CE Accreditation Provider - Postgraduate Institute for Medicine (PIM)

• Effective 30 June 2015, our CE accreditation provider is the Postgraduate Institute for Medicine (PIM).
• PIM has been providing trusted independent CE for healthcare professionals since 1979 (for over thirty years) and is a recognized leader for jointly provided CE activities. PIM is nationally accredited to certify education and issue CE credit to a multidisciplinary audience of learners, including physicians, physician assistants, registered nurses, nurse practitioners, pharmacists, psychologists, dentists and social workers.
• PIM has been awarded Accreditation with Commendation (2012-2018) by the Accreditation Council for Continuing Medical Education (ACCME) and Accreditation with Distinction by the American Nurses Credentialing Center (ANCC), the highest recognition that is awarded by the ANCC's Accreditation Program.
• For more information on PIM, go to http://www.pimed.com.
By partnering with PIM, we will be able to offer a broad selection of CE credit.

- **Accreditation Council for Continuing Medical Education (ACCME)** for Medical Doctors (MD), Doctors of Obstetrics (DO), Nurse Practitioners (NP), and Physician Assistants (PA).
- **Accreditation Council for Pharmacy Education (ACPE)** for Pharmacists and Pharmacy Technicians.
- **American Nurses Credentialing Center's Commission (ANCC)** for Registered Nurses.
- **American Dental Association Continuing Education Recognition Provider (ADA CERP)** for Dentists and Dental Technicians.
- **American College of Healthcare Executives (ACHE)** for Healthcare Executives.
- **California Board of Behavioral Sciences (CBBS)** for Licensed Clinical Social Workers (LCSW); Licensed Marriage and Family Therapists (LMFT); Licensed Educational Psychologists (LEP); Licensed Professional Clinical Counselors (LPCC); MFT Interns (IMF); Associate Clinical Social Workers (ASW); and Professional Clinical Counselor Interns (PCCI) in the State of California.
- **International Association for Continuing Education and Training (IACET) Continuing Education Unit (CEU)** for students who do not meet any of the above qualifications.
TeamSTEPPS Master Approval for Continuing Education Credit

• TeamSTEPPS Train the Trainer and Train the Staff activities are eligible for master approval for continuing education (CE) credit
• TeamSTEPPS Essentials is a one hour introductory activity NOT eligible for CE credit
• CE credit is granted for approved content through an annual Master approval process with subsequent Individual approval for each course
  – The activities must adhere to the approved agenda without deviation in timing or content
  – Individual course approval is granted only after the submission of the agendas a minimum of 30 DAYS and
  – Bios/disclosures for each course a minimum of TWO WEEKS before the start date
• Course Coordinators are those personnel in the field who help facilitate the CE process for individual course approval
• Course Coordinators will be granted Instructor Access to the Online Registration Center to manage their training activities
As the TeamSTEPPS Course Coordinator, your help is needed to meet the mandatory requirements and timeframes outlined in Phases 3 and 4 of the overall TeamSTEPPS CE Process.
## PHASE 3: INDIVIDUAL COURSE APPROVAL
### 30 Days Before Course Date

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<th>Instructions</th>
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| Step 1: **30 days prior** to course start date, request course website from Patient Safety Program CE Team at pspcourses@bah.com | ☐ Please send all communications and requests to the Patient Safety Team at pspcourses@bah.com  
☐ Contacting PIM directly will delay your submission/response/assistance |
| Step 2: **30 days prior** to course start date, submit agenda using approved template with date, location, content timing, and named speakers for each course to the Patient Safety Program CE Team at pspcourses@bah.com | ☐ Ensure the agenda does not differ from the approved TeamSTEPPS content, if it does not match the course becomes ineligible for CE credit. Your Service Rep will provide the agenda to you.  
☐ Please plan ahead – if the agenda is not received 30 days prior to the course start date, the course becomes ineligible for CE credit |
| Step 3: **Two weeks prior** to course start date, all bios/disclosures for all speakers for each course must be submitted  
*Note: Bios/disclosures are meant to ensure there is no commercial bias in the activity* | ☐ If an instructor does not already have an active bio/disclosure on file, information on how to submit will be emailed to all instructors based on the agenda information you submit in step 2 above  
☐ If not already on file, all bios/disclosures must be received a minimum of TWO weeks prior to start date to be eligible for CEs  
☐ Bios/disclosures must be submitted for ALL instructors, speakers and planning staff and are good for one year – please note that the use of expired bios will delay the process and risk CE eligibility  
☐ Please submit bio/disclosures for any potential speakers, having them on file will help expedite approval |
| Step 3: Patient Safety Program CE Team opens course registration website | ☐ Website will not be opened if all bios/disclosure are not submitted |
| Step 4: All students must register through the ORC | ☐ The CE Team will provide the proper link to the Course Coordinator once the registration website has been built |
# PHASE 4: MANDATORY COURSE ACTIONS

## On-site and post-activity

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| **Step 1: Daily** Course Coordinator validates attendance every day | - Print on-site attendance sheets from ORC and verify students name, email, Service, type of CE certificate requested (incl. NABP# and DOB for ACPE)  
- Communicate any changes from the sign-in sheet to the Patient Safety Program CE Team at pspcourses@bah.com immediately to ensure accuracy  
- Attendance must be taken every day of course and validated with date and time on the sign-in sheet  
- Students must attend all content contact hours – those who arrive late, depart early, or miss any segments of the training become ineligible for CE credit |

| **Step 2: 48 hours** after course closes, course coordinator validates attendance in ORC | - Attendance must be validated in the ORC within 48 hours of course completion using the data from the sign-in sheets - failure to do so will prevent attendees from obtaining their CE credit |

| **Step 3: 10 days** after course closes, all attendees must complete and submit a post course evaluation in ORC | - Mandatory post activity evaluations must be completed and submitted within 10 days of course completion - failure to do so will prevent attendees from obtaining their CE credit  
- Duke will audit attendance, agenda, bios/disclosures, and evaluation submission for compliance |

| **Step 4: 30 days** after course closes, CEs are issued to eligible attendees | - If all accreditation requirements above are met, CE certificates will be issued within 30 days |
Primary Risks to CE Eligibility

Avoid these “misses” to ensure your course’s eligibility!

Missed Deadlines: The main risk to CE eligibility for your course is not submitting required documentation in a timely manner. Please be mindful of the timelines for agendas (minimum of 30 DAYS prior to course start date), bio/disclosures (minimum of TWO WEEKS prior to course start date), attendance validation (48 HOURS) after course closes), and attendee evaluation (10 DAYS after course closes).

*Note: Not following the mandatory timing and requirements puts Master TeamSTEPPS CE accreditation as a whole at risk!

Missing Documentation: The CE approval process follows rigorous protocols. To ensure accreditation compliance, ALL of the following documentation must be provided to ensure CE eligibility: agendas, bios/disclosures, attendance, evaluation submission, and the dates these items are submitted.

*Note: Our accreditation partner Postgraduate Institute of Medicine (PIM) conducts regular audits of these requirements to ensure CE compliance. Not following the mandatory timing and requirements puts Master TeamSTEPPS CE accreditation as a whole at risk.

Misdirected Communications: Please avoid contacting PIM directly – this will delay your submission/response/assistance. The Patient Safety Program CE Team is happy to assist with any and all questions related to the CE process. You may contact us directly at pspcourses@bah.com.
Questions?
Contact the Patient Safety Program CE Team at
pspcourses@bah.com