



## **Policy for Developing & Conducting Continuing Medical Education Activities**

Aerospace Medical Association Continuing Medical Education activities are planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the Undersea and Hyperbaric Medical Society and the Aerospace Medical Association. The Undersea and Hyperbaric Medical Society is accredited by the ACCME to provide continuing medical education for physicians. AsMA provides all CME during the Annual Scientific Meeting held in April or May each year. The Annual Scientific Meeting provides a forum for the exchange of information, knowledge, and advances in clinical, operational, and research efforts in aviation, space, and environmental medicine and their allied sciences. The Annual Scientific Meeting is designed to provide attendees the newest information on safeguarding human life and enhancing human performance under extreme environmental conditions. During the rest of the year, the Association's monthly journal, *Aerospace Medicine and Human Performance*, fulfills this function.

### **AsMA CME Organization & Structure**

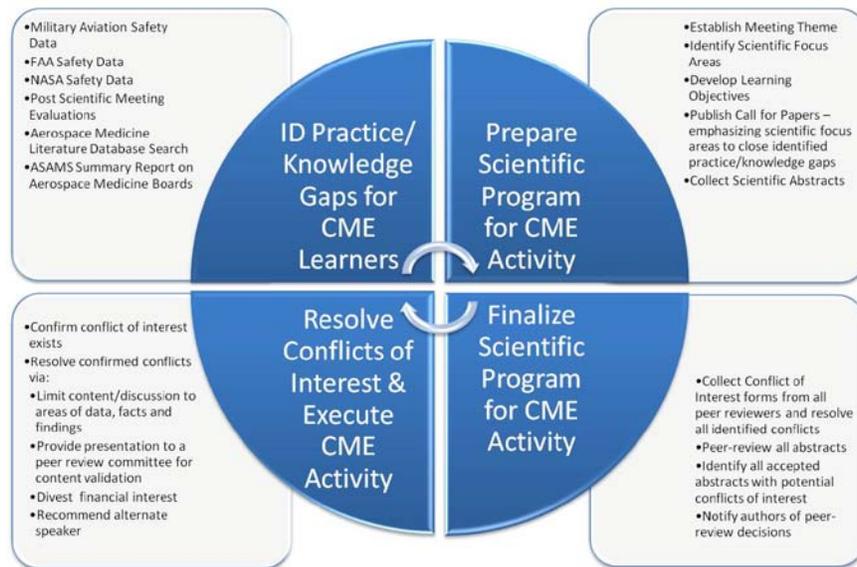
The development of educational activities for the Aerospace Medical Association (AsMA) is a structured process, involving a large number of Association committees and member participants. AsMA educational activities are all associated with the Annual Scientific Meeting scheduled for April or May of each year. The AsMA Executive Director is the General Chair for the Annual Scientific Meeting and is responsible for the development and execution of the educational activities. The AsMA Executive Director collaborates with the AsMA President, the AsMA Council, the AsMA Scientific Program Committee (SPC), and other AsMA committees to develop educational activities.

The SPC coordinates the development of AsMA educational activities with the AsMA Education & Training Committee, other AsMA Standing Committees, AsMA member inputs, and non-member inputs. The SPC will be chaired by an appointee of the Association President. A Deputy Chair will be appointed by the President-Elect and will work closely with the SPC Chair in order to be well prepared to assume that position the following year. The SPC Chair will select approximately 100 members to participate in the deliberations of this committee. The SPC will meet in mid-November prior to the Annual Scientific Meeting. The mid-November meeting is designed to perform a peer-review of all submitted abstracts and develop the scientific program for the Annual Scientific Meeting educational activities. The SPC will also determine the educational sessions that qualify for Maintenance of Certification (MOC) credit.

## Developing Continuing Education Activities

AsMA uses an annual cycle for developing the Annual Scientific Meeting program and associated workshops. This annual cycle is called the AsMA Core Curriculum Process (see Fig 1).

### AsMA Core Curriculum Process



**Figure 1. AsMA Core Curriculum Process**

#### Identify Practice/Knowledge Gaps for Learners (May-Jul)

The annual cycle begins immediately following the Annual Scientific Meeting in May. All evaluations from the recent Annual Scientific Meeting are analyzed by the end of June to determine how effective the Annual Scientific Meeting and associated workshop activities were in meeting the attendees' educational needs. The evaluation analysis provides insight into the knowledge and practice gap areas for future continuing education activities. The analysis will help to identify knowledge and practice gaps that require additional educational effort in future educational activities.

The post-meeting evaluation analysis will be combined with Military Aviation Safety Data, Federal Aviation Safety Data, NASA Safety Data (when available), trends identified in Aerospace Medicine literature, and summary data from the American Society of Aerospace Medicine Specialists (ASAMS) report on Aerospace Medicine board exams. Together, this information

provides AsMA the data necessary to identify the knowledge and/or practice gaps for the next Annual Scientific Meeting and associated workshops.

### **Prepare Scientific Program for CME Activity (Aug-Oct)**

The next step in the AsMA Core Curriculum process is to prepare the scientific program for the next Annual Scientific Meeting. Based upon the data collected in the first step of the process, the meeting theme, scientific focus areas, and the learning objectives for the Annual Scientific Meeting are established. The AsMA Executive Director shares the post-meeting evaluations analysis, aviation and space safety data analysis, trends in aerospace medicine literature, and ASAMS summary on Aerospace Medicine board exams with the AsMA Education & Training Committee, the SPC Chair, and the AsMA President. Together they determine a theme, scientific focus areas, learning objectives for the next Annual Scientific Meeting. A meeting theme is not required. Since the meeting is only offered once each year, it offers a broad spectrum of topic areas for the attendees but much of the meeting, including the guest lectures, are focused on the meeting theme topic.

The approved meeting theme, scientific focus areas, and the learning objectives for the Annual Scientific Meeting are published in the Association's peer-reviewed journal and on the Association's website in a Call for Papers. This is published in the August *Aerospace Medicine and Human Performance* journal issue and on the Association's website ([www.asma.org/meeting/index.php](http://www.asma.org/meeting/index.php)).

A web-based abstract submission process opens on September 1 and collects abstracts for the Annual Scientific Program and associated Workshops. The web-based abstract submission process remains open through the end of October. All abstracts are prepared for the peer-review process conducted by members of the AsMA Scientific Program Committee. This review process is conducted as a live activity in mid-November.

### **Finalize Scientific Program for CME Activity (Nov-Dec)**

The names of the authors and institutions on the abstracts are intentionally hidden from the peer-reviewers in an effort to remove all bias during the review process. Abstracts are reviewed and approved based upon the scientific merit of the abstract as written.

All AsMA Scientific Program Committee members participating in the abstract peer-review process must complete a document identifying all relevant financial relationships with commercial entities, as defined by the ACCME. These documents are completed by the committee members and carefully reviewed by the Executive Director prior to the start of the abstract peer-review. Any potential conflicts of interest must be resolved by the participant and the Executive Director prior to the peer-review process. If the conflict of interest cannot be

resolved, the SPC member is not allowed to participate in the peer-review of the abstracts.

The abstract peer-review process will result in the scientific program design for the Annual Scientific Meeting the following year. Workshops associated with the Annual Scientific Meeting will be approved based upon the knowledge and practice gap analysis and as well as the scientific rigor of the workshop abstracts. Workshops will be approved that address and specific knowledge or practice gap area.

### **Resolve Conflicts of Interest and Execute CME Activity (Jan-May)**

Authors of abstracts approved for the Annual Scientific Meeting and associated workshops are notified of the peer-review process decision in early December.

All abstracts submitted for review are accompanied financial disclosure form requiring authors to disclose all relevant financial relationships. Disclosure forms are evaluated for potential conflicts of interest. Any potential conflicts of interest must be resolved. The Executive Director works with the authors to ensure all conflicts of interest are resolved prior to the Annual Scientific Meeting. Should a conflict of interest not be resolved in advance of the Annual Scientific Meeting, the Executive Director will inform the SPC Chair. Authors with unresolved conflicts of interest cannot present during the Annual Scientific Meeting and those papers are withdrawn from the scientific program.

All conflicts of interest are resolved in one of five ways:

- limit the content/discussion to the areas of data, facts and findings of the topic from peer-reviewed sources AND refrain from providing clinical recommendations regarding products or services of a commercial entity,
- content/discussion will include clinical recommendations regarding products and services of a commercial entity listed above. Therefore, a peer review process is required. Author submits materials to the Aerospace Medical Association for purposes of content validation at least 30 days before the presentation,
- author divests the financial interest,
- author recommends an alternate speaker without a conflict,
- other method of resolution, including disapproval for participation.

Should an author request AsMA review the presentation to resolve the conflict of interest, a member of the AsMA Education & Training Committee must review the content of the presentation using the AsMA Content Reviewer Checklist. If the content reviewer identifies any item on the checklist as generating a conflict of interest, the faculty member would be information that the conflict is not resolved and the current presentation would not be approved.

### **Conducting the Continuing Education Activities (Apr-May)**

All presentations in AsMA Continuing Education activities require the presenters to begin their presentations with a standardized disclosure slide. This process not only requires the presenters to verbally state any disclosure items to the audience, but also documents the disclosure in the presentation. Presentations are electronically collected by AsMA.