MH CE Activity Planning and Application Instructions

CONTINUING EDUCATION MISSION STATEMENT

The mission of MaineHealth's Continuing Education Program is to improve healthcare team performance and patient outcomes - and advance MaineHealth's vision of *making our communities the healthiest in America* - by delivering high-quality, evidence-based, interprofessional continuing education that supports patient- and community-centered care.

The program achieves this mission by:

- Designing high-quality innovative educational activities grounded in best evidence
- Advancing the healthcare team's knowledge, skills, strategies, and performance to support measurable improvements in care
- Promoting healthcare quality and safety across clinical practice settings
- Fostering interprofessional collaboration through diverse learner engagement to strengthen team-based care

MaineHealth awards educational activity credits for physicians, nurses, pharmacists, physicians assistants, social workers, and psychologists. Basic instructions for activity planning and completing an application for accreditation approval are below. If you are brand new to creating accredited CE activities, we recommend you set up an appointment to review the process and tools by emailing CloudCMEhelp@mainehealth.org.

Please note:

- Activity planning should occur several months in advance of your activity. Activity application should be submitted for review and approval at least 6 weeks prior to the activity date
- Please note there are activity management requirements once an activity is approved. Please see CME Activity Checklist and Activity Manager & Maintenance Training
- Contact the CE team at cloudcmehelp@mainehealth.org with questions

Activity Planning and Application Instructions:

Step 1

- Identify your planning committee which is the interdisciplinary group that will help plan and deliver your activity.
- The planning committee members should review:
  - Joint Accreditation Criteria requirements
  - ACCME's Standards for Integrity and Independence in Accredited Continuing Education
  - Guidance on the Responsible Use of Artificial Intelligence (AI) in Accredited Continuing Education (CE) | Joint Accreditation
- Conduct a gap analysis and needs assessment How to fill out the Gap Analysis
- Download the planning template to use to plan your activity with your planning committee: CE Activity Planning Template
- Please also reference the Description of Activity Types (on page 3 of this document) and the Joint Accreditation CME Activity Planning Roles and Responsibilities Guide (You will use these as reference, when completing your planning template)

Step 2

- Watch CE Activity Planning Template training here: https://youtu.be/eIH3Mo1AzI0
- Complete the planning template in its entirety with your planning committee.
- If desired make an appointment to review your planning template with a member of the CE staff prior to completing your electronic application by emailing CloudCMEhelp@MaineHealth.org

Step 3

- Navigate to the CloudCME Application page
- Create and submit your application for review and approval at least 6 weeks prior to your activity start date.

Definitions of Activity Types:

Course

- A *course* is a live activity where the learner participates in person. A course is planned as an individual event. Examples: an annual meeting, conference, or seminar. Courses can be recurring on an ongoing basis or one time events.

Regularly Scheduled Series (RSS)

- *Regularly Scheduled Series (RSS)* is a live activity planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly. A regularly scheduled series generally targets the same audience over the who series. Examples include grand rounds, tumor boards, journal clubs and morbidity and mortality conferences.

Internet Live Courses

- An *internet live course* is an online course available at a certain time on a certain date and is only available in real-time, just as if it were a course held in an auditorium. Once the event has taken place, learners may no longer participate in that activity. Examples include a livestream, webcast, or webinar.

Enduring Material

- An *enduring material* is printed, recorded or computer-based activity that endures over a specified time and does not have a specific time or location designated for participation; rather, the participant determines whether and when to complete the activity.

Journal-Based Activity

- A *journal-based activity* is a self-directed activity that tis planned and presented by an accredited provider and in which the learner reads one or more articles (or adapted formats for special needs) from peer-reviewed professional journal. This is different from Journal Club (RSS)which is a group-based and collaborative**.**

Manuscript Review

- *Manuscript review* is an activity in which a learner participates in the critical review of an assigned journal manuscript during the pre-publication review process of a journal.

Performance Improvement

- A *performance improvement* activity is structured as a three-stage process by which a physician or group of physicians learn about specific performance measures, assess their practice using the selected performance measures, implement interventions to improve performance related to these measures over a useful interval of time and then reassess their practice using the same performance measures.

Reminder: Insert JA logo and accreditation statement in all educational and marketing materials associated with approved accredited activities.

In support of improving patient care, MaineHealth is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team. MaineHealth is also approved to accredit continuing education activities with the following credit types: Interprofessional Continuing Education (IPCE), Association of Social Work Boards (ASWB), American Academy of Physician Assistants (AAPA), American Psychological Association (APA), Registered Dietitians (RDs) and Dietetic Technicians, Registered (DTRs).

