

Requirements for a Continuing Education (CE) Enduring Material

Content Requirements

The following disclosures and content must be displayed to the learner **prior to the start** of the educational content.

For Medicine Enduring Materials:

1. The Accreditation Statement:

In support of improving patient care, Dartmouth Health 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.

2. The Credit Designation Statement states the number of credits for the activity and will be assigned by the CME Accreditation Manager once a pilot of the activity is complete. If the format of the learning activity is blended, combining online and face-to-face learning, two credit designation statements may be necessary to delineate the enduring material from the live activity.

3. The Credit Designation Statement is:

American Medical Association (AMA)

Dartmouth Health designates this enduring material for a maximum of *XX AMA PRA Category 1 Credit(s)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

(Include this for CME programs)

Other Learners: All other learners may claim CME-designated participation credit. Consult your professional licensing board regarding the applicability and acceptance of CME-designated participation credit for programs certified for credit by organizations accredited by Joint Accreditation for Interprofessional Education.

For Nursing Enduring Materials:

1. The Accreditation Statement:

In support of improving patient care, Dartmouth Health 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.

2. The Credit Designation Statement states the number of credits for the activity and will be assigned by the CNE Accreditation Specialist once a pilot of the activity is complete. If the format of the learning activity is blended, combining online and face-to-face learning, two credit designation statements may be necessary to delineate the enduring material from the live activity.

3. The Credit Designation Statement is:

American Nurses Credentialing Center (ANCC)

Dartmouth Health designates this enduring material for a maximum of *XX ANCC* contact hours.

(Include this for CNE programs)

Other Learners: All other learners may claim general attendance credit. Consult your professional licensing board regarding the applicability and acceptance of general attendance credit for programs certified for credit by organizations accredited by Joint Accreditation for Interprofessional Education.

For Medicine/Nursing Enduring Materials:

1. The Accreditation Statement:

In support of improving patient care, Dartmouth Health 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.

2. The Credit Designation Statement states the number of credits for the activity and will be assigned by the CME Accreditation Manager once a pilot of the activity is complete. If the format of the learning activity is blended, combining online and face-to-face learning, two credit designation statements may be necessary to delineate the enduring material from the live activity.

3. The Credit Designation Statement is:

American Medical Association (AMA)

Dartmouth Health designates this enduring material for a maximum of *XX AMA PRA Category 1 Credit(s)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

American Nurses Credentialing Center (ANCC)

Dartmouth Health designates this enduring material for a maximum of *XX ANCC* contact hours.

(Include this for CME/CNE programs)

Other Learners: All other learners may claim CME-designated participation credit. Consult your professional licensing board regarding the applicability and acceptance of CME-designated participation credit for programs certified for credit by organizations accredited by Joint Accreditation for Interprofessional Education.

For all Enduring Materials:

1. Dartmouth Health logo. Please email clpd.support@hitchcock.org for an electronic copy of the logo if necessary.
2. Learning Objective(s)
3. List of content experts with credentials, if applicable
4. Presence or absence of relevant financial disclosure(s) by planning committee members, presenters, faculty, authors and content reviewers must be disclosed. The CE Office will provide disclosure verbiage based on Financial Disclosure Forms submitted in advance to the CE Office. See Planning Requirement #1 below.

5. Dates (month and year) of original release, review date (if applicable), and expiration date (date after which enduring material is no longer certified for credit). Please note: CE accredited enduring material activities are accredited for a maximum of three years. The expiration date of enduring materials should be based on the content of the material. Providers must review content of enduring materials at least once every three years, or more frequently if indicated by new developments in the field specific to the enduring material.
6. Provider contact information for questions regarding accreditation of the activity: Center for Learning and Professional Development, Dartmouth Hitchcock Medical Center, clpd.support@hitchcock.org
7. Provide clear instructions to the learner on how to successfully complete the activity.
8. Communicate to learner that the learning activity must be completed in order to receive credit or contact hours.
9. Evaluation of Internet learning activity. See #2 in Planning Requirements below.
10. Provide access to appropriate bibliographic sources to allow for further study.
11. Communications: any marketing/promotional communication that is sent to potential participants must contain, at least, the following elements: learning objectives, accreditation statement and the credit designation statement.

Planning Requirements

1. Financial Disclosure Forms must be completed by planning committee members, presenters, faculty, authors and content reviewers through the learning management system (CloudCME).
2. Each activity must be evaluated. Planners should consult with the CE Office in advance of finalizing the activity evaluation if not using the standard CLPD evaluation.
3. There must be a method to measure outcomes associated with each learning activity. Planners should consult with the CE Office in advance of finalizing the outcome measure if not using the standard CLPD outcome measure.
4. If the learning activity is not hosted in the CLPD learning management system, contact the CE Office to develop an attendance tracking/recording method.
5. Documentation that DHMC owns the copyright for, or has received permissions for use of, or is otherwise permitted to use, copyrighted materials within a CE activity on the Internet.

Restrictions

1. Activity location: educational activity must NOT be placed on an ineligible company^ web site.
2. Links to product websites: with clear notification that the learner is leaving the educational website, links to an ineligible company^ website is permitted before or after the educational content of an activity, but shall not be embedded in the educational content of an activity.
3. Advertising of any type is prohibited within the educational content of activities on the Internet including, but not limited to, banner ads, subliminal ads, and pop-up window ads.

For computer-based activities, advertisements and promotional materials may not be visible on the screen at the same time as the educational content and not interleaved between computer 'windows' or screens of the educational content.

^Ineligible Company is any entity whose primary business purpose is producing, marketing, selling, re-selling or distributing healthcare products used by or on patients.

If you have questions regarding accreditation of learning activities, please contact the Manager, Continuing Medical Education, Terri Farnham, Terri.n.farnham@hitchcock.org
Accreditation Specialist, Continuing Nursing Education, Judy Langhans, Judith.M.Langhans@hitchcock.org

If you have questions regarding technology requirements of learning activities, please contact the Director, Learning Design and Systems, Cara DeLura, Cara.A.DeLura@hitchcock.org.