

Enduring Materials (EM) Addendum

2022

Please read this cover page in its entirety as it includes important details and information about submitting for an Enduring Material.

As stated in ACCME, Enduring Materials (EM) is a term used to describe, “A printed, recorded, or computer-presented activity that may be used over time at various locations and which constitutes a planned activity. In an **Enduring Material**, the provider creates the content.”

Tips for Enduring Material Success:

1. Start recording early
2. Introduce your speaker in the recording
3. Include a Welcome slide with the Presentation Title
4. Conclude with a Thank you slide
5. Remind attendees that recording is in process and to mute their lines OR mute all on entry.

Standards for Submitting an Enduring Material Packet:

1. Include the Enduring Material Addendum (these 2 pages)
2. Include the Speaker/Presenter Biography/Disclosure/Recording Waiver
3. Include a Quiz w/3-5 questions and answers (T/F or Multiple Choice only)
4. Include the PowerPoint presentation
5. Include a clean Mp4 recording
6. Please note that if you choose limited access, your email will be posted and you will be contacted by learners to receive the EM access link so that you can distribute as necessary.

*Please note that all necessary items must be submitted **all together at the same time in one packet** to be considered for Enduring Materials for every EM submission.

**All EM submissions are subject to approval/denial based on content, relevance, variety, video quality, and/or any other aspect. This is at the discretion of the Office of Interprofessional Continuing Education.

Content Validity of Enduring Materials:

Providers that produce enduring materials must review each enduring material at least once every three years or more frequently if indicated by new scientific development.

The enduring material is unable to be offered as an accredited activity for more than three years without some review on the part of the provider to ensure that the content is still up to date and accurate.

The review date must be included on the enduring material, along with the original release date and a termination date.

Enduring Materials (EM) Addendum Cont.

EM Title:

Speaker/Presenter Name & Credentials:

Activity Coordinator:

Activity Director:

Contact person for this EM:

Was this a recorded session of an approved education program? Yes No

If yes, please include the name, date, and event ID of the approved program below:

Are there any videos in the presentation? Yes No

Is there any music in the presentation/recording? Yes No

*If you answered yes to one or both questions above, please include the licensing documentation of the video/music in your packet.

You can view Trinity Health's Copywrite Policy on our SharePoint site: <https://mytrinityhealth.sharepoint.com/sites/SO-ICE>

Will this EM be by invitation only/limited access? Yes No

If yes, please list contact email for access requests:

Please list 3 Objectives for this Enduring Material below:

- 1.
- 2.
- 3.

I understand the information that has been presented and submit this Enduring Material Packet.

Signature:

Please Submit ALL documents in one packet/email to Tristan.Easton@trinity-health.org

IPCE Office Use Only

This EM has been produced and can be accessed via the link:

More Information is needed, please submit the following:

This EM does not meet standards and will not be produced.