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

II. SCOPE
This policy applies to all Allied Health Practitioners (Advanced Dependent Practitioners and Dependent Practitioners), Active, Associate, and Affiliate members of the Medical Staff at the IU Health North Hospital as well as existing Courtesy staff members.

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, Associate or Affiliate 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.

ALLIED HEALTH PRACTITIONERS:

At the time of reappointment, the number of continuing education (CE) credits Allied Health Practitioners are required to maintain will be determined by the specialty and the requirements of IUH North Hospital.

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 without a certificate of awarded CME credit hours issued by the board. Nonetheless, study that a physician/dentist completes in preparation for such an examination may be claimed.

C. CME/CE information is required to be submitted with a practitioner’s reappointment application. Applications received without this information are considered incomplete. Refer to Article 5 Section 5A, Eligibility for Reappointment, and Section 5D, Conditional Reappointments, of the IUH North Hospital Credentials Manual.
Continuing Medical Education Policy

D. Only in extenuating circumstances (and for the exception noted above in Section IV) will a request to waive the CME/CE requirement be considered. Practitioners who do not meet the required number of CME/CE hours for the two (2) year period will be notified in writing by the Medical Staff Office. Applicants must immediately request a Waiver of Threshold Eligibility identifying circumstances under which requirements could not be met. Refer to Article 2 Section 2A2 Waiver of Threshold Eligibility Criteria of the IUH North Hospital Credentials Manual.

VI. RESPONSIBILITY
Credentials Committee
Medical Executive Committee

VII. APPROVAL BODY
Medical Executive Committee
Quality Committee/Board of Directors

VIII. APPROVAL SIGNATURES
Approved by:

_________________________          __________________
James Leland, MD      Date
Chairman, Credentials Committee

_________________________          __________________
Kevin L. Smith, MD, President Medical Staff  Date
Chairman, Medical Executive Committee

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