

ENDURING MATERIALS

I. Purpose

To outline a process for granting *AMA PRA Category 1 Credit™* for CME activities that have already been approved as a live CME activity and recorded for the purpose of getting approved as an Enduring Material.

II. Policy

Enduring materials must comply with all Accreditation Criteria, Essential Areas and Elements, the Standards for Commercial Support, and all miscellaneous accreditation policies.

III. Exceptions

None.

IV. Definition

An enduring material is a non-live CME activity that “endures” over time. It is most typically a videotape, monograph, CD Rom, or online CME. Enduring materials can also be delivered via the internet. The learning experience by the physician can take place at any time in any place, rather than only at one time, and one place, like a live CME activity.

Rules of What Must be Included in Writing with the Activity:

1. Because there is no direct interaction between the provider, faculty, and the learner, the provider must communicate the following to learners so they are aware of required information prior to starting the activity:
 - a. Principal faculty and his/her/their credentials & qualifications
 - b. Medium or combination of media used
 - c. Method of learner participation in the process
 - d. Estimated time to complete the educational activity (same as designated credit hours)
 - e. Dates of original release and most recent review or update
 - f. Termination date (date after which enduring material is no longer certified for credit)
2. Enduring materials must be reviewed at least once every three years or more frequently if indicated by new scientific developments.
3. Enduring materials may be recertified for credit after a three year or more frequent review, but no enduring material may be certified for more than three years without some review by the provider to ensure the content is still up-to-date and accurate.
4. The review date will be included on pages preceding the educational materials, along with the original release date and a termination date.

5. Commercial interests may not assist in providing or distributing enduring materials to learners.
6. Learner participation must be verified by completion of a post-test and an evaluation form.
7. When an enduring material is produced from a live activity, it requires a separate credit request, review, and approval.
8. Authors/Faculty must complete a release of information form in addition to all other required CME forms.
9. CME Credit will not be awarded to learners who attended the live activity (if applicable).

V. Procedure

1. The enduring material activity can be found by staff physicians on the hospital's Intranet.
2. Approval of an enduring material requires the faculty/author and/or the CME Committee write a post-test for learners.
3. CME Coordinator will ask faculty for permission to audiotape and/or videotape, and secure a PowerPoint presentation along with a signed permission form from the faculty/author.
4. Hospital IT Department designee will audiotape and/or videotape each CME activity unless otherwise instructed.
5. CME Coordinator will email specific activity information to the IT Department to be included in the online pages.
6. Activities will not go live until after the CME Coordinator gives final approval of the information posted with the activity.
7. Learners will review the required activity information, log into the CME activity, and complete a post test, evaluation form, and provide identifying information as proof of participation in the activity.
8. Once post test and evaluation form are completed, the system will generate a certificate awarding credit.
9. When all requirements are met, an automated email will be sent to the CME Coordinator so learner attendance can be logged.
10. CME Coordinator will add enduring material attendance to the regular CME activity transcripts of all learners who participate.

VI. References

1. IMQ/CMA CME Accreditation Standards - A Guide to Continuing Medical Education in California
2. ACCME Accreditation Standards

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Reviewed and approved at MEC: July 9, 2013, April 11, 2017

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