



The International Forum of Psychosis & Bipolarity CME Accreditation

President: Prof Jules Angst

Secretary: Dr Elie Hantouche

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Criteria for International Forum of Psychosis & Bipolarity (IFPB) accreditation of Continuing Medical Education

International CME Accreditation Guidelines: IFPB Doc 52 Rev 1/13

The IFPB provides a CME accreditation assessment service of international medical education activities and programmes through liaison with the appropriate peers within the IFPB membership and advisory committee for the evaluation of programmes.

The consistency and quality of CME accreditation in all European countries is ultimately the responsibility of the National Accreditation Authorities. The IFPB has discussed the provision of CME accreditation for medical education programmes and has generated this document on quality assurance guidelines. These are derived from the European Union CME Charter with its annexes and the guidelines implicit in the data to be submitted. Most European Union countries accept these guidelines as achieving a sufficiently high standard of assessment of an activity to match the requirements of the National Accreditation Authorities. Where possible, the European Union guidelines have been improved upon by the IFPB committee through increased relevance to both physical conferences and virtual medical education; or streamlined to be more efficient.

For other countries outside Europe, the European Union guidelines are usually also of sufficiently high standards to match the required National standards, however this document should be reviewed by the appropriate National Accreditation Authority for quality assurance.

The awarding of international CME credits will be considered and granted for medical education programmes by the International Forum of Psychosis & Bipolarity for CME Accreditation on the following basis:

The organizer of the activity should submit the following information to the IFPB for assessment:

1. Objectives:

The learning objectives of the CME activity and the target participants.

2. Substance:

2.1 Programme

A summary of the medical education activity including the title, speaker, type of activity (lecture, workshop, debate, poster presentations, webcast etc) and duration of each item in the programme.

2.2 Type

Type of activity – physical conference, webcast, online learning programme, virtual conference etc...

3. Organizer:

3.1 Chairpersons and Committees:

Names and short biographies. One key contact for conference organisation (conference director/manager).

3.2 Qualifications:

Relevant qualifications of other key lecturers/presenters to the event (Bios up to 500 words each).



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3.3 Society/Organisation Relationships:

Is the activity related to a society or other organisation?

3.5 Potential conflict of interest:

Disclosure of potential conflict of interest (e.g. honoraria, consultancy, investments) must be made orally before any educational activity begins. Disclosure should also be made by members of the Planning Committee.

3.6 Responsibility of Organizers:

Organizers can only award the accreditation for the CME activity applied for and provided themselves, this cannot be passed on to another organiser or another activity.

4. Commercial interests:

Disclosure of commercial parties involved in the activity must be made. Sponsored sessions where the organiser has no control over the session content will not be assessed for CME accreditation. In these circumstances, the commercial sponsor can apply for CME accreditation for their sponsored session but this must be done separately.

Educational grants are permitted but must be non-consequential and clearly stated in the programme documentation.

5. Quality assurance:

5.1 Non-biased education:

Organizers have to guarantee that non-biased education is given.

5.2 Attendance:

Physicians can only claim for the actual time spent at the conference, organizers must attempt to assess attendance.

5.3 Report:

Feedback provision must be made concerning the medical education activity from the delegates to the organizer.

Furthermore, a short feedback report is required from each organizer outlining the following:

5.3.1 Overall attendance plus country breakdown of delegate numbers/ overall viewing numbers over the first 3 month period for online learning programmes.

5.3.2 Average attendance for the delegates in terms of hours at the conference (for physical conferences only).

5.3.3 Feedback from delegate feedback forms.