



EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

OFFICE OF CONTINUING MEDICAL EDUCATION

A GUIDE TO DEVELOPING AND IMPLEMENTING A QUALITY,
NEEDS AND EVIDENCE-BASED CME ACTIVITY

***FOR RSS COURSE DIRECTORS, PLANING COMMITTEE MEMBERS
AND STAFF***

This Guide is intended to outline the processes, policies and procedures necessary for the development of a quality continuing medical education activity that is needs driven, evidence based and fully compliant with the *ACCME Accreditation Criteria/Standards for Integrity and Independence in Accredited Continuing Education*. This is to be used for all Regularly Scheduled Series (RSS) such as Grand Rounds, M&M Conferences, and Tumor Boards.

GENERAL REQUIREMENTS

- The activity must not simply be meant to provide “education for education’s sake”. It should be produced to increase physician knowledge/competence, change physician performance (influence behavior), and/or improve patient outcomes.
- Therefore, the activity must be planned to address an identified professional practice gap and the educational needs that underlie the gaps.
- The format of the activity should consider appropriate teaching and learning methods that will best achieve the learning objectives.
- The target audience must be identified, and the educational content delivered must be directly related to what the intended audience does in their professional practice.
- The activity must be evaluated to determine its effectiveness at closing the educational gap.
- Planning must be independent of commercial influence. **All persons, including planning committee members and faculty presenters, who are in a position to control CME content must disclose all relevant financial relationships with a commercial interest.**

This Guide contains the following:

- I. Steps to Program Planning/Development
- II. Responsibilities of Activity Course Director
- III. Responsibilities of the Departmental RSS Coordinator
- IV. Links to CME Forms and Documents

PLANNING AND IMPLEMENTING A CME ACTIVITY

1. The information below should be used to complete all sections of the CME Activity Planning and Course Approval Form. (CAF)

2. Develop the Activity Plan

- a. Identify the specific needs the activity will address. Essentially, the activity should focus on the gaps that exist between actual practice/outcome and ideal practice/outcome. This activity (educational intervention) should be designed to address these needs and if effective, will close those gaps. (*List of needs assessment research articles, etc*)
- b. Determine learning objectives, i.e., what should the learner know and/or be able to do to close the gaps between what they are doing and what they should be doing based on the best available evidence. They are derived from the educational needs and **should be expressed in terms that are measurable** and a reflection of desired outcomes. (*Resource: Guidelines for Writing Learning Objectives and Summaries*)
- c. Write a comprehensive program description that delineates who the intended audience is, their educational needs and how participation in this activity will enhance their competence/knowledge, performance and/or patient health outcomes.
- d. Choose an educational format that provides the best and most appropriate structure for achieving the stated objectives. The format should match the kinds of change desired; e.g., didactic lectures, discussion groups and panel discussions are appropriate when increasing knowledge is the objective; interactive case studies, simulation labs and standardized patients are options that can impact the learner's performance and competence. Use a variety of formats to keep the learner engaged and participating.
- e. The activity's effectiveness should be measured in terms of change in competence, performance and/or patient health. When designing the activity, consider the evaluation tools and mechanisms that will provide the most appropriate results.

3. Complete the **CME Activity Planning and Course Approval Form (CAF)**

- a. Use the information derived from Step 2 to complete the CAF.
- b. Signed by Activity Course Director and Course Director's Department Chair.
- c. Include all documentation including:
 - Preliminary agenda- calendar template (to assist in determining credit hours)
 - Signed Financial Relationship Disclosure Forms for **ALL** Planning Committee members.
 - Sources of needs assessment

4. The CAF will be reviewed by the OCME staff and Director.

RESPONSIBILITIES OF ACTIVITY COURSE DIRECTOR

1. Select and confirm session dates **PRIOR TO** activity (**no less than 6 months prior to start date**).
2. Disclose his/her financial relationships with commercial pharmaceutical and medical device manufacturers via the **Financial Relationship Disclosure Form**. If the Course Director has financial relationships with any commercial entity, these must be mitigated or managed by Emory CME staff and the Chair of the Department **prior to developing the RSS activity**. There should be a written description of the process used to mitigate or manage all conflicts of interest. (**See mitigation worksheet**).
3. Select knowledgeable individuals to serve on a Planning Committee for the RSS. **All members of the Planning Committee must disclose their financial relationships with commercial pharmaceutical and medical device manufacturers via the Financial Relationship Disclosure Form**. If any member of the Planning Committee has financial relationships with any commercial entity, these must be mitigated or managed by the Course Director and Chair of the Department working with the OCME staff **prior to** developing the RSS activity. There should be a written description of the process used to mitigate or manage all conflicts of interest. (**See Mitigation Worksheet**)
4. Document the processes and resources that the Planning Committee used to identify professional practice gaps and to determine the educational needs of the target audience. Provide committee minutes and documents (journal articles, national practice guidelines, etc) used to document the gaps and needs.
5. State the identified needs and learner objectives as well as how the RSS educational activity will meet the learners' needs.
6. Identify appropriate, knowledgeable speakers and in the invitation letters to them, identify the content and the objectives of their presentation. Collect financial disclosure information from each speaker. (**Upload to your SharePoint file folder**)
7. Once disclosure information has been collected from the speaker, the Course Director must mitigate or manage all identified conflicts of interest for speakers who have disclosed a financial relationship with any commercial entity. (**CME can assist**) There should be a written description of the process used to mitigate or manage all conflicts of interest. **OCME staff can assist with this process**.
8. (Optional) Identify potential Commercial Supporters; if commercial support (grant) is to be obtained, this must be done through the OCME and signed Letters of Agreement must be completed before accepting the support.
9. **The learners must be informed of any disclosures made by speakers BEFORE the start of each session.**
10. Create an evaluation form to assess how well the activity met its stated learning objectives, how learners will change their practice as a result of the activity, and whether commercial bias was evident during the activity. (**See example evaluation**)
11. **Emory Office of CME is no longer using participant rosters. If you have not established text in attendance or the ability to claim credit online, please contact CME. CME will**

provide instructions for text-in attendance and how to claim credit online to share with your audience) A back up zoom report is good to keep on file if your activity is virtual. We made need to verify attendance occasionally.

12. Maintain a file for each session that contains all material related to the session including the **invitation/correspondence with the speaker; marketing flyer or promotional piece used to advertise your activity, the objectives of the presentation; the speaker's disclosure, how any conflicts of interest were mitigated or managed, and how the learners were informed of the disclosure; the completed evaluation forms; list of attendees on file. (Keep list of attendees as a back up to the text in attendance/credit claiming online)**
13. The OCME will monitor the RSS for compliance with ACCME policies on a periodic basis. **The Course Director will be responsible for providing material to document compliance with all requirements for any of the sessions for which information is requested by OCME.**
14. **If the required documentation to meet with ACCME compliance is not timely received, your activity(ies) will be at risk of not being accredited.**

RSS ACTIVITY DIRECTOR RESPONSIBILITIES

- Meet annually and collaborate with your department coordinator, planning committee, Continuing Medical Education (CME) Director to review gaps, needs, goal, outcomes, evaluation, and schedule
- Review ACCME Standards for Integrity and Independence in Accredited Continuing Education (<https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>)
 - Identify and mitigate planners' relevant financial relationships prior to them assuming their role. **(Financial Disclosure Form) (Mitigation Worksheet)**
 - Complete Activity planning document (**Course Approval Form – (CAF)** application) The application is good for the calendar year submitted. A renewal is required each calendar year if considering CME certification.
CAF MUST be received and approved PRIOR TO the start of your series. Work with your department RSS Coordinator to complete.
 - Determine the educational needs, goal, topics, and potential speakers for the overall series
 - Identify the practice-based problem(s) that exist(s) and the plan(s) to address the gap(s)
 - Complete and sign Course Medical Director Agreement (**CAF – Course Approval Form**)
 - Identify and mitigate presenters' relevant financial relationships and complete **mitigation worksheet/peer review** for any disclosed financial relationship(s) if needed.
 - Provide with course approval form (CAF) a completed **Calendar Template** with session dates, speaker name and credentials, session/topic titles, session times. **Submit to CME no less than 6 months prior to the RSS start date along with CAF for CME accreditation consideration. (Collaborate with your department RSS Coordinator)**

- Suggest revisions to materials and objectives as needed to comply with ACCME Standards
- Communicate with CME Director regarding any series updates such as change in Course Medical Director, medical education needs, or time and location of series; cancellation or rescheduling of a session; etc.

NOTE: The Emory Office of Continuing Medical Education does not accredit educational activities retroactively.

If the required documentation to meet with ACCME compliance is not timely received, your activity(ies) will be at risk of not being accredited or accreditation will be withdrawn.

DEPARTMENTAL RSS COORDINATOR RESPONSIBILITIES

ACTIVITY PLANNING

- Manage the completion & submission of CME certification documents.

Activity planning document (**Course Approval Form – (CAF)** application **MUST** be **received and approved** **PRIOR TO** the start of your series.

- Collect and upload to SharePoint all Planner disclosure forms.
- Collect and upload to SharePoint all Speaker Financial Disclosure forms (quarterly)
- Meet annually with the Emory CME staff to review administrative changes/updates.
- Review ACCME Standards for Integrity and Independence in Accredited Continuing Education (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>)
- Complete RSS Coordinator Tutorial Modules (Coming soon!)
- Provide Session Calendar with all dates, speakers, topics, times and location/format on **RSS calendar template**. Collaborate with your activity director.

SESSION MANAGEMENT

- Confirm session with faculty and obtain required session documentation.
 - Communicate with planners regarding schedules and speakers (frequency determined by site); work with activity director to secure speakers for sites.
 - **(Faculty disclosure form; Session Title; Presentation slides, if applicable)**
 - Finalize identification and mitigation of all planner and presenter relevant financial relationships, upload to your SharePoint folder(s). **(Mitigation Worksheet)**
 - Utilize your SharePoint folder for session management.
 - Email announcements with session information, provide copy to your SharePoint file. ***Activity approval required from CME office PRIOR TO announcement. Provide copy of announcement in your SharePoint file.**
 - Have appropriate AV equipment available for speakers.
 - Share “Session Event ID” with all attendees (CME staff will provide)
 - Manage session attendance.
 - Text (Keep a backup of attendance for your file) ie. zoom report
 - Claim credits online (Keep a backup of attendance for your file)
- Maintain backup documentation which includes monitoring and applying credit for each attendee and maintaining the credit files (electronic) for 6 years. Although text in attendance and online credit claim is available, we may have to refer to you for backup documentation should a learner request credit that we may not have on record.
- **Communicate with CME Director/ CME RSS Program Coordinator regarding any series updates such as change in Course Medical Director, medical education needs, or time and location of series; cancellation or rescheduling of a session; etc.**
- Answer general questions from learners related to the series.
 - Provide reports and data from evaluation results. **(Upload to your SharePoint file)**
 - Work closely with the Course Director and the CME office should an issue or concern arise.
 - Other duties related to the RSS Activity as needed by the Course Director

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