

Tips for Formulating Synopses and Learning Objectives in Accordance with ACCME and ADA CERP Guidelines

We ask when developing your synopsis and learning objectives to consider the Accreditation Council for Continuing Medical Education and the ADA CERP requirements. This tip sheet has been provided to assist you with the CDE/CME process.

Continuing medical and dental education consists of educational activities which **serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.** The content of CDE/CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

- A broad definition of CME, such as the one found above, recognizes that all continuing educational activities which assist physicians in carrying out their professional responsibilities more effectively and efficiently are CME. A course in management would be appropriate CME for physicians responsible for managing a health care facility; a course in educational methodology would be appropriate CME for physicians teaching in a medical school; a course in practice management would be appropriate CME for practitioners interested in providing better service to patients. CME that discusses issues related to coding and reimbursement in a medical practice falls within ACCME’s definition of CME.

- Not all continuing educational activities which physicians may engage in however are CME. Physicians may participate in worthwhile continuing educational activities which are not related directly to their professional work and these activities are not CME. Continuing educational activities which respond to a physician's non-professional educational need or interest, such as personal financial planning or appreciation of literature or music, are not CME.

List of Verbs for Formulating Educational Objectives

Those that Communicate Knowledge

Information	cite indicate recite state count	list recognize tabulate define name	record tell describe point outline	relate trace draw quote	repeat write identify read
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Comprehension	associate differentiate extrapolate	discuss interpolate review	distinguish interpret translate	estimate locate contrast	predict describe express
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	restate classify	compare recall	compute enhance	explain	report
Application	apply examine order review calculate develop	illustrate practice schedule complete interpolate devise	predict sketch demonstrate interpret relate solve improve	dramatize locate report translate employ	operate restate use utilize combine
Synthesis	arrange create integrate prescribe	assemble design manage produce	collect detect organize propose	compose formulate plan specify	construct generalize prepare model
Evaluation	appraise estimate measure revise	assess evaluate rank score	choose grade rate select compose	judge recommend test construct	
Those that impart skills:	appraise estimate measure revise	assess evaluate rank score	choose grade rate select prepare	compose judge recommend discover	test construct generalize impact
Analysis	analyze debate distinguish inventory	appraise detect experiment question	contract diagram infer generate	separate criticize differentiate	inspect summarize change
Those that convey attitudes:	acquire	exemplify	realize	reflect	
These verbs are better avoided:	Appreciate Feel	Believe Hear	Comprehend Have Faith In	Conceptualize Know	Experience Learn