



Checklist for Emory CME Reviewers

To guide you in reviewing the content of a faculty presentation for a CME activity in which there is an identified relevant financial relationships that may constitute a conflict of interest, you have been provided with an Emory CME-specific *Content Review Form*. In addition, the Emory CME staff have provided you with a summary of the financial relationships that the presenter has disclosed, which the staff have determined are relevant to the presentation, as well as information on the nature of the presentation and its target audiences.

To ensure each of the required areas — as outlined in the *ACCME Standards for Integrity and Independence* — are reviewed, you are being asked to assess these areas of the presentation:

1. **Is the activity fair balanced:** ensure that one product or treatment is not inappropriately emphasized and that all potential treatment options are compared and contrasted. When a change is indicated, note that change on the form where indicated.
2. Determine if the presenter has included **content that is commercially biased**, and if changes are needed, so indicate.
3. As an expert in the content of the presentation, use your judgment to ensure that **treatment recommendations are based on evidence**. If changes are needed, enter those recommendations on the form.
4. With respect to patient care recommendations, review the content to ensure that they are **appropriate to the level of care** offered by the clinicians in the specific target audience. If changes are required, indicate them on the form.

5. In a general sense, reach a conclusion as to whether or not the **patient care recommendations in the presentation are contributing to an overall improvement** in patient care.
6. When **scientific studies** are cited in the presentation, ensure that they confirm to the general standards of research accepted in the scientific community.
7. As the presentation's slides are reviewed, ask yourself **if any slides or materials need to be deleted**. If so, indicated that on the form.
8. In terms of omissions, besides looking at the studies cited, ask yourself if there are any relevant studies or **data that constitutes best practice that are missing**. If so, indicate that on the form.
9. The ACCME requires that when the presentation is discussing **new or evolving content** that the learner must be proactively advised. If such information is being presented, did the faculty include a note on the slide in which the information is being discussed to that effect? Be sure to call out the slides by number where such a notation must be made on the form.