

# THE CONTINUING EDUCATION COORDINATOR'S BULLETIN

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INFORMATION AND IDEAS FROM THE INDIAN HEALTH SERVICE CLINICAL SUPPORT CENTER  
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## A NEW MANUAL FOR OUR CONTINUING EDUCATION COORDINATORS

*The Clinical Support Center has produced a new "Manual for the Sponsorship of Continuing Education." We encourage you to use it as a reference and a source of forms, tools, and ideas.*

With this *Bulletin* you will be receiving a copy of the "Manual for the Sponsorship of Continuing Education." We have been putting this together for a long time, and, as is often the case with projects like this, we have delayed distributing it because it "wasn't finished." Well, it may never be "finished." It has taken us time to accept that although there will inevitably be additions, changes, and improvements, it is, in fact, ready for use.

The Manual is long, but that shouldn't intimidate you. It's not meant to be read from cover to cover (although if you're new to the continuing education process, you may want to do that). There are several other ways we think you can use it.

First, and most important, as soon as you begin to think about planning a continuing education activity, you should complete the "Proposal Form" on page 4 and send it to us. Remember that sponsorship is defined by the intimate involvement of the

accredited sponsor in the continuing education activity. By sending us the Proposal at the outset, you give us the opportunity to participate with you throughout the planning process.

You can see that the Proposal Form asks for less information than the old one; we don't want you to wait until the planning is done to send it in. If you don't know when the activity will take place, for example, leave that blank and send the proposal in. We hesitate to set absolute deadlines, but it is difficult to imagine meaningful involvement if we are not included at least 30 days (pharmacy sponsorship *requires* 60 days) before the start of an activity, and longer if it is a complex or long one.

At each step in the planning process, refer to the appropriate sections in the Manual. There you will find an explanation of the rationale for the process, lists of options and suggestions, examples, and checklists of steps to complete. There are sample forms that you should feel free to copy or modify for your use. In fact, if you see something in the Manual that you would use if only you could change it just so, call one of us. Describe the requested improvements and we can probably make the changes for you and send the results to you on paper or diskette.

Documentation is easier with the materials

in the Manual. Many steps can be completed and recorded by simply filling out the appropriate form (e.g., needs assessment) or by lifting and using the corresponding item (e.g., the letter to the faculty). If you will send these in as they are accomplished, we can incorporate them into the permanent record of your activity. This also give us an opportunity to make suggestions or offer advice. Sometimes, we can do things for you.

If there are items missing that you would find useful, we encourage you to let us know. If you think something might be helpful, so probably would others, and we could incorporate such items in future versions of the Manual. This might include explanatory materials, tools, forms, examples, or an entire new section.

There will be additions to this Manual from time to time. Keep it handy, perhaps in a looseleaf binder, so that you can add to it. The latest version is available as an Adobe Acrobat "pdf" file on the Internet; it can be accessed by starting at the IHS home page ([www.ihs.tucson.gov](http://www.ihs.tucson.gov)) and selecting "Health Care Professionals." From there, choose "CSC" and then "Sponsorship of Continuing Education."

## A NEW ACCREDITATION STATEMENT

The American Medical Association (AMA) has asked that all sponsors begin using a new accreditation statement. As before, the first part of the statement still reads

The Indian Health Service Clinical Support Center is accredited by the Accreditation Council for Continuing Medical Education

(ACCME) to sponsor continuing medical education for physicians.

The second part of the statement has been changed and now should read

The IHS Clinical Support Center designates this educational activity for up to \_\_\_\_ hours of category 1 credit toward the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he or she actually spent in the educational activity.

You will see this change phased in to our materials over time. We appreciate your forbearance as we make the transition.

As before, the AMA makes it clear that "institutions may not indicate in a brochure or announcement that 'AMA PRA credit has been applied for.'" If you want to include information about continuing education credit in your early announcements, you can either 1) complete the planning process and agenda far enough in advance so that the accreditation statements and hours can be included, or 2) simply complete the one page Proposal Form on page 4 of the Manual and obtain our commitment to sponsor the activity; in that case you can include the first part of the statement (the first sentence) only.

If you are not on the mailing list for this *Bulletin* or wish to receive any back issues, please call us at 602-640-2140 or write to:

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