

American College of Osteopathic Emergency Physicians Joint Providership Application

The American College of Osteopathic Emergency Physicians (ACOEP) is accredited by the American Osteopathic Association (AOA) to offer continuing medical education (CME) activities. To provide joint providership with your institution, the ACOEP must ensure all AOA Category 1A Standards are met.

ACOEP CME Mission Statement

Purpose:

ACOEP will offer its members and fellow healthcare professionals continuing medical education programs with an emphasis on medical updates, techniques, innovations, and general educational topics appropriate to the field of emergency medicine. The ACOEP CME Program utilizes evidence-based medicine and provides educational opportunities to increase the emergency medicine healthcare professional's competence and performance through developing or enhancing medical knowledge and expertise, as well as becoming proficient in new approaches, techniques and treatment of conditions in the emergency setting. A strong focus is placed on the importance of patient safety and improving the patient's overall outcome within the emergency department and its institution.

The Following standards must be met in order for Joint Providership Category 1A or 1B Credit to be reviewed or granted:

1. At least 50% of the total education credits and hours must be presented by osteopathic physicians who are specialists within their field, **OR** 50% of the total amount of presenters must be osteopathic physicians.
2. Education **must not** include commercial support.
3. The initial application and supporting documentation must be completed and submitted to ACOEP 60-days prior to the event.

Pre-Meeting Items

The following documentation must be submitted to ACOEP and approved **30-days** prior to the CME activity:

- Initial application
- Acknowledgements in program materials*
- All promotional materials (brochure, flier, handout)
- Evaluation form(s)
- Faculty Disclosure Forms for all planners and presenters
- Meeting budget
- Program agenda

**See informing learners on page two*

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Promotional Materials

All promotional materials must be reviewed and approved by ACOEP's Department of Educational Affairs prior to printing and distribution to prospective attendees.

Informing Learners

The accredited provider must inform all learners of the joint providership being provided by the ACOEP. ACOEP must be identified in the title and its logo must be included on all printed materials provided to the learner.

Should pre-approval not be granted in time of the educational event, ACOEP will provide an appropriate statement of support, which must be included on all promotional materials provided to the learner.

Fees

For fee information, please contact Andrea Rayburn.

Post Meeting Items

Collection and submission of the following materials must be submitted to ACOEP **60-days** post CME activity in order for ACOEP to officially grant CME credits:

- All on-site materials (program book, handouts)
- Documentation showing how the program disclosure process occurred (i.e. disclosure slide per speaker, summary slide showing all disclosures, written in program agenda)
- Final financial accounting
- Participant evaluation summary report
- Verification of physician attendance (attendance rosters, sign-in sheets)

All information should be sent to:

Andrea Rayburn
Education and Meetings Coordinator
arayburn@acoep.org
American College of Osteopathic Emergency Physicians
142 E. Ontario Street
Suite 1500
Chicago, IL 60611- 5722
312-445-5703

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Institution Name: _____

Address: _____

City: _____ **State:** _____

Contact Person Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Activity Title (Name of Event/Topic): _____

Location: _____

Date/Time: _____

Total Number of CME Hours Requested: _____

Is this a live, in-person event? Yes No

Is the Institution receiving commercial support for this CME Activity? Yes No

- ***AOA Definition of Commercial Support:*** Monetary or in-kind contributions given by and to a CME sponsor that is used to pay all or part of the costs of a CME Activity. The AOA Accreditation Requirements for AOA Category 1 CME Sponsors explains the rules CME sponsors must follow when receiving and managing commercial support.
- ***AOA Definition of Commercial Interest:*** A commercial interest, as defined by the AOA, is any entity producing marketing, re-selling or distributing health care goods or services consumed by, or used on, patients. The AOA does not consider sponsors of clinical service directly to patient's to be commercial interests. **A commercial interest is not eligible for AOA accreditation.**

Who is the target audience for this activity?

Please complete the following section for each proposed lecture or didactic. Should you need more rows, please insert them.

PROFESSIONAL PRACTICE GAPS <i>The 'gap' is defined as the difference between the current state of knowledge, skills, competence, practice or patient outcomes and the ideal state.</i>	TOPIC & SPEAKER	Number of hours requested	Learner's current state of knowledge, skills, competence, practice or clinical/patient outcomes? (prior to lecture)	OBJECTIVES: (The participant should be able to)	TYPE OF GAP & Explanation (Competence, Performance, Patient Outcomes, or Knowledge)	EXPECTED OUTCOME(S)	Please select the instructional method(s) in which this activity will utilize to achieve the learning objective(s):
							<input type="checkbox"/> Hands-on Lab <input type="checkbox"/> Video Presentation <input type="checkbox"/> Lectures <input type="checkbox"/> Webinar <input type="checkbox"/> Question/ Answer <input type="checkbox"/> Workshop <input type="checkbox"/> Video/ teleconference <input type="checkbox"/> Other(s), specify:
							<input type="checkbox"/> Hands-on Lab <input type="checkbox"/> Video Presentation <input type="checkbox"/> Lectures <input type="checkbox"/> Webinar <input type="checkbox"/> Question/ Answer <input type="checkbox"/> Workshop <input type="checkbox"/> Video/ teleconference <input type="checkbox"/> Other(s), specify:
							<input type="checkbox"/> Hands-on Lab <input type="checkbox"/> Video Presentation <input type="checkbox"/> Lectures <input type="checkbox"/> Webinar <input type="checkbox"/> Question/ Answer <input type="checkbox"/> Workshop <input type="checkbox"/> Video/ teleconference <input type="checkbox"/> Other(s), specify:
							<input type="checkbox"/> Hands-on Lab <input type="checkbox"/> Video Presentation <input type="checkbox"/> Lectures <input type="checkbox"/> Webinar <input type="checkbox"/> Question/ Answer <input type="checkbox"/> Workshop <input type="checkbox"/> Video/ teleconference <input type="checkbox"/> Other(s), specify:

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1. Please select the following sources used to identify the professional practice gap(s) underlying the need for this activity. Please provide a copy of each source. A minimum of three sources must be submitted no later than **45-days** prior to the planned educational activity. **At least one source should be evidence-based.***

- | | |
|---|---|
| <input type="checkbox"/> The AOA Seven Core Competencies
<input type="checkbox"/> Board suggestions
<input type="checkbox"/> Clinical practice guidelines (<i>NIH, CDC, etc.</i>)
<input type="checkbox"/> Literature search
<input type="checkbox"/> Peer-reviewed scientific/clinical publications
<input type="checkbox"/> Planning committee meeting notes or minutes
<input type="checkbox"/> Evaluation data/participant suggestions from previous CME activities
<input type="checkbox"/> Exam performance analysis | <input type="checkbox"/> Expert input (identify expert(s) and qualifications):

<input type="checkbox"/> Government mandates/legislation
<input type="checkbox"/> Professional and Government Websites
<input type="checkbox"/> Public health, hospital and Medicare data
<input type="checkbox"/> Quality improvement guidelines
<input type="checkbox"/> Trending Topics
<input type="checkbox"/> Other(s) (specify)
_____ |
|---|---|

2. a) What barriers or factors, if any, have been identified which may prevent a physician's change in practice while planning this activity? <i>If a specific lecture has been identified, please complete this for the applicable lecture(s)</i>	
Financial restrictions	Limited time or ability to assess or counsel patients
Government Restrictions	Location
Inadequate amount of cases	Patient compliance issues
Insurance	There are no perceived barriers
Lack of administrative support/ resources	Other(s), specify: _____
Lack of consensus on professional guidelines	_____
b) How would the activities presented address the barriers/factors identified? (If applicable)	