

PROGRAM INFORMATION												
Activity Title					Date(s)		to		New Re	vidual CME Activity Regularly Scheduled Series (RSS) Renewal		
Туре	Grand Rounds (RSS on Journal Club (RSS only, Tumor Board (RSS only Case-base conference		only) only)	ıly)	ABP MOO ABIM MO		h MOC (Pathology) 10C (Pediatric) MOC (Internal Med) 10C (Surgery)		Conference / symposium Live webinar Enduring materials Other:			
Frequency (RSS only)	Weekly	Мо	nthly	Bi-ı	monthly	1	Quarterly	Othe	er:			
Day(s) of the Week (RSS only)	Mon	Tues	Wed	т	Thurs	Fri	Time of I	Day	Start End		AM AM	PM PM
If monthly or bi-m	onthly, please	specify th	e week of	the mo	onth the	e activi	ty is held (RS	S only):				
First week	Second week	t Thi	rd week	Fo	ourth we	ek	Every ot	her weel	c Ot	ther:		
Duration: Months	during the yea	r the activ	vity is avail	lable [i	i.e., July	-June]	(RSS only)					
Location [i.e., con	ference room, t	facility, vir	rtual platfo	orm]								
					PROVI	IDER						
Direct Provider – S	SR-AHEC only	If this ac identify:	tivity is cor	ntinuin	ng profes	ssional	developmen	t (CPD) v	vith anot	her depart	ment, plea	ise
			If this activity is jointly provided, please identify the educational partner below and be aware that a Joint Provider Agreement (MOA) must be completed prior to activity start / series renewal.									
					<u>,                                     </u>							
leint Drev	.i.d.o.v.	Or	ganization	Name			Contact N	ame			ne Numbe	
Joint Prov [Non-accredi		Or	ganization	Name			-	ame				
	ted CME	Or	ganization	Name			-	ame				
[Non-accredi	ted CME	Or	ganization	Name			-	ame				
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[Non-accredi	ted CME	Or	ganization				Contact N	ame				
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## EDUCATIONAL PLANNING AND DESIGN

Continuing education activities must be planned and implemented in accordance with the Accreditation Council for Continuing Education (ACCME) Accreditation Criteria, Standards for Integrity and Independence, and Policies as follows:

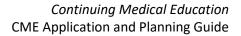
- <u>Educational Needs</u>: An appropriate <u>NEEDS ASSESSMENT</u> is used that identifies the professional learning "gap(s)" to be addressed in the CME activity. What is the practice based problem you wish to address? How do you know it is a problem?
- <u>Designed to Change</u>: The <u>GOALS AND/OR OBJECTIVES</u> are derived from the identified need(s) or gap(s) in knowledge, competence or performance and are <u>COMMUNICATED</u> to the learner prior to the activity. State what the CME activity was designed to change in terms of learners' competence or performance or patient outcomes.
- <u>Appropriate Formats</u>: Explain why this <u>EDUCATIONAL FORMAT</u> is appropriate to meet the needs of the learners.
- <u>Analyzes Change</u>: An appropriate activity <u>EVALUATION</u> mechanism is used that links the stated goals and/or objectives to the overall effectiveness of the activity.

## The activity MUST comply with the ACCME Standards for Integrity and Independence in Accredited Continuing Education.

		For whom is this activity designed?						
		Please check all that apply:						
1.	Target Audience	Physicians Fellows Residents Medical students	Pharmacists Pharmacy Technicians Other:	Psychologists Social Workers Case Managers				
		Estimated number of prog	gram participants:					
		Please indicate desired cr	edit and associated hours:					
2.	Projected Credit Hour(s)	AMA PRA Category 1 Credit(s) <sup>™</sup> [Physicians] Maintenance of Certification [Specialists] Nursing Contact Hours [Nurses & Nurse Practitioners] Accreditation Council for Pharmacy Education (ACPE) Credit [Pharmacists & Technicians] Contact Hours [Social Workers, Allied Health professionals, etc.] Continuing Education Units (CEUs) Behavioral Health Licensing Credits [i.e., NCPA, NBCC, NCASPPB, etc.] Other:						
			Identify, Mitigate, and Disclose trol of contact [planners, teache					
3.	Planning Process	<ul> <li>Standard 3.1 Collect information from all planners, faculty, and others in control of educational content about all their financial relationships with ineligible companies within the prior 24 months.</li> <li>Standard 3.2 Exclude owners or employees of ineligible companies.</li> <li>Standard 3.3 Identify relevant financial relationships. All involved in planning must complete a Disclosure Form and submit with the CME application.</li> <li>Standard 3.4 Mitigate relevant financial relationships. Steps for planners will likely be different than for faculty and would occur before planning begins.</li> </ul>						
		Who is involved in the planning of this activity?						
		Please check all that apply:						
		Course Medical Directo Planning committee Reviewer Other:	P S	Nembers of Interprofessional T atient / Public Representative tudent of Health Professions (0 ollaboration [with 1 or more o	(C24) C25)			



		Please list all individuals in	volved in the planning of this	planning of this activity:				
		Planner Name	Affiliation	Role in Planning	Disclosure on File			
		Please list MOC Reviewers						
		Planner Name	Affiliation	Role in Planning	Disclosure on File			
				tified and mitigated prior to th ntification and Mitigation of R				
4.	Planning Meeting	Planning meeting start dat	e:					
		SR-AHEC CME representative present <i>(required)</i> Minutes and/or summary attached Identification and Mitigation of Relevant Financial Relationships form attached <i>(if applicable)</i>						
		What is the overall purpos	e for this activity? What do ye	ou hope to accomplish by off	ering this activity?			
5.	Purpose / Course Description							
	REQUIRED	NEEDS ASSESSMENT: PROFES	SIONAL PRACTICE GAP – OBJE	CTIVES – EVALUATION WORK	SHEET			
	Needs	A needs assessment is the process of gathering information and using it to determine educational content that will address the <u>professional practice gap</u> . The needs assessment data is the basis for developing learning objectives for a CME activity [examples: updates or changes to guidelines, needs assessment, hospital/clinic data, morbidity/mortality data, health disparities, population health, social determinants of health, laws and regulations].						
6.	Assessment Methods,	STEP 1: What is the source of your data? Attach any supporting data, copies of surveys, related articles, summary of results, etc.						
	Practice Gap, and Educational	Please check all that apply						
	Needs	Surveys of potential lea Needed improvements Guidelines Clinical / environmental	in health outcomes	Evaluation data from past CI Identified new knowledge of Policy / regulation change Other:				





		STEP 2: Summarize the probler	n that your data identifies.				
		STEP 3: State the educational need(s) as learning objectives. These objectives should address the professional practice gap(s) in terms of change in knowledge, competence, performance, or patient outcomes. Please be mindful that your objectives should correspond with the evaluation method(s). For resources on writing objectives, <u>click here</u> .					
		Please check all that apply:					
		Knowledge need [data on re	ecent advances, basic science]				
		Please explain: EX: Upon completion of this act	vity, participants will be able to review 2021 ACC/AHA key data elements	and definitions for heart failure guidelines.			
			in skills, strategies, and approach]				
		Please explain: EX: Upon completion of this action	vity, participants will be able to demonstrate strategies to implement 202	1 ACC/AHA heart failure guidelines in the management of heart failure patients.			
		Performance need [procedu	Ire, intervention, application]				
		Please explain: EX: Upon completion of this activity, participants will assess heart failure patients utilizing new 2021 ACC/AHA heart failure guidelines.					
		SR-AHEC CME Notes:					
	ACCME	Accreditation with Commendat skills based learning and educat	ontinuing Medical Education (ACCME ion. The criteria promote team based tional leadership. To review the new the Menu of Criteria for Accreditatic	d education, public health priorities, criteria, please refer to Appendix 1			
7.	Criteria for Commendation			ation adopted by the ACCME and has			
	commendation		ion as reflected in the needs assessm				
		The identified criteria <u>must</u> be reflected in the learning objectives and educational format. Please specify which criteria the activity will incorporate:					
		What educational format(s) wi	Il be used to achieve the overall goa	Is / objectives for this activity?			
		Please check all that apply:					
8.	Educational Format	Lectures / Q&A Enduring materials Blended learning Case presentations / discussion	Small group activities Flipped classroom Skill-based Procedure demonstration / hands-on activity	Team-based / IPE Simulated patient encounter Individual assignments / literature review Other:			



			nda and schedule with time, topics, speakers, breaks,				
		and registration times.         The list below includes the American Board of Medical Specialties (ABMS) and American College of         Graduate Medical Education (ACGME) Competencies, Institute of Medicine Competencies,         Interprofessional Education Collaborative Competencies, or you may enter other competency(ies) that are         recognized by your organization. See Core Competencies Outline for further descriptions.					
		Please indicate the desirable physician attribute(s) this activity addresses:					
9.	Physician Competencies or Attributes	Patient Care and Procedural Skills Practice-Based Learning and Improvement Professionalism Provide Patient-Centered Care Utilize Informatics Practice Roles / Responsibilities Teams and Teamwork Medical Knowledge	Interpersonal and Communication Skills Systems-Based Practice Work in Interdisciplinary Teams Apply Quality Improvement Values / Ethics for Interprofessional Interprofessional Communication Other competency(ies):				
		How will you know if you've been effective in pro change in practice, either intended or actual resul	ducing change? Evaluation <u>must</u> include assessment of ts.				
		Individual program evaluation Commitment to change statement Skill evaluation during or activity Team-based debrief / assessment Review of department QI / data (summary required)	Follow-up survey of practice change Patient interviews Chart reviews Reflective statements Pre- and/or post-test Other:				
		FOR SR-AHEC CME USE ONLY					
		What is the highest level of outcome measurement	nt that this activity will meet?				
10.	Evaluation	LEVEL 1: <b>Participation</b> [attendance records] ( <i>required</i> ) LEVEL 2: <b>Satisfaction</b> [questionnaires completed by attendees] ( <i>required</i> )					
	Method	Please choose one of the levels below (required):					
		LEVEL 3A: Learning – Knows [pre- and post-asse	s, or attitude; intent or readiness to change practice] essment of knowledge of facts / data] t-assessment of applying information, commitment to				
		Application measures [change in participant behaviors or practice] LEVEL 4: Learning – Shows How [observation during activity, follow-up survey of practice change] LEVEL 5: Performance [observation in a patient care setting, chart review]					
		Impact measures [change in organizational practic LEVEL 6: Patient Health [health status measure LEVEL 7: Community Health [epidemiology data Other:	s from chart of administrative databases]				
		DISCLOSURE OF FINANCIAL RELA	TIONSHIPS				
		<u>ANYONE</u> who has the opportunity to influence the co and ALL financial relationships he/she may have with	ontent of the CME activity [planners, reviewers, and an INELIGIBLE COMPANY [within the last 24 months];				

presenters] disclose <u>ANY</u> and <u>ALL</u> financial relationships he/she may have with an <u>INELIGIBLE COMPANY</u> [within the last 24 months]; and that <u>ANY</u> potential financial relationship(s) be identified and mitigated before the activity occurs. A mitigation strategy for each person who has a relevant financial relationship must be selected and implemented before the person assumes the role.



11. Disclosure Forms		The <u>Disclosure Form</u> is the mechanism CME uses to identify potential relevant financial relationships. This form must be completed by all who control and contribute to the educational content including the Course Medical Director, planning committee members, speakers, authors, moderators, reviewers, etc. For case conferences, all participants who contribute to the course content should complete a Disclosure Form.				
		Disclosure Forms for planners, reviewers, faculty members, and confirmed speakers or contributing case conference attendees are attached. <u>Disclosure Forms for planners must be included with the application.</u> Disclosure Forms for speakers <b>not yet</b> identified and/or confirmed must be sent <u>prior</u> to the session.				
	Disclosure	The ACCME requires that disclosure of all financial relationships (or the lack thereof) for <u>ANYONE</u> who has control over CME content is communicated to the CME audience prior to the activity. CME requires that disclosures be communicated to the learner in writing either on the program announcement, a disclosure handout, or in the slides.				
12.	Verification	How will disclosure information be conveyed to the audience during this activity? In written format:				
	-	Slides Flyer / brochure				
		Please note: Speaker disclosure is required, even if the conference does not receive commercial support. Disclosure is required, even if the speaker indicates that <u>NO</u> financial relationship(s) exist.				
		ADMINISTRATIVE AND OTHER FINANCIAL OBLIGATIONS				
		The ACCME requires that all advertising and promotional materials must include objectives, names of joint providers, specified accreditation and credit statements, planners, reviewers, and faculty disclosure, and notification of any exhibit or commercial support.				
13.	Advertising and 13. Promotional Materials	How will the audience be notified about the conference [i.e., target audience, objectives, accreditation, designation of credits, etc.]?				
		AnnouncementEmailInterdepartmental emailWebsite:Monthly calendarOther:				
		Please include CME in all mailings, announcements, and email distribution lists.				
		How will this program be financially supported?				
14.	Activity Budget	Departmental organization / budget Registrations Other:				
		ACCREDITATION AND CREDIT REQUIREMENTS				
15.	Accreditation and Credit Statements	All communication regarding the educational activity will be required to have accreditation and credit statements. These statements will be provided by SR-AHEC CME once application has been reviewed and approved.				
		Accredited providers are responsible for validating the clinical content of CME activities they provide.				
		1. All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.				
16.	Content and Validation Policy	2. All scientific research referred to, reported, or used in accredited education in a patient care recommendation must conform to the generally accepted standa				
		3. Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet adequately based on current science, evidence, and clinical reasoning.				
		4. Organizations cannot be accredited if they advocate for unscientific approaches to diagnosis or therapy, or if their education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.				



		I have	e reviewed and understand the CN	/IE Clinical Content V	'alidati	on Pol	icy.
		Cours	e Medical Director Initials:				
			MANAGEMENT OF CC	MMERCIAL SUPPOR	Т		
17.	Commercial Support	For in suppo SR-AF Educa An in distri Comr	eligible company is any entity who buting healthcare products used b nercial support must be acknowled	TE directly with any of for an unrestricted end of for an unrestricted end for Integrity and Integrity and Integrity or on patients.	questio educati ndeper <b>is pro</b>	ns or i onal g ndence ducing	nquiries regarding commercial rant. e in Accredited Continuing <b>a, marketing, selling, re-selling, or</b> knowledges commercial support
18.	Exhibitors	<ul> <li>in the course announcement, brochure, or course materials, and prior to the start of any activity.</li> <li>It is the policy of SR-AHEC to comply with the ACCME Standards for Integrity and Independence regarding commercial exhibits at CME activities.</li> <li>When commercial exhibits are part of the overall CME activity, arrangements for these exhibits must not influence planning or interfere with the presentation of CME activities. Exhibit placement should not be a condition of support for a CME activity.</li> <li>Marketing, exhibits, and non-accredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. [Standard 5]</li> <li>A separate contract will be used for exhibit arrangements. That contract will contain the terms, conditions, and prohibitions regarding exhibits associated with the education activity.</li> <li>All commercial supporters intending to exhibit or advertise in proximity to a CME activity will be provided with SR-AHEC's policies and procedures that do not allow sales or promotional activities</li> </ul>					
19.	Acknowledgment of Exhibitors	while in the space or place of the CME activity.         All support (i.e., food provided by an exhibitor) must be acknowledged to the CME audience prior to the activity.         SR-AHEC CME requests that the acknowledgement be provided in writing on the flyer, brochure, or a handout listing exhibitors. A written record of the acknowledgement must be kept and submitted with the appropriate session report.					
	AHEC CME. I accept	the res		e ACCME Standards	for Int	egrity	d the administrative requirements and Independence, as outlined in quirements are not met.
Cour	se Medical Director S			<u> </u>	Date		
			APPPLICATION CHECKLIST	OF REOUIRED MATE	RIALS		
F [ \ (	Joint Provider Agreement <i>(if applicable)</i> Planning committee meeting minutes Documentation of needs assessment Written goals / objectives Copy of the proposed program agenda and schedule with times [including registration and breaks], topics, and speakers]			Planning committee reviewed and incorporated ACCME Criteria for Commendation [C23-38] Planners, reviewers, and presenters Disclosure Forms Promotional flyer / brochure Course Medical Director signature CME Application and Planning Guide completed in its entirety			
FOR	SR-AHEC CME USE O	NLY					
Date	received by CME			Date reviewed by C	CME		
	Approved for	hours		Not approved b	becaus	e	
Start	t:		End:	CME Signature			



## APPENDIX 1: MENU OF CRITERIA FOR ACCREDITATION WITH COMMENDATION

To be eligible for Accreditation with Commendation, CME providers must demonstrate compliance with all of the Core Accreditation Criteria, in addition to eight criteria from the commendation menu. Choosing from the menu, providers need to demonstrate compliance with any seven criteria of their choice, from any category, plus one criterion from the "Achieves Outcomes" category, for a total of eight criteria.

All providers must demonstrate compliance with the applicable Standards for Integrity and Independence in Accredited Continuing Education and applicable policies.

Promotes Team-Based Education	
Engages Teams	Members of interprofessional teams are engaged in the planning and delivery of interprofessional continuing education (IPCE). [formerly Criterion 23]
Engages Patients / Public	Patient / public representatives are engaged in the planning and delivery of CME. [formerly Criterion 24]
Engages Students	Students of the health professions are engaged in the planning and delivery of CME. [formerly Criterion 25]
Addresses Public Health Priorities	
Advances Data Use	The provider advances the use of health and practice data for healthcare improvement. [formerly Criterion 26]
Addresses Population Health	The provider addresses factors beyond clinical care that affect the health of populations. [formerly Criterion 27]
Collaborates Effectively	The provider collaborates with other organizations to more effectively address population health issues. [formerly Criterion 28]
Enhances Skills	
Optimizes Communication Skills	The provider designs CME to optimize communication skills of learners. [formerly Criterion 29]
Optimizes Technical / Procedural Skills	The provider designs CME to optimize technical and procedural skills of learners. [formerly Criterion 30]
Creates Individualized Learning Plans	The provider creates individualized learning plans for learners. [formerly Criterion 31]
Utilizes Support Strategies	The provider utilizes support strategies to enhance changes as an adjunct to its CME. [formerly Criterion 32]
Demonstrates Educational Leadership	
Engages in Research / Scholarship	The provider engages in CME research and scholarship. [formerly Criterion 33]
Supports CPD for CME Team	The provider supports the continuous professional development of its CME team. [formerly Criterion 34]
Demonstrates Creativity / Innovation	The provider demonstrates creativity and innovation in the evolution of its CME program. [formerly Criterion 35]
Achieves Outcomes	
Improves Performance	The provider demonstrates improvement in the performance of learners. [formerly Criterion 36]
Improves Healthcare Quality	The provider demonstrates healthcare quality improvement. [formerly Criterion 37]
Improves Patient / Community Health	The provider demonstrates the impact of the CME program on patients or their communities. [formerly Criterion 38]