

How to Accredit a Peer Learning Program for CME and SA-CME

Research your organization's current CME capabilities

- Find your organization's key administrative contact for granting CME
- Ask colleagues, department leaders, and colleagues in different departments about your institution's process for granting CME
- Look around for flyers advertising CME events, such as multidisciplinary conferences, grand rounds, guest speakers, etc. Contact the organizer
- If no CME is granted in your organization, contact The Accreditation Council for Continuing Medical Education and/or an accredited CME provider.
- For example, some state medical societies, grant an organization the authority to provide CME. Organizations approved to provide CME are often referred to as "accredited CME providers."

Accredit your peer learning event for CME

- Education contact should provide you with required forms to complete for granting CME
- Forms should include name of event, organizer, number of hours/CME credits, description of event, learning objectives, event location and date
- Learning objectives can:
 - Identify learning opportunities from clinical practice
 - Describe relevant medical literature related to improvement opportunities
 - Promote a culture of continuous improvement
- Request an attendance sheet for each event to log attendance
- Include "Peer Learning" in the event title
- Include "SA-CME" in the event title if you will be providing a form of self assessment in the programming
- If cases will include Breast/Mammography, CT, MR, or other modalities where people seek specific CME credits, include those in the name as well

Host event and provide CME

- Discuss event plans with team
- Advertise event to all radiologists
- Identify a good time slot. Work with your administrator or scheduler to find a time many people can attend. Consider using Doodle.com to determine the team's availability
- Reserve a room and establish videoconference capabilities
- Prepare content to present
- Assign someone to record attendance on the provided attendance sheet
- Articulate any CME disclosures as your education department may or may not require
- Return attendance sheet to CME coordinator for CME credits to be issued or direct your attendees to complete forms online or through the institutional CME app (e.g. EEDS)
- Create brief general minutes to also fulfill ABR Part IV PQI requirement for participants

Additional Resources:

• [American Board of Radiology CME/SACME Resource](#)

• [American Board of Radiology PQI Resource](#)