



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

The accreditation system involves Continuing Medical Education (CME) as an integral component. The Standard for Accreditation of Community HIV s100 Education Programs (2007) requires accreditation systems and training programs to include ongoing CME activities.

ASHM implements this by:

- Registering all medical practitioners who have completed HIV s100 training, satisfied the criteria for accreditation and been recommended by the HIV Clinical Subcommittee and approved by the State Health Department as HIV Community Prescribers in the HIV CME program database
- Delivering training courses that meet the National Standard and providing clinical updates, clinical placements and mentoring activities that are accredited for HIV CME points to provide opportunities for HIV prescribers to maintain accreditation
- Maintaining up to date details of the CME activities completed by HIV Prescribers so that they can meet the criteria for re-accreditation.

1. Criteria for maintaining accreditation

HIV CME points for s100 prescribers will now be accrued on a triennial (3 yearly) basis coinciding with the RACGP Triennium running 1 January 2008-31 December 2010. Prescribers are required to accrue **30 HIV CME points each triennium**, but 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.

2. 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. Registrants at all activities delivered by ASHM are recorded, but it is the responsibility of the attendee to sign the attendance sheet to claim HIV CME points. External HIV CME providers must submit attendance sheets to ASHM in order for the HIV CME points for HIV prescribers attending that activity to be recorded.

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).** The direct marketing of an industry drug or product is not acceptable at an event being considered for HIV CME accreditation. Inclusion of direct marketing within an educational program will result in HIV CME points being withdrawn.

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. Clinical mentoring is encouraged but not mandatory for CME purposes and may occur as and when needed with any HIV specialist.

3. HIV CME adjudication of activities delivered by external providers

Organisations wishing to have their educational activities adjudicated may apply to the ASHM secretariat staff at any time. The activities of external CME providers can be awarded HIV CME points only if the provider has completed an application for HIV CME adjudication. The application by the external CME provider should be made prospectively and the form is available from and processed by the secretariat staff. If an external CME provider has not applied for HIV CME points for an activity, a HIV prescriber who has attended or completed that activity may apply for HIV CME adjudication retrospectively, but this adjudication will apply to that prescriber alone.

HIV prescribers are also encouraged to apply for adjudication of HIV CME activities within their own practice, for example clinical audit or case discussion activities. Most applications for HIV CME points will be adjudicated by ASHM clinical advisors working with the HIV prescriber program. Any contentious applications, including some from pharmaceutical companies, will be forwarded to the National HIV Clinical Subcommittee for adjudication.

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. External HIV CME providers must submit attendance sheets to ASHM in order for the HIV CME points for HIV prescribers attending that activity to be recorded.

The HIV CME adjudication application form requests that external providers describe the activity and provide details on how it will meet the needs of HIV s100 prescribers. The provider must state the learning objectives for the activity and attach the program for the activity with details on the speaker(s), and make PowerPoint presentation(s) available on request. CME Providers failing to provide adequate information will be advised to resubmit their application.

4. Notifying and recording point allocations

ASHM secretariat staff will notify all applicants (both external CME providers and individual prescribers) of the outcome of their applications within three weeks of the application being made and all supporting documentation being supplied. The list of accredited HIV CME activities and the number of HIV CME points they have been awarded will be listed in the *HIV s100 Prescribers Information Sheet* that is sent regularly to all HIV prescribers participating in CME programs administered by ASHM.

5. 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 may be a combination of ASHM activities and those delivered by external providers – as long as the external provider has provided ASHM with attendance records. It will also provide the opportunity for an application to be submitted by the prescriber for an activity that has not 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.

6. Annual reaccreditation

During January, practitioners will be notified as to whether they have met the criteria necessary to maintain their HIV s100 prescriber accreditation for that year.

Those practitioners who meet the criteria will be provided with:

- A letter with information about their rights and obligations
- Current information about the HIV s100 program
- A list of planned activities which will attract HIV CME points
- Information on how to apply for adjudication of CME activities.

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.

7. Supplementary information requests and appeals

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.

HIV prescribers can appeal decisions made regarding their accreditation in writing to the ASHM secretariat staff, for consideration by the HIV Clinical Sub-Committee. External HIV CME providers may also appeal decisions made regarding the adjudication of HIV CME activities. Appeals should be sent to:

Ms Hiba Jebeile
Manager (Training and Accreditation)
Professional Education Division
Locked Mail Bag 5057
Darlinghurst NSW 1300
Phone: (02) 8204 0725
Email: hiba.jebeile@ashm.org.au

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 point 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 point 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 regarding HIV management issues with a HIV Specialist	1 point per hour	15 points	Prescriber provides proof of activity to ASHM staff and this will be confirmed with the specialist
Mentoring activity with Hospital HIV Specialist	2 point per 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 placement	10 points	Placement organised by ASHM staff and prescriber provides short summary of learning outcome(s) of attachment
Clinical audit regarding HIV management	1 point per audit	3 points	Prescriber provides short report on outcome of audit to ASHM staff
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 the Sexual Health Conference	1 point per day	6 points	Copy of certificate of attendance or attendance list from organiser
Attendance at other HIV conferences e.g. CROI, Euro AIDS, IAS, Glasgow	2 points per day	25 points	Copy of certificate of attendance
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	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