

<b>ACCME® Terms, Definitions and Descriptors (in alphabetical order)</b>	
<b>CME Activity</b>	Educational offering that is planned, implemented and evaluated in accordance with the ACCME® Essential Areas and their Elements, and Accreditation Policies.
<b>Types of Activities</b>	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
<b>Committee Learning</b>	Committee Learning is 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.
<b>Course</b>	<p>A course is a live CME activity where the learner participates in person. A course is planned as an individual event. Examples: annual meeting, conference, seminar.</p> <p>For events with multiple sessions, such as annual meetings, accredited providers report one activity and calculate the hours of instruction by totaling the hours of all educational sessions offered for CME credit. To calculate the numbers of learners, accredited providers report the number of learners registered for the overall event. Accredited providers are not required to calculate participant totals from the individual sessions.</p> <p>If a course is held multiple times for multiple audiences, then each instance is reported as a separate activity.</p>
<b>Enduring Material</b>	<p>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.</p> <p>When reporting the number of physician and non-physician participants for an Enduring Material activity, you should count all learners who completed all or a portion of the activity and whose participation can be verified in some manner. ACCME would not consider individuals that only received the enduring material activity but did not actually complete all or a portion of it to be participants.</p>
<b>Internet Activity, Live</b>	<p>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)</p> <p>When reporting the number of physician and non-physician participants for an Internet Activity Enduring Material, you should count all learners who completed all or a portion of the activity and whose participation can be verified in some manner. ACCME would not consider individuals that only downloaded the activity but did not actually complete all or a portion of it to be participants.</p>
<b>Internet Activity, Enduring Material</b>	<p>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)</p> <p>When reporting the number of physician and non-physician participants for an Internet Activity Enduring Material, you should count all learners who completed all or a portion of the activity and whose participation can be verified in some manner. ACCME would not consider individuals that only downloaded the activity but did not actually complete all or a portion of it to be participants.</p>
<b>Internet</b>	A CME activity in which a learner accesses the content of the activity directly from the

<p>Searching and Learning</p>	<p>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.</p> <p>The ACCME asks that providers aggregate their data for "Internet Searching and Learning" into one activity. For hours of instruction, specify the amount of time you believe a learner would take to complete their Internet Searching and Learning CME activity. The number of participants should equal to the total number of persons who participated in Internet Searching and Learning as a CME activity.</p> <p>For example, a provider creates an Internet Searching Learning CME activity in which 50 physicians participate. Each physician spent 30 minutes participating in this activity. The provider would report this as one Internet Searching and Learning CME activity with 50 physician participants and 0.5 Hours of Instruction.</p>
<p>Journal-based CME</p>	<p>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.</p>
<p>Learning from Teaching</p>	<p>A CME activity based on the physician learner's preparation to teach in a live CME activity.</p> <p>For the purposes of data reporting only, the ACCME will consider "Learning from Teaching" as an activity that is distinct and separate from the educational activities in which the learner has served as 'faculty.' Regardless of how the accredited provider plans and implements these educational interventions, the ACCME asks that providers aggregate their data for "Learning from Teaching" into one activity, with the total number of physicians/non-physicians equal to the number of faculty/authors for which they designed the educational intervention, and the number of hours equal to the total number of credits provided.</p> <p>The aggregating of these data does not preclude the provider from structuring or tracking these educational interventions individually. The provider is free to use whatever process or system for ensuring compliance is most effective in their situation.</p>
<p>Manuscript Review</p>	<p>A Manuscript Review is a CME activity based on a learner's participation in the pre-publication review process of a journal article.</p> <p>The number of hours of instruction should be the number of credits awarded to each participant. The number of participants should reflect the total number of learners engaged in reviewing the manuscript.</p> <p>As an example, a provider published one journal. During the course of the year, a panel of physicians reviewed 100 manuscripts that had been submitted for publication. For each review, two hours of CME were awarded. This activity should be reported as 1 Manuscript Review activity, with 200 hours of instruction, and 100 physician participants.</p>
<p>Performance Improvement</p>	<p>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.</p>
<p>Regularly Scheduled Series</p>	<p>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</p>

	<p>regularly scheduled conference are Grand Rounds, Tumor Boards, and M&amp;M Conferences.</p> <p>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.</p> <p>These activities have been previously described as “Regularly Scheduled Conferences”, or “RSCs”.</p>
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).
Commercial Interest	A <b>commercial interest</b> is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider non-profit or government organizations, non-health care related companies, or providers of clinical service directly to patients to be commercial interests.
Commercial Support	Contributions given by a commercial interest used to pay all or part of the costs of a CME activity. Provider report the total monetary amount of commercial support received; they do <b>not</b> include an estimated value for any in-kind commercial support received. Advertising and exhibit income is <b>not</b> considered commercial support.
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.
Expenses	Total cost of goods, services and facilities purchased to support your program of CME. (Examples: amounts spent for CME staff salaries, faculty honoraria, and meeting space.)
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 <sup>™</sup> 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.
Income	Income received from any source, other than commercial support or advertising and exhibitor income, including government grants, registration fees, and internal allocations.
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

**ACCME Provider #**

<b>CME Program Summary</b>				
Please provide the following information about your CME activities.	Number of			
	Type of activity	Activities	Hours of Instruction	Physician Participants
<b>Directly sponsored</b>				
<b>Live</b>				
Courses				
Regularly scheduled series (count each series as 1 activity)				
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 activity)				
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>				

<b>Income and Expenses. Summarize for the CME unit for the last complete fiscal year. Please enter values rounded to nearest dollar.</b>	
Total monetary amount of commercial support given by a commercial interest. Do <b>not</b> include an estimated value for any in-kind commercial support received.	\$
Total advertising and exhibit income received.	\$
Total income received from <b>other</b> sources (internal allocations, registration fees, government grants, etc.).	\$
Total expenses of your CME unit.	\$
Annual Reports may be reported on a fiscal year basis but please use the same reporting period from year to year to ensure consistency. If the information included on this form is from a period other than January 1, 2013 through December 31, 2013, please record the beginning and end dates below. This information is intended for your organization to use as a reference for future reporting.	
Notes:	