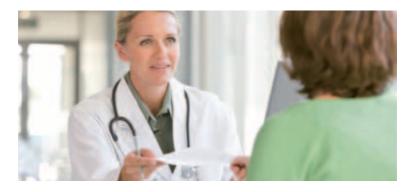# European Board for Accreditation in Pneumology

EBAP ACCREDITATION GUIDELINES

Introduction

CME accreditation is justified if it satisfies three criteria.

a) It should encourage and stimulate providers of CME to improve the quality of their products.

b) It should promote learning by participants such that their clinical practice will be changed to produce better clinical outcomes.

c) It should reassure learners that educational products are free from commercial bias.

SECTION 1
Assessment of educational needs

a) Accreditation of CME must depend on demonstration that a need exists for education in the topic concerned. Providers can obtain this information when learners apply for their credit certificates for a previous event. They should be required to indicate their future needs in relation to gaps in their knowledge and competence when they complete the EBAP evaluation forms which may be downloaded from the document library.

b) Providers must include this information in applications for accreditation of subsequent events. For new events and other educational products, providers may carry out needs assessment by issuing questionnaires to a sample population of potential participants. The data from needs assessment will allow providers to identify the target learners who will be suitable for the educational product.

SECTION 2
Eligibility of educational products and application for accreditation

a) General

i. The provider must state the educational objectives in the context of the previously determined needs assessment. This requirement applies not only to live events, but also to distance learning products (*i.e.*: articles, books, e-learning activities, apps).

ii. The material should be presented in a stimulating, user-friendly way using simple English and designed primarily to influence the learner's clinical practice.

iii. EBAP is concerned only with European or international CME accreditation. Therefore the objectives of the educational activity must be designed for international participants.

iv. The target learners should be described in terms of type, sub-specialty and seniority.

v. The provider must supply the name and affiliations of a medical practitioner or scientist who will take responsibility for the product and with whom EBAP can discuss any points which arise during assessment.

b) Live events

i. Following EBAP's cooperation agreement with EACCME, EBAP will review all accreditation requests related to respiratory medicine. For live event accreditation, EBAP will apply UEMS/EACCME's accreditation criteria (UEMS 2012/30). Appendix A at the end of this document provides a check-list of criteria to be met. We however strongly recommend event providers to first carefully read the complete guidelines prior to applying for accreditation with EACCME.

ii. Live event accreditation requests must be submitted through EACCME's online accreditation system. It can be accessed through the EACCME website: eaccme.eu

c) Distance learning

i. This includes e-learning comprising HTML courses, live online

webcourses, pre-recorded webcasts, CD-Roms and also journal articles and book chapters or Apps with CME questions for learners. Again the language must be English. Since EBAP's cooperation agreement with EACCME does not cover distance learning, application must be made via EBAP's online accreditation forms.

ii. The provider must supply details of the production of the material including names and affiliations of all involved. The funding source or sources must be stated including links with the pharmaceutical industry. The likely duration of the learning experience should be stated. The provider must affirm that learner privacy and confidentiality will be respected in relation to online interactive material. The material should include a comprehensive bibliography to confirm its evidence base.

d) Formative Assessment

i. The provider must supply details of the formative assessment, including the number of questions and duration of the examination. The application should also give background information as to how the questions are selected and if there is a writing committee. The funding source or sources must be stated including links with the pharmaceutical industry. The provider must affirm that candidate's privacy and confidentiality will be respected and that results will not be shared with third parties unless it is specifically agreed by the candidate.

SECTION 3
Requirements for different educational products

a) Live

In order to promote learning rather than entertainment, live events should be as interactive as possible. Providers should be encouraged to use modalities of proven benefit such as pro and con debates, meet the professor seminars and Q and A sessions with expert panels. They should develop multi media rather than single media presentations. Providers should be free to decide how they will achieve audience participation and should include details of the

type of audience participation on the event programme. They must emphasise to session chairs that it is their responsibility to ensure that sufficient time is left for interactive discussion.

b) E-learning

Modules of HTML courses and conference webcasts should incorporate questions relating to the previous section which must be answered correctly before the programme continues. A programme of 30 – 40 minutes should contain 4 – 5 multiple choice questions. Comments should be provided after each question is answered indicating if it is correct or why it is not. Supporting references should be added when appropriate. Similarly learners who use educational CD-Roms should be tested with 4 – 5 questions relating to each 30 minute section. The answers can be transmitted online to the providers. Learners must not be able to go back to the question to correct the answer.

c) Journal articles and book chapters

CME articles and book chapters should include 4 – 5 questions for each section of 3500 – 4500 words to test the learner (i.e. 1 question per 900 words). Providers should encourage authors to use illustrations and pictures and to aim for an attractive format.

d) Formative Assessments

Formative assessments are of high educational value and can be considered as CME products as such, provided it is aimed at continuing medical education and not postgraduade training. Only assessments in the field of respiratory medicine and aimed at an international audience can be accredited. The assessment must be in English. An application form must also be completed by providers and, as per other CME material, only assessments worthy of accreditation will be granted CME credits.

If the formative assessment is accredited, all candidates will receive 2 CMEs per hour of examination. An additional 0.5 CME per examination question will be granted to candidates passing the examination.

e) Reviewing Activities

Article and abstract review can be recognised as a CME activity.

Publishers and event providers must send an official request to EBAP prior to awarding CME credits to its reviewers. The request must only be done once per activity and should be addressed to EBAP in the form of an official letter, providing information on:

a. background information on the CME activity,

b. the average number of reviewers impacted per year

c. an estimation of the time needed for reviewers to assess the activity.

Requests will be assessed during EBAP Management Council meetings. If the review activity is approved, the CME provider will be responsible for issuing the CME certificate to its reviewers and for making sure reviewers are only awarded CME credits in relation to the work performed.

f) Educational Apps

Apps can also be recognised as a CME activity, provided they are found of sufficient educational value. It is recommended that Providers send an official request to EBAP prior to designing the App. The educational content of the App will be assessed and if the review is positive, a provisional accreditation can be granted. The final accreditation can however only be granted once the final product is assessed. In case of a question-based Apps, the learner should be provided with substantial feedback on each question, including reference and potentially further reading material.

SECTION 4
Provider credentials

a) The provider may be an educational institution such as a university, post-graduate college or scientific society. There are an increasing number of commercial CME providers who are employed by educational institutions or the industry. For enduring materials, the provider may be a publisher operating either independently or in association with an educational institution.

b) In submissions for accreditation, providers must supply full details of the organisation and must specify sources of funding particularly in relation to the pharmaceutical industry.

SECTION 5
Commercial interest

a) **Live Educational Events**

In light of its agreement with the UEMS/EACCME, EBAP will apply UEMS/EACCME's accreditation criteria when reviewing accreditation requests for Live Educational Events, including for all matters related to commercial interest and sponsorship (*c.f. UEMS-2012/30, art. 29 to 32*).

In line with the UEMS/EACCME accreditation criteria, satellite symposia sponsored by the industry cannot be accredited. They must be separated from the main event's scientific programme and clearly identified as industry-sponsored symposia.

b) **Distance Learning Activities (Articles, books, e-learning, Apps):**

EBAP accepts that the industry may properly support an educational activity, but the education must be balanced and must include information which encompasses the whole range of relevant products (trade names should be avoided). This aim can best be achieved when funding is provided by multiple companies. EBAP requires that there must be a minimum of two commercial sponsors for all educational activities.

c) In situations where pharmaceutical or equipment companies propose to sponsor an educational product, EBAP requires that the provider should establish an independent board to which will be devolved full responsibility for designing the programme. Employees of the companies may not contribute to the programme.

d) The only form of promotion permitted is the acknowledgement that the company has contributed to the educational programme by provision of a grant.

e) Educational presenters/writers in both live educational events and distance learning products must disclose existing financial arrangements with any commercial company contributing to the CME product. The appropriate Disclosure Form has to be signed by the presenters/writers and scientific/organisation committee members and be made available to learners. Speakers must declare any conflict of interest in their presentation. A template example of Disclosure Form is provided by EBAP in the document library.

Declarations of Conflict of Interest must be retained at least one year after the event for potential review by EBAP.

f) The following forms of grants are recognised (for distance learning products only):

i. An **unrestricted educational grant** is recommended. This grant should be paid to the provider directly without additional conditions.

ii. Restricted grants to reimburse expenses for: presenters/contributors (all expenses, travel only, accommodation only, honorarium, etc.), support for catering and other expenses (*e.g*. printed materials, equipment loan *etc*.)

iii. In the case of an unrestricted educational grant, the providers are wholly independent in their use of contributed funds. In this situation, the provider receives the funds from the commercial company and then pays all expenses, including the honoraria of the faculty.

iv. In the case of restricted grants, industry should not provide honoraria, accommodation or travel expenses directly to specific speakers or members of the Scientific/organisation committee.

v. Written agreement is mandatory between the supporting company and the provider of the CME programme stating that the activity is educational and non-promotional and that the company will play no role in the design or conduct of the programme. A provider who fails to disclose relevant information may be barred from applying for accreditation in the future. EBAP reserves the right to ask Providers for a copy of their contract with the sponsor.

vi. Transparency – the provider must be accountable and upon request, be able to report information concerning the expenditure of funds received from the supporting industry.

SECTION 6
Accreditation of educational products

a) EBAP has recruited a large number of reviewers with the help of the Forum of European Respiratory Societies (FERS). All applications for accreditation are forwarded from the EBAP Office in Lausanne to 2 reviewers.

b) Webcasts and HTML-based courses are accredited on the basis of one credit for each hour's education. Journal articles are accredited on the basis of one credit for 3500 - 4500 words. Books are accredited on the basis of 1 CME credit per chapter, unless otherwise agreed with the publisher.

c) Apps will be accredited on a case-by-case basis, depending on the nature of the product. In case of question-based apps, 1 CME credit will be awarded for each chunk of 10 questions.

d) For Live Educational Events, UEMS/EACCME recommends that a half day meeting should not be accredited with more than 3 credits and that a whole day meeting should not be accredited with more than 6 credits. EBAP therefore will assess each individual session but will also decide on the maximum accreditable value for the meeting following UEMS/EACCME guidelines.

e) For formative assessments, all candidates taking the examination will be granted 2 CMEs per hour of examination. An extra 0.5 CME will be awarded to candidates passing the examination. It is for the assessment provider to decide if all candidates will receive their CME certificate or if the CME certificates will be given only to candidates requesting it.

f) Each reviewer will forward his or her assessment to the EBAP Office. In the event of discrepancy between the 2 reviewers, the EBAP co-ordinator asks a member of the Management Council to make a final decision.

g) The provider will agree to have an EBAP assessor visit the accredited CME event while it is taking place. These visits will occasionally be organised on a random basis and the provider will be informed in advance. Registration fees for the assessor shall be waived. Any further costs will be covered by EBAP.

SECTION 7
Awards of credits to learners

a) Live Events:

EBAP will apply UEMS/EACCME criteria.

As a reminder, an attendance check must be carried out.

The Provider must provide a reliable and effective means for the learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met. Example assessment sheets are available to download on EBAP and EACCME websites. These include questions related to the educational format, the quality of the presenters and presentations, logistic considerations in relation to venue, auditoria and facilities, and suggestions for future improvements.

The Provider must commit to make available to the EACCME® a report on this feedback and on the Provider's responses to this.

Providers must ensure that participants applying for CME credits do not receive more than the maximum number of credits awarded for the event and that the number of CMEs stated in the CME certificate reflects the participant's attendance to the event.

b) Distance Learning:

For distance learning, credits are awarded dependent on satisfactory answers to the CME questions. EBAP considers that 75% of the questions must be answered correctly to qualify for credits.

Before any CME credits are awarded, the learner must answer several general questions, contained in the EBAP evaluation form, about the content of the CME.

Providers must ensure that participants applying for CME credits do not receive more than the maximum number of credits awarded for the product and that the number of CMEs stated in the CME certificate reflects participation.

SECTION 8
Fee scales

a) EBAP fees

EBAP will charge providers as follows:

Educational live events	
EBAP administrative fee	€200
Accreditation fee (only if event is accredited)	€1 per participant

Note: 1/3 of accreditation fee paid by the event provider to EACCME when applying through EACCME's online platform will be deducted from EBAP invoice.

Distance learning (articles, e-learning)	
EBAP administrative fee	€200
Accreditation fee (only if activity is accredited)	€250
Webcast of previously accredited events	
Accreditation fee	€50 per module
Books	
EBAP administrative fee	€200
Accreditation fee (only if book is accredited)	€1000
Question-based Apps	
EBAP administrative fee	€200
Accreditation fee for each chunk of 100 questions	€1000
Accreditation fee for each additional question	€5
Formative Assessments	
EBAP administrative fee	€200
Accreditation fee (only if examination is accredited)	€10 per candidates receiving CME credits

b) For live educational events, providers will be charged by EACCME separately for EACCME's services.

EACCME's price structures is as follows:

No. of participants	Total fee invoiced by EACCME to provider	Total EACCME fee is split as follows between EACCME and its partners			
		EACCME Adminis-trative Fee	1/3 fee for EACCME	1/3 fee for National Ac-creditation Authority (NAA)	1/3 fee for specialty, such as EBAP (*)
0-250	€350	€50	€100	€100	€100
251-500	€650	€50	€200	€200	€200
501-1000	€950	€50	€300	€300	€300
1001-2000	€1250	€50	€400	€400	€400
2001-5000	€2450	€50	€800	€800	€800
> 5000	€4250	€50	€1400	€1400	€1400

(*) As agreed in the cooperation agreement signed with EACCME, EBAP applies its own fee structure. Therefore, 1/3 of the fee paid by Providers to EACCME is deducted from EBAP's invoice.

Lausanne, 19 September 2013

Appendix A

UEMS/EACCME Summary of Live Educational Event Essential Accreditation Criteria

i.   The Provider must structure the LEE to fulfill defined educational needs.

ii.   The Provider must define the "target audience" for whom the LEE is most likely to be suitable.

iii. The Provider must identify and communicate the expected educational outcome(s) of the LEE.

iv.   The Provider must provide the title of the LEE, its venue, date(s), and a clear description of the nature of the event.

v.   The LEE must be presented in a manner suitable for an international audience.

vi.   The LEE must include methods to promote active learning.

vii. The Provider must provide detailed information on the duration of the LEE.

viii. The Provider must indicate the mechanism(s) by which it will be verified that the Learner has engaged with the LEE in order to fulfill the educational objective(s).

ix.   The LEE must be conducted in compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.

x.   The Provider must provide a short description of the Provider organisation(s).

xi.   The Provider must state the names and job titles of the individual(s) responsible for preparing the LEE.

xii. The Provider must provide the name, title and contact details of a medical practitioner who will take responsibility for the application for accreditation of the LEE. This doctor must be registered with a Medical Regulatory Authority, and his/her registration details must be provided.

xiii. The Provider must provide the name(s), job title(s) and contact details of the head, and all other members of the Scientific and/or Organising Committee.

xiv. The Provider must ensure that all members of the Scientific and/or Organising Committee provide written declarations of potential or actual conflicts of interest.

xv. The Provider must confirm that any actual conflicts of interest have been resolved.

xvi. The Scientific and/or Organising Committee must ensure that the LEE will provide a programme that presents a scientifically balanced perspective of the subjects included.

xvii. The Provider must ensure that all members of the Faculty provide written declarations of potential or actual conflicts of interest.

xviii. The Provider must provide the latest version of the programme of the LEE at the time of application.

xix. The source(s) of all funding for the LEE must be declared, and be made available to Learners in a readily accessible manner.

xx. The Scientific and/or Organising Committee must confirm that it has determined the content of all aspects of the LEE to be free of any attempt by sponsors to influence the Committee's decisions.

xxi. The Provider must submit information regarding the expected total number of Learners attending the LEE and the schedule of fees for these Learners.

xxii. All educational material must be free of any form of advertising and any form of bias.

xxiii. The Provider must confirm that it will comply with the applicable national rules, regulations and industry standards regarding exhibition areas where companies are permitted to present their products.

xxiv. The Provider must provide a reliable and effective means for the Learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met. The Provider must commit to make available to the EACCME® a report on this feedback and on the Provider's responses to this.

xxv. In order to have an application for accreditation considered by the EACCME®, the Provider must:

a. submit a fully completed application, in English, using the specific EACCME® application form;

b. provide this completed application form, with all relevant attachments and full payment for the application, no less than fourteen weeks from the planned start date of the LEE;
c. ensure that suitable responses have been provided for each of the essential criteria;

d. provide confirmation by the medical practitioner who is taking responsibility for the application.

xxvi. The Applicant must not attempt to influence the decision of the EACCME®.

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