**Activity Type and Format Definitions**

**Directly Provided:** an activity that is planned, implemented, and evaluated by the accredited provider (i.e. Northwestern FSM)

**Jointly Provided:** an activity that is planned, implemented, and evaluated by the accredited provider (i.e. Northwestern FSM) AND a non-accredited entity. (Click [here](http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions/joint-providership) for more information on joint providership.)

**Course:** a live CME activity where the learner participates in person. A course is planned as an individual event (examples: annual meeting, conference, seminar)

**Regularly Scheduled Series:** a course is identified as a regularly scheduled series (RSS) when it is planned to have

1. a series with multiple sessions that
2. occur on an ongoing basis (offered weekly, monthly, or quarterly) and
3. are primarily planned by and presented to the accredited organization’s professional staff.

**Examples:** Grand Rounds, Tumor Boards, Journal Clubs, and M&M Conferences.

**Series:** a group of activities addressing the same subject matter with A) a different audience attending each activity, or B) the same individuals attending a series of activities over a specified time period. Typically, this is a live CME activity that is repeated multiple times throughout the year. Unlike a RSS, the participants are not limited to an internal audience.

**Enduring Materials:** a printed, recorded, or computer-presented CME activity that may be used over time at various locations and which, in itself, constitutes a planned activity.

**Internet Enduring Materials:** an activity that is available when the participant chooses to complete it. In is “enduring”, meaning that there is not just one time on one day to participate in it. Rather, the participant determines when he/she participates. (examples: online interactive educational modules, recorded presentations, podcast)

**Journal CME:** the reading of an article, a provider stipulated/learner directed phase (that may include reflection, discussion, or debate about the material contained in the article(s)), and a requirement for the completion by the learner of a pre-determined set of questions or tasks relating to the content of the material as part of the learning process.

**Committees:** learners participate in a committee process where the subject of which, if taught/learned in another format, would be considered within the definition of CME.

**Performance Improvement (PI):** learners participate in a project established and/or guided by a provider in which the learner identifies an education need through a measure of his/her performance in practice, engages in education experience to meet the need, integrates learning into patient care, and then re-evaluates his/her performance. Please contact the Office of CME for more information.

**Learning from Teaching:** the ACCME supports the integration of self-directed learning and improvement projects into accredited CME. Please contact the Office of CME directly and click [here](http://www.accme.org/sites/default/files/Learning_from_Teaching_Handout_0.pdf) for more information.

**Test-item writing activity:** a CME activity based on a learner’s participation in the pre-publication development and review of any type of test-item (example: multiple choice questions, standardized patient cases). Please contact the Office of CME for more information.

**Manuscript review activity:** based on a learner’s participation in the pre-publication review process of a manuscript. Please contact the Office of CME for more information.

**Internet Point-of-Care:** an approved CME activity in which the clinician engages in self-directed, online learning on topics relevant to their clinical practice. Please contact the Office of CME for more information.