

# **MEDICAL SOCIETY OF THE STATE OF NEW YORK ENDURING MATERIALS WORKSHEET**



---

## **PLEASE NOTE**

**This application should be received by MSSNY three months prior to the program to be eligible for consideration.**

---

Activity Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email address: \_\_\_\_\_

**Enduring material (EM):** This is a non-live CME activity that is printed, recorded, or computer-presented that can be used at the participant's discretion and does not have a specific time or location designated for participation. Sometimes providers will create an EM from a live CME activity. When this occurs, ACCME considers the provider to have created *two* separate activities – one live activity and one EM activity. Both activities must comply with all ACCME requirements.

EMs must be reviewed at least once every 3 years or more frequently if indicated by new scientific developments

## ***DESCRIPTION***

1. Is this enduring material associated with a corresponding live event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, describe:

2. What is the educational design of the activity?

\_\_\_\_\_ Written material

\_\_\_\_\_ CD/DVD

\_\_\_\_\_ Online activity – internet

\_\_\_\_\_ Other – Describe: \_\_\_\_\_

\_\_\_\_\_ Online activity – intranet/extranet

3. Describe the content and construct of the enduring material:

4. If this is an online activity, on what website will it be housed?

## ***CREDITS***

5. How many credits will be awarded? Please indicate credits per material, such as 1 credit per module.

6. By what mechanism will the participant receive a CME certificate?

## ***EVALUATION***

7. Describe the format of the activity quiz:

\_\_\_\_\_ Quiz questions inserted throughout the material

\_\_\_\_\_ Quiz questions at the end of each section of the material

\_\_\_\_\_ Quiz at the end of the activity

8. Describe your mechanism to determine if the learner has passed the quiz by at least 70% in keeping with MSSNY policy:

9. How will the content of the material and impact on the professional practice gap be evaluated by the participant?

## **ACCESS**

10. How will participants access the enduring material?
11. Describe the mechanism by which you will record the participants of this activity:
12. How will you disclose the required elements to the learners prior to the start of the activity?
13. Who will be responsible for post-activity data compilation and analysis?

## **REQUIREMENTS**

1. The approved applicant must submit ALL printed materials to MSSNY's CME office for approval prior to printing.
2. EMs must be reviewed at least once every 3 years or more frequently if indicated by new scientific developments.
3. CME providers of EMs must have a mechanism to record and verify participation.
4. Providers may not enlist ineligible companies to provide or distribute EMs to learners and may not place their CME activities on a website owned or controlled by an 'ineligible company.' With clear notification the learner is leaving the website, links from the website of an Accredited provider to pharmaceutical/device manufacturers' product websites are permitted before or after the educational content of a CME activity, but shall not be embedded in the educational content of a CME activity.
5. All required information specified in the MSSNY EMs and Internet CME Policy must be made accessible to the learner prior to the learner beginning the CME activity. Providers may use tabs, links, "click here" buttons, rollover text, or other electronic means to make this information accessible for everything except the required *ACCME Standards for Integrity and Independence in Accredited CE* disclosures and the accreditation statement.
6. Advertising of any type is prohibited within the educational content of CME activities on the Internet. For computer-based CME, ads and promotional materials may not be visible on the screen at the same time as the CME content and not interleaved between computer 'windows' or screens of the CME content. For more information, see the [\*ACCME Standards for Integrity and Independence in Accredited CE\*](#).
7. There must be a mechanism in place for the learner to contact the provider if there are questions about the Internet CME.
8. Providers must have, adhere to, and inform learners about its privacy & confidentiality policy that relates to Internet CME

### **The provider must communicate the following information to participants prior to starting the educational activity:**

- ✓ Target audience of physicians
- ✓ Specific learning objectives
- ✓ Topics and educational content
- ✓ Principal faculty and their credentials
- ✓ Medium or combination of media used and hardware/software requirements
- ✓ Method of physician participation in the learning process
- ✓ Estimated time to complete the educational activity (same as #of designated credit hours)
- ✓ Date of original release and most recent review and update or approval or copyright dates
- ✓ Termination date (date after which enduring material is no longer certified for credit).
- ✓ The accreditation statement must be displayed.
- ✓ Disclosure of relevant financial relationships (or lack thereof) for all with potential to control the content of the CME
- ✓ Disclosure of any commercial support (if applicable), without the use of corporate logos

## ***POST-ACTIVITY REQUIREMENTS***

The following information is due post-activity at least annually:

1. The total number of participants – broken down by physician or non-physician
2. The total number of participants completing the evaluation– broken down by physician or non-physician
3. An aggregate of the evaluation data as well as an analysis of the data to determine change to your learner in keeping with the professional practice gap and identified need that underlies the gap.
4. A copy of the mechanism you use to record participants (sign in sheet, registration list etc)
5. A break-down of those who passed (indicating a gain in knowledge) and those who failed the quiz and were unable to receive CME credits.