



## CME/CPD Section

### Categories of CME/CPD Activities

#### Category 1 activities include:

##### A. Live activities

- i. Active Learning
- ii. International Conferences
- iii. Active learning module
- iv. Practice Based Small Group Learning
- v. Small group learning

##### B. Evidence Based CE

##### C. Performance improvement/Clinical audit

##### D. Enduring materials

##### E. Supervised clinical attachment, accredited Internship, Residency or Fellowship Program

##### F. Relevant Higher Education Completion of:

- i. Certificate course (60 credit hours)
- ii. Diploma (90 credit hours)
- iii. Masters (120 credit hours)
- iv. PhD (150 credit hours)

##### G. Journal-based CE

##### H. Academic Activities

- i. Research
- ii. Publications (including editorial activities)
- iii. Presentations at conferences
- iv. Specialty board certification and re-certification
- v. Test item writing

vi. Examiner

**I. Internet point of care learning**

**J. Special Activities Area**

- i. Procedural training skills
- ii. Policy development
- iii. Health education material development

**K. Other**

**Table 1: Credit Hours for Category 1 CE Activities**

<b>Activity</b>	<b>Documentation</b>	<b>Category 1 credit hours awarded</b>
<b>A. Live Activities</b>		
<p><b><i>Attendance-based live learning activities by accredited providers</i></b>            Structured events offered by organizations accredited for CE by HA-AD, by another recognized accrediting body or by a national or international health professional society. Examples of the events accredited within this category include workshops, seminars, grand rounds, and other scientific meetings.</p>	<p>The provider of the event will distribute certificates of attendance or use another method for documentation of participation</p>	<p><b>Per hour of attendance</b></p>
<p><b><i>International conferences</i></b>            Organizers of local, regional and international conferences may apply directly to HA-AD for accreditation</p>	<p>Each health professional should claim only those hours of credit that he/she actually spent in the educational activity</p>	<p><b>Per hour of attendance</b></p>
<p><b><i>Active Learning Module</i></b>            Active learning modules are structured, quality education opportunities. Activities are delivered by qualified facilitators.</p>	<p>These modules should lead to perceived or demonstrated changes in the performance, knowledge, skills, behaviors and attitudes of participating health professionals.</p>	<p><b>Maximum of 15 credit hours per module</b></p>
<p><b><i>Practice-based Small Group Learning</i></b>            Practice-based small group learning can</p>	<p>Meetings must be a minimum of one hour and</p>	<p><b>Per hour of attendance</b></p>

<b>Activity</b>	<b>Documentation</b>	<b>Category 1 credit hours awarded</b>
be independent or provider-based and has four key elements: <ul style="list-style-type: none"> <li>- Groups of the same five to ten health professionals meet regularly over time in their own communities.</li> <li>- They discuss a variety of topics.</li> <li>- Evidence-based learning materials are used to support the discussions.</li> <li>- One member of the group is a skilled facilitator.</li> </ul>	there must be no less than 8 hours in a small group cycle. Each health professional should claim only those hours of credit that he/she actually spent in the educational activity	
<b><i>Small group learning</i></b> Participants identify learning objectives and plan collaborative learning activities within a supportive environment.	Each health professional should claim only those hours of credit that he/she actually spent in the educational activity	<b>Per hour of attendance</b>
<b>B. Evidence Based CE</b>		
<b><i>Evidence based CE</i></b> CE events that incorporate the principles of evidence-based practice into CE.	The provider of the event will distribute certificates of attendance or use another method for documentation of participation	<b>2 credit hours for every hour attended</b>
<b>C. Performance Improvement / Clinical Audit</b>		
<b><i>Performance Improvement/Clinical Audit</i></b> Performance improvement (PI) activities describe structured, long term processes by which a health professional or group of health professionals can learn about specific performance measures, retrospectively assess their practice, apply these measures prospectively over a useful interval, and re-evaluate their performance.	Step 1 needs analysis Step 2 identify standards Step 3 data collection and analysis Step 4 identify and implement change Step 5 monitor progress	<b>Maximum of 30 credit hours</b>

<b>Activity</b>	<b>Documentation</b>	<b>Category 1 credit hours awarded</b>
<b>D. Enduring Materials</b>		
<p><b><i>Enduring materials</i></b>            Enduring materials are printed, recorded, or electronic materials designated by accredited organizations. These include printed materials, videotapes, internet activities, and computer-assisted instruction.</p>		<b>Per hour of study</b>
<b>E. Postgraduate Medical Education &amp; Supervised Clinical Attachments</b>		
<p><b><i>Participation in an accredited internship, residency or fellowship program</i></b></p>	A letter from the Program Director	<b>50 credit hours per year</b>
<p><b><i>Supervised Clinical Attachment</i></b>            Designed for practicing health professionals to upgrade knowledge and skills in specific areas.</p>	Written verification of attendance and the achievement of course objectives	<b>Maximum of 30 credit hours per year</b>
<b>F. Higher Education</b>		
<p><b><i>Relevant higher education completion of</i></b>            Certificate course            Diploma            Masters            PhD</p>	A copy of the degree or transcript	<b>60 credit hours</b> <b>90 credit hours</b> <b>120 credit hours</b> <b>150 credit hours</b>
<b>G. Journal Based CE</b>		
<p><b><i>CE activities in journals from accredited providers</i></b>            Health professionals may claim credit for activities in journals that have been designated for credit. These activities are provided in peer-reviewed journals</p>	An examination or evaluation	<b>Generally 1 credit hour per article</b>

Activity	Documentation	Category 1 credit hours awarded
<b>H. Academic Activities</b>		
<p><b>Research</b> Health professionals who wish to lead (e.g., become the principal investigator), coordinate and conduct rigorously designed, high quality, peer reviewed research.</p>	<p><b>Documentation of steps followed in addition to one of</b> 1-publication in a peer reviewed journal 2-presentation at a conference 3-submission of findings in the final grant report</p>	<p><b>Max of 30 credit hours if all steps followed</b></p>
<p><b>Published articles</b> First- or second-authors of articles published in peer-reviewed journals (publications included in the Index Medicus or CINAHL)</p>	<p>A reprint or copy of the article's first page.</p>	<p><b>10 credit hours per article, 1 article per year 10 credits for senior and corresponding authors All other authors 5 credit hours</b></p>
<p><b>Author of a book</b> First- or second-authors</p>	<p>A copy of the book, or evidence of authorship</p>	<p><b>100 credit hours per book  All other authors 50 credit hours</b></p>
<p><b>Author of a chapter</b> First- or second-authors</p>	<p>A copy of the chapter, or evidence of authorship</p>	<p><b>10 credit hours per chapter  All other authors 5 credit hours</b></p>
<p><b>Peer Review of Manuscript</b> A learning process in which a health professional, under the collaborative direction of a journal editor, critically reviews assigned journal manuscripts</p>	<p>A letter from the journal editor for each accepted manuscript review</p>	<p><b>5 credit hours per accepted review  Max of 15 credit hours per year</b></p>
<p><b>Editorial Activities</b> Editorial board of peer reviewed journal Chief editor of a peer review journal</p>		<p><b>5 credit hours for each editorial board membership to a maximum of 15  50 credit hours for being Chief Editor</b></p>
<p><b>Presentations at a conference</b> Either poster or live session in accredited conferences or events</p>	<p>A page from the program with the presentation abstract and identification of the presenter.</p>	<p><b>5 credits per poster, 1 poster per year  2 credits for</b></p>

<b>Activity</b>	<b>Documentation</b>	<b>Category 1 credit hours awarded</b>
		<b>each hour of teaching, with a maximum of 10 credits per year</b>
<b>Specialty board certification and recertification</b> Specialty board certification and recertification by North American, European or Arab Board		<b>25 credit hours</b>
<b>Test Item Writing</b> Test item writing activities describe a learning process wherein health professionals contribute to the development of high stakes examinations, or certain self-assessment modules, by researching, drafting and defending potential questions	<b>Verify the cycle described</b>	<b>Maximum of 10 credit hours</b>
<b>I. Life Support Training</b>		
<b>Approved Life support</b>	The provider of the event will distribute certificates of participation	<b>Credit hours vary depending on the course</b>
<b>J. Internet point of care learning</b>		
<b>Internet point of care</b> Structured, self-directed, online learning by health professionals on topics relevant to their clinical practice	The learner's question The search of approved source Implementation of new knowledge into practice	<b>HA-AD will approve .5 credit hours for every point of care learning search</b>
<b>K. Special Activities</b>		
<b>Procedural training skills</b> New procedures and skills courses	1-Verification of attendance 2-Verification of satisfactory completion of course objectives 3-Verification of proctor readiness 4-Verification of trainee competence	<b>Credit hours vary depending on the course or procedure</b>

<b>Activity</b>	<b>Documentation</b>	<b>Category 1 credit hours awarded</b>
<p><b><i>Policy Development</i></b>  Writing policies (within a HA-AD facility) that are fully approved and implemented</p>	<p>The finalized policy with full approval from the facility</p>	<p><b>5 credit hours per policy with an annual maximum of 10 credit hours</b></p>
<p><b><i>Health Education Material Development</i></b>  Creating any material (brochure, poster, button, video, etc.) which is approved for use with patients in a facility, program or across the HA-AD system</p>	<p>The finalized educational materials with full approval from the facility, program, etc.</p>	<p><b>5 credit hours per policy with an annual maximum of 10 credit hours</b></p>
<p><b><i>Other meritorious learning experiences</i></b>  Category 1 credit hours may be awarded in recognition of experiences that are of exceptional benefit to a health professional.  Health professionals seeking credit for such an experience must obtain approval for the credit before undertaking the activity. Approval must be sought by sending a written proposal to the CME/CPD section at HA-AD in which the educational need, learning objectives, content of and methods for learning the material, amount of time projected to be spent on the project, and a means of evaluation of the learning achievement are clearly stated.</p> <p>If faculty and educational institutions are involved, they should be identified. The section will approve projects at their discretion.</p>	<p>When the project has concluded, the health professional submits a final report of achievement that includes the actual time spent on the project.</p>	<p><b>HA-AD will then determine the number of credit hours for which the health professional is eligible</b></p>

## **Category 2 Activities**

HA-AD Category 2 credit hours are defined as all educational activities not designated for Category 1 that: comply with HA-AD definition of CE; comply with the HA-AD, ACCME & AMA ethical opinions on Gifts to Physicians from Industry and on Ethical Issues in CE (i.e., are not promotional); and a health professional finds to be a worthwhile learning experience related to his/her practice.

Activities within **Category 2** are essentially of a self-learning nature, and should be beneficial to the practice. Many of the activities that fall within Category 2 may be less structured from the viewpoint of learning than those in Category 1. Activities in Category 2 would (in general) entitle the participant to claim 1 credit hour for every hour of participation.

Category 2 educational activities are “health professional designated.” The health professionals must determine that the educational activity meets HA-AD’s definition of CME\*. In general, to meet the definition, the physician must consider the educational activity directly related to his/her practice. Health professionals will be strongly encouraged to extend their learning experience by completing activities in a broad range of activity types and in a variety of topic areas.

### **Credit assignment:**

As with live activities, health professionals may self claim a Category 2 credit hour for each 60-minute hour engaged in the learning activity. Health professionals may claim credit hours in 15 minute, or 0.25 credit increments, and round to the nearest quarter hour.

In determining the number of Category 2 credit hours to be reported, health professionals can use patient charts and personal notations as helpful reminders. For instance, a health profession could recall that in the course of a week, he/she has learned from six consultations with experts, averaging 10 minutes each, for a total of about 1 hour. Or a health professional could estimate that in the course of a month, he/she has learned from four discussions with colleagues, averaging 15 minutes each, for a total of about 1 hour.

### **Documentation of Category 2 credit hours:**

As Category 2 credit hours are self documented, health professionals should claim credit hours and list them in their HA-AD log sheets. Formal or official documentation of Category 2 education is not always possible, however the health professional’s needs to provide evidence of all learning forms, consultation proof with peers and medical experts, library use, and other acceptable Category 2 activities.

### **Category 2 activities include:**



Any CE activity not approved for Category 1 credit hours can be claimed as Category 2 credit hours if the health professional believes it was pertinent to his / her practice. Examples of these include:

- Conferences, courses, and workshops that has no accreditation
- Teaching (undergraduate, postgraduate, or CE)
- Preparation of papers for publication
- Self-learning activities
- Reading (books, journals, monographs)
- Audio and video tapes
- CD-ROM and other computer-based programs
- Accessing most CE available on the Internet
- Ongoing activities at health care, educational or scientific institution (e.g. patient care review activities)
- Writing questions for examinations
- self-assessment examinations and reviews
- Use of approved self-instructional materials
- Consultation with peers and medical experts,
- Developing and reviewing quality assessment data,
- Use of electronic data bases in patient care,
- Using non designated enduring materials,
- Small group discussions,
- Journal club activities not designated for HA-AD category 1
- Online studying,
- Teleconferences,
- Preceptor ships, and lectures, seminars, and workshops

Health professionals may claim Category 2 credit hours for such learning activities as: teaching juniors, trainee or colleague health professionals; unstructured online searching and learning; reading authoritative medical literature; or participating in live activities not designated as Category 1.