

# Community Health Center, Inc.

**Policy Name: NP Residency Didactics and Provision of CME Credits**

**DATE: October 2019**

**Background:** CHCI's NP Residency Program is a postgraduate training program that provides educational programming to its participants. One of the key educational components of the residency is weekly didactic sessions. Didactic sessions are planned, delivered and moderated by clinical faculty in conjunction with clinical program leadership. Residents who attend the didactic sessions and meet the necessary requirements are provided with CME credits.

**Statement of Purpose:** This policy provides NP Residents with the requirements needed to be met to receive CME credits for weekly didactic sessions given by CHCI's NP Residency program. In order to provide CME credits, CHCI's NP Residency Program team must meet very specific AAFP requirements. The following policy will ensure that these items can be met in compliance with CME credit granting.

**Policy and Procedures:** In order to receive full CME credit for a weekly didactic session provided by CHCI - NP Residents must have met the following criteria. CME are be granted by individual didactic session. A CME certificate is provided at the conclusion of the program for the total amount of earned CME credits.

1. The NP Resident must join the session live/in real time in order to receive credit (this includes being live via Zoom). CHCI is only approved to grant CME credits for live sessions. While the recordings are available to all residents post-didactic, those who are not in person but watch the recording are not eligible to receive CME credit.
2. The NP Resident must have their camera on during the entire didactic session. If a group of residents joins from a shared space - as long as all residents are visible on camera, their presence will be counted. Residents must remain on camera for the duration of the didactic session. Those who turn their cameras off for the session CME credit for the didactic will not be granted.
3. The NP Resident must complete the didactic evaluation within one week of the didactic session in order to receive credit. Evaluations are accessible directly through New Innovations. Evaluations need to be completed within one week of the didactic session.
4. Please communicate with the appropriate Program Specialist who facilitates the didactic if you:
  - a. Will be running late to the didactic session or need to make other accommodations to join for a particular session;
  - b. Are experiencing technical difficulties for a particular session that prevents you from meeting any of the above requirements;
  - c. Know that you are unable to attend a particular session

This will allow our Program team to appropriately mark your presence for the session so that CME credit may be granted appropriately.