

Understanding **ACCME**
Accreditation

2004
WORKSHOPS

An Intensive Review of ACCME
Essential Areas, Elements, Policies
and Criteria for Compliance and
the ACCME Accreditation Process

Swissôtel Chicago

April 18-19

August 1-2

December 10-11

Preconference dates: April 17 and December 9

PRESENTED BY THE

Accreditation Council for Continuing Medical Education



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ear CME Colleague:

As the 2004 Chair of the ACCME, I would like to invite you to attend this year's "Understanding ACCME Accreditation" workshop. The ACCME workshop is one of our best resources for acquiring the most current information on ACCME accreditation as well as providing you with comprehensive information on the Essential Areas, Elements, and Policies.

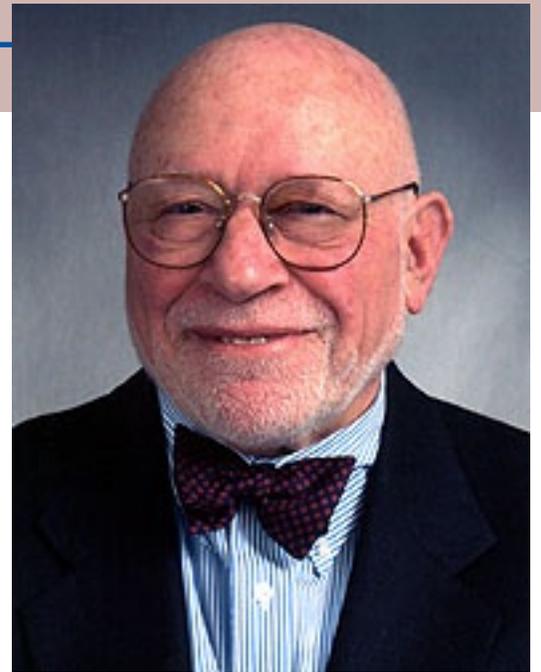
In addition to workshop plenary sessions on such topics as the Standards for Commercial Support, the ACCME Accreditation Process, and the Essential Areas and Elements, the workshop offers several opportunities for interactive discussion. In fact, the workshop is designed to help you learn through interaction with workshop faculty and other participants. You will be assigned to two breakout sessions based on your level of knowledge, years of experience and organization type. The breakout sessions allow you to get your questions answered, meet your colleagues, and work with experienced faculty. Learners are encouraged to share their experiences and ideas in this small collegial environment. You will also have the opportunity to meet with other workshop participants and faculty during scheduled breaks, a day one wrap-up session and during the luncheon.

To further enhance your learning experience, you will be assigned a faculty counselor. The counselor mechanism is designed to give you an experienced point-person to whom you can refer your questions. Your counselor will have a list of your "burning questions" prior to the workshop in order to help you through areas requiring special assistance.

I hope you will join us for this unique learning experience. Whether you are new to CME or have years of experience, I am sure you will benefit from participating with us.

Elliott L. Mancall, MD

2004 Chair, Accreditation Council for Continuing Medical Education



Elliott L. Mancall, MD

COMMENTS FROM PAST PARTICIPANTS

"No questions were considered unimportant. The faculty tried to answer all questions, in a manner that was honest, nonjudgmental, and clear. All of the faculty seemed interested in what they were trying to accomplish and very willing to help."

"This workshop is so well done! I can't stress that enough. I learn so much here that really impacts my ability to do my job!"



AT THE CONCLUSION OF THIS WORKSHOP, PARTICIPANTS SHOULD BE ABLE TO:

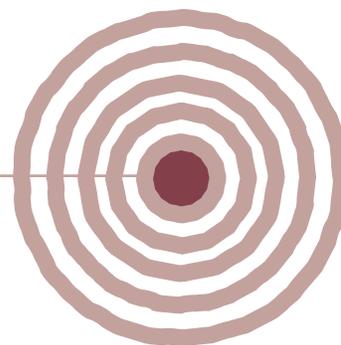
- Discuss the role of accreditation in CME
- Recognize levels of compliance with ACCME's Essential Areas and Elements
- Identify strategies for demonstrating compliance with ACCME requirements
- Formulate strategies to avoid compliance problems
- Identify the key elements for demonstrating compliance with the Standards for Commercial Support
- Develop tactics to improve your CME activities and overall CME program

WHY SHOULD YOU ATTEND THIS WORKSHOP?

- To learn more about the role of accreditation in CME
- To learn more about ACCME's accreditation process
- To help you prepare for ACCME accreditation
- To get updated information on ACCME's requirements for accreditation
- To get updates on recent policies and procedures of the ACCME
- To network and exchange ideas with other CME professionals

T A R G E T A U D I E N C E

Anyone in the CME community, at either the national or state level, will find this workshop a valuable and worthwhile experience. Please note that the accreditation process discussed is that of the ACCME. Individual Recognized State Medical Society accreditation programs may vary in administrative processes and requirements.



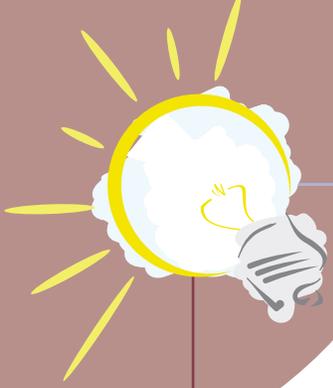
EDUCATIONAL FORMAT



In order to achieve your personal goals and objectives, you are encouraged to be an active participant in the workshop. Opportunities for interaction are available in our plenary and small group discussions. These sessions are designed to facilitate your participation and enable you to have your questions answered. For example:

SMALL BREAKOUT SESSIONS: Each day, you will be placed in a group with professionals from like organizations or who have similar knowledge levels. These sessions allow participants to receive individualized attention and offer opportunities for networking.

A COUNSELOR MECHANISM: You will be assigned to a faculty member who will serve as your "counselor" throughout the workshop and will be available to answer your "burning questions" and address individual issues. Please remember to indicate your questions on the registration form!



W O R K S H O P H I G H L I G H T S

In an effort to meet the needs of ALL our participants, we are pleased to offer two optional focused sessions:

The Newcomer Orientation:

This pre-workshop session introduces the beginner participant (less than one year of experience in CME) to various aspects of CME and the ACCME. The session is designed to help newcomers successfully integrate the content of the workshop with their own CME practice by introducing participants to the terminology used in CME, organizations with interests in CME, and the basis of ACCME's accreditation system.

In addition, the orientation is an opportunity to gather with other newcomers prior to the workshop. There is a separate \$200 registration fee for the orientation that includes registration for the session, activity materials, and afternoon refreshments.

(NOTE: THIS PRECONFERENCE IS HELD IN CONJUNCTION WITH THE APRIL AND DECEMBER WORKSHOPS ONLY).

Advanced Post-workshop Session:

Following the formal conclusion of the workshop, this session will provide participants with advanced knowledge/experience levels in CME with the opportunity to discuss current issues and trends in accreditation and CME with the ACCME staff and faculty. While the content will be at the advanced level, all participants are invited to attend. There is no additional registration fee for this session; participation in this session is included in the workshop registration fee.

2004 WORKSHOP FACULTY

The 2004 workshop faculty will represent a wide variety of backgrounds, serving the CME community in diverse roles, including: ACCME or state medical society committee members, surveyors, adult education experts, published authors and researchers, and physicians. Each faculty member has knowledge and practical application of ACCME's Essential Areas and Elements as well as the accreditation process. Prior to each workshop, the faculty and their credentials will be listed on the ACCME website: www.accme.org. In addition, ACCME staff will serve as faculty at each workshop.

COMMENTS FROM PAST PARTICIPANTS

"It clarified the process for me. I "inherited" this part of my job and have not really understood the big picture until now. It also gave me ideas on how to improve our process. The workshop also clarified some of the gray areas in commercial support."

"The syllabus provides me with my own desk reference for any additional questions that I may have."

PRECONFERENCE DAY

- 4:00 - 7:00 pm ● Optional **Newcomers Orientation** Session (April and December only)
*****Additional registration fee for this session*****
Purpose: Participants with less than one year of experience are invited to register for this optional session that will introduce the ACCME, key accreditation concepts, and CME-related organizations that will be discussed during the two-day workshop.
- 5:30 - 7:30 pm ● **Workshop Registration**

WORKSHOP DAY ONE

- 8:00 am ● **Workshop Registration & Buffet Breakfast**
- 9:00 am ● **Introduction & Workshop Overview**
- 9:30 am ● **Understanding Accreditation: Its Purpose, Role, and Impact**
Objective: After this session, participants should be able to discuss the role and impact of accreditation in the field of CME
- 10:00 am ● **Overview of ACCME Essential Areas and Elements**
Objective: After this session and the accompanying breakout, participants should be able to identify the Essential Areas and Elements of ACCME’s system of accreditation.
- 10:45 am ● **“Meet your Counselor” Break**
- 11:15 am ● **Who Wants to be Accredited? (Part One)...A Game Testing Your Knowledge of ACCME’s Elements & Policies**
Objective: After this session, participants should be able to dispel some myths regarding compliance with ACCME Elements and Policies and recognize practices to demonstrate compliance. The game will also serve as a needs assessment for each participant.
- 11:45 am ● **Buffet Luncheon**
- 1:00 - 3:15 pm ● **Breakout Session: Demonstrating Compliance with the Essential Areas, Elements and Policies**
- 3:30 - 4:30 pm ● **Day One Wrap-up Session**
Purpose: The session is intended to offer participants time to discuss a variety of accreditation and CME credit-related topics. Refreshments will be served.

COMMENTS FROM PAST PARTICIPANTS

“Good overview of ACCME. Great to meet people in the same field. Great ideas for improving our CME process. Great opportunity to talk with very helpful faculty!”

WORKSHOP DAY TWO

COMMENTS FROM PAST PARTICIPANTS

"I'm fairly new to the ACCME process and I feel this was an excellent way to interact with other CME providers and learn how they apply ACCME's requirements to their processes."

7:00 am ● **Buffet Breakfast**

7:50 am ● **Announcements**

8:00 am ● **Demonstrating Compliance with the ACCME's Standards for Commercial Support**
Objective: After this session and the accompanying breakout, participants should be able to identify the key elements for demonstrating compliance with ACCME policies on disclosure and commercial support.

8:20 am ● **Who Wants to be Accredited? (Part two)...A Game Testing Your Knowledge of ACCME's Policies on Disclosure & Commercial Support**
Objective: After this session, participants should be able to dispel some myths regarding compliance with ACCME policies on disclosure and commercial support and recognize practices to demonstrate compliance. The game will also serve as a needs assessment for each participant.

8:40 - 10:10 am ● **Breakout Session: Demonstrating Compliance with Commercial Support**

10:15 am ● **Break**

10:45 am ● **The ACCME Accreditation Process: An Opportunity**
Objective: After this session, participants should be able to discuss the opportunities the accreditation process offers providers and the ACCME. They should also be able to identify the deadlines and timelines involved in the accreditation process.

11:15 am ● **The Future of the ACCME System and CME**
Objective: After this session, participants should be able to discuss future opportunities for CME providers and identify strategies to develop CME into a strategic asset for their organizations

12:00 pm ● **Wrap-up Session & Concluding Remarks**

BOXED LUNCHES WILL BE AVAILABLE AT THE CONCLUSION OF THE WORKSHOP.

OPTIONAL AFTERNOON SESSION

1:00 - 2:15 pm ● **Optional Advanced Afternoon Session:** Participants are invited to participate in this optional advanced afternoon session in which faculty and ACCME staff will discuss current issues and trends in accreditation and CME.

REGISTRATION INFORMATION



The *Workshop Registration fee* of **\$625** per attendee includes: attendance at all workshop sessions (excluding the Newcomers Orientation Session), workshop syllabus, reference materials, meals, and the post-workshop advanced session.

The *Newcomer Orientation Session Registration fee* is a separate **\$200** per attendee, which includes attendance at the session, activity materials, and refreshments.

Full payment with a completed registration form is required. Registrations with full payment should be mailed or faxed to ACCME, 515 North State Street, Suite 2150, Chicago, IL 60610; FAX to 312 755-7496.

PLEASE NOTE:

- **ACCME's receipt of registration information does not ensure workshop attendance** because seating in the workshop is limited. Typically, workshops reach capacity one month prior to the workshop date. **Accepted** registrations are confirmed via e-mail and letter. Registrations **are not** confirmed verbally.
- The ACCME strongly recommends that you do not make hotel and air travel arrangements prior to receiving a written confirmation that your registration has been accepted. **The ACCME is not responsible for travel-related costs**
- **The ACCME DOES NOT accept on-site registrations.**
- We will attempt to accommodate all registrants, but seating is **limited**. Therefore, we will give priority to registrants who have not attended a workshop within the last year.

If you cancel your confirmed attendance more than three weeks prior to the workshop, we will refund your registration fee, minus a \$100 processing charge. If canceled within three weeks prior to the workshop, the registration fee is non-refundable. Participants are allowed a one-time transfer to a later workshop in the same year (\$100 processing charge applies). Participants are also allowed a one-time transfer of their registration to a replacement (\$100 processing charge applies).

SPECIAL NEEDS

The Accreditation Council for Continuing Medical Education fully intends to comply with the legal requirements of the Americans with Disabilities Act. If any participant of the "Understanding ACCME Accreditation" workshop is in need of accommodation, please do not hesitate to submit written requests to the ACCME at least one month prior to the workshop date.

HOTEL INFORMATION



All three ACCME workshops in 2004 will be held at:
Swissôtel Chicago, 323 East Wacker Drive, Chicago, Illinois 60601
Telephone: 312.565.0565; Fax: 312.565.0540
www.swissotel.com

Workshop Date: April 18-19, 2004
Hotel Cut-Off Date: March 19, 2004
Room Rate: \$159/night/single or double occupancy

Workshop Date: August 1-2, 2004
Hotel Cut-Off Date: July 6, 2004
Room Rate: \$159/night/single or double occupancy

Workshop Date: December 10-11, 2004
Hotel Cut-Off Date: November 8, 2004
Room Rate: \$159/night/single or double occupancy

Online Guest Room Registration for ACCME Workshops can be made on:
www.trustinternational.com/cgi-swissotel3/tBooker?i=C1C&property=TXL-SL-HSLCHISW

Swissôtel Chicago offers luxuriously oversized guestrooms that offer fabulous wrap-around views from Navy Pier to Grant Park. The all-glass triangular hotel is wedged into the confluence of the Chicago River and Lake Michigan, just steps away from The Art Institute of Chicago and The Magnificent Mile. Swissôtel Chicago's newly refurbished restaurants provide guests with the perfect place to relax with friends and enjoy a memorable experience.

2004 REGISTRATION FORM



The workshop registration fee is **\$625** (for the Newcomers Orientation, please add **\$200**).

Complete a separate registration form for each person. Registrations will not be processed unless accompanied by full payment (check, Visa, or Mastercard). Faxed registrations will only be accepted for credit card payments.

NOTE: Please refer to this brochure's Registration Information Section for more details regarding the submission and acceptance of workshop registrations.

CHECK ONE

April 18-19, 2004

August 1-2, 2004

December 10-11, 2004

FOR OPTIONAL SESSIONS, PLEASE CHECK IF ATTENDING:

Newcomers Orientation (April and December only) (separate \$200 fee)

Advanced Post Workshop Session

Mail or Fax to:
ACCME WORKSHOP REGISTRATION
 515 North State Street, Suite 2150
 Chicago, IL 60610
 FAX: 312/755-7496

PLEASE TYPE OR PRINT

Name: _____ Postgraduate Degree _____

Title: _____ Institution/Organization: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ E-Mail: _____
E-mail for confirmation & communication purposes.

M/C VISA _____ Cardholder's name _____ CC # _____ Exp. ____/____/____

Signature _____

PLEASE NOTE: Participants are divided into breakout groups based on the answers to the following questions. Please take special care when answering these questions so that ACCME may put you into the group best suited for your needs.

WHICH ORGANIZATION TYPE BEST DESCRIBES YOUR WORK SETTING (please check only one)

Community Hospital

Large Teaching Hospital

Hospital, other

Communications/Publishing Company

Medical Education Company

Consulting Company

Insurance Company

Health Care System

Government Agency

Medical School

Specialty Society

Medical Association, (non Specialty Society)

State/County Medical Society

Meeting Planning Company

Managed Care Company

Pharmaceutical/Medical Device Company

Foundation

MY ORGANIZATION IS:

Accredited by ACCME Accredited by a State Medical Society

Seeking ACCME Accreditation Not Accredited

HOW LONG HAVE YOU BEEN INVOLVED IN CME BY THE TIME YOU ATTEND THIS CONFERENCE:

Less than 1 year 6-10 years

1-3 years 11-20 years

3-5 years 20+ years

HOW WOULD YOU DESCRIBE YOUR LEVEL OF KNOWLEDGE OF ACCREDITATION REQUIREMENTS?

Beginner, little to no knowledge

Beginner, moderate knowledge

Intermediate

Advanced

PLEASE NOTE any special dietary needs you may have in order that we can accommodate you appropriately:

PLEASE PREPARE YOUR FACULTY COUNSELOR! List at least one "burning question" you want answered at this conference:
