Application form

Accreditation continuing education meetings

Part A, questions

1. Contact person asking for accreditation	
Name:	
Institution / organisation:	
Address / P.O. box:	
Zip code / city / country:	
Telephone:	
Fax:	
E-mail:	
The organising committee has taken notice of and approves the general conditions (part B) of this application form: yes / no	
Always submit the (draft) program of the meeting together with this application form.	

2. Abridged description of the continuing education meeting
Title:
Date / dates:
Country / city:
Location:
Website with congress information:
Intended number of participants:
Subscription fee per participant:
Number of educational hours (excluding breaks, meals, social activities, etc):

3. Earlier versions of this continuing education meeting
Has there been accreditation of an earlier version of this meeting: yes / no
By which professional society / professional association:
Dates of earlier meetings and registration numbers:
If possible submit an <u>overview</u> of the results of the most recent evaluation by participants together with this application form.

Instruction for questions 4 and 5
• Members of the organising committee are free to fill the function of the program committee themselves, or to appoint a separate program committee (and vice versa). • Only the president of the program committee is required to be independent from commercial (pharmaceutical) companies relevant for this meeting. See part B of this application form. • See for definitions and responsibilities of the organising committee and program committee part B of this application form. • As far as the attached program of the meeting answers questions 4 and 5 you can refer to the program and you are not required to answer questions 4 and 5.

4. Members of the <u>organising</u> committee	
Name	Institution / organisation

5. Members of the <u>program</u> committee		
Name	Institution / organisation	Registered as specialist by HVRC, MSRC of SGRC
		Yes / no Speciality:
		Yes / no Speciality:
		Yes / no Speciality:
		Yes / no Speciality:
Which member is president of the program committee:		

6. Target group of the continuing education
Recognised specialities belonging to the target group:
Who else belongs to the target group (physicians and/or non-physicians):

7. Content of the continuing education
Short description of the content and learning targets (not more than 50 words):

8. Documentation	
Are the participants provided with documentation: yes / no	Date of the distribution
List of documentation: yes / no	
Syllabus/ abstracts: yes / no	
Book: yes / no	
Other: yes / no Namely:	

9. Assessment and evaluation
Are the participants tested in writing at the start of the meeting: yes / no
Are the participants tested in writing at the end of the meeting: yes / no
Assessment in writing of the meeting by the participating physicians is preferable and can be made mandatory. See part B of the application form.

10. Commercial support and advertisement
Is there financial commercial support of the meeting: yes / no
Name of the supporting commercial institution or institutions:
Are there conditions regarding content of the meeting attached to the commercial support: Yes / no. Which:
Does this meeting meet the requirements set by the "Code Geneesmiddelen Reclame" (Principles Advertisement Pharmaceutical Products) (www.cgr.nl) regarding: - Objectivity and independence of the program components for which accreditation is requested: yes / no - Marks of favour: yes / no - Advertisement: yes / no

Application form

Accreditation continuing education meetings

1) Application deadline

a Each accreditation committee sets the deadline for submitting the application itself.

b Providers of continuing education can apply for accreditation only in advance of the meeting.

c Exceptional specialists who have participated in continuing education meetings can apply afterwards for recognition of these credits by the professional Society / professional Association in their own speciality.

2) Electronic or "paper" application

a Each accreditation committee determines for its own organisation if the application form has to be submitted electronically or "on paper", or that both modalities are accepted.

3) Possibility for additional requirements

a Each speciality has the possibility to require additionally that at least one of the members of the program committee has been registered as specialist by the HVRC, MSRC or SGRC[♦] in the speciality of the continuing education meeting involved.

b Each speciality has the possibility to require additionally that evaluation by the participants is required and/or that an evaluation form has to be submitted for appreciation together with the application form.

c It is the responsibility of the applicant of the continuing education meeting to verify if the relevant accreditation committee requires the additional requirements mentioned under a and b.

4) Required information and payment

a An application for accreditation is only dealt with after:
- The accreditation committee has received a completed application form;
- The accreditation committee has received the (draft) program of the meeting;
- Any financial requirements have been met.

b If an earlier version of the continuing education meeting has been accredited, the applicant is asked to attach to this application an overview of the results of the most recent evaluation by the participants if possible

c If the accreditation committee requests, the applicant is asked to submit within 6 weeks after the end of the (last) meeting to the accreditation committee an overview of
- The results of the evaluation by the participating physicians (if this has taken place)
- Certificates of attendance supplied to the physicians. This overview contains:
  - Names of physicians who received a certificate of attendance;

♦ HVRC: Huisarts en Verpleeghuisarts Registratie Commissie, General practitioner and Nursing home Physicians Registration Committee
MSRC: Medisch Specialisten Registration Commissie, Medical Specialists Registration Committee
SGRC: Sociaal Geneeskundigen Registratie Commissie, Social Medicine Physicians Registration Committee

- Specialities of the physicians;
- Number of accreditation points or hours awarded to the physicians concerned.

5) Certificate of attendance

a Physicians in the speciality for which accreditation has been awarded have to be provided with a certificate of attendance at the end of his/her attendance at the continuing education meeting. An electronic certificate of attendance is also allowed.

b Each certificate states which professional society/association has awarded accreditation and how many points/hours have been granted.

c If the physician did not attend the entire continuing education meeting, the certificate states the number of points/hours that the physician has actually participated in the meeting. In this case the number should be rounded (less than 30 minutes = 0 accreditation points/hours, 30 or more minutes = 1 accreditation point/hour).

d Physicians in a speciality for which accreditation has not been awarded or requested have to be provided at their request with the same certificate. With this certificate they can demonstrate that they have participated in accredited continuing education outside their own speciality.

6) Accessibility

a Participation is open for every specialist of a speciality belonging to the target group.

7) Evaluation, assessment and visitation

a Preferably the quality of the program and teachers is evaluated in writing by the participants.

b Preferably there is assessment of the learning progress of the participants.

c The professional society/association that has accredited the meeting can visit the meeting without notice and without paying the participation fee.

8) Disclosure of relations with pharmaceutical or other commercial organisations

a A relation with a pharmaceutical company (including umbrella organisations) or other supporting commercial institution is considered to exist when a person is employee, director, board member or major shareholder of the pharmaceutical company or other supporting commercial institution, or when a pharmaceutical company or other supporting commercial institution supplies a person with funding for research or education, or pays as consultant or adviser.

b A relation with a company or commercial supporter relevant for this meeting is considered to exist, when these companies or commercial supporters might have an interest in the meeting.

c A relation of a member of the organising committee, program committee, speaker, day-president or session president with a (pharmaceutical) company or other supporting commercial institution relevant for this meeting has to be clarified in the announcement and the program and may not limit the program committee in its autonomy.

d The president of the program committee has to be independent, which means that he/she has no relation with a (pharmaceutical) company or other supporting commercial institution relevant for this meeting as defined in this article under a and b.

9) Organisation committee

a The members of the organisation committee (the group/committee responsible for the meeting) have the final responsibility for:

- the organisational / logistic quality of the continuing education meeting;
- fulfilling the conditions laid down by the "Code Geneesmiddelen Reclame" (Principles Advertisement Pharmaceutical Products) (www.cgr.nl) by the continuing education meeting;
- independence of the president of the program committee of the continuing education meeting from (pharmaceutical) companies or other supporting commercial institutions, relevant for this meeting.

b Members of the organisation committee are free to fill the function of program committee themselves or to appoint a separate program committee (and vice versa). In all cases the following rules are binding for the program committee.

10) Program committee

a The president of the program committee (the group/committee responsible for content and programming of educational activities) has to be independent, meaning that he/she is required to have no relation with a (pharmaceutical) company or other supporting commercial institution relevant for this meeting, as defined in article 8.

b Preferably at least one member of the program committee carries a registration as medical specialist with the HVRC, MSRC of SGRC in the accrediting speciality.

c The president of the program committee has the final responsibility for:
- Quality of the program regarding (scientific) content;
- Objectivity of the program;
- Educational quality of the program;
- Relevancy of the program for the target group.

11) Promotional parts of the program

a A promotional part of the program is a part of the program whose purpose is to promote one or more products of a commercial company.

b A promotional part of the program cannot be accredited.

c A possible promotional part of the program has to be clearly distinguished as such in the (draft) program.

d Participants must have the possibility to withdraw from a promotional part of the program without problems.

12) Principles Advertisement Pharmaceutical Products

The continuing education meeting must meet the requirements of the "Code Geneesmiddelen Reclame" (Principles Advertisement Pharmaceutical Products) (www.cgr.nl).

This application form (A) and general conditions (B) have been adopted by the "Accreditatie Overleg" (Accreditation Consultation Body) in its meeting of April 18, 2006. In the "Accreditatie Overleg" the 35 professional societies in the recognised specialities and the 3 registration committees have been brought together since 2002 under the auspices of the Royal Dutch Medical Association (KNMG, Koninklijke Nederlandse Maatschappij tot Bevordering der Geneeskunst) to develop a harmonised system of accreditation of continuing medical education and awarding of credits.
An agreement was reached to establish a harmonised system of accreditation of continuing education activities with mutual recognition of credits within the 3 groups of specialities. For full implementation ratification is necessary, but already from November 1, 2004 onwards a uniform application form and a uniform assessment procedure will be used. Accreditation will remain the responsibility of the separate professional societies. Establishment of a central national continuing education authority is not contemplated.