

# Maine Medical Center CME Guidelines

## CME at Maine Medical Center

The goal of continuing medical education (CME) program at Maine Medical Center (MMC) is to provide continuing education of the highest quality for physicians. CME activities address the lifelong learning needs of physicians on the MMC medical staff in addition to physicians outside the greater Portland community.

### About the CME Application Process

The Maine Medical Center is accredited by the Maine Medical Association Committee on Continuing Medical Education and Accreditation (CCMEA) to provide continuing medical education (CME) for physicians. At MMC, CME accreditation is handled centrally through the Department of Medical Education, which is responsible for approving all applications for CME credit and for ensuring that all CME activities comply with the Accreditation Council for Continuing Medical Education (ACCME) Essentials and Standards. The MMC CME Advisory Committee provides oversight and guidance in

**Terminology:** ACCME Essentials and Standards terms used on application forms include:

<i>Needs Assessment</i>	Process used to document why an educational activity is indicated, through identification of "gaps" in physician knowledge, competencies, skills, etc.
<i>Learning Objectives</i>	What the learner will take back or be able to do as a result of participating in an educational activity; how the learner's competence or performance will change.
<i>Educational Design</i>	Content delivery methods/formats are appropriate to the identified needs of the learners and the setting, objectives and desired outcomes of the educational activity.
<i>Evaluation</i>	Information or data is collected on the effectiveness and/or impact of the educational activity; how well learning objectives were met.
<i>Commercial Support</i>	Support for part or all of an event or activity provided by a commercial interest must be provided within ACCME standards that ensure independence in CME activities. These standards specify obligations that are shared amongst faculty, commercial supporters and the accredited provider (MMC).
<i>Joint Sponsorship</i>	MMC jointly sponsors an activity with a non-MMC organization.

### Please note the following:

- 1) Application for Category 1 CME credit will not be considered "after the fact". Please complete and submit your application with *all support materials* **at least four weeks prior** to the planned activity.
- 2) If you are requesting **joint sponsorship** of an activity (i.e., if you are not a Maine Medical Center department or corporate affiliate), there is an administrative application fee of \$250.00 to defray administrative costs associated with processing your application.
- 3) In compliance with ACCME Standards, all speakers in a sponsored activity approved for Category 1 CME credit are expected to disclose to the audience any significant financial interest or other relationship with the manufacturer(s) or any commercial product(s) and/or providers of commercial services discussed in an educational presentation and/or with any commercial supporters of the activity. The intent of disclosure is to provide members of the audience with information on which they can base their own judgments.

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## Approval Procedures

Complete a separate form for each activity for which you are requesting CME credit. MMC approves three types of educational activities for CME credit, and each type of activity requires a different application form. To expedite the CME approval process, please use the correct application form and checklist to ensure your application is complete:

### Type of Educational Activity

- **Regularly Scheduled Conferences (RSCs):** Ongoing activities – meeting more than 2 times per year – that are offered by MMC departments or corporate affiliates. This category includes conferences like Grand Rounds, Mortality & Morbidity Conference, Journal Club, and Clinical Pathological Conferences.
- **Special Activities:** Periodic activities offered by MMC departments/units, including one-time events and annual workshops, conferences, & symposia.
- **Joint Activities:** Activities offered by – or in partnership with – a non-MMC organization, group, association, etc. that is not a CME provider

### Application Form

- Application for Regularly Scheduled Conference/Ongoing Departmental Activities
- Application for Special Activity
- Application for Joint CME Activity

Send the signed, completed application form – including any requested attachments and, if applicable, the \$250.00 application fee – to:

Maine Medical Center  
Department of Medical Education  
22 Bramhall Street  
Portland ME 04102  
Fax: (207) 662-7066

Once your application has been reviewed, you will be notified by e-mail of its approval status and the number of CME credits approved for the activity. Certificates of attendance/participation, containing required language, will be attached to the e-mail notification for you to distribute at the end of the activity. For assistance, call (207) 662-7060.

## Designation Statements and Program Materials

No program materials may refer to CME credit until your program has received approval for CME credit. **After** your program has been approved for CME credit, use only the approved wording for different types of program materials, **including brochures, announcements, or “save the date” cards**, as follows:

A) You must use the following accreditation statement in both announcements and program materials:

**The Maine Medical Center is accredited by the Maine Medical Association Committee on Continuing Medical Education and Accreditation (CCMEA) to provide continuing medical education for physicians.**

B) You must use the following language in all materials that make any reference to the maximum number of continuing medical education credits for which the activity has been designated,

**The Maine Medical Center designates this educational activity for a maximum of [fill in number of credits] AMA PRA Category 1 Credit(s)<sup>™</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.**

EXCEPTION: Once an activity/program has been approved for AMA PRA Category 1 Credit(s)<sup>™</sup>, a “save the date” card or announcement may indicate that AMA PRA Category 1 Credit will be provided without stating a number of credits. This type of announcement may read:

**This activity has been approved for AMA PRA Category 1 Credit<sup>™</sup>.**

C) You may **never** publish or announce that “AMA PRA credit has been applied for” in any program materials.