

## Continuing Education Committee Report

AAIM Executive Council Meeting  
Montreal, Quebec, Canada  
May 9, 2004

### 1. ACCME accreditation status

- In order to maintain our 4-year accreditation (2003-2006), we were required to submit a progress report in February 2004 to demonstrate correction of the deficiencies noted on our most recent full accreditation review.
- Deficiencies were noted in 2 areas: disclosure of faculty commercial relationships and other required information, and consistent use of the appropriate accreditation statement.
- Unfortunately, we could not show that we had corrected all deficiencies for each of our activities. Therefore, the difficult decision to withdraw CME credits from the 2003 Introduction to Insurance Medicine and the 2003 Basic Mortality courses was made. We will be sending a letter to all those to whom CME certificates were issued, explaining the situation and requesting that the certificates be returned in exchange for a partial refund of tuition. Attendance at the 2003 Basic Mortality course will meet the Board of Insurance Medicine requirement. In addition, only 1 of the 4 Twin Cities meetings met all requirements.
- We expect to hear soon whether the material we submitted for all the other 2003 activities was satisfactory.

### 2. ACCME compliance

- Clearly, further changes in our CME process must be made, as we do not ever want to have to withdraw credits again. Some steps have already been taken:
  - Ellyn Holzman attended an ACCME seminar on CME and accreditation, and has become actively involved in the process. (Valerie Kaufman was scheduled to attend, but was unable to do so due to a medical issue).
  - There are outside vendors who work with organizations like AAIM to administer the CME documentation process. We have concerns regarding cost, but are exploring this option.
  - Beginning with all meetings after the Spring MMDA, the CME Committee will require that all CME documentation be submitted and approved by the Committee prior to authorizing release of CME certificates. (We will still be distributing the certificates on site, but will require submission of all documentation prior to the meeting.) The only exceptions to this requirement will be documents that cannot be available until after the meeting takes place, such as completed evaluation forms, synopsis of feedback, and attendance and financial reports.
  - A letter will be sent to all course directors reminding them of their CME obligation, and explaining this new requirement.
- The following points must be reiterated from previous reports:
  - Because every facet of the CME process is subject to ACCME regulation, it is absolutely essential that the CME Committee and/or the Education Vice President (as per AAIM's Constitution and By-Laws) be involved in any and all decisions regarding AAIM's CME programs. This includes the appointment of program chairpersons for the annual meetings and the directors for each of our other educational activities. This will ensure that all appropriate CME

documentation is obtained prospectively rather than retrospectively, and would help facilitate effective deployment of resources within the organization.

- All course directors must recognize and accept their key role in the CME process. The CME Committee can provide support, but the course directors are ultimately responsible for providing the required documentation to the CME Committee.

3. **2003 AAIM CME Activities and Course Directors**

- Triennial 2003: , Bob Watson: Documentation complete
- MMDA May 2003 (jointly sponsored), Joel Weiner: documentation complete
- Twin Cities Medical Directors, Karen Blackstone: met 4 times last year – documentation complete for only 1 of the 4.
- Annual Meeting 2003, Dave Duddleston: documentation received in April 2004.
- Introduction to Insurance Medicine, Joanne Mambretti: no communication to faculty regarding disclosure of off-label or investigational uses of drugs or devices.
- Basic Mortality course, Brian Ivanovic: no faculty disclosures.
- Advanced Mortality course, Brian Ivanovic and Dave Wesley: documentation complete.
- MMDA November 2003 (jointly sponsored), Marianne Cumming: documentation complete.

4. **2004 AAIM CME Activities and Course Directors:**

- MMDA May 2004: (jointly sponsored). Lisa Duckett. In progress
- Twin Cities Medical Directors: decided to forego CME credits.
- Annual Meeting 2004, Cliff Titcomb: in progress
- Introduction to Insurance Medicine: Joanne Mambretti. Need to identify a successor to take over course in 2005.
- Basic Mortality course: ? Brian Ivanovic

5. **2006 Triennial**

- Planning committee: Valerie Kaufman (course director), Linda Goodwin, Mike Fulks, Mike Clark, Joel Weiner
- Site update: Strong consideration for a downtown as opposed to resort location. Looking at New Orleans, Miami/Fort Lauderdale and Las Vegas, with Phoenix/Scottsdale as a back up.
- Expect to have site selected in time to market at 2004 Annual Meeting.
- Curriculum planning well under way. Will maintain 5 day format, with most platform presentations in first 2 days with workshops to follow. In response to feedback from various sources, are trying to include more industry-specific topics, such as different insurance products (long term care, critical illness and structured settlements), mortality analysis and a continued focus on disability issues.

6. **Key CME Committee projects currently in progress:**

- We must develop procedures that facilitate the documentation process so that the committee may focus on making improvements in the programs. However, there is still much work to be done on our processes. Centralizing the administrative function either with the AAIM Secretariat or with a vendor may accomplish this goal.
- Identifying a Vice Chairperson for the committee is a very high priority.
- The revision of the CME Planning Packet is ongoing. We are developing templates for as many documents as possible, and creating a “one look and feel” for all AAIM CME documents. It is anticipated that the revised packet will be available by the end of 2004.