

Continuing Education Frequently Asked Questions

What is the difference between a Professional Practice Gap and an Educational Need?

Professional practice gaps are the difference between the current state and the desired state. Educational needs are the reasons there are gaps or what needs to change to decrease the gap. Professional practice gaps may also be identified when the standard of care changes, a problem in care is identified, or an opportunity for improvement has been identified. For CME activities, the educational needs may be based on a knowledge gap (learner is not aware of information), competency gap (learner needs to develop strategies to apply the knowledge of the facts in decision-making), or a performance gap (learner needs to demonstrate the ability to apply the strategies in addressing the gap within the professional practice). For CNE activities, the educational needs may be based on knowledge deficit (do not know), skill deficit (do not know how to do), or practice deficit (not able to do in practice).

Are physicians, nurses, and social workers required to be on the planning committee?

Yes, the planning committee must represent the applicable targeted audience or credit type. For CNE activities, an identified and trained nurse planner with a minimum of a RN with BSN must be on the planning committee. In addition, for CNE activities, the planning committee must include both nurse planner and a content expert. The nurse planner and content expert may be the same person, but a minimum of two individuals must be on the planning committee. SHO's CE team has all the required representatives and will automatically become committee members for any SHO provided CE activity. When offering an interprofessional CE activity, it is important to include members representing the targeted audience. For example, if you are targeting LPNs or APRNs, you must include a representative of each on the planning committee.

Can we accept commercial support to help pay for expenses?

Commercial support may be accepted as long as the support is being given as an unrestricted educational grant and the ACCME, ANCC, NASW, and ASWB criterion are followed. The support must be used to offset the costs of the overall activity and not specifically for a purpose designated by the commercial supporter. Planning committees should notify SHO's CE Team immediately upon considering commercial support to ensure all regulations are followed. Commercial support agreements are required and to be sign by the Commercial Supporter, Joint Provider, and SHO. Joint Providers may not enter into a Commercial Support Agreement without the knowledge and approval of SHO's CE Staff.

Can commercial supporters pay for the speaker's honorarium, travel, or lodging expenses?

No, Commercial Supporters, with a written agreement signed by the Commercial Supporter, Joint Provider, and SHO may provide an unrestricted educational grant that is placed in an account to be used by the Joint Provider and SHO to be used to offset the costs of the activity. The Commercial Supporter may not have a say in how the funds are used. The Joint Provider and/or SHO will provide the Commercial Supporter with a detailed revenue/expense report following the activity.

Can a commercial supporter be listed as a sponsor of the activity?

No, Commercial Supporters may not be listed as a sponsor of the activity. You may thank them for providing commercial support in the promotional materials or a syllabus. You may not place advertisements in educational materials as a thank you or in exchange for the support.

What is the difference between a commercial supporter and an exhibitor?

A Commercial Supporter is a commercial entity providing an unrestricted educational grant or in-kind services to offset the costs of the CE activity. An Exhibitor is an organization that is promoting a product or service. In either case, advertisements and promotional activities may not be conducted in the educational area.

What if I cannot get a planner or speaker to submit a signed disclosure?

Disclosures are required by all planners, moderators, facilitators, content authors, and speakers. Anyone refusing to submit a completed and signed disclosure will be disqualified from participating in the planning and being an author or speaker.

What if a planner or speaker has a conflict of interest?

A SHO CE Team member will work with the individual to see if the conflict can be resolved, such as limiting the topic/content, conducting a peer review of educational materials, or other forms of resolution. If no resolution can be achieved, the planner/speaker may be not be allowed to participate in the planning/presentation.

Can we advertise CEs will be provided when we send the save the date announcement?

According to the AMA, a statement may indicate the activity has been approved for *AMA PRA Category 1 Credit™* without stating the number of credits, if the accredited CE provider has certified the activity. Announcements may never state an application has been filed for CEs. Save the dates should always be followed with additional information once the activity has been certified for CEs. For SHO CNE activities, Save the Dates may not advertise CNEs are available until the SHO CE team confirm sufficient planning and information is available to designate the activity is appropriate for CNEs.

Will SHO retroactively certify an activity for CEs?

No, activities will not be certified for CEs retroactively.

Is there a fee to jointly provide an activity for CEs?

SHO reserves the right to charge reasonable fees for jointly providing CEs for activities. Fees may vary based on the number of CEs offered, the number of speakers, participants, and the type of activity.

How are CEs calculated?

CE credits/contact hours are calculated using only that time spent in the actual education or instruction of the activity. For live activities, it is the formal interaction time between the speaker and the participants. It excludes networking and social activities. One- *AMA PRA Category 1 Credit™* is equal to 60 minutes. CEs are rounded to the nearest quarter hour. For an example, a CE activity that is 60 minutes in length equals one *AMA PRA Category 1 Credit™*. An activity that is 115 minutes in length equals 2 *AMA PRA Category 1 Credit™*. SHO's CE Team will assist planning committees in calculating the CEs. For CNE contact hours, the contact hour is also calculated using the formula of one contact hour is equal to 60 minutes. However, contact hours may be rounded down, but not up to the tenth of an hour.

How can outcomes be measured?

All CE activities must be measured by an outcome. Depending on the type of gap/need that is identified will assist in determining how to measure the outcome. If the need is determined to be knowledge, a pre-/post-test may be used to measure the outcome. If the need is determined to be a performance need, an intent to change or follow up assessment of what has been changed in practice is acceptable. To measure an outcome for a skills need, the outcome may be measured through observation or demonstration. Patient Outcomes are measured through data, such as chart audits or quality measures.

Additional questions may be directed to ce@suburbanhealth.com.