



THE ROCHESTER ACADEMY OF MEDICINE

Requirements for Enduring Materials

Definition

The ACCME defines *enduring material* as an on-demand continuing medical education (CME) activity that does not have a specific time or location designated for participation. Participants have the flexibility to decide when and if they want to complete the activity. Enduring material is typically printed, recorded, an interactive educational module, and/or podcast.

Policy

1. Enduring materials follow the same planning and process guidelines as any other CME activity as outlined in the “*Required Elements for CME Presentations*” document. Certain additional special requirements must be included.

2. Enduring materials can be offered for up to three years.

Enduring materials offered as an accredited CME activity must be reviewed by the provider at least once every three years, or more frequently if indicated by new scientific developments.

3. Enduring materials can be re-purposed from live activities.

When the enduring material is re-purposed from a live activity, the CME Program considers the provider to have created two separate activities – one live activity and one enduring material activity. Both activities must comply with all ACCME requirements.

4. The educational activity may not be posted on a website owned or controlled by a company whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

5. Generic names should be used in educational materials rather than brand names.

6. Remove any product logos from the educational materials.

7. Calculation of Credits

CME credit is based upon the time it takes an individual learner to complete the activity.

8. Permission of Enduring Material Use Form (only applicable if posting activity online):

The activity provider must provide documentation that the provider owns the copyright for or has obtained permission by the speakers, faculty, or author to post their material on a platform.

Required Content

The provider must communicate all of the following information to participants so that they are aware of this information BEFORE starting the enduring material. For example, if developing a learning module, the following CME information can be communicated on the pages preceding the module.

1. Title of enduring material

2. Learning Objectives

3. Course Faculty with Institutional Affiliation and Credentials

4. Accreditation Statement

The accreditation statement must appear on CME activity materials and brochures distributed by accredited organizations.

The accreditation statement is as follows:

This activity has been planned and implemented in accordance with the accreditation requirements and policies of The Medical Society of the State of New York (MSSNY) through the joint providership of The Rochester Academy of Medicine and <name of nonaccredited provider>. The Rochester Academy of Medicine is accredited by the MSSNY to provide continuing medical education for physicians.

5. Credit Designation Statement

The credit designation statement must appear on CME activity materials and brochures distributed by accredited organizations.

The credit designation statement is as follows:

The Rochester Academy of Medicine designates <type of activity> for a maximum <number of credit hours> *AMA PRA Category 1 Credit(s)*TM. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

6. Nonaccredited Provider and The Rochester Academy of Medicine logo. This can be found at www.raom.org/Accreditation.

7. Disclosure of Financial Relationships

Use the sample language below to provide financial relationship disclosure to learners in a format that can be verified at the time of accreditation. Disclosure must be provided to learners BEFORE engaging with the accreditation education.

What gets disclosed to learners before the education?

If there are **NO** relevant financial relationships:

Inform learners that planners, faculty, and others in control of content (either individually or as a group) have no relevant financial relationships with ineligible companies.

EXAMPLES:

“Dr. Xin Lee, faculty for this educational event, has no relevant financial relationship(s) with ineligible companies to disclose.”

“Ruth Hopkins, Dr. Maryam Elbaz, and Ken Sanders, authors of this educational activity, have no relevant financial relationship(s) with ineligible companies to disclose.”

“None of the planners for this educational activity have relevant financial relationship(s) to disclose with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.”

If there **ARE** relevant financial relationships:

Disclose name(s) of the individuals, name of the ineligible company(ies) with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.

EXAMPLES:

Nicolas Garcia, faculty for this educational event, is on the speakers’ bureau for XYZ Device Company.

Dr. Yvonne Gbeho, planner for this educational event, has received a research grant from ABC Pharmaceuticals.

All of the relevant financial relationships listed for these individuals have been mitigated.

8. Disclosure of Commercial Support

If commercial support is received, the accredited provider must also disclose to the learner(s) the name(s) of the ineligible company(ies) that gave them the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education.

No company logos, messages, brand names or product advertisements are to be shown or distributed with the enduring material. There should be no product advertising within the educational activity. Learners must be able to engage with the enduring material without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.

Recommended formats for acknowledgement of commercial support:

- This activity is supported in part through educational grants from the following: (list company names)
- We wish to acknowledge the following company(ies) for their generous support of this activity: (list names)
- This activity is supported by an unrestricted educational grant from (insert company name)
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Recommended format for acknowledgement of “in-kind” support:

- XYZ Company - Food and Beverages
- XYZ Company - Surgical Instrumentation Loan

9. Release Date: <insert month/day/year> The first date the activity is available to learners.

10. Review Date (if applicable): <insert month/day/year> Enduring materials offered as an accredited CME activity must be reviewed for accuracy at least once every three years, or more frequently if indicated by new scientific developments.

11. Expiration Date: <insert month/day/year> The end date the activity is available to learners.

12. Estimated Time to Complete the Activity: <number of hours/minutes>

13. Method of Participation: <insert the type of activity this will be>

14. Medium or Combination of Media Used: <insert the type of medium> The medium, or combination of media, must be consistent in content and educational design with the stated learning objectives.

