

SVU-CME
Society for Vascular Ultrasound-Continuing Medical Education
Information Kit & Application

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Preface

In 1984 the Society for Vascular Ultrasound (SVU) established a mechanism for technologists to earn continuing medical education credit hours on a local and national level. Originally called Vascular Technology Credits (VTCs), the name has been changed to Society for Vascular Ultrasound-Continuing Medical Education (SVU-CME) credit hours to better define this continuing education mechanism.

Provided certain criteria are met, SVU will grant CME credit hours for educational programs at the local, regional, and national level. SVU-CME credit hours also are granted for SVU's annual and regional conferences, and the *Journal for Vascular Ultrasound* examinations. Additionally, SVU-CME may be granted for self-guided instruction, including Internet-based courses and programs.

Over the years, these credits have provided technologists within all ultrasound specialties a practical way of maintaining their registry through the American Registry for Diagnostic Medical Sonography (ARDMS), the American Registry of Radiologic Technologists (ARRT), and Cardiovascular Credentialing International (CCI). More recently, as requirements for IAC Vascular Testing Accreditation have increased the demand for continuing education relevant to Vascular Technology, physicians, technologists and sonographers have benefited from SVU-CME approved programs.

SVU's Continuing Medical Education Committee oversees the evaluation and approval process for the SVU-CME program and applies continuous improvement practices to restructuring the application and the review process. The latest SVU-CME Information Kit and Application are the result of SVU's efforts to create a simplified and concise application process. We hope that this will lead to increased numbers of SVU-CME programs being offered nationwide.

Thanks to all of the SVU members who contributed to the development of this project.

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Continuing Medical Education

Inteleos is a global non-profit medical certification organization that manages the following Councils: The American Registry for Diagnostic Medical Sonography® (ARDMS®) and Alliance for Physician Certification & Advancement (APCA) which registers physicians, technologists and sonographers in all ultrasound specialties. In order to maintain these credentials (RPVI, RVT, RDMS, RDCS), registrants are required to earn a total of thirty (30) continuing education credit hours in a three-year period (triennium). The SVU-CME is recognized by the ARDMS/APCA for recertification credit. The SVU-CMEs may be used to maintain registry in any ARDMS specialty.

Cardiovascular Credentialing International (CCI) requires registrants holding the Registered Vascular Specialist (RVS) credential to earn 36 continuing education units (CEU) every three years, 12 of which must be related directly to Vascular Technology/Sonography. The SVU-CME satisfies the CEU requirements for CCI registrants.

The American Registry of Radiologic Technologists (ARRT) requires registrants to earn 24 Continuing Education (CE) credits every two years in order to maintain and renew registry certificates. The SVU-CME is recognized as Category A Credit by the ARRT for registrants' continuing education requirements.

The Accreditation Council for Continuing Medical Education (ACCME) accredits programs (institutions/societies) offering continuing medical education for physicians. The American Medical Association (AMA) maintains the Physician's Recognition Award program for physicians. Continuing Medical Education (CME) credits are usually awarded in Category I of the Physician's Recognition Award of the AMA. The SVU-CME does not award Category I Physician credit for programs that the CME Committee approves; however Category I CME may be offered separately at events sponsored or held by the SVU.

Licensed allied health care professionals, such as nurses, are required to earn Continuing Education Units (CEUs) to maintain licensure, which is overseen by individual state licensing boards. Attendees at SVU-CME approved programs need to apply for CEUs within their own state. As an organization, SVU is unable to grant CEUs.

SVU-CME Credit Guidelines

Overview

The ultimate goal of continuing education in health-related fields is improved healthcare of the patient. Therefore, continuing education programs should augment and enrich the technologist's initial education and enable him or her to function more effectively in the non-invasive vascular laboratory setting.

Program Objectives

A successful CME program is organized with specific purposes and objectives in mind. From the earliest planning stages to the day of the presentation, these program objectives must be focused on providing participants with effective continuing education.

Suggested objectives to keep in mind when planning a SVU-CME program are:

1. to provide an opportunity for professional enrichment and development of the technologist's skills;
2. to introduce or expand specific skills and techniques relevant to the field of noninvasive vascular technology;
and
3. to disseminate new knowledge and provide an open forum for discussion.

When stating objectives, be sure to state what the participant will be able to do at the conclusion of the program; for example,

- List the following...
- Utilize a new technique
- Describe...
- Introduce...
- Discuss...
- Review...
- Define...
- Summarize...
- Identify...
- Explain...

While a short meeting or symposium may not encompass all of the above objectives, it is crucial that at least one specific objective be kept in mind when planning a program. Sample SVU-CME Applications are available for program directors to review when planning a program. These sample applications may be useful in organizing your meeting and completing your application. In general, the sample CME applications provide essential ideas for developing an effective continuing education program. These sample SVU-CME applications may be obtained by contacting the SVU office.

Instructions for Obtaining SVU-CME Credits

- **In person programs:** No later than two (2) weeks before the scheduled program date, submit a complete application form, with all supporting documentation and fees. No late applications will be processed.
- **Web-based and Self Instruction:** 60 days before the scheduled release of materials, submit a complete application form, with all supporting documentation and fees, along with 2 hard copies of materials or an electronic copy or link to the material.
- Incomplete applications will not be reviewed by the SVU Continuing Medical Education Committee until all requirements are met. (Fees are due at time of approval, please do not mail in advance)
- Ongoing programs must be approved each year, if there have been changes made to the program.
- Applications not submitted by two (2) weeks prior to the scheduled event will not be reviewed and SVU will NOT grant SVU-CME credits for meetings that have already been held. Any applications submitted after the scheduled event will not be considered for SVU-CME credit.
- SVU does not grant CME's for educational programs held within 30 days of the SVU Annual Conference or the SVU Vascular Interpretation Skills Seminar.
- SVU accredits educational programs and does not award CMEs to individuals. Individuals seeking CME credits for programs they have attended must request them from the program director.

One (1) credit hour of SVU-CME is granted for each hour of didactic content in a CME program, including lectures, panel discussions, question & answer sessions. One (1) credit hour of SVU-CME is also granted for each hour of hands-on content in a CME program. ***The number of SVU-CME for hands-on content will NOT exceed the number of SVU-CME granted for didactic instruction.*** For example, if a program has two hours of lecture (didactic) followed by four hours of hands-on training, the program will be approved for four (4) SVU-CME (two hours didactic and two hours of hands-on), as long as the program meets all of the guidelines established by the SVU.

Programs are classified as (1) In-Person, (2) CME for Authors, or (3) Web-based Programs and Courses. SVU will grant CME credits for the following program/activity types:

In Person Programs

Short Program

Short Programs are 1 to 4 hours in length. Examples include

- Case Study Review Meetings – Presentation of noninvascular cases for review and/or correlation
- Literature Review Meetings – Organized Journal article or book reviews
- Ongoing Laboratory Conferences – Educational laboratory conferences or correlation conferences

Long Programs (greater than 4 hours in length)

Long Programs are greater than 4 hours in length. Examples include meetings, symposia, and training programs.

Hospital, School, or Laboratory-based Instructional Programs

Hospital, School, or Laboratory-based Instructional Programs providing didactic and hands-on training.

Self Instructional Programs

Examples include written home study programs, and textbooks/manuals.

- **Documentation** – The program director must complete the current application for SVU-CME Credit Hours and attach all required supporting documentation as outlined in the application. Two copies of the self-directed learning materials must be submitted with the application. It is preferred that when possible the material be submitted electronically.
- **Content Appropriateness** – The self-directed material content must:
 1. Be supported by the course objectives and description, current and accurate as documented in the reference section, and must provide appropriate depth and scope of the subject matter documented in the course content.
 2. Have an appropriate post-test exam covering the content and meeting the course objectives.
 3. Have the appropriate number of multiple-choice questions on the post-test for SVU-CME credit CME offering. The CME questions must be comprehensive of the entire activity.

Hours of instruction	Number of CME questions
1 hour	10 CME questions
2 hours	20 CME questions
3 hours	30 CME questions
4-6 hours	40 CME questions
7 – 9 hours	50 CME questions
10 – 15 hours	60 CME questions
15 – 20 hours	70 CME questions
>20 hours	Call the SVU Office

4. Have the answers to the post-test questions referenced with paragraph and page numbers from the content of the course.
 5. Establish a pass grade threshold of no less than 80% for each course or program.
- **Accountability, Security and Quality Assurance** – To ensure that all programs and courses are of the highest quality, the SVU requires that all sponsors adhere to the following guidelines regarding material appropriateness, relevance to the field of vascular technology and quality assurance:
 1. The program director must make available a contact phone number and email address easily accessible on the website for all course/program participants.
 2. The program sponsor/program director will forward course rosters/attendance records to SVU as stated in the SVU-CME application, in addition to submission of the Quarterly Program Summary sheet.
 3. The program director will maintain course roster/attendance records for at least a period of three years. The attendance records must include the participants name, course/program title, SVU-CME course number, the date the post-test was completed, the number of SVU-CME earned, the sponsoring organization's name and/or logo, and the signature of the program director.
 4. The program director will maintain Attendee Program Evaluations for at least a period of three years.
 5. The program director is responsible for maintaining testing statistics and conducting routine quality assurance of the testing statistics from each course. The quality assurance should include a system for monitoring each question for: appropriateness, correctness, clarity, and ambiguity.

CME for Authors

Individuals who are a lead author in an SVU publication are eligible for SVU-CME credit. Content must fall into one of the following categories:

Lead author of an article published in the Journal for Vascular Ultrasound	up to 10 credits
Poster accepted for presentation at the SVU Annual Conference	up to 5 credits

Authors of an article published in the JVU or of a poster accepted for presentation at the SVU Annual Conference must complete the SVU-CME application and submit it to SVU to get their applicable CME credits. There is no charge for these CMEs.

Web-Based Programs and Courses

The SVU has recognized the importance of web/internet-based electronic learning (E-learning) and how it has changed the way education is delivered. Since E-learning is usually asynchronous and independent, the issues of content appropriateness, accountability, security and quality control must be addressed. All content for web-based courses and programs must meet or exceed the following guidelines:

- Documentation – The Program Director must complete the current application for SVU-CME Credit Hours and attach all required supporting documentation as outlined in the application, in addition to granting access to the CME course/program content, which includes all material that participants are required to review and/or read, along with the post-test and answers.
- Content Appropriateness – The course or program content must:
 1. Be supported by the course objectives and description, current and accurate as documented in the reference section, and must provide appropriate depth and scope of the subject matter documented in the course content.
 2. Have an appropriate post-test exam covering the content and meeting the course objectives.
 3. Have at least 10 multiple-choice questions on the post-test for each one-hour of SVU-CME credit.
 4. Have the answers to the post-test questions referenced with paragraph and page numbers from the content of the course.
 5. Establish a pass grade threshold of no less than 80% for each course or program.
 6. Grant the SVU-CME Subcommittee access to the E-learning activity to review the course format in real time as part of the course evaluation. One hour of SVU-CME will be granted for each hour of activity including questions.
- Accountability, Security and Quality Assurance – to assure that there is no duplication of courses and programs from web-based SVU-CME providers, and to ensure that all programs and courses are of the highest quality, the SVU requires that all sponsors adhere to the following guidelines regarding security and quality assurance:
 1. The program director will complete the SVU-CME Application and Application Checklist and ensure appropriate information is completed and enclosed in the application. The application must be forwarded to the SVU office with all appropriate fees.
 2. The sponsor must make available a contact phone number and email address easily accessible on the website for all course/program participants.
 3. The sponsor must make available basic system specifications regarding connectivity, including browser type and third party plug ins.
 4. The program sponsor/program director will forward course rosters/attendance records to SVU as stated in the SVU-CME application, in addition to submission of the Quarterly Program Summary sheet.
 5. The sponsor/program director will maintain course roster/attendance records for at least a period of three years. The attendance records must include the participants name, course/program title, SVU-CME course number, the date the post-test was successfully completed, the number of SVU-CME earned, the sponsoring organization's name and/or logo, and the signature of the program director.
 6. The sponsor will ensure security of the certificate process by not allowing the participant to be able to alter the information on the online certificate before printing.
 7. The sponsor/program director must maintain a system for providing the participant with a duplicate online certificate or online transcript for a period of at least three years.
 8. The sponsor will maintain Attendee Program Evaluations for at least a period of three years.
 9. The sponsor will ensure the participant cannot directly go to the post-test without reviewing the course materials.
 10. The sponsor will have the post-test answers cleared upon reentry to the post-test in order to reduce "answer hunting".

11. The sponsor is responsible for maintaining testing statistics and conducting routine quality assurance of the testing statistics from each course. The quality assurance should include a system for monitoring each question for: appropriateness, correctness, clarity, and ambiguity.
12. The sponsor/program director is responsible for reviewing course appropriateness, relevance to the field of vascular technology, course quality, relevance of course material, quality of content, testing statistics and quality of graphics on an annual basis. These “audits” must be available upon the request of the SVU-CME Subcommittee.

Hands-On Instruction Guidelines

SVU will **NOT** grant CME credits for meetings in which the **ONLY** content is hands-on instruction. SVU will, however, grant CME credits for hands-on portions of continuing education programs that combine didactic and hands-on instruction. However, the number of CME credits granted for hands-on instruction *will not exceed* the number of CME credits granted for didactic instruction for the same program.

Fees

Beginning October 2020, programs will be categorized as (1) in-person, (2) self-instructional, or (3) Web-based Programs and Courses. For the in-person programs, fees will be based on the length of the program and the total credits offered per year. Fees for self-instruction programs will include a base fee, in addition to a fee for the number of CME hours.

In-Person Programs (as of October, 2020)

In-person programs include: laboratory conference, case study review meetings, literature review meetings, symposiums, trainings programs, and any other type of educational course, conference, or meeting.

Hours of instruction	SVU Members	Nonmember
4 or fewer hrs	\$125	\$200
5 to 8 hrs	\$225	\$300
9 to 16 hrs	\$250	\$325
> 17 hrs	\$275	\$350
On-Going Programs	SVU Members	Nonmember
8 or fewer hrs	\$225	\$450
9 to 16 hrs	\$250	\$375
> 17 hrs	\$275	\$400
SVU Publication or Poster	SVU Members	Nonmember
Per credit requested	\$5	\$10
Self Guided Instruction	SVU Members	Nonmember
Per credit requested	\$5	\$10

Self Instructional Materials

SVU pricing for self-instructional materials (virtual instruction)

- 1 year: \$200 fee
- 2 years: \$400 fee
- 3 years: \$525 fee
- + \$5 per hour.

For example, one year, for 15 hours, would be $\$200 + \$75 = \$275$

Responsibilities

SVU will:

1. Review the program, upon receipt of completed application and fee.
2. Notify the program director of the approval or rejection of CME credits.
3. Grant one (1) hour of CME credit for each hour of educational content if the program is approved.
4. Issue SVU CME certificate to the program director with all necessary information EXCEPT the name of the individuals' attending the program and the signature of the program director.
5. Maintain attendance records for a period of three years.

SVU will not:

1. Review incomplete applications or those submitted without the proper fee.
2. Issue lost CME certificates. Individuals must contact the program director of the meeting attended.

The Program Director will:

1. Complete the application as outlined.
2. Send appropriate fees.
3. Complete and return the evaluation summary with a legible list of attendees' names and addresses.
4. Distribute the CME certificates to the program attendees.
5. Submit electronic attendance log with attendee's name as it is recorded with **ARDMS and their ARDMS registry number.**
6. Submit each application within the appropriate time frame.
7. Submit additional documentation as directed.

SVU-CME applications will not be processed for any program director who has not submitted the evaluation summary and attendance list upon completion of a previous program.

The Attendee will:

1. Keep the CME certificate issued in their name.
2. Notify the certifying organization of the number of credit hours earned.

The certifying organizations are responsible for maintaining a record of credit hours earned as reported by individual registrants. For further information on the continuing education requirements for maintaining your registry, contact the specific certifying organization. SVU cannot answer policy questions concerning accreditation or credentialing organizations.

Commented [RL1]: Missi: Does SVU submit to CCI or AART also?

Commented [MM2R1]:

Program Director Checklist

Please read this information before completing the enclosed application. Your application will not be processed without the appropriate materials and fees.

Prior to Your SVU-CME Program

1. Complete the SVU-CME application:
 - Program purpose — briefly state the specific purpose of this program.
 - Program objectives — list the specific objectives of this program.
 - Program planning committee — list the committee, which should include at least one Registered Vascular Technologist.
 - Participating faculty — provide name, institution, degrees/certifications, and .years of experience in noninvasive testing
 - Program topics — list all topics, with the name of the presenter and the time allotted for each presentation. For case study and literature reviews, list the general topics. This information may be omitted for ongoing laboratory conferences; summaries are submitted after the meeting, on a quarterly basis.
2. Make one (1) copy of application with supporting materials.
3. Provide application fee once program is approved.
4. Mail in time to be received in the SVU office within appropriate requested program time frame. Please be sure that the all contact information is listed in the event that additional information is required.
5. **SVU-CME applications received for a program that has already been held will not be processed and no SVU-CMEs will be given for it.**

After Your One-Time SVU-CME Program

1. Submit the following information within 30 days of program completion. Sponsors not in compliance with this guideline may not be eligible for CME credits for future programs.
 - Program Director Evaluation Summary — All attendees must submit an evaluation to the program director in order to receive SVU-CME Certificates. (However, do not send attendee evaluation forms to the SVU National Office, just the summary.)
 - Program Attendance Record, electronically, via attached Excel spreadsheet.
 - For Case Study Review Meetings: a description of case studies presented, including: patient history, noninvasive test findings, correlation findings, patient outcome, etc.
 - For Literature Review Meetings: a summary of each meeting, including a detailed description of literature reviewed, name of presenter and attendee commentaries.
2. Keep sign-in sheets for a period of three (3) years, available for inspection by SVU.

After Ongoing Programs:

Since ongoing program content must be reviewed after the meeting, you must submit one (1) copy of all meeting summaries, including a detailed description of each topic presented, within 30 days of the end of each quarter. It is necessary to submit a separate Attendance Record for each meeting held in the quarter, including each attendee's name and the TOTAL number of CME credit hours earned by each attendee.

- First Quarter: January-March Submit materials by April 30
- Second Quarter: April-June Submit materials by July 31
- Third Quarter: July-September Submit materials by October 31
- Fourth Quarter: October-December Submit materials by January 31

Web-Based and Self-Instructional Materials/Programs

The program director will forward course materials, rosters and evaluations to SVU on a quarterly basis as stated in the SVU-CME application in addition to submission of the Quarterly Program Summary sheet.

- First Quarter: January-March Submit materials by April 30
- Second Quarter: April-June Submit materials by July 31
- Third Quarter: July-September Submit materials by October 31
- Fourth Quarter: October-December Submit materials by January 31

Application for SVU-CME Credit Hours

Please do not include any fees until program is approved (see Fee Schedule. One copy of the application and supporting documents should be received by the SVU office *no later than 2 weeks before* the program date and can be sent via email to svuinfo@svu.org. Note: Only completed applications will be accepted.

- Check ONE: Initial Application or Renewal of Program Number_____
- Check ONE: Short Program Long Program Hospital or Lab-Based Author
 Clinical Instructor Web-based E-Learning Self Instructional

1. Title of program _____

2. Date of program _____ 3. Number of SVU-CME credit hours requested _____

4. Location of program _____
Address _____

5. Program Director _____
Address _____
City _____ State _____ Zip code _____
Phone (daytime) _____ Fax _____ E-mail _____

6. Program Sponsored by _____
(Affiliated Chapter Name OR Commercial sponsor, if appropriate)

7. Program Purpose: _____

8. Program Objectives: _____

9. Program Planning Committee:

Name	Degrees/Certifications
_____	_____
_____	_____
_____	_____
_____	_____

Application for SVU-CME Credit Hours

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10. Program Faculty:

Name	Institution	Degrees/Certifications	Years of Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. List of topics (For case study and literature review programs, give example of types of case studies or literature):

<u>Topic</u>	<u>Time allotted</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Program Director's Signature _____
Program Director's Printed Name _____
Date _____

Credit card: Visa MasterCard AMEX

Card No. _____ Exp. Date _____
Signature _____ Billing Zip Code _____

For SVU Office Use Only

Date Received _____ Payment _____ SVU File # _____
Notification of receipt sent to Program Director _____

SVU-CME Attendee Program Evaluation

Program Title _____

Program Date _____ SVU File Number _____

You must evaluate this program in order to receive SVU-CME credit hours. Your comments are part of the accreditation process. They will be summarized by the Program Director. Your honest and specific comments will be helpful in improving future programs.

Please complete at the conclusion of the program.

- 1. How did you find the program? Excellent Satisfactory Unsatisfactory
- 2. Did you have adequate time to receive answers to your questions? Yes No
- 3. What portions of the program were particularly useful? _____

- 4. Did the program meet the stated objectives? Yes No
- 5. Please comment on any portions of the program you found not pertinent or unsatisfactory.

- 6. What subject matter not presented should be included in future programs?

- 7. Any additional comments? _____

- 8. RVT RVS RDCS RDMS RT RN MD RPVI PA BA/BS MA/MS
 Other (list) _____

Do not send this form to SVU. Return it to the Program Director.

SVU-CME Program Director Summary

Evaluation Summary

Program Title _____

Date: _____ Number of Participants: _____ Number of Evaluations Received: _____

Please indicate the number of responses in each category.

- 1. How did you find the program? Excellent Satisfactory Unsatisfactory
- 2. Did you have adequate time to receive answers to your questions? Yes No
- 3. What portions of the program were particularly useful? _____

- 4. Did the program meet the stated objectives? Yes No
- 5. Please comment on any portions of the program you found not pertinent or unsatisfactory.

- 6. What subject matter not presented should be included in future programs? _____

- 7. Any additional comments? _____

- 8. RVT RVS RDCS RDMS RT RN MD RPVI PA BA/BS
 MA/MS Other (list) _____

Program Director's Signature/Date _____

Return this evaluation summary with the Attendance Records.

SVU File # _____ Date Received _____

SVU-CME Program Director Quarterly Program Summary

Program Title _____

Program Director _____ SVU File # _____

Information being submitted for: 1st Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

Program Category: Case Study or Correlation Conference Literature Review
 Ongoing Laboratory Conference (topic category varies)

_____ Number of meetings this quarter

_____ Number of credit hours each meeting is eligible for

_____ Total number of credit hours any participant could earn this quarter

List meeting dates

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

Attach a separate page for each meeting date, with the following information:

- List of all topics presented with time allotted for each presentation.
- Detailed summary of each presentation, conference, or literature review.

Submit 1 copy of the required materials within 30 days of the end of the quarter.

SVU-CME Self Instructional /Web-Based Program Director Quarterly Program Summary

Program Title _____

Program Director _____ SVU File # _____

Information being submitted for: 1st Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

Program Category: Self Study (journal articles, audio programs, video programs, and computer-based, web-based education)
 Enduring Materials (printed or electronic versions of text books/manuals)

_____ Number of participants this quarter

_____ Number of credit hours approved activity

_____ Total number of credit hours any participant could earn this quarter

▪Attach a separate page course/material rosters and evaluations

Submit 1 copy of the required materials within 30 days of the end of the quarter.

