

## Purpose

This policy addresses the definition of and process for planning, development, and ongoing review of CME Enduring Materials at Bridgeport Hospital.

## Policy

The ACCME defines enduring materials as any printed, recorded, or computer-presented CME activity that may be used over time at various locations and which, in itself, constitutes a planned activity. When using an Enduring Material, the learning experience for the participant does not have a specific time or location, in contrast with the learning at a live CME activity that takes place at one time in one place.

Technology that is used to distribute a CME activity does not determine whether the activity is Enduring Material for CME purposes. A simultaneous webcast or video transmission of a lecture, which is not recorded for later redistribution, is a technology for distributing or presenting a live activity; it is not an enduring material.

Enduring Material may be developed from a live CME event. When this is done, the ACCME considers these to be two separate activities – one live and one enduring – requiring two separate applications.

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CME Enduring Materials at Bridgeport Hospital must be consistent with the Bridgeport Hospital CMEC Mission Statement and must adhere to all ACCME Criteria and Policies. All required CME material must be communicated to the learner prior to beginning the Enduring Material activity.

- Learning Objectives
- Activity faculty and their credentials
- Accreditation and Credit Designation Statement
- Commercial support disclosure statement
- Disclosure of financial relationship for every person in control of activity content
- Clear instructions on how to successfully complete the activity
- Dates of original release and most recent review or update
- Termination or expiration date
- Post-test as a measurement of learner achievement of the learning objectives
- A bibliography of resources for additional information

Commercial interests are prohibited from distributing Bridgeport Hospital CME Enduring Materials to learners. The Bridgeport Hospital CMEC prohibits advertising of any type within the content of Bridgeport Hospital CME Enduring Materials.

#### Review Process

- The Bridgeport Hospital CMEC certifies enduring materials for no more than three years. The certification period is based on course content and the likelihood that it might become outdated due to new developments.
- All Enduring Materials must be reviewed by a subject specialist prior to the three year expiration date.
- If updates are required, they must be made by a subject specialist before the activity can be re-released.
- If an activity is not revised at the end of the review period, it must be withdrawn.
- When enduring material is re-released, the review date, along with the original release date and the new termination date must be communicated to the participant.

- Each enduring material must provide an assessment of the learner's level of achievement.
- The CMEC or Sponsoring department will track learner participation.

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