

EHA-CME Unit Internal Procedures

Who is involved	Procedure	Remarks
<i>Meeting organizer</i>	Submission of an application for a CME event, including submission fee when applicable.	Sent to the EHA Executive Office at least 8 weeks prior to the first day of the event. The review does not start before the submission fee has been paid.
<i>Executive Office</i>	Controls if all requested documents are present and if the submission fee, when applicable, has been paid.	If everything is in order, the process can continue If not, than the submission goes back to the meeting organizer.
<i>Executive Office and Unit Chair</i>	Defines two reviewers from the EHA-CME Unit to review the CME event.	From this moment on the countdown starts.
<i>Reviewers of the EHA-CME Unit</i>	Review the documents and provide their evaluation within one week.	There are three possible constellations: 1) Both reviewers agree on accreditation of the CME event 2) There is a discrepancy between the two reviewers 3) Both reviewers agree on rejection
<i>Executive Office and Unit Chair</i>	1) <u>Both reviewers agree on accreditation of the CME event</u> The Executive Office reports to the meeting organizers the agreement for accreditation of the CME event, and provides the credit points according to the reviewers estimation	<u>For situation a) following possibilities can occur</u> I. The agreement on the submission is fine and in this case the procedure continues the normal course II. The meeting organizer has to complete the submission documents and in this case the Executive Office contacts the meeting organizer. After completion of the documents, the meeting organizer can resubmit the documents, without additional fee III. The decision is eventually rejection of the submission; the course of the procedure will be as for point 3 (see below)
	2) <u>There is a discrepancy between the reviewers</u> a) The chair takes contact with both reviewers to see if there is an agreement possible b) If no agreement is possible between the two reviewers, the documents are sent to a third reviewer who has to provide his evaluation within 5 working days. Based on the result of all three reviewers, the Unit Chair makes a decision.	

	<p>3) <u>Both reviewers agree on rejection</u> It can be a definitive rejection or a rejection for which an amendment by the meeting organizer is possible. The Executive Office informs the meeting organizer about the decision of the EHA-CME Unit. The fee for the accreditation is not paid back.</p>	<p>In case that the EHA-CME Unit estimates that an amendment is possible in order to improve the documents, the meeting organizer can resubmit the accreditation documents after having corrected according to the reviewers' comments. In this case the procedure restarts with the submission with no need to repay the submission fee.</p>
<i>Meeting Organizer</i>	The EHA-CME accredited meeting takes place according to the guidelines.	
<i>Executive Office</i>	Designation of a person making an audit during the meeting.	This is an optional step. Auditing is carried out due to decisions made within EHA-CME Unit's discretion.
<i>Meeting organizer</i>	After the meeting the organizer is responsible to send back to the Executive Office the follow-up report	The organizer has to provide all required documents within 3 weeks.
<i>Auditor</i>	In case an auditor has been designated by the EHA-CME Unit, the auditor has to send back the filled out documents of the audit to the Executive Office.	The auditor has to provide all required documents within 5 working days.
<i>Executive Office</i>	The Executive Office collects all documents from the meeting organizer and the auditor and makes an evaluation of the documents.	<p>Following situations can occur:</p> <ul style="list-style-type: none"> a) All documents are fine b) There are some formal open questions c) There concerns on the quality of the meeting d) No documents have been sent back to the Executive Office
<i>Executive Office</i>	a) All documents are fine	The Executive Office informs the meeting organizer that the documents are fine, and that the accreditation procedure is now completed
<i>Executive Office</i>	b) There are some formal open questions	<p>The Executive Office tries to solve the formal problems with the meeting organizers In case of persisting problems the Executive Office contacts the chair of the Unit</p>
<i>EHA-CME Unit</i>	c) There is a question on the quality of the meeting	<p>The EHA-CME Unit is confronted with the situation, and comes to a common decision. In the best case, the Executive Office informs the meeting organizer that there is a quality problem, and that next time the Unit will monitor more closely. In the case that there are major concerns on the quality of the meeting, different options are considered:</p> <ul style="list-style-type: none"> a) Withdraw the accreditation retroactively b) Inform the meeting organizer

		c) The meeting organizer is added to a monitoring list of the EHA-CME Unit. At the time of the next submission, the Unit will be more strict
<i>EHA-CME Unit</i>	d) No documents have been sent back to the EHA Executive Office	Same procedure as for case with major concerns on the quality of the meeting (see above).
<i>Executive Office</i>	The accreditation procedure is completed. The office keeps all relevant information of the procedure in record.	The records will serve later for: a) An annual evaluation of the CME procedures (Quality control) b) Can be part of the annual report c) Can be used for CME publications