



# THE KENTUCKY MEDICAL ASSOCIATION

## GLOSSARY OF TERMS AND ABBREVIATIONS

**Accreditation:** The decision by the KMA, that an organization has met the requirements for a CME provider as outlined by the KMA. The standard term of accreditation is four years.

**Accreditation Council for Continuing Medical Education (ACCME):** The ACCME sets the standards for the accreditation of all providers of CME activities. The ACCME has two major functions: the accreditation of providers whose CME activities attract a national audience and the recognition of state or territorial medical societies to accredit providers whose audiences for its CME activities are primarily from that state/territory and contiguous states/territories. The ACCME's seven member organizations are the American Board of Medical Specialties (ABMS), the American Hospital Association (AHA), the American Medical Association (AMA), the Association of American Medical Colleges (AAMC), the Association for Hospital Medical Education (AHME), the Council of Medical Specialty Societies (CMSS), and the Federation of State Medical Boards of the U.S., Inc. (FSMB).

**Accreditation Criteria:** The accreditation requirements are outlined in the Accreditation Criteria. Compliance with the Accreditation Criteria is determined by the extent to which a Provider meets the criteria.

**Accreditation Decisions:** The types of accreditation offered and made by the KMA to accredited providers. They include accreditation with commendation, accreditation, probationary accreditation, provisional accreditation and non-accreditation.

**Accreditation Statement:** The standard statement that must be used by all accredited institutions and organizations. There are two different statements that might be used depending on the number and relationships of the organizations involved in planning and implementing the activity:

Directly provided activity -- An activity planned and implemented by KMA or an accredited provider of CME.

*The (name of the accredited provider) is accredited by the Kentucky Medical Association (KMA) to provide continuing medical education for physicians.*

Jointly provided activity -- An activity planned and implemented by one KMA or state medical society accredited provider working in partnership with a non-accredited entity. The accredited provider must ensure compliance with the KMA Accreditation Criteria and Policies.

*This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Kentucky Medical Association (KMA) through the joint providership of (name of accredited provider) and (name of non-accredited provider). The (name of accredited provider) is accredited by the KMA to provide continuing education for physicians.*

**Accreditation Survey:** A form of data collection by the KMA that includes a review of the organization (structure, administration, mission, relationships), documentation, and activities. The survey can be conducted on site, which is in-person at the site of the accredited institution/organization, or its activity; or reverse site, which is in-person at a site determined by the KMA. Its purpose is to gather data about who is responsible for the CME program and activities, how documentation is accomplished, and how well the *Accreditation Criteria* are applied.

**Accreditation with Commendation:** The decision by the KMA that an organization has met all the Criteria for compliance with the accreditation requirements. The term of accreditation with commendation is six years.

**Activity:** An educational event for physicians, which is based upon identified needs, has a purpose or objectives, and is evaluated to assure the needs are met.

**Activity Review:** The form of data collection that allows the KMA to observe an activity and document compliance with the requirements for accreditation. This review occurs usually during an accreditation survey (on-site) and is required for all new applicants before they are fully accredited.

**American Board of Medical Specialties (ABMS):** The ABMS is a member organization of the Accreditation Council for Continuing Medical Education. The ABMS nominates two individuals for appointment to the Board of the ACCME.

**American Hospital Association (AHA):** The AHA is a member organization of the Accreditation Council for Continuing Medical Education. The AHA nominates two individuals for appointment to the Board of the ACCME.

**American Medical Association (AMA):** The AMA is a member organization of the Accreditation Council for Continuing Medical Education. The AMA nominates two individuals for appointment to the Board of the ACCME.

**Annual Report:** The form of data collection that requires an annual submission of data from each accredited provider and allows the KMA to monitor changes in an individual accredited provider's program and within the population of accredited providers.

**Association for Hospital Medical Education (AHME):** The AHME is a member organization of the Accreditation Council for Continuing Medical Education. The AHME nominates two individuals for appointment to the Board of the ACCME.

**Association of American Medical Colleges (AAMC):** The AAMC is a member organization of the Accreditation Council for Continuing Medical Education. The AAMC nominates two individuals for appointment to the Board of the ACCME.

**Classifications of Compliance with Accreditation Criteria:** Using criteria, the KMA will determine the level of compliance with each requirement of the accreditation criteria. The findings could be one of two levels of compliance: compliance or noncompliance.

**Commercial Bias:** A personal judgment in favor of a specific proprietary business interest of a commercial interest.

**Commercial Interest:** Any proprietary entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients with the exception of non-profit or government organizations and non-health care related companies. The KMA does not consider providers of clinical service directly to patients to be commercial interests. A commercial interest is not eligible for accreditation.

**Commercial Supporter:** The institutions or organizations, which provide financial or in-kind assistance to pay for all or part of the costs to a CME program or for a CME activity. The definition of roles and requirements when commercial support is received are outlined in the ACCME Standards of Commercial Support.

**Compliance:** The provider is meeting the standard of practice for the judged criteria.

**Conflict of Interest:** When an individual's interests are aligned with those of a commercial interest the interests of the individual are in 'conflict' with the interests of the public. The KMA considers financial relationships to create actual conflicts of interest in CME when individuals have both a financial relationship with a commercial interest **and** the opportunity to affect the content of CME about the products or services of that commercial interest. The potential for maintaining or increasing the value of the financial relationship with the commercial interest creates an incentive to influence the content of the CME—an incentive to insert commercial bias.

**Continuing Medical Education (CME):** Continuing medical education consists of educational activities, which serve to maintain, develop, or increase the knowledge, skills, and professional performance, and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is 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.

A broad definition of CME, such as the one found above, recognizes that all continuing educational activities, which assist physicians in carrying out their professional responsibilities more effectively and efficiently, are CME. A course in management would be appropriate

CME for physicians responsible for managing a health care facility; a course in educational methodology would be appropriate CME for physicians teaching in a medical school; a course in practice management would be appropriate CME for practitioners interested in providing better service to patients.

Not all continuing educational activities, which physicians may engage in however, are CME. Physicians may participate in worthwhile continuing educational activities, which are not related directly to their professional work, and these activities are not CME. Continuing educational activities, which respond to a physician's non-professional educational need or interest, such as personal financial planning, or appreciation of literature or music, are not CME.

**Continuing Medical Education Committee:** The Continuing Medical Education Committee (CMEC) is the administrative group designated by KMA to conduct accreditation activities. Authority to accredit organizations and facilities is given by the ACCME. The appellation "CMEC" is used interchangeably with "KMA" in this context.

**Council of Medical Specialty Societies (CMSS):** A member organization of the Accreditation Council for Continuing Medical Education. The CMSS nominates two individuals for election to the Board of the ACCME.

**Credit:** The "currency" assigned to units of CME. Requirements for the designation of credit are determined by the organization responsible for the credit system, e.g., AMA-PRA (Category 1 and 2 Credit), AAFP (Prescribed and Elective Credit), ACOG (Cognates), AOA (Category 1-A, 1-B, 2-A and 2-B Credit). Refer to those organizations for details about the specific requirements for assigning credit.

**Criteria:** The set of performance expectations required by the KMA of an accredited provider.

**Designation of CME Credit:** The declaration that an activity meets the criteria for a specific type of credit. In addition, designation relates to the requirements of credentialing agencies, certificate programs or membership qualifications of various societies.

The (name of the accredited provider) designates this (learning format) activity for a maximum of (number of credits) *AMA PRA Category 1 Credit(s)<sup>TM</sup>* Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**Documentation Review:** The form of data collection that allows the KMA to verify that compliance with accreditation requirements has been met within a specific activity. This review occurs during an accreditation survey.

**Enduring Materials:** Enduring materials are printed, recorded or computer assisted instructional materials which may be used over time at various locations and which in themselves constitute a planned CME activity. Examples of such materials for independent physician learning include: programmed texts, audiotapes, DVDs and computer assisted instructional materials, which are used alone or in combination with written materials. Books, journals (unless specifically designated) and manuals are not classified as enduring materials.

**Faculty:** The speakers or education leaders responsible for communicating the educational content of an activity to a learner.

**Federation of State Medical Boards of the U.S., Inc. (FSMB):** A member organization of the Accreditation Council for Continuing Medical Education. The FSMB nominates two individuals for election to the Board of the ACCME.

**Financial Relationships:** Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. Relationships of the person involved in a CME activity include the financial relationships of a spouse or partner.

**Focused Accreditation Survey:** A specially arranged survey of a provider to collect data about a specific problem that has been reported or has not been corrected as a result of a progress report.

**Joint Providership:** The planning and implementation of a CME activity by two institutions or organizations when only one of the institutions or organizations is accredited. The accredited provider must take responsibility for a CME activity when it is presented in cooperation with a non-accredited institution, or organization and must use the appropriate accreditation statement.

**Kentucky Medical Association (KMA):** The Kentucky Medical Association is a professional association of physicians authorized by the ACCME to accredit organizations and facilities to provide continuing medical education to physicians.

**Monitoring:** The form of data collection, which allows the KMA to note changes in the program of CME between formal accreditation reviews. These data are collected in the annual reports required of each provider and/or in the pursuit of a complaint/inquiry about a specific CME activity.

**Needs Assessment/Data:** A process of identifying and analyzing data that reflect the need for a particular CME activity. The data could result from a survey of the potential learners, evaluations from previous CME activities, needed health outcomes, identified new skills, etc. Needs assessment data provide the basis for developing learner objectives for the CME activity.

**Nonaccreditation:** The accreditation decision by the KMA that an organization has not demonstrated the standards for a CME provider as outlined by the KMA.

**Noncompliance:** The provider is not meeting the standard of practice for the judged criteria.

**Objectives:** Statements that clearly describe what the learner will be able to know or do after participating in the CME activity. The statements should result from the needs assessment data.

**Other Learners:** Activity participants who are not MDs, DOs or residents. All other participants.

**Organizational Framework:** The structure (organizational chart), process, support and relationships of the CME unit that are used to conduct the business of the unit and meet its mission.

**Organizational Review:** The form of data collection that allows the KMA to determine responsibility for the program of CME and activities provided as part of the program. This review occurs during an accreditation survey.

**Parent Organization:** An outside entity, separate from the accredited provider that has control over the funds, staff, facilities, and/or CME activities of the accredited provider.

**PARS:** Program & Activity Reporting System. PARS is a centralized, web-based system for the collection and management of activity and program data from accredited providers.

**Participant:** See Physician Learners and Other Learners

**Physician Learners:** Activity participants who are MDs, DOs or residents.

**Planning Process(es):** The method(s) used to identify needs and assure that the designed educational intervention meets the need(s) and produces the desired result.

**Probation:** The accreditation decision by the KMA that an accredited provider has not met all the standards for a CME provider as outlined by the KMA. The accredited provider must correct the deficiencies to receive a decision of accreditation. While on probation, a provider may not jointly provide new activities.

**Program of CME:** The CME activities and functions of the provider taken as a whole.

**Progress Report:** A report prepared for the KMA by the accredited provider communicating changes in the provider's program to demonstrate compliance with the criterion that were found in non-compliance, during the most recent accreditation review.

**Provider:** The institution or organization that is accredited to present CME activities.

**Provisional Accreditation:** The accreditation decision by the KMA that an initial applicant for accreditation has met the standards for a CME provider as outlined by the KMA.

**Recognition:** The process used by the ACCME to approve state medical societies as accreditors of intrastate providers.

**Regularly Scheduled Series (RSS):** Regularly scheduled series are daily, weekly, monthly or quarterly CME activities that are primarily planned by and presented to accredited provider's professional staff.

**Relevant Financial Relationships:** KMA focuses on financial relationships with commercial interests in the twelve-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. KMA has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationships in any amount occurring within the past twelve months that create a conflict of interest.

**Self Study:** A form of data collection by the KMA that allows the accredited provider to document its accomplishments, assess areas where improvements may be necessary and outline a plan for making those improvements.

**Sponsor:** See Provider

**Standards for Commercial Support:** Standards to ensure independence in planning and implementing CME activities.

**Supporter:** See Commercial Interest

**Survey:** See Accreditation Survey

**Validation of Content:** Accredited providers are responsible for validating the clinical content of CME activities that they provide. Specifically,

- All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.