



Guide and Glossary for European Accreditation

Organizer / Provider.

That Organization or Person that organizes a CME activity and requests an European accreditation for that event. A single pharmaceutical company, acting as either as provider or sponsor, cannot be accredited since it can not be considered as an unbiased provider of CME.

Evaluating structures.

Events that have been sent to UEMS/EACCME for European Accreditation will be evaluated by two distinct structures: the National Accreditation Authority of the Country where the activity is to take place, and the UEMS Section and/or Board (or the European Specialty Accreditation Board (ESAB)). This ESAB has to be accredited to UEMS/EACCME.

Terms.

The evaluations, done by the National Accreditation Authorities, as well as the Sections and Boards (or ESAB), have to be performed in a period of 3 weeks. If no reaction has been received in that period of time, EACCME understands that the activity has been approved. A reminder will be sent in order to check the receipt of the request.

European / International Activity.

Every activity will be considered European and/or International where attendees are expected other than Nationals. Purely National activities are not appropriate for this procedure and have to be evaluated solely by the National Accreditation Authority. If an activity is organized outside Europe, UEMS-EACCME can grant credits as far as it does not conflict with partners where a mutual agreement on recognition prevails.

Language.

There are no formal language requirements, simultaneous translation is encouraged.

Credits.

In order to try to harmonize the number of credits granted to activities the European CME Credits (ECMEC's) were introduced. The "One Hour equals One Credit" applies with a maximum of 3 ECMEC's per half day and 6 ECMEC's per full day activity. These ECMEC's can then be translated by the National Accreditation Authorities in Europe into the National Credits by applying a simple National conversion.

Evaluation of an Activity.

It is obvious that it is very difficult, if not impossible, to fully evaluate a meeting before it takes place. The evaluation has to be made on the quality of the programme and on the



experience and reputation of the speakers. There should be no attempt to control the actual content of the event, which is the sole responsibility of the Organiser.

The most important factor must be the evaluation done by the participants at the meeting. EACCME requires the organizer to perform and report the analysis back to EACCME for its consideration in future requests.

Commercial support.

It is clear that there must not be ANY interaction between the Organizing Committee and the Industry or other Institutions to influence the content of the activity. On the other hand it is recognized that for many events, support is necessary, but can only be given in the form of fully independent and unrestricted grants.

Disclosure of interest.

A formal declaration on disclosure of interest must be signed by the Organizers / Providers and attached to the application for recognition of the event.

Satellite Symposia or Parallel Activities.

As the number of ECMEC's for an activity is limited to 6 ECMEC's per full day, no additional credits can be granted to Satellite Symposia or parallel activities held during an activity. The independence of these Organizers must be particularly scrutinized in order to guarantee unbiased education. An evaluation of such activities organized during an already granted event can be done and if convenient can be granted without providing additional ECMEC's to the activity.

Time requirements.

In order to have an efficient and good working accreditation system some time schedule has to be applied.

EACCME application forms are available from the website: www.uems.net and electronic exchange facilitates speed and efficiency in the accreditation process. It is appreciated that organizers wish to announce EACCME approval at the earliest possible time.

First, the organizer should provide the full data concerning the activity, accompanied by the request form, at least three months before the start of the activity.

In order to improve the process it is advised to provide all documents in a digital (Word or PDF) format.

The documents will be sent to the National Accreditation Authority and the Section (or European Specialty Accreditation Board) by the UEMS-EACCME as soon as all the required documents are received.

The National Accreditation Authorities as well as the Section and Boards (or the ESAB's) will have to react within a period of three weeks. Non-reaction will be considered as an approval.

The decision concerning the approval or refusal will be signified to the Organizer immediately.

In case of approval, a Certificate will be sent to the Organizer / Provider.



Request.

The request form can be downloaded from the internet and must be filled in as completely as possible. Ideally all the information should be sent by e-mail to the UEMS/EACCME in order to facilitate the distribution of the information to the relevant Authorities. Any missing document can influence the efficiency of the process.

Therefore it is of utmost importance to provide all the requested documents in time.

Mutual agreement.

Based on the mutual agreement of the different National Accreditation Authorities and the Sections and/or Boards (and European Specialty Accreditation Boards) the process is recognized throughout Europe and between the different Specialties.

Agreement with the AMA.

Following the agreement signed between the UEMS/EACCME and the American Medical Association, the ECMEC's are recognized as PRA Class 1 Credits by the AMA and vice versa.

Conflict of interest.

There must be a clear statement on the conflict of interest signed by the Organizers.

Target audience.

The target audience must clearly be defined by the Organizers.

This information can be important in order to assess the importance of the event.

Evaluation of the Activity.

It is requested by the UEMS-EACCME that the participants must have the opportunity to give an evaluation of the Activity. A Multiple Choice Questionnaire is recommended. A synthesis of the results of this Questionnaire must be provided back to EACCME within 3 weeks of the event.

Fees.

The Organizer / Provider of an activity should appreciate that the fees for European Accreditation may arise from 3 separate bodies.

- a) the UEMS / EACCME according to the sliding scale based upon the number of participants.
- b) the National Accreditation Authority of the Country where the event is taking place.
- c) the relevant Section and/or Board of the UEMS (or ESAB) for the scientific evaluation of the activity.