Continuing Medical Education (CME) Policy

I. PURPOSE
The purpose of this policy is to establish standards for continuing medical education (CME) for the IU Health North Hospital Medical Staff.

II. SCOPE
This policy applies to all Active and Courtesy members of the Medical Staff at the IU Health North Hospital.

III. DEFINITIONS
A. Category I: CME activities designated American Medical Association (AMA) Physician’s Recognition Award (PRA)
   - Category I, American Osteopathic Association (AOA) Category 1- A credit and/or American Dental Association (ADA) Continuing Education Recognition Program (CERP) credit.
B. Category II: All other categories of CME including but not limited to:
   1. Teaching health professionals, including medical/dental students, preceptees, residents, practicing physicians, and allied health practitioners.
   2. Self-instruction, including journal reading and the use of television or other audio-visual material.
   3. Publishing or presenting, as follows:
      - each scientific paper published in a medical/dental journal
      - each presentation of a paper or exhibit to a medical/dental audience
      - each published chapter of a book. Credit for a particular research activity may be claimed only once, even though it may be presented more than once.
   4. Self-assessment, as follows:
      - time spent in a self-assessment program, including examinations and testing published in a journal.

IV. POLICY STATEMENTS
Reappointment to the Medical Staff as a member of the Active or Courtesy Staff requires completion of a minimum of fifty (50) credit hours of continuing medical
education (CME) during the preceding two years. An applicant for reappointment is responsible for documenting credit earned and for providing such documentation as the Medical Staff Office may require. The fifty (50) credit hours may be allocated between Category I and Category II.

EXCEPTION: Applicants who are going through the reappointment process early due to the birthdate schedule, will not be required to meet the CME requirement until their next scheduled reappointment date.

V. PROCEDURE
A. For each two (2) year reappointment period, a minimum of twenty (20) of the fifty (50) hours must be Category I credit hours. To qualify for AMA PRA Category I credit, an educational activity must be designated AMA Physician’s Recognition Award, Category I, by an organization accredited for Continuing Medical Education. To qualify for ADA CERP credit, an educational activity must be designated ADA CERP credit by an organization accredited for Continuing Medical Education. To qualify for AOA Category 1- A credit, an educational activity must be designated AOA Category 1- A credit, by an organization accredited for Continuing Medical Education.

B. Exclusions: Non-educational activities, such as service on a medical/dental society committee, may not be claimed. Passing examinations for licensure or for specialty board certifications or recertification may not be claimed for qualification. Nonetheless, study that a physician/dentist completes in preparation for such an examination may be claimed.

C. CME information is required to be submitted with a practitioner’s reappointment application. Applications received without this information are considered incomplete. Refer to the Applicant Burden of Responsibility Policy.

D. Only in extenuating circumstances and for the exception noted above in Section IV will the Credentials Committee waive the CME requirement. Applications requesting exception will be individually reviewed by the Committee.

Practitioners who do not meet the required number of CME hours for the two (2) year period will be notified in writing by the Medical Staff Office and requested to submit documentation clarifying circumstances under which requirements could not be met. This information will be reviewed by the Credentials Committee and a recommendation will be made to the Medical Executive Committee (MEC) whether to grant an extension or waive the requirement.
VI. RESPONSIBILITY
Credentials Committee
Medical Executive Committee

VII. APPROVAL BODY
Medical Executive Committee

VIII. APPROVAL SIGNATURES
Approved by:

__________________________  ________________________
James Leland, MD            Date
Chairman, Credentials Committee

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Jack Keene, MD, President Medical Staff  Date
Chairman, Medical Executive Committee

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Jonathan R. Goble, MHA, MBA, FACHE  Date
President and Chief Executive Officer