



Summary of Continuing Medical Education Activities

The summary data in this table should reflect the activities your program has offered as defined below. A copy of this summary and List of CME Activities must be included in the Self Study Report behind the “Introduction” tab. Your organization will be provided instructions on how to electronically submit the CME Activity List to IMS for the purpose of selecting activity files to review performance in practice. This summary should include data for all of the CME activities offered during the current accreditation period.

Provide the following information about your CME activities indicating N/A if information is not applicable to your organization.	Number of			
Type of Activity	<i>Activities</i>	<i>Hours of Instruction</i>	<i>Physician Participants</i>	<i>Non-Physician Participants</i>
Directly sponsored				
Live				
Courses				
Regularly Scheduled Series (count each series as 1)				
Internet				
Test Item Writing				
Committee Learning				
Performance Improvement				
Internet Searching and Learning				
Manuscript Review				
Learning from Teaching				
Enduring Materials				
Internet				
Others				
Journal-based CME				
Subtotal, directly sponsored				
Jointly sponsored				
Live				
Courses				
Regularly Scheduled Series (count each series as 1)				
Internet				
Test Item Writing				
Committee Learning				
Performance Improvement				
Internet Searching and Learning				
Manuscript Review				
Learning from Teaching				
Enduring Materials				
Internet				
Others				
Journal-based CME				
Subtotal, directly sponsored				
Total of all activities				

Terms, definitions and descriptors (in alphabetical order): The information below is not intended as restrictive definitions nor are they compliance criteria. They are descriptors for data collection purposes. In the accreditation process, regardless of what an activity is called, IMS will simply look for verification that it was planned, implemented and evaluated with the Essential Areas and their Elements, and accreditation policies.

Committee Learning	A CME activity that involves a physician learner's participation in a committee process where the subject of which, if taught/learned in another format would be considered within the definition of CME.
Courses:	A live CME activity where the learner participates in person and which is planned on a one-by-one basis and designated for credit as a single activity. (i.e. annual meeting, conference, seminars)
Directly-sponsored	Activities that are planned, implemented and evaluated by the accredited provider. Include co-sponsored activities (provided by two accredited providers) in this category if you are the accredited provider awarding credit.
Enduring Material	Printed, recorded or computer-presented CME activity that may be used over time at various locations, and which in itself, constitutes a planned activity. In an enduring material the provider creates the content.
Hours of Instruction	The total hours of education instruction provided. (i.e. a one-day seminar is eight hours of education time (not including breaks, meals, etc.), then the total hours of instruction for the course is 8.) "Hours of instruction" and AMA PRA Category 1 Credit™ awarded may be the same or different. IMS is looking for the "hours of instruction" as part of our data that will describe the scope of the CME program.
Internet Activity, Live	A live Internet activity 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. (i.e. webinars)
Internet Activity, Enduring Material	An activity when the participant chooses to complete it; there is not a set time or day to participate. (i.e. online interactive education modules, recorded presentations, podcast)
Internet Searching and Learning	An activity in which the learner accesses the content of the activity directly from the Internet. This is differentiated from a courses and an enduring material because the provider does not create the content but rather the learner chooses content based on what they feel meets their needs or answers their questions.
Jointly-sponsored	An activity that is planned, implemented and evaluated by the accredited provider and a non-accredited provider.
Journal-based CME	An activity includes reading an article (or adapted formats for special needs), a provider stipulated/learner directed phase (that may include reflection, discussion, or debate about the material contained in the article(s) and a requirement for the completion by the learner of a pre-determined set of questions or tasks relating to the content of the material as part of the learning process.
Learning from Teaching	An activity based on the physician learner's preparation to teach in a live CME activity.
Manuscript Review	An activity based on a learner's participation in the pre-publication review process of a journal article.
Non-physician participants	Nurses, physician assistants and other health professionals. Include residents in this category.
Performance Improvement	An activity in which a provider has established a process by which a physician identifies an educational need through a measure of their performance in practice, engages in educational experiences to meet the need, integrates learning into patient care, and then reevaluates their performance.
Regularly Scheduled Series (RSS)	Formally referred to as Regularly Scheduled Conference. A course is considered a RSS when it is planned to have a series with multiple sessions that occur on an ongoing basis (offered weekly, monthly or quarterly), and are primarily planned by and presented to the accredited organization's professional staff. (i.e. Grand Rounds, Tumor Board and M&M conferences) When reporting on RSS activities, each series equals one activity. The cumulative number of hours for all sessions within the series equals the number of hours for that activity. Each physician is counted as a learner for each session they attend in the series (i.e. ENT Grand Rounds is one activity that meets for one hour each week. That series is counted as one activity with 52 hours of instruction; if 20 physicians participated in each session, total physician participants would be 1,040 for that activity).
Test Item Writing	An activity based on a learner's participation in the pre-publication development and review of any type of test-item (i.e. multiple choice questions).