



EUROPEAN ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION

Institution of the UEMS

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EACCME APPLICATION FORM FOR THE ACCREDITATION OF E-LEARNING MATERIALS

Title of the material	
Nature of the material	<input type="checkbox"/> Recorded audio <input type="checkbox"/> Recorded video <input type="checkbox"/> Interactive module <input type="checkbox"/> Other: <i>(please specify)</i>
Means by which the Material is made available	<input type="checkbox"/> Website: <i>(please provide URL)</i> <input type="checkbox"/> CD – DVD <i>(please provide us with 4 copies of the Material)</i> <input type="checkbox"/> Supported by Personal Digital Assistant (PDA) <input type="checkbox"/> Other: <i>(please specify)</i>
Overall description	
Provider	
Contact person e-Mail Telephone Address	
Invoicing information <i>(if different from above)</i> e-Mail Telephone Address	
Start date	
Main language of the material Translations available into	

Written declarations can be added to this application form separately

The European Accreditation Council for Continuing Medical Education (EACCME) was set up by the UEMS for the purpose of ensuring the international mutual recognition of quality assessments of CME-CPD activities organised all over the world for the benefit of European doctors.

CHECKLIST

ESSENTIAL

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

Open response box

What are the **expected educational outcome(s)** of the Material?

Open response box

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

Open response box

What is the **content** of the Material?

Open response box

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 Material.

Open response box

What is the **likely duration** that the Learner will need to engage with the Material in order to fulfil the educational objective(s)?

This must be a minimum of one hour.

Open response box

State how will compliance of the Materials 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 Material, confirmation of confidentiality for patients and other participants, compliance with research ethics requirements, compliance with data-protection legislation, and copyright arrangements for the Material.

Open response box

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

Open response box

What is the required **format for use** of the Material, (eg. Windows/MacOS; DVD region)?
Provide contact details for the provision of assistance.

Open response box

Please specify the **level of evidence** of the content.
All content within the Material 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

Please specify how the Material 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.

Open response box

Please specify the extent to which the Material 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 Material. 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).

Open response box

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

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

Open response box

Please specify the extent to which the content is suitable for an **international audience**.
This refers to the use of international terminology for procedures and therapeutic agents.

Open response box

Please provide a **short description of the Provider organisation**.
While the use of the Provider's logo(s) will be permitted, there must not be any attempt at using this description for advertisement.

Open response box

Please state, in a readily-accessible manner, the **names and qualifications of the individual(s) involved in preparing the content**.
While the use of the Provider's logo(s) will be permitted, there must not be any attempt at using this description for advertisement.

Open response box

Please provide a **full declaration of potential conflict of interest** of the individual(s) involved in preparing the content of the Material.
Earnings from the sale or marketing of the Material itself will not be considered a conflict of interest.

Open response box

Please declare and state the **source of all funding** provided for the preparation of the Material.
If an educational grant or other financial support has been obtained by the developers of the Material, the source and nature of this must be declared.

Open response box

Please provide the name and title of a **medical practitioner who will take responsibility for the content** of the Material.
This doctor must be registered with a Medical Regulatory Authority, and his/her registration details must be provided.

Open response box

Please provide confirmation that the Material is **quality-assured** prior to application to the EACCME for accreditation.
This quality assurance involves the confirmation, by at least one authoritative independent assessor, of the validity of the Material. The name(s), qualifications and contact details of this/these assessor(s) must be provided to the EACCME, as must all their comments on the Material.

Open response box

Please provide a **full declaration of potential conflict of interest** of the independent assessors involved in quality-assuring the content of the Material.
Reasonable remuneration for the assessment of the Material will not be considered to be a conflict of interest.

Open response box

Please specify which reliable and effective means for the Learner to provide **feedback** on the Material is provided and how the report on this feedback and on its responses to this will be made available to the EACCME.

Open response box

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

Open response box

DESIRABLE

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

Open response box

Please specify whether and which *“hot-links” to further relevant information* are provided.
These links must not be to commercial sites.

Open response box

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

Open response box

On application for accreditation by the EACCME, I have provided:

- **the Material** – **For all materials which are not widely available, e.g. through the Internet, please provide us with 4 copies of the support;**
- **full payment of the application fee;**
- **a fully completed EACCME application form,** confirmed by the medical practitioner who is taking responsibility for the Material.

By signing this document, I declare to have read in its entirety the document with reference UEMS 2008 / 20 rev and agree to comply with the requirements of that document as well as with any further request from the UEMS-EACCME. I hereby also recognise the UEMS authority in delivering European accreditation to the Material submitted.

Date:

Signature: