

INITIAL ACCREDITATION AND MAINTENANCE OF HIV S100 PRESCRIBER ACCREDITATION IN NSW, ACT AND VIC

Initial accreditation

As part of the initial accreditation process to become an s100 HIV community prescriber, a practitioner must fulfil each of the four criteria outlined in the *National Standards for Certification of Community HIV s100 Prescribers (2008)*.

It is mandatory that prescribers participate in a mentoring program in the year following accreditation. This should consist of a minimum of 4 occasions of mentoring with a HIV specialist. The prescriber will accrue HIV CME points for the completion of this process.

Criteria for maintaining accreditation

The Standards for Accreditation of Community HIV s100 Education Programs (2007) requires accreditation systems and training programs to include ongoing CME activities. HIV CME points for s100 prescribers will be accrued on a triennial (3 yearly) basis coinciding with the RACGP Triennium running 1 January 2008-31 December 2010. The key features of the program are:

- Prescribers are required to accrue **30 HIV CME points each triennium**, and are required to renew their prescribing rights each year to demonstrate:
 - that they have accrued a **minimum of 7 HIV CME points during each calendar year**
 - that they have an established link with an experienced HIV specialist located at a HIV treatment unit in a public hospital
- Prescribers are able to apply for HIV CME points to be awarded for some non-HIV specific educational activities such as hepatitis, diabetes, mental health issues or cardiovascular disease. These will be awarded a maximum of 1 HIV CME point per activity and can account for up to 5 HIV CME points per triennium.

Award and accrual of HIV CME points

CME points can be accrued by HIV prescribers through a variety of education and training activities delivered both by ASHM and by external CME providers. Generally, 1 HIV CME point is awarded per hour of interactive learning or for every 2-3 hours of non-interactive or didactic learning. **For a detailed breakdown of the points awarded to specific activities, please refer to the attached HIV CME Points Award Table (Attachment 1).**

HIV prescribers are required to participate in a range of activities during each triennium to renew their HIV s100 prescriber accreditation. The total of 30 HIV CME points should be composed of a mix of training courses, clinical updates, clinical mentoring, clinical placement, clinical audit, conference attendance or online CME activities. Generally, no one type of activity is to make up more than half of the HIV prescriber minimum HIV CME points total. Clinical mentoring of HIV prescribers may often occur as and when needed with any HIV specialist and attracts 2 HIV CME point per cumulative hour.

Annual assessment of CME activity

Prescribers will be mailed a personalised *HIV CME record sheet* in the fourth quarter of each calendar year. The record sheet will contain the list of eligible CME activities that have been adjudicated at that time. The record sheet will list all activities that ASHM secretariat staff are aware the HIV prescriber has completed since 1 January of that year. These details can also be viewed by logging on to the prescriber page of 'MY ASM' on the ASHM website. These may be a combination of ASHM activities and those

delivered by external providers. It will also provide the opportunity for an application by the prescriber regarding an activity completed by them that has not yet been accredited for HIV CME. This application must provide adequate details regarding the activity and the learning outcomes in order for that activity to be considered for HIV CME points. If a prescriber has participated in an activity provided by an external HIV CME provider then they will be expected to supply evidence of that such as a certificate of attendance or completion.

Prescribers are also required to re-confirm the details of their linkage to a designated and experienced HIV specialist located in a dedicated HIV specialist unit in a public hospital. Prescribers will be required to complete the record and return it to ASHM by **15 December each year**. Prescribers will be informed of any additional education activities that will attract prescriber points before the end of the year for those who are short of the required annual total of HIV CME points.

HIV CME adjudication of activities delivered by external providers

Organisations wishing to have their educational activities adjudicated for HIV CME may apply to ASHM directly for national adjudication on behalf of the National HIV Clinical Subcommittee.

HIV CME points are allocated to each activity that is adjudicated as per the attached guide. One-off events such as conferences, seminars and workshops will be awarded points on the basis of an assessment of the extent to which the activity **educates, informs and develops prescribers in relation to s100 highly specialised drugs for the management of HIV infection**.

Self adjudication of HIV CME activities

Similarly, prescribers' wishing to have educational activities that they have undertaken adjudicated for HIV CME may apply to ASHM directly. These activities can include HIV updates or non HIV specific updates attended that have not previously been adjudicated or any other HIV related activity not listed in attachment 1 that the prescriber deems to be worthy of HIV CME points. The self adjudication form can be downloaded from the prescribers section on the ASHM website. (www.ashm.org.au).

Annual reaccreditation

ASHM secretariat staff will notify all practitioners in January whether they have met the necessary criteria to maintain their HIV s100 prescriber accreditation for the following year. If a practitioner has not fulfilled the necessary reaccreditation requirements, they will be given the opportunity to remedy their situation by the end of March of that year. ASHM secretariat staff will assist HIV prescribers to access further training and additional CME activities as necessary to accrue their remaining HIV CME points and maintain their accreditation. However, if they have not attained the criteria by the end of March, they will cease to have authority to prescribe HIV s100 drugs within that jurisdiction.

Please note that the aim of the HIV CME program is to ensure prescribers maintain their clinical competency and hence, assist with maintenance of patient safety. It is not intended to be punitive.

Supplementary information requests

Where a practitioner has failed to provide adequate evidence that:

- Sufficient HIV CME activities have been completed in the triennium and preceding year, or
- Appropriate linkage is established with a designated qualified and experienced HIV specialist located at a HIV specialist unit in a public hospital

They will have an opportunity to:

- Provide additional information
- Establish linkage and relationships and/or
- Undertake further HIV CME activity

in order to maintain their HIV s100 accreditation.

For further information on HIV CME please contact:

Ms Niamh Lynn

Project Officer (HIV Program) Professional Education Division

Locked Mail Bag 5057

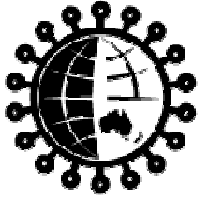
Darlinghurst NSW 1300

Phone: (02) 8204 0723 Email: Niamh.lynn@ashm.org.au

HIV CME POINTS AWARD & ACCRUAL TABLE FOR HIV COMMUNITY PRESCRIBERS 2008-2010

HIV CME Activity	HIV CME points award	Max pts per 3 year cycle	Documentation needed
Completion of Modules in ASHM Short Course in HIV or equivalent from other provider	2 points per module	8 points	ASHM course attendance recorded by ASHM staff; other courses need certificate of completion
Attendance at ASHM HIV Case Discussion meeting	2 points per meeting	25 points	Meeting attendance recorded by ASHM staff
Attendance at HIV GP Study Group meeting	1 point per meeting	15 points	Meeting attendance recorded by ASHM staff
Attendance at HIV Clinical Update from other CME provider	0.5-1 point per hour dependent on meeting format	15 points	CME provider will provide attendance list to ASHM if event is CME accredited
Case Conferencing/Mentoring activity regarding HIV management issues with a HIV Specialist	2 points per cumulative hour	15 points	Prescriber provides proof of activity to ASHM staff and this will be confirmed with the specialist
Clinical placement at a Hospital HIV Specialist Unit (4 hours)	2 points per hour, with up to 6 points per placement	12 points	Placement organised by ASHM staff and prescriber provides short summary of learning outcome(s) of attachment
HIV related Clinical Audits that satisfy the RACGP standards	3 points upon completion of the audit cycle	9 points	RACGP certification or a full report outlining that the audit has met the RACGP standards must be provided as supporting documentation for 3 points to be awarded.
HIV related clinical audits that do not satisfy or do not have RACGP accreditation	1 point upon completion of the audit cycle	3 points	Prescriber provides short report on outcome of audit to ASHM staff. Alternatively if a prescriber provides ASHM with a detailed report fro an audit that has not been accredited by the RACGP, the clinical advisor will adjudicate it on a case to case basis.
Presentation at ASHM course or other HIV CME accredited event	1 point per event	5 points	ASHM courses recorded by ASHM staff; other courses need copy of program and evaluation from provider
Participation as an investigator in a HIV clinical trial	1 point per trial per year	3 points	Confirmation of participation from principal investigator in trial
Publication of journal article related to HIV management	8 points per article if 1 st author; 1 point if 2 nd	8 points	Copy of journal article
Attendance at ASHM Conference	3 points per day	25 points	Copy of certificate of attendance or record of attendance kept by ASHM staff
Attendance at other HIV conferences e.g. CROI, Euro AIDS, IAS, Glasgow	3 points per day	25 points	Copy of certificate of attendance
Attendance at the Sexual Health Conference	1 point per day	6 points	Copy of certificate of attendance or attendance list from organiser
Online HIV CME units with Medscape, Clinical Care Options or other CME providers	0.5 - 1 point per unit	15 points	Copy of certificate of completion
Completion of peer-reviewed Journal HIV CME exercise	1 point per unit	5 points	Copy of certificate of completion
Journal Club Meeting	2 points per hour	20 points	Copy of attendance list

Completion of any other HIV CME exercise	On application	On application	On application
Non-HIV Specific activities e.g. Diabetes, Cardiovascular disease, Mental health	Max. 1 point per activity	5 points	On submission of self adjudication form
Membership of ASHM: BHIVA or other HIV professional body	1 point per year	3 points	Membership of ASHM, recorded by ASHM staff. BHIVA or other membership - Copy of confirmation of membership



INITIAL ACCREDITATION AND MAINTENANCE OF HIV S100 PRESCRIBER ACCREDITATION IN NSW, ACT AND VIC

Initial accreditation

As part of the initial accreditation process to become an s100 HIV community prescriber, a practitioner must fulfil each of the four criteria outlined in the *National Standards for Certification of Community HIV s100 Prescribers (2008)*.

It is mandatory that prescribers participate in a mentoring program in the year following accreditation. This should consist of a minimum of 4 occasions of mentoring with a HIV specialist. The prescriber will accrue HIV CME points for the completion of this process.

Criteria for maintaining accreditation

The Standards for Accreditation of Community HIV s100 Education Programs (2007) requires accreditation systems and training programs to include ongoing CME activities. HIV CME points for s100 prescribers will be accrued on a triennial (3 yearly) basis coinciding with the RACGP Triennium running 1 January 2008-31 December 2010. The key features of the program are:

- Prescribers are required to accrue **30 HIV CME points each triennium**, and are required to renew their prescribing rights each year to demonstrate:
 - that they have accrued a **minimum of 7 HIV CME points during each calendar year**
 - that they have an established link with an experienced HIV specialist located at a HIV treatment unit in a public hospital
- Prescribers are able to apply for HIV CME points to be awarded for some non-HIV specific educational activities such as hepatitis, diabetes, mental health issues or cardiovascular disease. These will be awarded a maximum of 1 HIV CME point per activity and can account for up to 5 HIV CME points per triennium.

Award and accrual of HIV CME points

CME points can be accrued by HIV prescribers through a variety of education and training activities delivered both by ASHM and by external CME providers. Generally, 1 HIV CME point is awarded per hour of interactive learning or for every 2-3 hours of non-interactive or didactic learning. **For a detailed breakdown of the points awarded to specific activities, please refer to the attached HIV CME Points Award Table (Attachment 1).**

HIV prescribers are required to participate in a range of activities during each triennium to renew their HIV s100 prescriber accreditation. The total of 30 HIV CME points should be composed of a mix of training courses, clinical updates, clinical mentoring, clinical placement, clinical audit, conference attendance or online CME activities. Generally, no one type of activity is to make up more than half of the HIV prescriber minimum HIV CME points total. Clinical mentoring of HIV prescribers may often occur as and when needed with any HIV specialist and attracts 2 HIV CME point per cumulative hour.

Annual assessment of CME activity

Prescribers will be mailed a personalised *HIV CME record sheet* in the fourth quarter of each calendar year. The record sheet will contain the list of eligible CME activities that have been adjudicated at that time. The record sheet will list all activities that ASHM secretariat staff are aware the HIV prescriber has completed since 1 January of that year. These details can also be viewed by logging on to the prescriber page of 'MY ASM' on the ASHM website. These may be a combination of ASHM activities and those

delivered by external providers. It will also provide the opportunity for an application by the prescriber regarding an activity completed by them that has not yet been accredited for HIV CME. This application must provide adequate details regarding the activity and the learning outcomes in order for that activity to be considered for HIV CME points. If a prescriber has participated in an activity provided by an external HIV CME provider then they will be expected to supply evidence of that such as a certificate of attendance or completion.

Prescribers are also required to re-confirm the details of their linkage to a designated and experienced HIV specialist located in a dedicated HIV specialist unit in a public hospital. Prescribers will be required to complete the record and return it to ASHM by **15 December each year**. Prescribers will be informed of any additional education activities that will attract prescriber points before the end of the year for those who are short of the required annual total of HIV CME points.

HIV CME adjudication of activities delivered by external providers

Organisations wishing to have their educational activities adjudicated for HIV CME may apply to ASHM directly for national adjudication on behalf of the National HIV Clinical Subcommittee.

HIV CME points are allocated to each activity that is adjudicated as per the attached guide. One-off events such as conferences, seminars and workshops will be awarded points on the basis of an assessment of the extent to which the activity **educates, informs and develops prescribers in relation to s100 highly specialised drugs for the management of HIV infection**.

Self adjudication of HIV CME activities

Similarly, prescribers' wishing to have educational activities that they have undertaken adjudicated for HIV CME may apply to ASHM directly. These activities can include HIV updates or non HIV specific updates attended that have not previously been adjudicated or any other HIV related activity not listed in attachment 1 that the prescriber deems to be worthy of HIV CME points. The self adjudication form can be downloaded from the prescribers section on the ASHM website. (www.ashm.org.au).

Annual reaccreditation

ASHM secretariat staff will notify all practitioners in January whether they have met the necessary criteria to maintain their HIV s100 prescriber accreditation for the following year. If a practitioner has not fulfilled the necessary reaccreditation requirements, they will be given the opportunity to remedy their situation by the end of March of that year. ASHM secretariat staff will assist HIV prescribers to access further training and additional CME activities as necessary to accrue their remaining HIV CME points and maintain their accreditation. However, if they have not attained the criteria by the end of March, they will cease to have authority to prescribe HIV s100 drugs within that jurisdiction.

Please note that the aim of the HIV CME program is to ensure prescribers maintain their clinical competency and hence, assist with maintenance of patient safety. It is not intended to be punitive.

Supplementary information requests

Where a practitioner has failed to provide adequate evidence that:

- Sufficient HIV CME activities have been completed in the triennium and preceding year, or
- Appropriate linkage is established with a designated qualified and experienced HIV specialist located at a HIV specialist unit in a public hospital

They will have an opportunity to:

- Provide additional information
- Establish linkage and relationships and/or
- Undertake further HIV CME activity

in order to maintain their HIV s100 accreditation.

For further information on HIV CME please contact:

Ms Niamh Lynn

Project Officer (HIV Program) Professional Education Division

Locked Mail Bag 5057

Darlinghurst NSW 1300

Phone: (02) 8204 0723 Email: Niamh.lynn@ashm.org.au

HIV CME POINTS AWARD & ACCRUAL TABLE FOR HIV COMMUNITY PRESCRIBERS 2008-2010

HIV CME Activity	HIV CME points award	Max pts per 3 year cycle	Documentation needed
Completion of Modules in ASHM Short Course in HIV or equivalent from other provider	2 points per module	8 points	ASHM course attendance recorded by ASHM staff; other courses need certificate of completion
Attendance at ASHM HIV Case Discussion meeting	2 points per meeting	25 points	Meeting attendance recorded by ASHM staff
Attendance at HIV GP Study Group meeting	1 point per meeting	15 points	Meeting attendance recorded by ASHM staff
Attendance at HIV Clinical Update from other CME provider	0.5-1 point per hour dependent on meeting format	15 points	CME provider will provide attendance list to ASHM if event is CME accredited
Case Conferencing/Mentoring activity regarding HIV management issues with a HIV Specialist	2 points per cumulative hour	15 points	Prescriber provides proof of activity to ASHM staff and this will be confirmed with the specialist
Clinical placement at a Hospital HIV Specialist Unit (4 hours)	2 points per hour, with up to 6 points per placement	12 points	Placement organised by ASHM staff and prescriber provides short summary of learning outcome(s) of attachment
HIV related Clinical Audits that satisfy the RACGP standards	3 points upon completion of the audit cycle	9 points	RACGP certification or a full report outlining that the audit has met the RACGP standards must be provided as supporting documentation for 3 points to be awarded.
HIV related clinical audits that do not satisfy or do not have RACGP accreditation	1 point upon completion of the audit cycle	3 points	Prescriber provides short report on outcome of audit to ASHM staff. Alternatively if a prescriber provides ASHM with a detailed report from an audit that has not been accredited by the RACGP, the clinical advisor will adjudicate it on a case to case basis.
Presentation at ASHM course or other HIV CME accredited event	1 point per event	5 points	ASHM courses recorded by ASHM staff; other courses need copy of program and evaluation from provider
Participation as an investigator in a HIV clinical trial	1 point per trial per year	3 points	Confirmation of participation from principal investigator in trial
Publication of journal article related to HIV management	8 points per article if 1 st author; 1 point if 2 nd	8 points	Copy of journal article
Attendance at ASHM Conference	3 points per day	25 points	Copy of certificate of attendance or record of attendance kept by ASHM staff
Attendance at other HIV conferences e.g. CROI, Euro AIDS, IAS, Glasgow	3 points per day	25 points	Copy of certificate of attendance
Attendance at the Sexual Health Conference	1 point per day	6 points	Copy of certificate of attendance or attendance list from organiser
Online HIV CME units with Medscape, Clinical Care Options or other CME providers	0.5 - 1 point per unit	15 points	Copy of certificate of completion
Completion of peer-reviewed Journal HIV CME exercise	1 point per unit	5 points	Copy of certificate of completion
Journal Club Meeting	2 points per hour	20 points	Copy of attendance list

Completion of any other HIV CME exercise	On application	On application	On application
Non-HIV Specific activities e.g. Diabetes, Cardiovascular disease, Mental health	Max. 1 point per activity	5 points	On submission of self adjudication form
Membership of ASHM: BHIVA or other HIV professional body	1 point per year	3 points	Membership of ASHM, recorded by ASHM staff. BHIVA or other membership - Copy of confirmation of membership