

# Continuing Medical Education Programme of IMSA



## International Medical Sciences Academy

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**We have crossed the end of the beginning; the next phase is a new challenge for everyone at International Medical Sciences Academy. Let this Continuing Education Program never touches complacency and we live not to see the beginning of the end.**

CME consists of educational activities which serve to maintain, develop or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine and the provision of health care to the public.

**This document describes the requirements that must be followed by the respective IMSA Chapters to accredit live continuing medical education (CME) activity. It is recognizing the central role of education for the continuing development of medical professionals. The Chapter organizing CME must understand the relevant ethical issues for medical professionals and ensure that participation in certified CME activities will not encourage or require professionals to violate the very professional and ethical objective for which it is organized.**

### Primary Objective of the Academy

To bring together national and international medical scientists, medical educationists, medical and health workers and research workers in medical and health sciences on a worldwide basis for the development of medical and health sciences for the advancement of the health of all peoples of the world.

To undertake, organize and facilitate research, study courses, conferences, lectures and research in matters relating to different health sciences and health care systems of the world.

### The CME vision

In order to utilize the services of Indian Medical Professionals in India and abroad besides the foreign Medical Professionals associated and affiliated with the Academy, a programme is planned and implemented by International Medical Sciences Academy to encourage its various chapters to undertake, organize and facilitate Continuing Medical Education through lectures, conferences, study material on multidisciplinary medical subjects in core biomedical subjects.

CME is a non promotional learning activity for which the organizing Chapter awards credits.

### Sense of Achievement has prevailed

The Academy has traversed a long way in the perpetuation of its pristine objectives after its launching nearly three decades ago. Today it is one of the prestigious Societies in Medical and Biomedical Sciences sustaining both Academic and social relevance. We endeavor to reach the unreachable, namely the rural medical men, who we feel are privileged in medical information and technology. Today we are proud to announce that we have 28 Chapters all over India and countries like UK, USA, Australia, and others.

The IMSA Chapters hold workshops, seminars where senior medical scientists from various specialties take part and share their knowledge and experiences with the junior medical professionals. The professionals hold rural CMEs and organize programmes to talk to patients and wherever necessary help in treating the rural people in urban hospitals.

The Rural CMEs are a prominent feature of the state chapter activities where medical professionals and research scholars from urban areas to villages and teach doctors in an organized programme. Not only that they also talk to the patients and wherever necessary help in treating the rural people in urban hospitals.

Though a small beginning but a willful, objective and a practical approach towards achieving the objectives of the organization.

There has been a commendable approach and achievement on the part of the various chapters who have endeavored to put their best foot forward and held CME programmes for the medical professionals in both rural and urban areas

IMSA has a tremendous responsibility of working for the welfare of humanity and organizing CME Programmes. These have all been very successful and there is a growing demand for more such programmes to be held on a continuous basis every year.

### **Guidelines for Continuing Medical Education Scheme:**

#### **Programme & Procedure: The Nodal Agency:**

The International Medical Sciences Academy, IMSA World Headquarters Secretariat, New Delhi was named the nodal agency for collaborating these Schemes and a CME Committee was set up at the World Headquarters Secretariat for this purposes.

#### **The Constituent Members:**

The 28 Chapters of the Academy are the constituent members to programme and effectively organize the CME programmes.

#### **Jurisdiction of the Chapter:**

IMSA Chapters have been created State wise in India and International Chapters hold a wider jurisdiction as country Chapters. The various chapters can have sub-chapters on a need based approach. Each sub-chapter reports its activities to its principal chapter.

Each Chapter reports on CME programmes to the World Headquarters Secretariat at New Delhi on a monthly basis.

#### **The Constituent Structure:**

Each chapter comprises of a designate Chairman, a Secretary, Additional Secretary, Treasurer and the requisite office staff. The Chapter can create its committees and sub-committees for the implementation of the CME programmes.

#### **Essentials:**

Each Chapter has the authority to organize CMEs in rural and urban areas within their jurisdiction keeping the very objective of the programme as mentioned above in the CME vision.

The Chapter must ensure to present medical professionals with commercially unbiased, independent and objective information in all of their activities. The Chapter must ensure that CME activity meets all core requirements of the programme.

It addresses and demonstrates educational needs of the medical professionals. It must communicate to prospective participants a clearly identified educational purpose and/or objectives in advance of participation in the activity.

It must present content, appropriate in depth and scope for the intended professional audience.

Evaluate the effectiveness in achieving its educational purpose and/or objectives.

#### **Number of CME Programmes per year:**

Each Chapter is free to hold CME programme as per their intended plan on the basis of their projections presented to the World Headquarters Secretariat.

Each Chapter must organize at least three CME programmes in a year in their jurisdiction.

#### **Selection of subjects for CME:**

When it comes to continuing medical education (CME) activities, the respective chapter must ensure to have the right faculty resources to help today's busy medical professionals meet their professional needs.

The CME programme must evolve continually to meet the needs of the medical professionals.

The disciplines in which programmes are to be held are finalized by IMSA World Headquarters Secretariat depending on the request of such programmes in India and the availability of faculties in the co-responding disciplines.

**Responsibility of the CME hosting organizer:**

To finalize the dates and topics for the programmes in consultation with the faculty leader in the organizing Committee.

To make all arrangements for holding the programme.

To send invitations to Indian faculty members and others, at the discretion of the local faculty leader.

To make arrangements for the stay of the visiting faculty and their internal travel, if required.

To make arrangement for the stay of other visiting faculty members and other delegates as required.

To send the finalized programme brochures to IMSA World Headquarters Secretariat for distribution to all medical institutions at least three months before the dates of the programme.

After the programme is held, a detailed report of the programme, with evaluation analysis from the participants regarding the programme is to be sent to IMSA World headquarters Secretariat. Problems faced by the organizers and suggestions for improvement is also required to be sent.

To collect abstracts/manuscripts from all the faculty members well in time before the programme.

To publish the programme proceedings and distribute copies to all medical institutions in the country and to IMSA World Headquarters Secretariat.

To send statement of earnings and expenses incurred towards hospitality of the faculty, and other infrastructural costs and publication of programme proceedings to IMSA World Headquarters secretariat.

**Responsibility of Faculty:**

All invitees and participants will bear their own travel expenses to the CME locations and back.

The Organizing Committee has to identify not more than five faculty members to participate in the programme and such members should be senior professionals with experience in the corresponding discipline.

A complete list of the visiting faculty members with their Curriculum Vitae is to be sent to IMSA World Headquarters Secretariat as soon as the faculty is finalized, for assessment.

The dates and topic of the programme in consultation with the local faculty leader are required to be finalized.

Dates for various programmes should be spread through out the year, if possible.

The Organizing Committee may send his report regarding the details of the programme, including their suggestions if any.

The Organizing Committee may request the entire visiting faculty to send abstracts and manuscripts to the Committee before the programme is held.

**Responsibilities of IMSA World Headquarters Secretariat:**

Selection of disciplines and venues for CME. Programmes.

Interaction between the hosting institutions and the foreign faculty for finalization of the programme, resolving of problems, etc., if any.

To send announcements to all medical Institutions and to insert announcements in leading journals in the country well in time for wide publicity and maximum participation in the programme.

To collect the detailed report of the programmes, evaluation analysis and programme proceedings from the institution hosting CME. Programme.

**Ethical Standards of Conduct:**

The ethical standards are based on Principles of Medical Ethics, are standards of conduct that define the essentials of honorable professional behavior. The ethical statements are developed primarily for the benefit of the patient and recognize the professional's responsibility to patients first and foremost, as well as to society, to other health professionals and to him/herself.

A medical professional attending the CME programme shall continue to study, apply, and advance scientific knowledge, maintain a commitment to medical education, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated.

In addition, a medical professional has certain ethical responsibilities when participating in CME activities, either as a learner, faculty or planner.

**Credit System:**

International Medical Sciences Academy recognizes medical professionals who demonstrate their commitment to staying current with advances in medicine by participating in certified continuing medical education (CME) activities.

**Parameters for eligibility for IMSA CME credits:**

The CME must meet all core requirements for credits.

It must provide clear instructions to the learner on how to successfully complete the activity

It must provide an assessment of the learner that measures achievement of the educational purpose and/or objective(s) of the activity with an established minimum performance level; examples include, but are not limited to, patient-management case studies, a post-test, and/ or application of new concepts in response to simulated problems.

It must communicate to the participants the minimum performance level that must be demonstrated in the assessment in order to successfully complete the activity for Credit

It must provide access to appropriate bibliographic sources to allow for further study.

**All are entitled to Credits:**

The medical professionals who actively participate in a live CME activity and demonstrate their commitment in the learning process are entitled to credits.

The medical professional who prepares and makes a poster presentation, as the first author, which is included in the published abstracts, at a live CME activity.

The Chapter may also award the professional faculty to recognize the learning associated with the preparation and teaching of an original presentation at the CME.

Credit may only be claimed once for an original presentation; credit may not be claimed for subsequent presentations of the same material.

Professional faculty may not claim credit as a participant for their own presentations; however, they may claim credit for other segments they attend as a participant at a certified live activity.

**Material eligible for credits:**

A presentation is eligible for CME credits that endure over a specified time. These include print, audio, video and Internet materials, such as monographs, podcasts, CD-ROMs, DVDs, archived webinars, as well as other web-based activities.

**Assigning Credits:**

Credit designation for each material must be determined by a mechanism developed to establish a good faith estimate of the amount of time a physician will take to complete the activity to achieve its purpose and/or learning objectives

Credit should be awarded only to professionals who meet at least the minimum performance level on the assessment as established by the CME Organizer.

**Credit Calculation:**

Medical professionals, as with live CME activities, should claim credit based on their participation time with 60 minutes of participation equal to one (1) IMSA credit and is claimed in 15 minute or 0.25 credit increments; they must round to the nearest quarter hour.

Professional faculty may be awarded credit based on a 2-to-1 ratio to presentation time.

Poster presentations may be awarded credit based on 0.5-to-1 ratio to presentation time.

**Evaluation Assessments:**

The Organizing Chapter is required to circulate a Programme Evaluation Form among participants for an assessment of the presentation by the speaker. The copy of the Participants Programme Evaluation Form is attached.

**Recording Credits:**

CME organizer must have a mechanism for professionals to claim credit and must award the actual number of IMSA Credits claimed by each physician. The records documenting the credit awarded must be retained by CME organizer, for each activity, for a minimum of six years after the completion date of the activity.

**Credit certificates, transcripts or other documentation available to medical professionals:**

Only medical professionals may be awarded IMSA Credits by CME organizers. They must be able to provide documentation to participating professionals of the credit awarded at the request of the professional. When a CME organizer issues a certificate, transcript or another means of documentation, it must reflect the actual number of credits claimed by the professional. The wordings that might be used on certificates awarding credits is as follows:

The (name of CME organizer) certifies that (name of professional)(degree) has participated in the (learning format) titled (title of activity) (at location of credits) IMSA Credits.

Documentation provided to participating professionals must accurately reflect, at a minimum, the following:

- Professional's name
- Professional qualification
- Name of CME activity organizer
- Title of CME activity
- Learning format (Oral presentation, poster presentation, Oration)
- Location of activity (if applicable)
- Date(s) of live CME activity or date that professional completed the activity
- Number of IMSA Credits awarded

**Credit certificates, transcripts or other documentation available to non medical professionals:**

CME organizer may choose to issue documentation of participation to non medical professionals that state his participation in the activity for IMSA credits. The wordings that might be used on documentation for a non medical professional participant is as follows:

- Professional's name
- Professional qualification
- Name of CME activity organizer
- Title of CME activity
- Learning format (Oral presentation, poster presentation, Oration)
- Location of activity (if applicable)
- Date(s) of live CME activity or date that professional completed the activity
- Number of IMSA Credits awarded

**Disclaimer to Professionals:**

Medical Professionals should note that the IMSA Credits does not serve as a direct measure of professional's competency and should not be used for that purpose. Professional competency represents the assessment of many complex measures, of which CME participation is only one.

## Participants Program Evaluation Form



### International Medical Sciences Academy

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Tel.: 011 26588226, 26589660, E mail: imsaonline@gmail.com, www.imsaonline.com

Date:

PLEASE EVALUATE SPEAKER

1. Poor	2. Satisfactory	3. Fair	4. Good	5. Excellent
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Name of the Speaker:

Topic:

Content	1	2	3	4	5
Presentation	1	2	3	4	5

Name of the Speaker:

Topic:

Content	1	2	3	4	5
Presentation	1	2	3	4	5

Name of the Speaker:

Topic:

Content	1	2	3	4	5
Presentation	1	2	3	4	5

Name of the Speaker:

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Presentation	1	2	3	4	5

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Content	1	2	3	4	5
Presentation	1	2	3	4	5

Name of the Speaker:

Topic:

Content	1	2	3	4	5
Presentation	1	2	3	4	5

Name of the Speaker:

Topic:

Content	1	2	3	4	5
Presentation	1	2	3	4	5

Name of the participant:

Signature:

Phone:

E mail:

Annexure 2



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### IMSA CME Credit Certificate Paper Presentation / Poster Presentation / Professional Faculty / Participation

Professional's Name:

Professional Qualification:

Name of CME activity Organizer:

Title of CME activity:

Learning format (Oral presentation, poster presentation, Oration):

Location of activity (if applicable):

Date(s) of live CME activity or date that professional completed the activity:

Number of IMSA Credits awarded:

In witness whereof we hereto append our signatures and the academic seal of International Medical Sciences Academy in hereon impressed this            day of            Two thousand and            .



:            Chairman  
                 CME Organizing Committee

President  
International Medical Sciences Academy