

Policy Title:	Restrictions for Accredited Continuing Education (ACE) Activities on Dartmouth Hitchcock Medical Center (DHMC) and Community Group Practices (CGP) Campuses	Policy ID:	Reference #
Keywords	continuing education, CE, ACE, CME, continuing medical education, CNE, continuing nursing education, learning activity, relevant financial relationship, disclosure, mitigation, resolution, attestation form, relationship with industry, commercial interest, ineligible company, activity director, nurse planner, accredited, Live Activity, Conference, Course, Symposium, Regularly Scheduled Series, Grand Rounds, Morbidity and Mortality, Case Conferences, Journal Clubs, Enduring Material, online learning activities, Lead Planner, IPCE, JA, Joint Accreditation, Pharmacy, planning committee, ACE, Accredited Continuing Education		

I. Purpose of Policy

The purpose of this policy is to restrict the presence of non-Dartmouth Health Accredited Continuing Education (ACE) activities held on local and regional Dartmouth Health and CGP campuses in order to: 1) protect Dartmouth Health's compliance with increasingly restrictive CE accreditation requirements from the Joint Accreditation and other accrediting bodies; 2) clarify for learners which Lead Planners, planning committees and faculty/speakers have been sanctioned by the CE Office; and, 3) ensure the integrity of Dartmouth Health ACE professional activities held on local and regional Dartmouth Health campuses.

II. Policy Scope

The scope of this policy includes: all Dartmouth Health employees; all individuals with an official, current faculty appointment from the Geisel School of Medicine at Dartmouth; and all employees' and faculty members' administrative staff. The scope of this policy also covers all planning committee members, speakers, authors, and anyone else in a position to control the content of an ACE activity.

III. Definitions

Accredited Activity – An accredited activity is an educational offering (e.g., Live Activity/Conference/Course/Symposium, Regularly Scheduled Series/Grand Rounds/Morbidity and Mortality/Case Conferences/Journal Clubs, Enduring Material/online learning activities) that is planned, implemented, and evaluated in accordance with the ACCME, ANCC, or other accrediting bodies' accreditation criteria, and associated Dartmouth Health and Geisel School of Medicine at Dartmouth policies.

Physician Lead Planner must be a physician, researcher, doctorally prepared professional who possesses an official, current or emeritus/a faculty appointment from the Geisel School of Medicine at Dartmouth and be an employee in good standing of a Dartmouth Health Member Organizations, the VAMC, or the Geisel School of Medicine at Dartmouth. The physician lead planner has overall responsibility for planning, developing, implementing, and evaluating the content and logistics of an ACE activity.

Nurse Lead Planner must be an active member of the Nursing Continuing Education Council (NCEC) and be an employee in good standing of a Dartmouth Health Member Organizations. The nurse lead planner has overall responsibility for planning, developing, implementing, and evaluating the content and logistics of an ACE activity.

Pharmacy Lead Planner must be a pharmacist who is actively engaged in practice and holds a current license and be an employee in good standing of a Dartmouth Health Member Organizations. The pharmacy lead planner has overall responsibility for planning, developing, implementing, and evaluating the content and logistics of an ACE activity.

Ineligible Company – The ACCME defines an “ineligible company” as any entity whose primary business purpose is producing, marketing, selling, re-selling or distributing healthcare products used by or on patients, with the exemption of non-profit or government organizations and non-health care related companies.

Local and Regional Campuses – The campuses of DHMC including the CGPs and other sites where DHMC employees work, practice and/or teach.

IV. Policy Statement

Dartmouth Health is committed to providing ACE activities that are linked to quality and safety, are effective in improving interprofessional practice, are based on valid content, and are independent of ineligible companies. Our ACE activities are for scientific and educational purposes only and will in no way promote products and services of the ineligible companies either in the content or selection of topics.

To that end, Dartmouth Health does not allow on their local and regional campuses any ACE activities other than those activities accredited through the Center for Learning and Professional Development (CLPD) CE Office. This restriction applies only to accredited activities that are held at DHMC, and Clinics, including the CGPs.

Exceptions to this policy may be approved by the Medical Director for IPCE/Associate Dean for CME, Vice President of CLPD, and Director of CNE. Request must be made during the initial planning (prior to development of the content), but no later than four months in advance.

V. References

Responsible Owner:	Center for Learning and Professional Development	Contact(s): email	clpd.support@hitchcock.org
Approved By:	Dartmouth Health Medical Director for IPCE/Associate Dean for CME at Geisel School of Medicine at Dartmouth, D-H Vice President of CLPD, Executive Vice President of DHMC	Version #	Version
Current Approval Date:	September 1, 2008. May 2022.	Old Document ID:	

Date Policy to go into Effect:	September 1, 2008. September 2023.
Related Polices & Procedures:	Dartmouth Health Code of Conduct; Procedures for an Exhibitor's Role in an In-Person or Virtual Dartmouth Health Accredited Continuing Education Activity
Related Job Aids:	

