

THE EUROPEAN ACCREDITATION COUNCIL FOR CME (EACCME)

Criteria for Live Educational Events (UEMS 2016/20)

Essential criteria

1. The Provider must structure the LEE to fulfil defined educational needs.
2. The Provider must define „target audience“ for whom the LEE is likely to be suitable.
3. The Provider must identify and communicate the expected educational outcome(s) of the LEE-
4. The Provider must provide the title of the LEE, its venue, date(s) and a clear description of the nature of the event.
5. The LEE must be presented in a manner suitable for an international audience.
6. The LEE must include methods to promote active learning.
7. The LEE must be conducted in a compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.
8. The Provider must provide detailed information on the duration of the LEE.
9. The Provider must indicated 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).
10. The Provider must provide a short description of the Provider(s) organization.
11. The Provider must state the name and job title of the individual responsible for the preparing the LEE.
12. The Provider must provide the name, title and contact details of a medical practitioner who will take the 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.
13. The Provider must provide the name(s), job title(s) and contact details of the head, and all other members of the Organising and/or Scientific criteria.
14. The Provider must ensure that all members of the Organising and/or Scientific Committee provide written declaration of potential or actual conflicts of interest.
15. The Provider must confirm, that the potential conflicts o interests have been resolved.
16. The Provider must ensure that all members of Faculty provide written declaration of potential or actual conflicts of interest.
17. The Provider must provide the latest version of the programme of the LEE at the time of application.
18. The source(s) of all funding for LEE must be declared and be made available to learners in a readily and accessible manner.
19. The Organising and/or Scientific Committee must ensure that the LEE will provide a programme that presents a scientifically balanced perspective of the subject included.
20. The Organising and/or Scientific 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.
21. An educational material must be free of any form of advertising and any form of bias.
22. The Provider must submit information regarding the expected total number of participants attending the LEE and the schedule of registration fees for these learners.

23. 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 response to this.
24. 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.