

Florida Medical Association Intra-State Accreditation

Glossary of terms

Accreditation

The framework by which a program of CME is assessed to determine whether the program meets the accreditor's requirements.

Accreditor

An organization (i.e., FMA) that sets and enforces the standards for CME provider organizations and/or activities through review and approval of organizations/activities and monitors and enforces guidelines for these organizations/activities.

Accreditation criteria

The requirements against which CME providers' compliance is determined in order to achieve or maintain accreditation.

Accreditation decision

The decisions made by an accreditor concerning the accreditation status of CME providers. In the FMA System, there are five options for accreditation status: Provisional Accreditation, Accreditation, Accreditation with Commendation, Probation, and Nonaccreditation.

Accreditation interview

A step in the accreditation and reaccreditation process. In the FMA System, surveyors review the CME provider's self-study report and performance-in-practice files, and then meets with the provider for the interview portion of the reaccreditation process. The purpose of the interview is for the provider to explain how the CME program fulfills accreditation requirements, and to discuss its strengths, accomplishments, and challenges.

Accreditation statement

The standard statement that must appear on all CME activity materials and brochures distributed by FMA accredited providers. There are two variations of the statement; one for directly provided activities and one for jointly provided activities.

Accreditation with Commendation

The highest accreditation status available in the FMA System, accompanied by a six-year term of accreditation; available only to providers seeking reaccreditation, not to initial applicants.

Accredited CME

The term used to refer to continuing medical education that has been deemed to meet the requirements and standards of a CME accrediting body.

Accredited CME provider

An organization accredited as a provider of continuing medical education. Accredited CME providers assume the responsibility and accountability for developing certified educational activities. FMA-accredited providers offer CME primarily to learners from Florida or contiguous states. ACCME-accredited providers represent a range of organizational types and offer CME primarily to national or international audiences of physicians and other health care professionals.

AMA core requirements

The AMA requirements that every activity certified for AMA PRA Category 1 Credit™ must meet. They can be found in the AMA PRA booklet.

AMA Credit Designation Statement

The statement that indicates that the activity has been certified for AMA PRA Category 1 Credit™ and includes the type of activity and number of credits.

AMA Direct Credit Activities

Activities that do not occur under the auspices of an accredited CME provider and for which the AMA directly awards credit to physicians who meet the requirements as listed in the AMA PRA booklet.

AMA Physician's Recognition Award (PRA)

The AMA PRA has recognized physician participation in CME since 1968. The AMA established the PRA certificate and the related AMA PRA credit system to recognize physicians who, by participating in CME activities, demonstrate their commitment to staying current with advances in medicine. More information can be found in the AMA PRA booklet.

AMA PRA Category 1 Credit™

The type of CME credit that physicians earn by participating in certified activities sponsored by CME providers accredited by either the ACCME or an ACCME-recognized State/Territory Medical Society (e.g., FMA); by participating in activities recognized by the AMA as valid educational activities and awarded directly by the AMA; and by participating in certain international activities recognized by the AMA through its International Conference Recognition Program.

AMA PRA Category 2 Credit™

Credit that is self-claimed and self-documented by physicians by participating in activities that are not certified for AMA PRA Category 1 Credit™ and that the physician individually determines comply with the AMA definition of CME; and comply with the relevant AMA ethical opinions (see CEJA Opinions relevant to CME); and are not promotional; and the physician finds to be a worthwhile learning experience related to his/her practice.

AMA PRA CME credit system

Developed in 1968, the credit system initially described the type of educational activities that would qualify to meet the requirement to obtain the AMA's PRA (See "Physician's Recognition Award"). The AMA PRA Standards and Policies have evolved and now AMA PRA credit has been accepted as an educational

metric for the purposes of state licensure, professional credentialing, hospital privileging and maintenance of certification of physicians.

Annual Report Data

Data that accredited providers are required to submit to the ACCME on at least an annual basis describing their overall CME program. This information includes summary data about the numbers and types of CME activities, the hours of instruction, the numbers of physician and other learner participants, and some financial information. The ACCME analyzes this data to monitor changes in individual CME programs as well as to assess trends across the CME enterprise. Each year, the ACCME publishes the aggregated information, offering a comprehensive analysis of the size and scope of the CME enterprise nationwide.

Certified CME

Nonpromotional learning activities certified for credit prior to the activity by an organization authorized by the credit system owner, or nonpromotional learning activities for which the credit system owner directly awards credit.

CME activity

An educational offering that is planned, implemented, and evaluated in accordance with the FMA Core Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education, and policies; the AMA Physician's Recognition Award CME credit system standards and policies; and the AMA Council on Ethical and Judicial Affairs pertinent opinions.

CME credit

The "currency" assigned to CME activities. Physicians and other healthcare professionals use credits to meet requirements for maintenance of licensure, maintenance of specialty board certification, credentialing, membership in professional societies, and other professional privileges. The requirements for credit designation are determined by the organization responsible for the credit system. Besides the AMA, other organizations in the US that administer credit systems for physicians include the American Academy of Family Physicians and the American Osteopathic Association. Please refer to those organizations for more information. See AMA PRA Category 1 Credit™ and AMA PRA Category 2 Credit™ above.

Commercial bias

Content or format in a CME activity or its related materials that promotes the products or business lines of an ineligible company.

Commercial support

Monetary or in-kind contributions given by an ineligible company that is used to pay all or part of the costs of a CME activity. The requirements for receiving and managing commercial support are explained in the Standards for Integrity and Independence in Accredited Continuing Education. Income from marketing activities is not considered commercial support.

Competence

In the context of evaluating effectiveness of a CME activity in the FMA System, the extent to which learners know how to implement (or stop doing) what the activity intended to teach them.

Compliance

The finding given when a CME provider has fulfilled the FMA's requirements for the specific criterion in the Core Accreditation Criteria, the specific standard in the Standards for Integrity and Independence in Accredited Continuing Education, or specific policy.

Continuing Medical Education (CME)

The educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships a physician uses to provide services for patients, the public, or the profession. CME represents that body of knowledge and skills generally recognized 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.

Continuing Professional Development (CPD), or Continuing Physician Professional Development (CPPD) Includes all activities that doctors undertake, formally and informally, including CME, in order to maintain, update, develop, and enhance their knowledge, skills, and attitudes in response to the needs of their patients.

Co-provided activity

A CME activity presented by two or more accredited providers. One of the accredited providers must take responsibility for the activity in terms of meeting FMA and AMA requirements and reporting activity data to the ACCME.

Council on Ethical and Judicial Affairs (CEJA)

The AMA elected body responsible for developing ethics policy for the AMA. Comprising seven practicing physicians, a resident or fellow, and a medical student, CEJA prepares reports that analyze and address timely ethical issues that confront physicians and the medical profession. CEJA maintains and updates the AMA Code of Medical Ethics, widely recognized as the most comprehensive ethics guide for physicians. In addition, CEJA has judicial responsibilities, which include appellate jurisdiction over physician members' appeals of ethics-related decisions made by state and specialty medical societies. To protect the integrity and quality of the CME enterprise and to support the autonomy of physicians as voluntary participants in CME activities, CEJA has rendered Opinions 9.2.6, Ethical Issues in CME; 9.2.7, Financial Relationships with Industry in Continuing Medical Education; and 9.6.2, Gifts to Physicians from Industry. Activities certified for AMA PRA Category 1 Credit™ must be developed in accordance with these opinions.

Designation of CME credit

The declaration that an activity meets the requirements for a specific type of credit. The accredited provider is responsible to those organizations that administer credit systems for compliance with applicable credit requirements. Note: The designation of credit for CME activities is not within the purview of FMA or the ACCME or ACCME Recognized Accreditors.

Directly provided activity

One that is planned, implemented, and evaluated by the accredited CME provider. This definition includes co-provided activities (offered by two accredited providers) reported by the accredited provider that awards the credit.

Faculty

The individuals responsible for teaching, authoring, or otherwise communicating the activity content to learners.

Hours of instruction

Hours of instruction represents the total hours of educational instruction in a CME activity. The information is used for the purpose of reporting the activity in PARS. For example, if a one-day course lasts eight hours (not including breaks or meals), then the total hours of instruction reported for that course is eight. Hours of instruction may or may not correspond to the number of AMA PRA Category 1 Credits™ for which the activity is designated.

In-kind commercial support

In the context of the Standards for Integrity and Independence in Accredited Continuing Education, nonmonetary resources provided by an ineligible company in support of a CME activity. Examples of in-kind support include equipment, supplies, and facilities.

Ineligible company

A company whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. An ineligible company is not eligible for FMA accreditation or participation in joint providership.

Jointly provided activity

An activity that is planned, implemented, and evaluated by an accredited provider and one or more non-accredited entities. Knowledge In the context of educational needs for a CME activity in the FMA System, the extent to which learners have a need for new information.

Marketing income

Advertising, sales, exhibits, and promotion are marketing activities and not continuing medical education. Therefore, monies paid by ineligible companies to providers for these activities are not considered to be commercial support under the Standards for Integrity and Independence in Accredited Continuing Education.

Nonaccreditation

The accreditation decision by FMA that a CME provider has not demonstrated compliance with the appropriate FMA requirements.

Noncompliance

The finding given by FMA when a CME provider does not fulfill the FMA's requirements for the specific criterion in the Core Accreditation Criteria, the specific standard in the Standards for Integrity and Independence in Accredited Continuing Education, or specific policy.

Parent organization

An outside entity, separate from the accredited provider, which has control over the accredited provider's funds, staff, facilities, and/or CME activities.

Performance

In the context of evaluating effectiveness of a CME activity in the FMA system, the extent to which learners do what the CME activity intended them to be able to do (or stop doing) in their practice.

Performance-in-practice review

During the initial accreditation, reaccreditation, and progress report processes, FMA selects activities to review from the CME provider's current accreditation term. The provider then submits materials documenting how these activities fulfilled accreditation requirements. This process enables FMA to ensure that accredited providers are consistently complying with requirements on an activity level.

Probation

Accreditation status given by FMA to accredited providers that have serious problems meeting FMA requirements. Probation may also be given to providers whose progress reports are rejected. The accredited provider must correct the noncompliance issues in order to return to a status of Accreditation. While on probation, a provider may not jointly provide new activities.

Program of CME

The provider's CME activities and functions taken as a whole. Provisional Accreditation A two-year term given to initial applicants in the FMA System that comply with the Core Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education, and applicable policies.

Progress Report

Accredited providers that receive noncompliance findings in the Core Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education, or policies must submit a progress report to FMA demonstrating that they have come into compliance. If the accredited provider successfully demonstrates compliance, the progress report is accepted, and the provider can then complete its accreditation term. If the progress report does not yet demonstrate compliance, the accredited provider will be required to submit a second progress report to address the areas of noncompliance. FMA can also place an accredited provider on Probation or issue a decision of Nonaccreditation after reviewing a progress report.

Program and Activity Reporting System (PARS)

A web-based portal from the ACCME designed to streamline and support the collection of program and activity data from accredited CME providers. PARS is also used by accredited providers to register CME

activities that will count for Maintenance of Certification™ and other uses, such as the Food and Drug Administration's Risk Evaluation and Mitigation Strategies (REMS).

Provisional Accreditation

A two-year term given to initial applicants in the FMA System that comply with the Core Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education.

Self-study report

One of the data sources used in the FMA process of accreditation or reaccreditation. When applying for accreditation or reaccreditation, CME providers prepare a report to explain their accomplishments and practices related to the Accreditation Criteria and policies, assess areas for improvement, and outline a plan for making those improvements.

Standards for Integrity and Independence in Accredited Continuing Education

FMA/ACCME requirements designed to: (1) ensure that accredited continuing education serves the needs of patients and the public; (2) present learners with only accurate, balanced, scientifically justified recommendations; (3) assure healthcare professionals and teams that they can trust accredited continuing education to help them deliver safe, effective, cost-effective, compassionate care that is based on best practice and evidence; and (4) create a clear, unbridgeable separation between accredited continuing education and marketing and sales. The Standards comprise five standards: (1) ensure content is valid; (2) prevent commercial bias and marketing in accredited education; (3) identify, mitigate, and disclose relevant financial relationships; (4) manage commercial support appropriately; and (5) manage ancillary activities offered in conjunction with accredited continuing education.