate nature to allow the aims of the event to be met.
- 3.8.2 The venue should provide the necessary facilities to make a delegate's visit comfortable, i.e. toilet facilities, access to fresh water and space to take a break.
- 3.8.3 The appropriate amenities should be provided based on the specified length of the course. Refreshment breaks should be allocated as specified in section 3.3.10 and, if the course encompasses a full working day, lunch should be provided.

### **3.9 Third Party Sponsorship**

- 3.9.1 Sponsorship can be accepted provided that it does not influence, bias or compromise the content, and therefore the educational standard, of the event.
- 3.9.2 Sponsorship must be clearly defined and communicated to delegates.
- 3.9.3 There should not be any advertising or promotional material in areas where educational teaching is delivered.
- 3.9.4 The provision of specific equipment which facilitates learning that otherwise would not be able to take place is permitted, provided the equipment is not adorned with advertisements or logos or presented in a way that could be deemed to show bias towards its use over another comparable product.
- 3.9.5 Sponsors who are to present an educational product at an event must complete a 'Declaration of Interest' form in order to attend.

### **3.10 Legislative and Policy Compliance**

- 3.10.1 The event must meet the current, relevant regulatory and legislative requirements, as stipulated by the relevant organisation(s) and institutional bodies.
- 3.10.2 The event must follow the current, appropriate clinical policies and guidance, as stipulated by the relevant organisation(s) and institutional bodies.

### **3.11 Administrative Arrangements**

- 3.11.1 A register of those who have attended an event must be kept for 36 months and a copy of the certification presented to a delegate must be retained for a minimum of ten years. The start date is the concluding day of the course.

## 4. Attending CME Events and Applying it to CPD

### In this section:

- 4.1 Applying CME
  - 4.2 CME Types
  - 4.3 Conditions for Delegate Attendance at CME Accredited Events
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### 4.1 Applying CME

A Doctors Academy CME accredited event can be applied to an individual's CPD in the ways described in this section. Application will depend on the type of course and its learning objectives. For specific details of the knowledge and skills gained from a certain course, the ways in which to self-accredit with the appropriate evidence, and how this can be applied to an individual's portfolio, please see the individual CME Guide relevant to the course.

It is the responsibility of each individual to record any CPD that has educational value. Where an activity has not been formally approved as contributing to CPD, it is the responsibility of the individual to record the activity and document the learning achieved. Learning may reinforce existing good practice, as well as provide new knowledge. Doctors Academy CME Accredited Courses can be applied in this way since evidence can be provided in an individual's portfolio through the means of a certificate issued by the Academy. Subsequently, the appraiser will contact Doctors Academy and request that we confirm the allocated CPD where relevant. A delegate may attend a CME accredited course more than once. However, he/she will only receive a certificate of attendance for subsequent attendance and no further CME points will be awarded.

Below are various activities from our events which can be considered as part of an individual's CPD via our CME Accreditation. This list is not exhaustive and is purely an example of how certain activities can be deemed relevant:

### 4.2 CME Types

- o Self directed learning, including reading academic information via Doctors Academy online course material.
- o Completing multiple-choice question assessments on a given clinical subject.
- o Attending meetings or courses which address clinical subjects.
- o Participating in interactive clinical workshops.
- o Attending seminars and small group learning events.
- o Following a training programme in a new technique or service.
- o Accessing supportive eLearning components to support attendance at events.
- o Presenting to certified medical health professionals at a scientific meeting (one presentation only).

### 4.3 Conditions for Delegate Attendance at CME Accredited Events

- 4.3.1 A delegate must be in attendance for the entire duration of the session to warrant CME accreditation for that session.
- 4.3.2 A delegate must attend a session promptly. Arrival later than five minutes after the start of the session will make the allocation of CME in that session void at the discretion of the course or event convenor. Exemption may be made for mitigating circumstances, provided the time missed has not compromised any educational objectives or learning.
- 4.3.3 A delegate can be accredited for attendance at a specific event once per appraisal year. Attendance at the same course multiple times will not grant additional CME.
- 4.3.4 A delegate can receive separate CME accreditation for attendance at multiple different events, provided the objectives and type of teaching are different to that offered at the preceding course(s).
- 4.3.5 A delegate is required to sign in and sign out of events to verify his or her attendance. This sign-in and sign-out sheet is to be included in the individual CME Summary of an event. An example of the form which needs to be completed can be found in this guide, marked as Appendix 1. Each individual delegate is solely accountable for completing the form as appropriate; it cannot be completed by another delegate or a member of faculty and it cannot be completed prior to or following the event.
- 4.3.6 A delegate must remain professional at all times. Behaviour deemed non-professional can result in CME accreditation being made void at the discretion of the course or event convenor.
- 4.3.7 If a delegate misses more than 50% of the entire educational learning time for any reason, and if it is adjudged that the delegate has missed key components of the educational learning, it is at the discretion of the course or event convenor to void all subsequent CME credits awarded for attendance in sessions.

## 5. Teaching at CME Events and Applying it to your CPD

### In this section:

- 5.1 Applying CME
  - 5.2 Conditions for Teaching at CME Accredited Events
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### 5.1 Applying CME

A Doctors Academy CME accredited event can be applied to the CPD of an individual who is teaching in the ways described in this section. Application will depend on the type of course and its learning objectives. For specific details of the knowledge and skills gained from a certain course, the ways in which to self-accredit with the appropriate evidence, and how this can be applied to an individual's portfolio, please see the individual CME Guide relevant to the course.

It is the responsibility of each individual to record any CPD that has educational value. Where an activity has not been formally approved as contributing to CPD, it is the responsibility of the individual to record the activity and document the learning achieved. Learning may reinforce existing good practice, as well as provide new knowledge. Doctors Academy CME Accredited Courses can be applied in this way since evidence can be provided in an individual's portfolio through the means of a certificate issued by the Academy. Subsequently, the appraiser will contact Doctors Academy and request that we confirm the allocated CPD where relevant.

### 5.2 Conditions for Teaching at CME Accredited Events

Faculty members who teach on a CME accredited course must meet the following criteria in order to receive accreditation through the means of a certificate issued upon completion of the event:

- 5.2.1 Faculty members must be in attendance for the entire duration of the agreed session(s) in order to ensure maximum interaction with delegates and warrant the issue of CME accreditation.
- 5.2.2 Faculty members must attend a session promptly. Arrival later than five minutes after the start of the session will make the allocation of CME in that session void at the discretion of the course or event convenor. Exemption may be made for mitigating circumstances or for acquisition and preparation of relevant teaching resources which were previously unavailable, provided the time missed has not compromised any educational objectives or learning.
- 5.2.3 Faculty can be accredited for teaching at a specific event once per appraisal year. Teaching on the same course multiple times will not grant additional CME.
- 5.2.4 Faculty members can receive separate CME accreditation for teaching at multiple different events, provided the objectives and type of teaching are different to that offered at the preceding course(s).

5.2.5 Doctors Academy provides the following types of teaching:

- o Clinical teaching and training
- o Interview training
- o Supervisory training
- o Development activities

5.2.6 Doctors Academy provides teaching in the following formats:

- o Lectures and seminars
- o Workshops and clinical skills teaching
- o Small group teaching
- o Supportive eLearning components

5.2.7 Faculty members are required to sign in and sign out of events to verify their attendance. This sign-in and sign-out sheet is to be included in the individual CME Summary of an event. An example of the form which needs to be completed can be found in this guide, marked as Appendix 1. Each individual faculty member is solely accountable for completing the form as appropriate; it cannot be completed by another member of faculty and it cannot be completed prior to or following the event.

5.2.8 Faculty members must remain professional at all times. Behaviour considered non-professional can result in CME accreditation being made void at the discretion of the course or event convenor.

## 6. Requesting Proof of CME Accreditation

As stated in Section 3, under sub-section 3.11.1, a register of those who have attended an event will be kept for 36 months and a copy of the certification presented to a delegate will be retained for a minimum of ten years.

To request a copy of this, please email: [info@doctorsacademy.org.uk](mailto:info@doctorsacademy.org.uk)

Kindly state the following:

- o Full name given at registration (first, middle and last name, where appropriate).
- o Registration number.
- o Title of event.
- o Date of event.

A replacement certificate will only be issued upon receipt of these details in order to ensure verification of the delegate.

## 7. References

- [1] General Medical Council. Principles of continuing professional development.  
[http://www.gmc-uk.org/education/continuing\\_professional\\_development/26720.asp](http://www.gmc-uk.org/education/continuing_professional_development/26720.asp)  
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- [2] General Medical Council. What is CPD?  
[http://www.gmc-uk.org/education/continuing\\_professional\\_development/26729.asp](http://www.gmc-uk.org/education/continuing_professional_development/26729.asp)  
(accessed 20 June 2015)
  
- [3] Accreditation Council for Continuing Medical Education (ACCME). CME Content of CME: Definition and Examples.  
<http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-anddefinitions/cme-content-definition-and-examples> (accessed 20 June 2015)





# DOCTORS ACADEMY

BETTER EDUCATION. BETTER HEALTH.

Doctors Academy is an international non-profit organisation which comprises of doctors, dentists and scientists. The aim of the Academy is to disseminate information and facilitate the exchange of medical knowledge between professionals from diverse backgrounds who work in various healthcare settings. In order to achieve this, a diverse range of educational activities are undertaken globally which are further complemented by our publishing house, online resources, and international events and competitions.

## Courses (a selection):

### Undergraduate:

- Final Year Medicine and Surgical Revision Courses
- Training the Clinical Anatomy Trainer
- Clinical Anatomy as Applied to Trauma and Emergency Medicine
- Surgical Anatomy of Important Operative Procedures
- Future Surgeons: Key Skills (RCSEd delivered)
- Structured Introduction to Surgical Skills

### Postgraduate:

- MRCS Part A and Part B OSCE
- MRCEM Part A
- DOHNS OSCE
- Intercollegiate Basic Surgical Skills (RCSEd delivered)
- MRCP PACES
- FRCS (General Surgery) Exit Exam
- Cadaveric Ultrasound-Guided Musculoskeletal Intervention Course
- Ultrasound-Assisted Botulinum Toxin Injection for Neuromuscular Disorders
- Live Advanced Laparoscopic Colorectal Course
- Infant Hip Ultrasound Course for Developmental Dysplasia of the Hip



## Forthcoming Key Events:

- **International Medical Summer School**  
*Manchester, 31<sup>st</sup> July to 4<sup>th</sup> August 2017*
- **International Academic Research Conference**  
*Manchester, 5<sup>th</sup> August 2017*
- **World University Anatomy Challenge**  
*Manchester, 4<sup>th</sup> August 2017*

## Publications



[publications.doctorsacademy.org](http://publications.doctorsacademy.org)

## World Journal of Medical Education & Research



Peer-reviewed academic journal  
with ISSN.

- No fee to view, read and download articles
- No subscription charges
- No submission fees
- No manuscript processing fee
- No publishing fee
- No cost to read, write or publish!

[wjmer.co.uk](http://wjmer.co.uk)

## Online Revision Resources

DoctorExams consists of thousands of questions with detailed explanations in MCQ, EMQ, SBA and SAQ formats. The questions have been written by the Doctors Academy group of experienced clinicians and clinical academics, with mock exams and feedback on performance included to aid a candidate's focused revision of the given topics. Based on past exams, these questions have been carefully designed to meet the needs of undergraduate students and postgraduate trainees undertaking relevant speciality exams.

### Resources for:

- Medical Students
- Dental Students
- International Entrance Exams
- MRCS Exams
- General Surgery Exams
- Plastic Surgery Exams
- DOHNS Exam

[doctorexams.co.uk](http://doctorexams.co.uk)

# [www.doctorsacademy.org](http://www.doctorsacademy.org)