

European Board for Accreditation in Hematology Standards & Guidelines

Standards

1 Only CME activities that exclusively benefit hematologists and their patients are eligible for accreditation.

2 Only academic or scientific organizations are eligible to apply for accreditation. Only a trained specialist in hematology or related field is eligible to apply for accreditation on behalf of the academic or scientific organization.

3 The academic or scientific organization and its representative (together to be called ‘the organizer’) are fully responsible for adherence to these standards and guidelines.

Guidelines

1 Commercial interest

1.1 CME activities that benefit the organizing institution or any commercial interest are not eligible for accreditation. The organizer of a CME activity must ensure that the educational and scientific program of the activity is neither influenced by nor biased by commercial entities. This implies, but is not restricted to, the following:

1.1.1 The organizer must select the topic or content of the CME activity independent from (the review of) the donor(s) of the educational grant(s) or any other commercial entity.

1.1.2 The organizer must select the speakers of the CME activity independent from (the review of) the donor(s) of the educational grant(s) or any other commercial entity.

1.1.3 The organizer must develop the educational materials of the CME activity independently from (the review of) the donor(s) of the educational grant(s) or any other commercial entity.

1.1.4 The organizer must develop the promotional materials of the CME activity independent from (the review of) the donor(s) of the educational grant(s) or any other commercial entity.

1.1.5 Organizational activities other than stated in paragraphs 1.1.1-4 may be subcontracted to commercial entities, provided that they have, and had for a period of at least two years prior to the start of the CME activity, no financial relationship with the donor(s) of the educational grant(s). A statement declaring such must be sent by the organizer to the EBAH at least eight weeks prior to the start of the CME activity.

1.1.6 The CME activity must be clearly distinguished from commercially organized activities (e.g. ‘satellite symposia’). These and accompanying social events must not compete with, nor take priority over, the accredited CME sessions. Educational sessions must be grouped together and must be held apart from commercially organized activities or sessions.

1.1.7 The use of logos, symbols, colors, etc. that refer explicitly or implicitly to the donor(s) of the educational grant(s) or any other commercial entity is not allowed (save conditions stated in paragraph 1.2.4.).

1.1.8 The use of commercial product names is not allowed. Generic names must be used on all materials and during all presentations. Only in case no generic name is available the trade name may be used (e.g. Thalidomide).

1.1.9 Data relative to any unlicensed, investigational commercial product must be presented as such. Information must be of scientific peer review journal standard.

1.2 The EBAH recognizes the importance of the contribution of financial resources from the healthcare industry to CME activities. To allow for good cooperation with the healthcare industry, the EBAH believes that it is necessary to adopt a balanced approach that will guarantee transparent CME. This implies, but is not restricted to, the following:

1.2.1 The contribution to CME activities by one or more commercial entity or entities is allowed only by way of an unrestricted (i.e. substantively independent) educational financial grant. This contribution must be granted to the organizer. Contributions to CME activities other than financial contributions (e.g. organizational contributions) are not permitted.

1.2.2 The donor(s) of the unrestricted educational grant(s) must be acknowledged, in writing, by the organizer of the activity to the participants of the activity and to the EBAH.

1.2.3 Any materials promoting the CME activity distributed by the donor(s) of the unrestricted educational grant(s) must be reviewed beforehand by the organizer. Any written reference to the donor(s) of the unrestricted educational grant(s) must be prefixed by: ‘supported by an unrestricted educational grant from [name of commercial entity].’

1.2.4 Any materials promoting the CME activity distributed by the organizer (see paragraph 1.1.3) may include the statement ‘supported by an unrestricted educational grant from [name of commercial entity].’ Only when preceded by this statement, and only once, a discrete logo may be included (being the sole exception to the conditions stated in paragraph 1.1.7.).

1.2.5 The only permitted promotion is the acknowledgement that the commercial entity has contributed to the educational program by way of an unrestricted educational grant.

1.2.6 Any relevant financial relationship of individuals involved in the CME activity must be fully declared. A financial relationship is considered relevant in case the individual, or the individual’s spouse or partner, benefits, or has benefited in the 12 months prior to the application of EBAH accreditation, by receiving salary, royalty, intellectual property rights, consulting fees, honoraria, ownership interest or other financial benefit from a commercial entity.

1.2.7 Any relationship provided for in paragraph 1.2.6, or any affiliation or significant relation between the individual involved in the CME activity and a commercial entity, and any other affiliation potentially able to introduce a bias must be disclosed to the CME participants prior to the start of an accredited CME activity. The organizer must fulfill their obligation to upload the disclosures of all chairs and speakers at least eight weeks prior to the start of the meeting.

1.2.8 Any relationship provided for in paragraph 1.2.6, or any affiliation or significant relation between the individual involved in the CME activity and a commercial entity, and any other affiliation potentially able to introduce a bias must be disclosed to the CME participants on the first slide of each presentation being given during the CME activity for the duration of at least ten seconds.

1.2.9 Individuals involved in the CME activity include invited chairs and speakers, faculty members, organizers, activity directors or presidents, program or faculty chairs, planning committee members, scientific organizing committee members, program or faculty speakers, authors, moderators, and editors.

2 Eligibility

2.1 The following activities are not eligible for EBAH Credit Points: poster sessions; corporately sponsored symposia; courses in CME application; coffee, lunch, and dinner breaks; recreational activities, or social program activities; sessions and events not organized by the organizer.

3 Quality

3.1 The quality of the CME activity is subject to the review of scientific peers who will evaluate the CME activity on the basis of the following criteria:

3.1.1 The CME activity must recognize and meet the needs of hematologists and their patients.

3.1.2 The educational materials of the CME activity must meet the needs of hematologists and their patients.

3.1.3 The individuals involved in the CME activity are specialists in hematology or related fields and are of high academic and scientific repute.

4 Procedure

4.1 Submission

4.1.1 The application must be completed and submitted by the organizer (i.e. its representative) of the CME event, who will be the contact person for the entire accreditation process.

4.1.2 The organizer must submit the completed application at least 8 weeks prior to the first day of the event.

4.1.3 The organizer must demonstrate that the CME activity corresponds to the needs of hematologists and their patients. The organizer must state what the needs are, how they were identified, and how the proposed activity meets them.

4.1.4 The organizer must state the objectives of the CME activity, how they will be evaluated, and present the profile of the participants to whom the activity is addressed.

4.1.5 The organizer must describe the teaching methods to be used and how these are adapted to the needs of the potential participants, must allocate sufficient time for general discussion, and must insure that there is an opportunity for interaction (e.g. between participants and speakers).

4.1.6 The organizer must present the scientific program. The scientific program must include the session titles, their start and end times, their chairs and speakers, and a list of names and profiles of the faculty members including full contact details.

4.1.7 In case the CME activity is sponsored by way of one or more grants provided by a commercial entity, the organizer must present a declaration signed by the commercial entity or entities and the organizer stating that the grant is of an unrestricted and educational nature.

4.2 Fees

4.2.1 The organizer must transfer to EBAH a submission fee to the amount of 500 Euro at least six weeks before the start of the CME activity. Upon application an invoice will be issued which must be referred to in the transfer comments.

4.2.2. The organizer must transfer to EBAH a participant fee to the amount of one Euro per participant. The number of participants in the electronic list of participants (see paragraph 4.3.8) is the basis for the calculation of the participant fee. Upon submission of the electronic list of participants an invoice will be issued which must be referred to in the transfer comments. In case the number of participants is fifty or less, the participant fee is waived.

4.2.3 EHA-CME Providers (see paragraph 6) are exempt of paying a submission fee.

4.3 The CME activity

4.3.1 The organizer must create a link referring to the EBAH website at least two weeks prior to the start of the CME activity. This link may not be placed on any website of one or more commercial entities such as sponsors or donors of unrestricted educational grants.

4.3.2 The organizer must collect disclosures of all chairs and speakers and inform them of the obligation of providing up-to-date information, to be submitted along with the application in the EBAH system (see paragraphs 1.2.6-8) at least two weeks prior to the start of the CME activity.

4.3.3 The organizer must inform all potential participants that the disclosures will be available on the EBAH website at least two weeks prior to the start of the CME activity.

4.3.4 The organizer must inform all potential participants about the EBAH accreditation by including the following statement in the final program:

“The program of the [insert title of CME activity] has been reviewed and approved for CME accreditation by the European Hematology Association CME Unit. The EBAH has approved this educational activity for a maximum number of CME credits. Each physician should only collect credits for time that she/he actually spent in the educational activity.”

4.3.5 The organizer must distribute instructions for the participants on how to claim their credits online no later than at the start of the CME activity.

4.3.6 The organizer must distribute to all participants of the CME activity a document (e.g. book of abstracts, educational booklet) summarizing the activity’s scientific content and providing references for further reading. The organizer must send this document to the EBAH in electronic or paper format at least one day after the start of the CME activity.

4.3.7 The organizer must announce the EBAH accreditation during the official opening.

4.3.8 The organizer must submit, on the date the participants’ attendance is confirmed (i.e. the date the registration closes), an electronic list of participants which includes, per participant, first name, last name, e-mail address, and their EBAH personal account number. To ensure that the details submitted are correct pharmaceutical companies or travel agencies must use the individual’s contact details. The organizer must verify and confirm the attendance of all individual participants listed in the list of participants.

4.3.9 The organizer must allow for the eventuality that hematologists appointed by the EBAH or staff and officials of the EBAH may attend or visit the accredited CME activity. Such attendees or visitors must be granted full access to spaces, persons, and materials that may be of importance to their assessment of compliance to these standards and guidelines.

4.4 Audit

4.4.1 The organizer must archive all slides that were presented during the CME activity and all printed materials that were issued to the participants of the CME activity until at least five years after the closure of the CME activity. These materials must be made available within two weeks after a request from the EBAH in order to assess compliance to these standards and guidelines.

5 Responsibility

5.1 All views must be presented in a balanced and transparent manner. The organizer is fully responsible for the scientific impartiality, objectivity, quality, and balance of the scientific CME program. The organizer is responsible for the contents of all slides, abstracts and written summaries, and for all promotional materials related to the CME activity.

5.2 The organizer will assume complete and undivided responsibility for the adherence to these standards and guidelines. Failure to respect these standards and guidelines will lead to the ineligibility for or to the revocation of accreditation of the activity and/or of future activities.

6 Status

6.1 National societies of hematology and pan-European partners of the EHA that are selected after review by the EHA are eligible for the status of EBAH CME Provider.

6.2 The EBAH Provider may organize CME activities for a period of three calendar years that are exempt from review by EBAH.

6.3 The EBAH Provider may only accredit its CME activities insofar they adhere to these standards and guidelines, save conditions stated in paragraph 4.2.1.

6.4 The EBAH Provider that is a national society of hematology may accredit a maximum of three CME activities per annum. The CME Provider that is a pan-European partner of the EHA may accredit a limitless number of CME activities.

6.5 In case the national society of hematology organizes their principal congress, then this congress must be accredited.

6.6 The EBAH CME Provider that is a national society of hematology must transfer to the EBAH a provider fee to the amount of 300 Euro per annum. The EBAH CME Provider that is a pan-European partner must transfer to the EBAH a partner fee to the amount of 500 Euro at per annum. Upon the initial selection (see paragraph 6.1.) and the two ensuing years, invoices will be issued which must be referred to in the transfer comments.