

SOG/SSO CME accreditation of scientific meetings / congresses

Introduction

The main task of continuous medical education (CME) is the provision of high quality health care through education while basing clinical practice on evidence.

There are numerous national and several international systems for CME and Continuous Professional Development (CPD) evaluation all seeking to ensure that medical meeting planners, congresses, symposia and CME events can focus on bringing healthcare professionals together to disseminate recent research findings, therapeutic advances, and scientific discoveries on a global scale which and ultimately serves to improve patients care.

The Swiss ophthalmological national CME accreditation system (later in the text called SOG-CME authority) is a working committee of the SOG (Swiss Ophthalmological Society) and is depends on the SIWF (Schweizerisches Institut für ärztliche Weiter- und Fortbildung) who has mandated the SOG-CME authority to provide CME for ophthalmological meetings, congresses and other forms of continuous education based on the official document edited by SIWF (Réglementation pour la formation continue (RFC) from 25 avril 2002, revised on September 28th 2017). The general rules and procedures of the SOG-CME authority are very similar and are influenced by the European system elaborated and updated regularly by EACCME (European Accreditation Council for CME). EACCME was established in 2000 by the UEMS with the aim of encouraging the highest standards in the development, delivery and harmonisation of CME and, later CPD throughout different countries and educational systems.

The SOG-CME authority is composed by members of the Fort-und Weiterbildungs Kommission elected by the GA of the SOG.

Les ophtalmologues exerçant en Suisse sont tenus de suivre une formation continue régulière après avoir obtenu leur titre de spécialiste. La formation continue essentielle en ophtalmologie est une formation destinée spécialement aux ophtalmologues. Elle vise à maintenir et à actualiser les connaissances médicales acquises dans le cadre du titre de spécialiste en ophtalmologie, indispensables pour une parfaite prise en charge (examen, diagnostic, traitement, conseil et prévention) des patients. Sont validées toutes les formations continues reconnues automatiquement comme formation continue essentielle spécifique par la SSO (chiffre 3.2.2) ou sur demande d'un organisateur de session (chiffre 3.2.3).

Meetings that can be accredited by the SOG-CME authority

By definition a meeting/event that can be accredited with CME points has the primary purpose to provide educational material of a medical nature to medical specialists, with the aim that they will achieve educational benefits. It requires presence of a participant on the event's site or a controlled tele-presence. Each form of presence/participation requires a robust, standardized mechanism of control allowing confirmation of participation.

The SOG CME authority can accredit following ophthalmological meetings:

- Scientific/professional meetings with topics that are within the interest of clinicians and surgeons who are active in the field of ophthalmology and with a content dedicated to the improvement of general or specific knowledge in ophthalmology
- Scientific/professional meetings organized in Switzerland
- Scientific/professional meetings organized in another country than Switzerland that has received either national (country where the meeting is held) or international (EACCME, AMA-CME, Canadian RCPSC-CME) accreditation. The conversion from other non-Swiss national CME credits is done by the SOG-CME authority according to Swiss rules. The CME accreditation by EACCME, AMA or RCPSC is automatically approved.

Excluded from SOG-CME accreditation are:

- Meetings/ congresses organized outside Switzerland that have not received neither national nor international (EACCME) accreditation
- Round table discussion in small groups without a specific scientific program
- Office/ centre/institution/hospital related meetings for residents/students
- Meetings with contents that are outside the field of ophthalmology
- Work-shops with no structured programme/content, no defined speakers

How to apply for CME accreditation as provider/organizer of an event

Please fill out the form below to register as a **Provider of a meeting /congress**

A **provider** is an appropriate medical specialist who will take responsibility for the application. This person must be registered within the Swiss Medical chamber.

- The SOG-CME authority will only review complete forms with finalized programs.
- The application should be submitted latest 8 weeks before the date of the meeting. Requests later than 8 weeks before the event will not be considered.

- Programs should be finalized and completed as follows:
 - names of all speakers, all have to be confirmed prior to the submission.
 - detailed timing of each session
 - detailed timing of discussions / round tables
 - detailed timing of breaks (coffee break, lunch)

Form for the provider of an event (the only application form that will be accepted) ..XXXXXX

Name of the Meeting:

Date of the meeting:

Precise time of start and end of the meeting:

Place of the meeting:.....

Name of the principal organizer (medical professional only)

Names of all members of the scientific committee:.....

Conflict of interest:

1) is any of the speakers paid by industry related to this meeting?

No

Yes: please explain

2) is industry interfering with the scientific program ?

NO

Yes; please explain

3) Is any of the speakers a share-holder of the industry sponsoring the meeting?

NO

Yes: please explain.....

Sponsors (minimum two) 1)

2)

3)

4)

Please download your final programme XXXX

Estimated number of CME points requested for this meeting:

Accreditation procedure

- The accreditation process will take maximum 2 weeks after your submission.
- The CME points are awarded on the following bases:

1h of actual educational activity corresponds to 1 CME; no partial CME points are given.

A participant can claim a maximum of 8 CME points per day, 4 CME points per half day.

- In case of non – agreement with the CME accreditation, the provider can contact within 1week of the accreditation the SOG-CME authority for details.
- If the application is not complete it will not be reviewed by the SOG-CME authority.
- The CME authority has the right to ask precision if the application is regarded as incomplete
- As soon as the accreditation process is completed and the official number of CME points accredited by the SOG-CME authority the provider will receive an annotation via mail.
- As soon as the official confirmation of the accreditation has been sent to the provider, he/she is intitled to publish the number of CME points on the official program before the meeting.
- The provider is responsible of monitoring participants attendance

Feedback questionnaire for participants to meetings / congresses

- The provider is responsible of distributing the feedback questionnaire to all participants and to collect it at the end of the meeting.
- Participants are expected to provide feedback on the meeting; the provider has to find ways how to motivate participants to respond to the questionnaire and to hand it out personally at the end of the meeting.
- The provider is expected to collect the questionnaires, to analyse the results and to send them to the SOG-CME authority for analysis and archiving.
- The provider is expected to send after the meeting via e-mail to each participant the “proof of attendance” with the number of CME points accredited by the SOG-CME authority.

How to apply for CME accreditation as participant to a national or international meeting?

National meetings

Meetings organized in Switzerland and accredited by the SOG-CME authority; you will receive after the meeting an attestation of participation and the CME accreditation. You can automatically download these CME points on MyFMH

International meetings

If the meeting was organized outside Switzerland and has been accredited either by EACCME, American AMA-CME or Canadian RCPSC-CME the same number of CME points are automatically accepted by the SOG-CME authority and can be downloaded on MyFMH.

If the meeting was organized by a national organisation outside Switzerland and has provided national CME points, please send the attestation of participation and the CME accreditation to the SOG-CME authority sog@imk.ch who will do the conversion.

If the meeting was organized by a national organisation outside Switzerland but has not applied for CME or not received CME points, you cannot submit a demand to the SOG-CME authority.

General rule:

An ophthalmologist active in Switzerland needs to obtain 80 CME points over one year.

- Fifty CME credits must be obtained by a structured post-grad formation; of these, 25 are obtained by “essential formation in the field of ophthalmology” as defined by the SOG and the remaining 25 can be obtained by another medical specialty.
- Thirty 30 CME points, correspond to 30 hours of personal studying per year.