

Policy on Accreditation of Continuing Medical Education (CME) Activities by the General Authority for Health Services (GAHS)

Purpose: This policy exists to ensure that Continuing Medical Education (CME) activities accredited by the General Authority for Health Services (GAHS) fulfill certain criteria, thus fostering a standard of excellence for continuing education and development.

1. All activities¹ to be accredited by the GAHS must be submitted for approval in advance, with the information received no less than three weeks prior to the activity being held.

Information must be submitted on a *CME Accreditation Application* form and be accompanied by any relevant supporting documentation. A contact person must be clearly identified for all communication related to accreditation of the activity. Details on sending the completed *CME Accreditation Application* form to the GAHS are included at the end of the form.

2. In order to gain GAHS accreditation, all activities must meet the following criteria:

CRITERIA	DESCRIPTION
TIME	<i>Activities must be no less than 60 minutes in duration</i>
NEED	<i>Activities must meet an identified learning need(s) amongst those likely to participate (i.e., the target audience)</i>
PLANNING	<i>Activities must be planned and developed in such a way to maximize input from those in the field of expertise and those from the target audience</i>
ACCESS	<i>Activities must be advertised well in advance and encourage widespread participation amongst the target audience</i>
PURPOSE	<i>Activities must have a specifically defined purpose including learning objectives, which are clearly identified and communicated</i>
PARTICIPANT INVOLVEMENT	<i>Activities must allocate no less than 25% of the total time for interactive learning (e.g., audience participation, questions and answers, etc.)</i>
ASSESSMENT AND CONTINUOUS IMPROVEMENT	<i>Activities must have a comprehensive evaluation on format, venue, content, relevance, speaker(s), contribution to learning, etc. The evaluation must be tabulated and the results used to improve future activities</i>
DOCUMENTATION	<i>Activities must have a formalized method of documenting and tracking participant attendance so that confirmation can be provided to participants</i>
SPONSORSHIP	<i>Activities with sponsorship or financial assistance (e.g., industry funding) must be managed (i.e., content, format, choice of speakers, etc.) by a planning body of professionals from the field of expertise and from the target audience. Advertising of the sponsor's specific products on written materials associated with the activity is not permitted.</i>

¹ Activities include lectures, seminars, workshops, rounds, conferences, courses and any educational session intended to fulfill certain learning objectives. While the term CME is used, the activities may be for physicians, nurses or other allied health professionals.

3. Those activities that fulfill the criteria will be accredited as follows: 1 GAHS credit for each hour of activity. The GAHS will inform the contact person of the approved credit allocation no less than one week prior to the activity.
4. Should credits not be awarded, the GAHS will specifically outline to the contact person, the reason an activity is not eligible for accreditation (i.e., which criteria are not fulfilled). If the contact person can demonstrate steps to rectify the situation so that an activity will meet the criteria in advance of being held, accreditation may be possible.
5. Where reciprocal arrangements have been established, activities that have already received accreditation by a body recognized by the GAHS (e.g., Royal College of Physicians and Surgeons of Canada) will automatically receive GAHS accreditation.