

**Title: CONTINUING MEDICAL EDUCATION REQUIREMENT**

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Location: Saint Joseph Regional Medical Center (SJPMC)		Department: Medical Staff Services

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**POLICY:**

1. Each member of the Active, Limited Staff, Consulting, Licensed Independent Practitioners and Level 1 Licensed Advanced Practitioners staff shall fulfill the following requirements for continuing medical education (CME):
  - A. Fifty (50) hours of CME appropriate to the clinical privileges he/she holds, of which at least twenty-five (25) hours must be Category 1, every two (2) years.
  - B. In the event a physician fails to meet the CME requirement, their reappointment will be a “conditional reappointment” with the balance of CME hours to be completed prior to their next reappointment in addition to the ongoing CME requirement.
  - C. In the event that a physician fails to meet the CME requirement for two consecutive reappointment cycles, the physician’s membership and privileges shall be automatically terminated. At this point, the physician must complete the accumulated hours of CME requirement, reapply for medical staff membership and privileges, and pay all appropriate fees, including a reapplication fee of \$200.
  - D. Exceptions are limited to:
    - 1) Applicants who will participate strictly on a volunteer basis to provide charity care are required to receive Ten (10) hours of CME appropriate to the clinical privileges he/she holds.
    - 2) Dentists – DDS’s are required to complete 20 hours of CME during a two-year period as established in Indiana Code.
    - 3) Advanced Practice Nurse's with prescriptive authority are required to complete 30 hours of CME during a two-year period, at least 8 hours of which are in pharmacology, as established in Indiana Code.
    - 4) Psychologists are required to complete 40 hours of CME during a two-year period as established in Indiana Code.

**Attachments:**

- Documentation and Attestation Statement
- Category 1 and 2 CME credit definitions per the AMA

**References/Standards:**

- Policy Origin Date: May 2001
- Review Date: December 2009, December 2012, December 2015, December 2018, March 2019
- Revised Date: June 2007, March 2019
- Effective Date: May 2002
- Reviewed/Recommended By: Medical Executive Committee
- Pol. 91

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**PROCEDURE:**

**A. Category I activities**

- 1) The following activities can be reported for AMA PRA category 1 credit
  - a) Attendance-based learning activities by accredited providers-Per hour of attendance
    - (1) Most CME activities claimed for category I credit are structured events offered by organizations accredited for CME by the Accreditation Council for Continuing Medical Education (ACCME) or by a state medical society. Examples include workshops, seminars, grand rounds, and other scientific meetings. The provider of the event will distribute certificates of attendance that can be used as proof of credit hours earned.
  - b) CME activities in journals from accredited providers-Generally 1 credit per article
    - (1) Physicians may claim credit for activities in journals that have been designated for credit.
    - (2) These activities are provided in peer-reviewed journals and involve an examination or evaluation.
  - c) CME enduring materials-Per hour of study
    - (1) Enduring materials are printed, recorded, or electronic materials designated by accredited organizations. These include printed materials, videotapes, internet activities, and computer-assisted instruction.
  - d) Published articles -10 credits per article, 1 article per year
    - (1) First or second authors of articles published peer-reviewed journals (publications included in the Index Medicus) may claim category 1 credit from the AMA by including a reprint of the first page of the article as part of the PRA application.
  - e) Presentation at a Conference-5 credits per poster, 1 poster per year 2 credits for each hour of teaching, with a maximum of 10 credits per year
    - (1) Category I credit may be reported to the AMA on a PRA application for presenting a poster or teaching at a medical meeting already designated for category 1 credit. To obtain credit for presenting a poster, attach to the application a page from the program with the presentation abstract and identification of the presenter. To earn credit for teaching, include with the application a program or announcement of the activity with identification of the presenter and showing the category 1 designation.
  - f) Specialty board certification and recertification-25 credits
    - (1) Specialty board certification and recertification by an ABMS member specialty board are treated in one of two ways. (1) In most cases they are endorsed for a three-year PRA certificate. The PRA certificate recognizes the educational effort involved in being certified. The endorsement certificate does not include the award of any AMA PRA category 1 credit. Physicians requesting a PRA certificate through endorsement should attach a copy of the recertification certificate or the specialty board notification letter. (2) Physician applicants who specifically request it will be provided with 25 AMA PRA category 1 credits. Those requesting the 25 hours of category 1 credit should indicate that they want this credit instead of a 3-year certificate. Please follow the instructions on the PRA application form.
  - g) Medically related degrees -25 credits following the award of the degree

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- (1) Earning an advanced degree in an area related to following the medicine, such as a master's in public health, award of the earns category 1 credit. To receive the credit degree from the AMA, attach to the application a copy of the diploma or transcript.
- h) Participation in an Accreditation Council for Graduate Medical Education (ACGME) accredited program-50 credits per year
  - (1) Physicians earn 50 hours of category 1 credit per year for full- or part-time participation as residents or fellows in an ACGME-accredited residency program.
- i) International conferences-Per hour of attendance
  - (1) Organizers of international conferences may apply directly to the AMA to be recognized for credit. If they have been approved, announcements will carry the following statement:
    - (a) The [name of conference] has been approved by the American Medical Association for AMA PRA Category I credit. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.
    - (2) A representative designated by the AMA will issue a certificate of attendance at the conference.
    - (3) Attendance certificates from conferences approved by the European Accreditation Council for Continuing Medical Education (EACCME) may be submitted for AMA credit with the PRA application.
- j) Other meritorious learning experiences-Determined Ad Hoc
  - (1) Category 1 credit may be awarded in recognition of experience of exceptional benefit to a physician that does not fit the above descriptions. Physicians seeking credit for such an experience must obtain approval for the credit before undertaking the activity. Approval must be sought by sending a written proposal to the Continuing Physician Professional Development (CPPD) department at the AMA in which the educational need, learning objectives, content of and methods for learning the material, amount of time projected to be spent on the project, and a means of evaluation of the learning achievement are clearly stated. If faculty and educational institutions are involved, they should be identified. The AMA will approve projects at their discretion. When the project has concluded, the physician submits a final report of achievement that includes the actual time spent on the project. The AMA will then award the number of credits it determines the project has earned the physician.
- k) AMA pilot projects
  - (1) The PRA program evolves to meet the learning needs of physicians. Therefore, the AMA will from time to time initiate pilot programs to evaluate new methods for obtaining CME credit.
  - (2) Contact the AMA CPPD department at 312 464-4671 for more information.
  - (3) Accredited CME sponsors may not designate a single activity for more than 50 AMA PRA category 1 credits.
- l) Transferable credit
  - (1) The American Academy of Family Physicians' (AAFP) Prescribed Credit and the American College of Obstetricians and Gynecologists' (ACOG) formal learning Cognates will be accepted by the AMA as category 1 credit. The American Academy

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of Family Physicians' Prescribed Credit should be listed as AAFP Prescribed rather than as AMA PEA category I on the PRA application.

m) Medical education numbers

- (1) In June 2000, the AMA House of Delegates adopted a policy opposing the use of physician social security numbers to obtain continuing medical education credit. One alternative way that a physician can be identified is through the physicians medical education number. Every physician on the AMA Masterfile has been assigned a medical education number.

B. Category 2 activities

- 1) Category 2 credit may be earned for activities physicians have undertaken on their own that should be beneficial to their practice. Credit claimed should be commensurate with the actual time spent on an activity. The following list of non-designated activities may be reported for category 2 credit:
  - a) Consultations with peers and experts;
  - b) Medical research and study online;
  - c) Using non-designated enduring materials;
  - d) Teaching other health professionals; and
  - e) Reading authoritative medical literature.
- 2) All of these activities should be self-reported on the AMA PRA application for credit.
- 3) Activities that do not earn credit
- 4) The PRA is earned only by participation in CME activities. For that reason, acts of charity and service on a council or committee do not earn a physician CME credit.
- 5) Credit cannot be claimed for education incidental to the regular professional activities of a physician, such as learning that occurs from clinical experience.