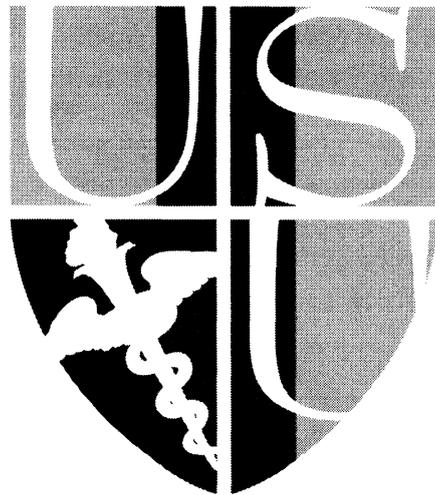


**USUHS
INSTRUCTION
1321**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Development of USUHS Continuing Education Programs for Health Professionals

Instruction 1321

MAY 22 2003

(CHE)

ABSTRACT

This Instruction establishes policies and assigns responsibilities for the development of the Uniformed Services University of the Health Sciences (USUHS) Continuing Education Programs for Health Professionals.

A. Reissuance and Purpose. The purpose of this Instruction is to reissue USUHS Instruction 1321^a, to establish policies and assign responsibilities for the development of the USUHS continuing education programs for health professionals, and to establish a standing committee, the Continuing Health Education Committee (CHEC).

B. References. *See Enclosure 1.*

C. Applicability. The provisions of this Instruction apply to all agencies, departments, offices and educational activity directors requesting USUHS sponsorship for the purpose of awarding continuing education credit hours for continuing education activities held both at the USUHS or in other locations.

D. Background. Under Title 10, USC, Chapter 104, Section 2113 (i)^b, the USUHS is mandated by the United States Congress to "establish programs in continuing medical education for military members of the health professions to the end that high standards of

health care may be maintained within the military medical services."

E. Definitions. *See Enclosure 2.*

F. Policy. It is USUHS policy to implement the legislative mandate through the accreditation of continuing education programs and, further, through related activities as directed by the President, USUHS.

G. Responsibilities.

1. The President, USUHS, shall appoint the members to the CHEC.

2. The Continuing Health Education Committee shall serve as an advisory committee to the President, USUHS. The Senior Executive Director, Office of Continuing Education for Health Professionals (CHE), the Vice President, Teaching and Research Support (TRS), the Associate Dean, Medical Education (MEE), Associate Dean, Faculty Affairs (ADF), the Associate Dean, Graduate School of Nursing (GSN), and the Associate Dean, Graduate

Medical Education (GME) shall serve ex-officio with vote. Other faculty members are appointed with voting privileges. This committee will meet quarterly. Fifty percent of the membership must be present at meetings to constitute a quorum. Of those present, a majority vote constitutes approval or disapproval. The CHEC shall:

a. Review existing and proposed continuing education activities in concurrence with Accreditation Council for Continuing Medical Education (ACCME) guidelines;

b. Recommend policies and procedures for continuing education governance;

c. Recommend guidelines for the selection of faculty;

d. Recommend guidelines for the prioritizing and reimbursement of support provided to continuing education activities; and

e. Review the annual Continuing Education Program Evaluation.

3. The Senior Executive Director, Continuing Education for Health Professionals shall:

a. Provide oversight to maintain continuing education accreditation for the USUHS;

b. Review all continuing education activities for compliance with the standards of USUHS accrediting agencies awarding continuing education credits to include the Accreditation Council for Continuing Medical Education (ACCME), the American Nurses Credentialing Center (ANCC), The American College of Healthcare Executives (ACHE), the American Psychological Association (APA), the Maryland State Board of Social Work Examiners (SW), or other recognized professional accrediting groups;

c. Schedule USUHS-sponsored continuing education activities to minimize impact on USUHS resources;

d. Establish program and activity budgets that include reimbursement for direct and indirect costs incurred by CHE and other USUHS departments;

e. Maintain records of USUHS-sponsored continuing education activities as required by accrediting agencies;

f. Prepare an annual Continuing Education Program report for the CHEC, the President of USUHS, and the Board of Regents; and

g. Conduct an annual Continuing Medical Education Program Evaluation.

4. Agencies, Departments, Offices, and Educational Activity Directors shall develop curriculum, select faculty, and define the educational design, within the guidelines furnished by CHE, for all assigned continuing education activities.

5. The Continuing Medical Education Advisory Council (CMEAC) was established to increase CME program collaboration and coordination among the four Uniformed Services. The Surgeons General recommend members to the President, USUHS, who appoints membership. The goal of the Council is improved access to cost-effective and relevant continuing education for Department of Defense and Public Health Service health care providers. The CMEAC shall:

a. Maintain a liaison relationship with the CHEC;

b. Meet twice annually; and

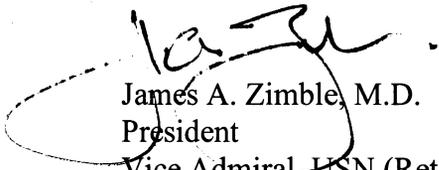
c. Review annual Continuing Medical Education Program Evaluation.

6. The Nursing Education Advisory Council (NEAC) was established in USUHS Instruction 5136^c to provide a quad-service perspective to the USUHS continuing nursing education activities and increase collaboration and coordination among the Uniformed Services. The Directors of the Federal Nurse Corps recommend members to the President, USUHS, who appoints membership. The goal of the Council is improved access to cost effective and

relevant continuing nursing education. The NEAC shall:

- a. Ensure adherence to the ANCC criteria for accreditation as a provider of continuing education in nursing;
- b. Meet three times annually;
- c. Review annual Nursing Total Provider Unit Evaluation; and
- d. Maintain a liaison relationship with the CHEC.

H. Procedures. *See Enclosure 3.*



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President
Vice Admiral, USN (Ret.)

Enclosures:

1. References
2. Definitions
3. Procedure

REFERENCES

- (a) USUHS Instruction 1321, "Development of USUHS Continuing Education Programs," October 31, 2000 (hereby cancelled)
- (b) Title 10, United States Code, Chapter 104, "Uniformed Services University of the Health Sciences," Section 2113, "Administration of University" (i)
- (c) USUHS Instruction 5136, "USUHS Nursing Education Advisory Council," dated May 13, 1997

DEFINITIONS

1. Accreditation Council for Continuing Medical Education (ACCME): The ACCME is the official accrediting body for Continuing Medical Education (CME) programs. The ACCME is comprised of representatives from the American Board of Medical Specialties, the American Hospital Association, the American Medical Association, the Association of American Medical Colleges, the Association for Hospital Medical Education, the Council of Medical Specialty Societies, and the Federation of State Medical Boards.

2. American Nurses Credentialing Center's Commission on Accreditation: This is the official national accrediting body for continuing nursing education programs. The Commission on Accreditation is responsible for developing and administering the operational policies, procedures, and criteria which govern both the accreditation and approval process.

3. American College of Healthcare Professionals (ACHE): The ACHE is the national credentialing body for Certified Healthcare Executives and Fellows of the American College of Healthcare Executives.

4. American Psychological Association (APA): The APA is the national accrediting body for continuing education for psychologists.

5. State Board of Social Work Examiners: The Maryland Board of Social Work Examiners is an independent entity established by Maryland law.

6. Continuing Education for Health

Professionals: Planned educational activities intended to further the education and training of specific groups of health professionals for the enhancement of practice, education, administration, and research. Organized programs of study leading to a degree are generally not considered continuing education.

7. Continuing Education Activity: A planned organized effort aimed at accomplishing educational objectives as defined by the American Nursing Association.

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

9. Continuing Nursing Education: Systematic professional learning experiences designed to augment the knowledge, skills and attitudes of nurses and therefore enrich the nurses' contributions to quality health care, and their pursuit of professional career goals, as defined by the American Nurses Association.

10. Sponsor/Provider: An individual,

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institution, organization, or agency responsible for the development, implementation, evaluation, financing,

record-keeping, and quality of continuing education activities, as defined by the American Nurses Credentialing Center.

PROCEDURES

Funding and Priority for Continuing Education for Health Professionals

A. **Background:** The Office of Continuing Education for Health Professionals (CHE) has undergone significant changes in mission and funding as a result of the downsizing and realignment of the military and the assumption of new responsibilities within DoD (HA) and the University. As a consequence, the Office had to seek reimbursement for expenses from its customers where none was previously sought. In an effort to respond to concerns raised by the changes, the CHE Committee chartered a subcommittee to make recommendations to the President, USUHS, for a system to prioritize CHE-supported activities. The goal of the subcommittee was to assist the CHE in developing realistic budget projections by determining those activities to be supported within existing resources and those that would be supported on a space available basis only.

B. **Conclusions:**

1. CHE is a legitimate mission of the USUHS and will be supported on a basis comparable to other USUHS activities.
2. USUHS has an obligation to support CHE activities throughout the DoD to the extent appropriate to the mission of the USUHS and commensurate with existing resources.
3. CHE is essential to the USUHS as an incentive for our remote and adjunct faculty and as a major tool of ambassadorship.

C. **Recommendations For Charges For CHE-Supported Activities:**

1. Where grants, extramural support, or registration fees are available for courses, CHE will charge for its services. All direct and indirect costs such as travel, supplies, reproduction of course materials, documents of attendance, on-site support by CHE personnel or other non-CHE support, such as audiovisual support and bus transportation, must be paid by the sponsoring organization or department. Oversight of agreements with commercial vendors adds to the costs of CHE support, and this cost is passed on to the sponsoring unit. CHE will enter into agreements for these programs whenever feasible, specifically, when staffing permits. Funds recovered may be used to obtain part-time assistance when necessary and feasible. To maintain this status for services, the program title and frequency must be submitted for annual planning as described in E.2. of this *Enclosure*. Following are some examples of reimbursable programs:
 - a. Supported in part by registration fees: OB Ultrasound;
 - b. Supported by non-commercial grants, including MIPR's: Medical Executive Training;
 - c. Supported largely by commercial sources: Psychiatry Grand Rounds; and
 - d. Supported by Private Organizations:
 - (1) SMCAF;
 - (2) AMSUS.

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2. In cases where funds are not available, CHE will provide basic services for USUHS departments at no cost to the departments in accordance with prioritization guidelines developed by the CHE Committee (see paragraph D). Basic services of CHE include planning and academic review, program file development and maintenance, reproduction of the "tally form" for up to 50 people, and providing documents of attendance. Other direct and indirect expenses such as travel, supplies, reproduction of course materials, on-site support and bus transportation for individual programs must be paid by the sponsoring department. Following are some examples of USUHS-funded programs:

- a. Grand Rounds for Consortium Member programs, where there is no commercial support such as Pediatrics, Preventive Medicine, OB-GYN, Psychology, or Faculty Development series;
- b. Enduring Materials: Journal of Special Operations Medicine;
- c. DoD (HA) Programs: TRICARE Conferences;
- d. Other Intramural Programs (little or no commercial support): Military Medicine Conference; and
- e. Extramural Programs (little or no dedicated financial support): Resuscitative Medicine Programs.

D. Recommendations For Prioritizing CHE-Supported Activities: The order of precedence for support of sponsored CHE activities is:

1. USUHS activities for intramural consumption. This includes the:
 - a. National Capital Consortium (NCC)-supported activities; and
 - b. AFRRRI Medical Effects of

Ionizing Radiation Courses.

2. DoD (HA) activities.

3. USUHS-initiated activities for extramural consumption. This includes the
 - a. active duty, reserve/National Guard;
 - b. other federal agency sponsored activities; and
 - c. other medical organization sponsored activities in support of military CHE.

E. Implementation of Recommendations: The subcommittee recommendations were approved by the President, USUHS, in August 1997. An annual planning process was initiated as follows:

1. Annually the Office of CHE will send out a notice to prepare for the annual planning cycle. The notice will include the Fiscal Year Schedule of Offerings with a reminder to plan for the following year's activities.
2. As specified in the notice, each School, Department, or other supported activity will submit projected CE needs with qualifying information as follows:
 - a. name of the activity;
 - b. number of iterations for the upcoming Fiscal Year;
 - c. all funding sources anticipated for each activity;
 - d. CHE services required (USUHS-funded basic services or negotiated fees for service - see description of services above);
 - e. dates;
 - f. location; and
 - g. disciplines represented in audience, or types of CE requested.

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3. CHE will compile the annual plan based on requests and priority as published in this *Enclosure*.

4. Based on expected resource allocation, the Schedule of Offerings will be published and circulated to all users as soon as feasible.

5. Additional programs may be added to the schedule as CHE funding and staffing permit and will be accepted based on sequence of request and priority published in this *Enclosure*.