

Guidance document for reviewers of LEEs

Evaluation process

For a positive decision by the EACCME® designated evaluation bodies, all essential criteria set out in this document must be confirmed. The two designated evaluation bodies also will be required to confirm whether, according to their assessment of the information provided, the application is for an activity that fits within the UEMS definition of a LEE, and whether the stated learning objectives are likely to be achieved.

Decisions to be made by the designated EACCME® Evaluating Bodies

1) Does the educational event fit within the UEMS definition of a LEE?

Definition of a LEE: meeting, the primary purpose of which is the provision of educational material, of a medical nature, to doctors, with the aim that they will achieve educational benefit.

2) Have all the essential criteria been fulfilled?

If your answer to the above questions is no, do you feel it would be possible for the provider to improve his/her application? If so, please list the changes that you would require: essential and desirable.

3) On the basis of the application submitted, in your judgement, will the stated learning objectives be fulfilled?

Cf. learning objectives as stated in criterion

4) How many ECMECs do you recommend can be claimed by a learner for full attendance at this LEE?

The EACCME® awards ECMECs on the following basis:

One hour	1 ECMEC
Half a day	3 ECMECs maximum
Full day	6 ECMECs maximum

The EACCME® does not award fractions of credits.

Check-list of essential criteria to be met by the Provider

Educational objectives and fulfilment of learning needs

- i. The Provider must structure the LEE to fulfil defined educational needs.
 - Please confirm that the programme submitted fulfils the educational needs derived from the needs assessment.
- ii. The Provider must define the “target audience” for whom the LEE is most likely to be suitable.
 - The EACCME only accredits events aimed at fully qualified medical specialists and at general practitioners. Please confirm that the target audience is suitable for EACCME accreditation.
- iii. The Provider must identify and communicate the expected educational outcome(s) of the LEE.
 - Please confirm that the programme meets the expected educational outcome(s).

Description of the Live Educational Event

- iv. The Provider must provide the title of the LEE, its venue, date(s), and a clear description of the nature of the event.
- v. The LEE must be presented in a manner suitable for an international audience.
 - The EACCME does not accredit national/local events. Please confirm that the audience is international (participants from various countries, main language of the event, simultaneous translation(s) provided...).
- vi. The LEE must include methods to promote active learning.
 - Please confirm that the LEE uses methods to promote active learning (examples: multimedia presentations, protected time for question and answer sessions, opportunities for audience participation, key-pad votes and discussion).
- vii. The Provider must provide detailed information on the duration of the LEE.

- Please make a recommendation on the number of CME credits to be granted (1 hour = 1 ECMEC, half a day = 3 ECMECs, full day = 6 ECMECs).
 - Please indicate the sessions that are to be excluded from EACCME accreditation (cf. satellite symposia...).
- viii. The Provider must indicate the mechanism(s) by which it will be verified that the Learner has engaged with the LEE in order to fulfil the educational objective(s).
- Please confirm that mechanisms of attendance control are available (such as smart cards, completion of a questionnaire based on the LEE material, completion of feedback forms by the learners...)
- ix. The LEE must be conducted in compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.
- Please confirm that the provider has provided information on compliance by the LEE with the relevant legal, regulatory and industry-based standards of the country in which the LEE is being held.
 - Examples: confirmation of confidentiality for patients and other participants, or consent to inclusion of non-identifiable details within LEE presentations, compliance with research ethics requirements, compliance with data-protection legislation, and copyright arrangements

Details of the provider

- x. The Provider must provide a short description of the Provider organisation(s).
- Please confirm that the provider has:
 - submitted a short description of their own organisation and any other(s) with which they are working with regard to this specific LEE
 - specified, in each case, the organisation's contribution to the LEE
 - Where the provider is a CME company producing a programme on behalf of another organisation (e.g. pharmaceutical or device manufacturer) their relationship must be fully disclosed.
- xi. The Provider must state the names and job titles of the individual(s) responsible for preparing the LEE.
- Name and contact address of the person/organisation
 - primarily responsible for the delivery of the LEE
 - responsible for the planning of the LEE

- responsible for the administration of the LEE
- responsible for the scientific programme content of the LEE
- responsible for billing purposes

(= UEMS Secretariat checklist?)

xii. The Provider must provide the name, title and contact details of a medical practitioner who will take responsibility for the application for accreditation of the LEE. This doctor must be registered with a Medical Regulatory Authority, and his/her registration details must be provided.

- Normally this will be a senior member of the Organising Committee of the LEE

Form to be completed by the doctor in question?

The Scientific and/or Organising Committee

xiii. The Provider must provide the name(s), job title(s) and contact details of the head, and all other members of the Scientific and/or Organising Committee.

xiv. The Provider must ensure that all members of the Scientific and/or Organising Committee provide written declarations of potential or actual conflicts of interest.

- If there is a conflict of interest what are reviewers meant to do? Report it to the EACCME?
- Please confirm that all members of the Scientific and/or Organising Committee have provided written declarations of potential or actual conflicts of interest.

(= UEMS Secretariat checklist?)

Forms of disclosure of COI to be made available?

xv. The Provider must confirm that any actual conflicts of interest have been resolved.

- Are you happy with the way the actual conflict of interest has been resolved?

xvi. The Scientific and/or Organising Committee must ensure that the LEE will provide a programme that presents a scientifically balanced perspective of the subjects included.

- Please confirm that the programme of the LEE is well balanced.

The Faculty

xvii. The Provider must ensure that all members of the Faculty provide written declarations of potential or actual conflicts of interest.

- Statement to be included in form to be signed by the provider.

(= UEMS Secretariat checklist?)

The Programme

xviii. The Provider must provide the latest version of the programme of the LEE at the time of application.

- The programme submitted for evaluation should include:
 - details of faculty members
 - titles of lectures
 - expected learning outcomes
 - duration of individual lectures, workshops and sessions
 - timing of the whole event

(= UEMS Secretariat checklist?)

Funding of the LEE

xix. The source(s) of all funding for the LEE must be declared, and be made available to Learners in a readily accessible manner.

- If not disclosed = REJECTION

- The provider must declare the source of funding:

- sponsorship
- educational grant
- any other means

- Please confirm that the type of funding is appropriate for EACCME accreditation.

xx. The Scientific and/or Organising Committee must confirm that it has determined the content of all aspects of the LEE to be free of any attempt by sponsors to influence the Committee's decisions.

- In your judgement is the programme free from any attempt by sponsors to influence:
 - the programme
 - individual sessions
 - subjects for discussion
 - content
 - choice of faculty members

xxi. The Provider must submit information regarding the expected total number of Learners attending the LEE and the schedule of fees for these Learners.

- Grossly or significantly inaccurate attendance declarations = REJECTION

Promotional material

xxii. All educational material must be free of any form of advertising and any form of bias.

- If the educational material includes advertising of any product or company within the programme itself = REJECTION
 - use of a sponsor's name in the title of the scientific programme/session/lecture
 - display of brand names and/or individual company logos in scientific lectures/programme
 - where there is a valid evidence base for a specific therapy or agent, this must be referenced in a manner that is appropriate for a scientific journal

xxiii. The Provider must confirm that it will comply with the applicable national rules, regulations and industry standards regarding exhibition areas where companies are permitted to present their products.

Review by Learners

xxiv. The Provider must provide a reliable and effective means for the Learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met. The Provider must commit to make available to the EACCME® a report on this feedback and on the Provider's responses to this.

Prepare feedback forms