# Continuting Health Professional Education

# Key Terms

## **Types of CE Activities**

**Live Activity (or Course)-** An activity that occurs at a specific time as scheduled by the accredited CE provider. Participation may be in person or remotely as is the case of teleconferences or live internet webinars. *(Per American Medical Association)*

**Regularly Scheduled Series (RSS)-** A course planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly; and is primarily planned by and presented to the accredited organization’s professional staff. Examples include grand rounds, tumor boards, and morbidity and mortality conferences. *(Per Accreditation Council for Continuing Medical Education)*

**eLearning (Enduring material)-** An activity that endures over a specified time and does not have a specific time or location designated for participation, rather, the participant determines whether and when to complete the activity. (Examples: online interactive educational module, recorded presentation, podcast.) Must provide access to appropriate bibliographic sources to allow for further study. *(Per American Medical Association)*

## **CE Central Key Roles**

**CE Submitter-** The individual who is completing the initial CE Request. This can be anyone.

**Activity Coordinator-** This person is the administrative lead planner for the activity. This can be anyone.

**Activity Director/ Nurse Planner-** This person is the clinical lead planner. This must be a discipline appropriate person. (For continuing medical activities it must be a physician, for nursing activities it must be a nurse, and for dental activities it must be a dentist, etc.)

**Peer Reviewer-** This person will review CE Session content when requested by CHPE to verify objectivity and ensure no bias is present. This is typically requested for CE Sessions where the speaker has a relevant financial relationship that creates a conflict of interest.

**Discipline Reviewer-** This person reviews content for their specific discipline relevance. CHPE requires an affirmative response from this person to know that this CE Activity has met discipline accreditation standards and qualifies for accredited CE credit. (This person must be a member of the CHPE Liaison Committee and be the same discipline as the credit that is being requested.)

## **CE Central Key Terms**

**CE-** Continuing education. This term is used to represent all discipline types of CE credit.

**CHPE-** Continuing Health Professional Education. A division of academic affairs at UMMC that oversees all accredited CE.

**CE Request-** Completing this request is the first step to seeking CE credit for any educational activity. At this step CHPE collects basic activity information that allows them to determine if the activity is suitable for accredited CE.

**CE Proposal-** Once a CE Request is reviewed and considered an appropriate activity for accredited CE it is transitioned to the next step by CHPE and it becomes a CE Proposal. No information is lost in this transition as all data entered is mapped over to the CE Proposal. Additional data fields become available at this point and planners can then continue to develop the activity. A CHPE lead contacts the planners once this transition has occurred.

**CE Activity-** This is a term that describes the educational activity in its entirety. (This could be a conference, a workshop, a series, or an eLearning module, etc.)

**CE Session-** Most CE Activities are made up of multiple sessions covering various topics and can be presented by different speakers. While RSS sessions typically occur weekly, monthly, or another interval, for Live Courses all sessions occur consecutively over a given period of time that the conference or workshop is held (usually over a few consecutive days. Some sessions may even run concurrently.