



EUROPEAN UNION OF MEDICAL SPECIALISTS
 The European Accreditation Council for
 Continuing Medical Education – EACCME®
 Institution of the UEMS_{aisbl}
www.eaccme.eu



European Board of Radiology
 Accreditation Council in Imaging
 (ACI)
accreditation@myebr.org
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Annex 7

APPLICATION FORM FOR THE ACCREDITATION OF E-LEARNING MATERIALS

Title of the ELM (ELearning Material)		
Main speciality	Radiology	
Nature of the ELM	<input type="checkbox"/> Individual Module <input type="checkbox"/> E-Platform module * <input type="checkbox"/> E-Library ** <input type="checkbox"/> App.	
Means by which the ELM is made available	<input type="checkbox"/> Website: <i>(please provide URL)</i> <input type="checkbox"/> Mobile device <input type="checkbox"/> Other: <i>(please specify)</i> <i>Please provide three sets of login details (eg. Username and password):</i>	
	<i>Username:</i>	<i>Password:</i>
	<i>Username:</i>	<i>Password:</i>
	<i>Username:</i>	<i>Password:</i>
Overall description		
Name of the CME Provider		
<i>This is the name that will appear on the letter of accreditation and on the participant's certificate</i>		
Lead contact person for this application	<i>Please state the complete name, title, affiliation, position, address, country, email address, telephone and fax number.</i>	
Start date (launch of the ELM)		



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End date (of the ELM)	
Main language of the ELM	
Translations available into (specify into which language (in the event there is any))	
Billing address	<i>Please indicate the <u>customer name</u>, complete <u>billing address</u> and include the <u>VAT number</u>, if available. <u>VAT status</u>: EU registered, EU not registered, EU exempt or Outside EU.</i>
Trade register number	<i>If available</i>
Fees info:	<p><i>* Accreditation of individual e-learning modules or e-learning modules of apps:</i></p> <ul style="list-style-type: none"> - € 500 For 1 module - € 1,000 for up to 10 accredited modules - € 1,500 for up to 20 accredited modules - € 2,000 for up to 30 accredited modules - € 3,000 for up to 40 accredited modules - € 5,000 for up to 50 accredited modules - € 7,500 for up to 100 accredited modules - € 10,000 for more than 100 accredited modules <p><i>*Accreditation of educational e-learning platforms:</i></p> <ul style="list-style-type: none"> - € 1,000 for up to 10 accredited modules - € 1,500 for up to 20 accredited modules - € 2,000 for up to 30 accredited modules - € 3,000 for up to 40 accredited modules - € 5,000 for up to 50 accredited modules - € 7,500 for up to 100 accredited modules - € 10,000 for more than 100 accredited modules <p><i>(in addition there will be a fee of € 250 to be paid every year for the quality control review by the UEMS/EBR)</i></p> <p><i>*E-library: flat fee of € 5,000 (in addition there will be a fee of € 250 to be paid every year for the quality control review by the UEMS/EBR)</i></p> <p><i>The above fees are VAT excluded.</i></p>

* Instead of completing the application form for the single ELM, the provider will need to complete it for the whole platform he/she wishes to have accredited.

** The EACCME® will not accredit the inclusion of an article in an e-library but the use of the e-library as a CPD/CME vehicle.

For example: A medical specialist can use the time already spent researching clinical questions with the library toward continuing professional development requirements. In order to use the library for accreditation, a user logs into the database with their personal account. When a clinical question is researched in the database, the library tracks both the search activity and the time spent researching. In order to apply for accreditation, the user generates an activity assessment of topics researched. For each topic searched, the user ticks how the information found was applied to their clinical practice (for example, this modified my treatment plan, this reinforced my treatment plan or generated ideas for searching for new treatments in the future). Once completed the system awards the credits to the user.



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CHECKLIST

*In order to be validly submitted,
all essential and desirable criteria must be completed.*

ESSENTIAL CRITERIA

1. State how the ELM has been prepared in order to **fulfil stated educational needs**, and explain how this will be achieved.

This confirmation must demonstrate that a “needs assessment” process has been performed, that these educational needs have been defined, and will be fulfilled.

Open response box

2. What are the **expected educational outcome(s)** of the ELM?

These must be explained in terms of the knowledge, skills, attitudinal or behavioural, or ethical lessons that can be learned, and whether these are clinical or non-clinical.

Open response box

3. What is the **“target audience”** for whom the ELM is most likely to be suitable?

The target audience must fall within the remit of the EACCME (fully qualified medical specialists). This must therefore be explained in terms of the speciality and seniority of learner. EACCME certificates may be distributed to any other healthcare professional completing an e-learning module (i.e. nurses, pharmacists, clinical scientists...)

Open response box

4. What is the **content** of the ELM?

This must be clearly explained, and stated in a readily-accessible manner, in a brief summary

Open response box



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5. Confirm how the **privacy and confidentiality** of the Learner will be respected, and how you will make sure that any information provided by the Learner will only be utilised for the specific purposes of completing the ELM.

This is particularly relevant in the case of interactive ELM (such as online websites). The only permitted exception to this will be with the valid consent of the Learner.

Open response box

6. What is the **expected duration** that the Learner will need to engage with the ELM in order to fulfil the educational objective(s)?

This must be a minimum of one educational hour (60m min. of actual educational activity excluding introductions, etc.), with each hour of educational time expected to count as one credit.

Open response box

7. State how will compliance of the ELM with all relevant **ethical, medico-legal and legal requirements** be met.

Where applicable, these must include: consent by patients and other participants to inclusion in the ELM, confirmation of confidentiality for patients and other participants, compliance with research ethics requirements, compliance with data-protection legislation, and copyright arrangements for the ELM. It is essential to ensure that patients are not, and cannot be identified in any of the materials presented.

Open response box

8. Please specify the **date of preparation** of the ELM, any substantial revisions to its content, and **expiry date**.

Open response box

9. What is the required **format for use** of the ELM, (eg. Windows/MacOS...) and contact details for the provision of assistance?

Provide contact details for the provision of assistance.

Open response box



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10. Please specify the **level of evidence** of the content.

All content must be evidence-based, with notes on the level of evidence (where applicable), and suitable references, at the standard required for a publication in a scientific journal.

Open response box

11. Please specify how the ELM must encourage the Learner to employ **methods of active, adult learning** to achieve the educational objective(s).

These may include: problem-orientated learning, task-based learning, case-based learning, reflective learning, and performance improvement CME. The UEMS-EACCME® also strongly recommends feedback be provided on the learner's engagement with the ELM, such as an explanation of why a response to the self-assessment component was incorrect.

Open response box

12. Please specify the extent to which the ELM includes a means of confirming Learner **engagement**, and **achievement of the educational objective(s)**.

This must be of quality, duration and content appropriate to the Material and the educational objective(s), and it must be integral to the ELM. It may be based on multiple-choice questionnaire or other self-assessment methodologies, but must have clearly stated assessment criteria (eg. pass mark). This should be set by the provider of the educational content (as distinct from the provider of the product). This self-assessment component must comprise a minimum of 10 minutes within the duration expected for the accreditation of each educational hour (1 credit).

Open response box

13. Please specify the extent to which the content is **free from any commercial or other forms of bias**.

Where there is a valid evidence base for a specific therapy or agent, this may be stated, but must be referenced in a manner that is appropriate for a scientific journal.

Open response box

14. Please specify the extent to which the content is **free of any form of advertising**.

Open response box

15. Please specify the extent to which the content is suitable for an **international audience**.



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This refers to the use of international terminology for procedures and therapeutic agents.

Open response box

16. Please provide a **short description of the Provider organisation.**

While the use of the Provider's logo(s) (and not the use of the sponsor's logo) will be permitted, there must not be any attempt at using this description for advertisement.

Open response box

17. Please state, in a readily-accessible manner, the **names and qualifications of the individual(s) involved in preparing the content.**

The UEMS-EACCME® requires that all individuals who have contributed to the preparation and presentation of the ELM(s) are identified.

Open response box

18. Please state the **name of the senior medical specialist who will take responsibility for the content of the ELM.**

State the complete name, title, affiliation, position, address, country, email address, telephone and fax number.

*This doctor must be registered with a Medical Regulatory Authority, and his/her registration details (**registration number** and name of the **registration authority**) must be provided.*

Open response box

19. Please provide a **full declaration of actual or potential conflict of interest** of the individual(s) involved in preparing the content of the ELM.

It is essential that the medical practitioner who will take responsibility for the ELM and the individual(s) involved in preparing the content of the ELM provide a full declaration of actual or potential conflict of interest. Earnings from the sale or marketing of the ELM itself will not be considered a conflict of interest. Each ELM must contain authors' COI declaration provided as a slide or oral statement in the introductory part of the ELM.

Open response box

20. Please provide confirmation that the ELM is **quality-assured** prior to application to the UEMS-EACCME® for accreditation.



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As a minimum, the UEMS-EACCME® requires the provider to have assessed its ELM using the criteria set out in the document UEMS2016/21.

Open response box

21. Please specify which reliable and effective means for the Learner to provide **feedback** on the ELM is provided and how the report on this feedback and on its responses to this will be made available to the UEMS-EACCME®.
This feedback must be submitted within 12 months of accreditation having been granted. Failure may affect future recognition.

Open response box

22. Please confirm that your **evaluation record** for previous or ongoing modules or programmes is satisfactory. Where not, please specify how the reasons for unsatisfactory ratings have been addressed.

Open response box

DESIRABLE CRITERIA

23. Please specify the extent to which the content is **easy to use**.

Open response box

24. Please specify whether and which **“hot-links” to further relevant information** are provided.
Where these links are to commercial sites, this must be made clearly identifiable.

Open response box

25. Please specify the extent to which **technical support** related to the ELM was made available.

Open response box