



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Clinical Nutrition Services-WR

Subject: Continuing Medical Education (CME)

Original Date: Version-1 August 2012

Effective: August 2012

Reference: 028010-09 Version-1

Replaces Number: New DPP

Targeted Employees/Departments: Clinical Nutrition Staff, Academic Affairs Department

1. Purpose:

1.1 To constitute "Process Documentation Guide" for operation of Continuing Medical Education (CME) accreditation program for the Nutrition and Dietetic staff of Clinical Nutrition Services at King Abdulaziz Medical City-Jeddah (KAMC-J).

1.2 To guide forms of action based on Saudi Commission for Health Specialties (SCFHS) directed requirements.

2. Definitions:

2.1 Continuing Medical Education (CME): is consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a Clinical Dietitian uses to provide services for patients, the public, or the professionals.

2.2 Short Course/Conference/Workshop Leave: is a generic term to describe approved absence of eligible Clinical Nutrition Services employees from the program to attend and/or participate in major recognized national or international courses in their related area of special interest, as it will improve patient care and/or the services provided by the Clinical Nutrition Services.

3. Policy Statements:

3.1 Clinical Nutrition Services at King Abdulaziz Medical City-Jeddah (KAMC-J) is committed to follow the system of a structured Continuing Medical Education (CME) program in order to:

3.1.1 Ensure that all Clinical Dietitians are participating in required activities.

3.1.2 Ensure that all Clinical Dietitians' knowledge is up to date.

4. Procedures:

4.1 Content Validation:

4.1.1 All the recommendations involving Clinical Nutrition and dietetics in a CME activity must be based on evidence that is accepted within the profession of dietetics as adequate justification for their indications and contraindications in the care of patients.



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4.1.2 CME activities will reflect the diverse specialties represented within Clinical Nutrition Services at KAMC-J. Content includes, but is not limited to:

4.1.2.1 Quality improvement initiatives

4.1.2.2 Practice management

4.1.2.3 Compliance with regulatory core measures

4.1.2.4 Requested specialty topics

4.1.2.5 New technological advances and identified needs.

4.1.3 One Hundred Twenty (120) points of continuing education is required in each 12-month period:

4.1.3.1 One educational hour is equal to One CME Hours to lectures or Symposium.

4.1.3.2 One practical hour equal to Half CME hour.

4.1.3.3 Maximum CME hours for any program is 30 hours.

4.1.3.4 Submit to the Council attendance list upon requested.

4.2 Target Audience:

4.2.1 Clinical Nutrition Services at KAMC-JCME activities are designed to meet the educational needs of Clinical Nutrition Services employees.

4.3. Types of Activities Provided:

4.3.1. The Clinical Nutrition Services at KAMC-J CME program provides activities that includes, but is not limited to:

4.3.1.1 Lecture series

4.3.1.2 Case seminars



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4.3.1.3 Regularly scheduled conferences

4.3.1.4 Procedural skills learning

4.3.1.5 Performance Improvement CME and Point of Care learning

4.3.2 The Clinical Nutrition Services at KAMC-J offers enduring materials such as DVD, and video internet CME.

4.3.3 The Clinical Nutrition Services at KAMC-J works with other facilities, clinical dietitians groups, physician groups and community groups to joint educational activities which meet the educational needs of the dietitians, interns, medical and nurses staff.

4.4 Expected Results of Program:

4.4.1 The Clinical Nutrition Services at KAMC-J CME activities are designed to help practicing clinical dietitians provide quality healthcare services that are consistent with prevailing professional standards of care.

4.4.2 The Clinical Nutrition Services at KAMC-J CME is committed to improving patient care and outcomes by increasing clinical dietitians' competence and by reinforcing their knowledge to enable improved quality of care provided to our patients.

4.4.3 The Clinical Nutrition Services at KAMC-J is committed to the practice of CME program improvement.

4.5 Education Planning & Needs Assessment:

4.5.1 A learning needs survey is conducted annually to identify educational needs perceived by the clinical dietitians. This data is then summarized to use in the planning of their educational activities.

4.5.2 Identified needs from multiple sources are used to initiate and support the planning process.



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4.5.3 Each source of need requires a supporting document to use in setting methodology, design, objectives, and evaluation of the CME activity.

4.5.4 After suggestions have been received and educational needs have been identified, activities topics are reviewed and analyzed by the CME program coordinator to ensure that the proper procedures for identifying needs have been met.

4.5.5 Chief Clinical Nutrition Services and CME program coordinator discuss the potential speakers according their expertise and requests potential topics as related to the need. Learning objectives are discussed by the Chief Clinical Nutrition Services and CME program coordinator and given to the speaker for planning of their activities.

4.6 Activity Checklist, Planning Notes and Activity File:

4.6.1 Once needs assessment data has been gathered and CME program coordinator has reviewed and analyzed the identified educational needs, the documentation of activity planning must be maintained in the activity file (soft copy).

4.7 Regularly Scheduled Series (RSS):

4.7.1 RSS are defined as medical and dietetics education activities planned as a series with multiple sessions that occur on an ongoing basis (i.e., offered weekly, monthly, or quarterly).

4.7.2 RSS activities must be planned by linking overall educational goals with identified learner needs or gaps in knowledge, competence, or performance.

4.7.3 RSS activities must be approved each year by CME program coordinator, Chief Clinical Nutrition Service and Director of Academic Affairs Department. Academic Affairs Department will be prompted to submit renewal applications to Saudi Commission for Health Specialties.



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4.8. Short Course/Conference/Workshop Leave:

The granting of Short Course/Conference/Workshop Leave shall be governed by the following policies and pre-conditions:

4.8.1 Application for Short Course/Conference/Workshop Leave will be in accordance with KAMC-J policy and the approval from: Chief Clinical Nutrition Services, Associate Executive Director-Operations and Executive Director-Operations. Approval will be granted for Days Only.

4.8.2 Short Course/Conference/Workshop Leave may be granted to Clinical Nutrition Services employees to attend courses related to their work at the invitation of the Nutrition Companies/KAMC-J which sponsor their attendance by paying the registration and other required fees, and all other costs associated with it.

4.8.3 The sponsoring Nutrition Companies/KAMC-J shall officially communicate with the respective Chief Clinical Nutrition Services, Associate Executive Director-Operations and Executive Director-Operations and provide sponsorship through these channels.

4.8.4 Length: the Short Course/Conference/Workshop Leave must not exceed a total of two (2) calendar weeks.

4.8.5 Eligibility: all staff within Clinical Nutrition Services will be eligible to apply for Short Course/Conference/Workshop Leave with considering:

4.8.5.1 Priorities to the one who need to meet the requirements of Saudi Commission for Health Specialties to gain or retain the membership.

4.8.5.2. The availability of nominated Clinical Nutrition Services employees to attend the selected course.

4.8.5.3. Area of special interest related to the selected course.

4.9 Mechanism:

4.9.1 The Clinical Nutrition Services employee is responsible to collect and attach all supporting documents to the application form concerning the Course/Conference/Workshop including, but not limited to:



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4.9.1.1 Program of Course/Conference/Workshop

4.9.1.2 Location and time of each session

4.9.1.3 Other pertinent details

4.9.2 The Short Course/Conference/Workshop Leave Application Form shall be submitted by the employee directly through Chief Clinical Nutrition Services at least one (1) month in advance prior to the commencement of the Course/Conference/Workshop.

4.9.3 Chief Clinical Nutrition Services shall attest the leave meets the needs of the department as well as the employee's requirement for maintaining and/or acquiring the essential skills or continuing education, where is appropriate.

4.9.4 Chief Clinical Nutrition Services is responsible for ensuring that staffing levels in the Clinical Nutrition Services are maintained while the employees are on Short Course/Conference/Workshop Leave, without additional locum staff.

4.9.5 The Clinical Nutrition Services employee shall ensure that all signatures are obtained for each section on the application form.

4.9.6 The completed application shall be forwarded to the Chief Clinical Nutrition Services, Associate Executive Director-Operations and Executive Director-Operations for review and recommendation.

4.9.7 Executive Director-Operations will then forward its recommendation to the Chief/Deputy Chief Executive Officer of National Guard Health Affairs, who has the final authority to endorse the application, at least one (1) month in advance prior to the commencement of the Course/Conference/Workshop.

4.9.8 Upon signature of the Chief/Deputy Chief Executive Officer of National Guard Health Affairs, Executive Director-Operations shall send a letter to the Chief Clinical Nutrition Services indicating the decision as appropriate.

4.9.9 Chief Clinical Nutrition Services will be responsible for forwarding the approval, original application form and all attachments to Human Resources Department for processing.



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4.9.10 Upon returning to the respective Clinical Nutrition Services at KAMC-J, the employee must submit verification of attendance to Clinical Nutrition Services. Failure to submit such verification will result to consideration of NOT to re-send for any future Short Course/Conference/Workshop Leave.

4.10 CME Program Coordinator:

4.10.1 The CME program coordinator oversees the activity by determining the speaker, the needs and learning objectives. The coordinator reviews and signs the Application for Activity Certification, and is involved in any pertinent issues as they arise.

4.10.2 The CME program coordinator is responsible for monitoring departments for compliance with RSS procedures, providing guidance/assistance with compliance issues, training on policies and procedures, and communication with Chief Clinical Nutrition Services when noncompliance is discovered and requires intervention.

4.10. Consequences of Failure to Comply:

4.10.1 Additional consultation will be initially provided by The CME program coordinator and Chief Clinical Nutrition Services to who fail to comply with these policies and procedures. If such consultation is not effective in improving compliance then further action need to be done as:

4.10.1.1 They are in danger of losing CME certification of their RSS

4.10.1.2 1st Warning and 25% deduction from salary

4.10.1.3 2nd Warning and 50% deduction from salary

4.10.1.4 Final Warning and 1 day deduction from salary

4.10.1.5 Termination with Saudi Service Award

4.11 Accreditations and Registrations: as mandated by the Saudi Commission for Health Specialties on Accreditation and Registrations for CME:



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4.11.1 All Clinical Dietitians must register with the Saudi Commission for Health Specialties.

4.11.2 All Clinical Dietitians must get a minimum level of credit hours in CME as part of their professional responsibilities and basic condition for getting a license to practice the health profession:

4.11.2.1 Average of hours in one (1) year: 20 hours

4.11.2.2 Required hours in three (3) years: 60 hours

4.11.2.3 Required hours in five (5) years: 100 hours

4.11.3 All Clinical Dietitians must maintain up-to-date and accurate record of their CME activities through a structured Portfolio.

4.12. Application for Activity Certification:

4.12.1 Once a The CME program coordinator has been assigned, this application must be completed and serves as a summary of the activity being planned. Once activity details are gathered, the application along with any supporting documentation is submitted to the Chief Clinical Nutrition services and Director of Academic Affairs Department for approval of accreditations.

4.13 Attendance and Record Keeping:

4.13.1 The CME program coordinator creates sign-in sheets that prior to the activity. After the activity, sign-in sheets are collected and the CME program coordinator uses them to track activity attendance, enter and prepare credit certificates for clinical dietitians' attendees.

4.14 Educational Evaluation:

4.14.1 The CME program coordinator distributes Activity Evaluation Form and Needs Assessment Survey Form at the start of each presentation to be completed by clinical dietitians.



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4.14.2 The CME program coordinator asks clinical dietitians to evaluate and rate various topics including:

4.14.2.1 Overall activity

4.14.2.2 Presenter's overall performance

4.14.2.3 Presenter's knowledge of subject area

4.14.2.4 Effectiveness of the meeting room and learning aids

4.14.2.5 Whether the learning/activity objectives were met

4.14.2.6 Effect on the practice of the clinical dietitian

4.14.1.3 The results are reported to the Chief Clinical Nutrition Services and a copy is sent with the Speaker's Thank-You Letter.

5. Equipments/Forms:

5.1 Notification of Return from Scheduled Leave

5.2 Travel Request and Authorization

5.3 Cancellation of Travel Request and Authorization (TRA)

5.4 Application for Business Leave/Short Course Leave Application

6. Related References:

6.1 American Dietetic Association:

6.1.1 cpd@eatright.org

6.1.2 <http://www.eatright.org/cpd>

6.2 <http://www.surgeons.org/racs/fellows/cpd-recertification/cpd-resources-and-tools>



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6.3 www.bbts.org.uk

6.4 www.hpc-uk.org

6.5 National Guard Health Affairs' Employee Relations Manual

6.6 National Guard Health Affairs' Benefit Schedule (as applicable)

6.7 APP-1414-004: Delegation of Signatory Authority

6.8 APP-1414-005: Professional Leave Policy

7. Appendices:

None

8. Recommendations:

None

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