CME Activity Recognition:



Walk-thru of the CME/CE accreditation process for 2021

REQUIREMENTS FOR CME RECOGNITION OF SYMPOSIA, WEBINARS, AND SELF-PACED ACTIVITIES

NYU LONG ISLAND SCHOOL OF MEDICINE
DIVISION OF CONTINUING PROFESSIONAL DEVELOPMENT
NOVEMBER 17, 2020

PLEASE NOTE: This process applies only to **CME Activities such as Symposia**, **Webinars**, **Hands-On Workshops**, **Self-Paced Videos**, **Printed Enduring Materials**, and any other learning format which is not a "Regularly Scheduled Series".

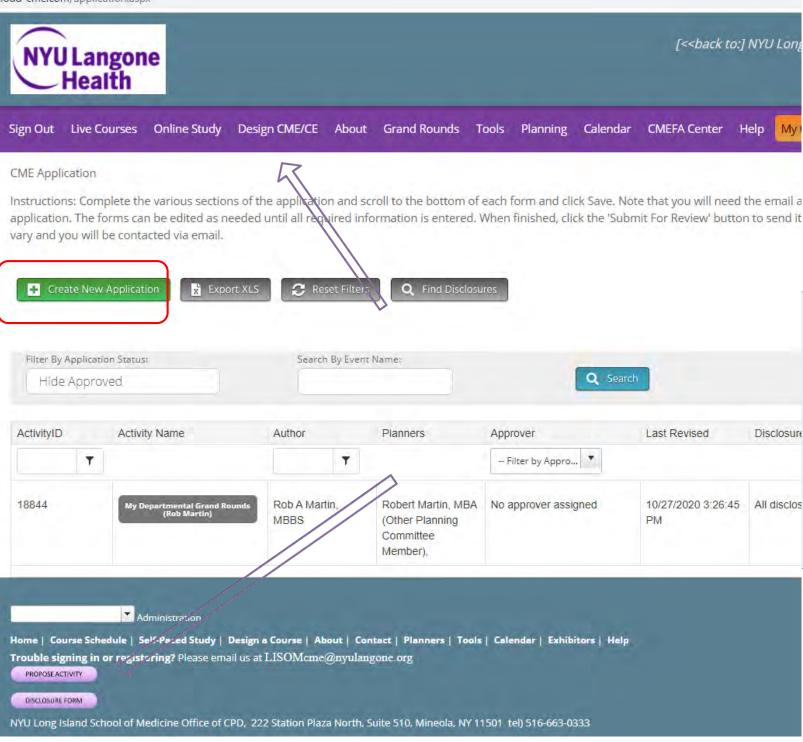
Regularly Scheduled Series meetings held weekly, monthly or quarterly, such as Tumor Boards, M&M, Journal Club, Case Conferences and Departmental Grand Rounds, use the CME SERIES Recognition Process, which can be found at https://bit.ly/3feBVBN

CME Activity Recognition: Required Steps

- (Faculty) Activity Director Completes the Activity Curriculum Proposal: https://bit.ly/34lqyi0
 - a) Screenshots of this form are included below.
 - All planning team members must complete annual disclosures.
 - c) If your Faculty Activity Director or other Planners disclose relationships with Commercial Entities in health care, we will require you to nominate a qualified Peer Reviewer with no commercial relationships, before recognizing your Activity.
- 2. <u>Department's Budget Manager decides on a CME Business Model for funding the CME Activity:</u>
 - Options include CME Office-assisted fundraising, or low-risk startup, or department's self-managing the project.
 - Complete a CME/CE Activity Project Kickoff Request Form at: https://bit.ly/3mC2dAl
- 3. CME office reviews Proposal after receiving ALL Step 1 elements:
 - a) Faculty-submitted online Activity Curriculum Proposal, AND
 - b) Complete disclosures for all planning team members, AND
 - c) Nomination of one or more qualified Peer Reviewer(s).
- 4. If you engage the CME Office using the Full-Service Planning Model (see step 2), request potential event dates using the CME Production Scheduler Block Request Form at: https://bit.ly/3pCGKcY
 - CME Office will schedule a Kickoff Discussion to begin your CME engagement, 6 to 9 months ahead of your activity date.
- 1. [Optional] Once your CME project moves beyond Kickoff stage:
 - Faculty Activity Director can claim Scholarly Activity Credit for directing the CME Curriculum
 - ► Complete the CME Curriculum Structured Abstract Form to document their needs assessment work at: https://bit.ly/35llbih

Guide to Applying for Recognition of CME Series: **Starting your Application**

cloud-cme.com/application.aspx



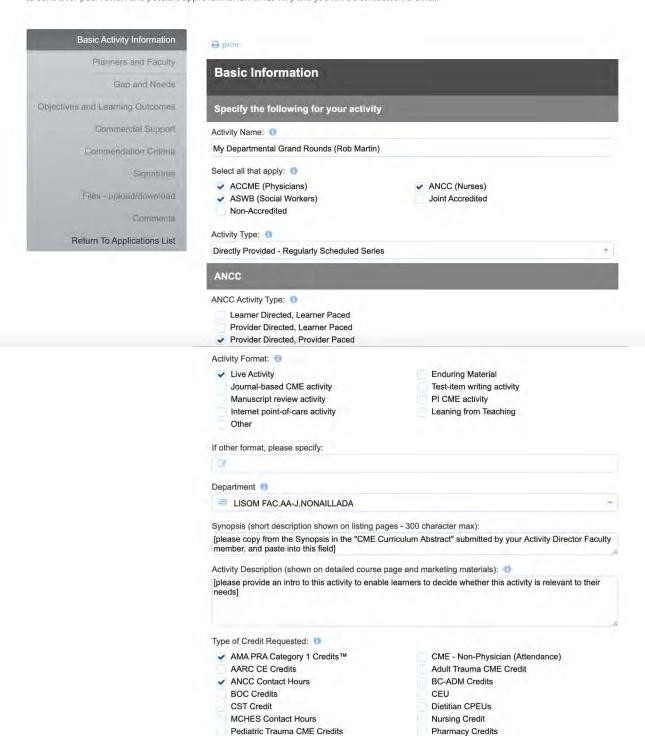
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Guide to Applying for Recognition of CME Activity: **Basic Information**

Sign Out Live Courses Online Study Design CME/CE About Grand Rounds Tools Planning Calendar CMEFA Center Help My CME

CME Application

Instructions: Complete the various sections of the application and scroll to the bottom of each form and click Save. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send it for peer review and possible approval. Review times vary and you will be contacted via email.



Physical Therapy Credit

Respiratory Therapy Credit

Pharmacist (ACPE) credits

ABA MOCA 2.0

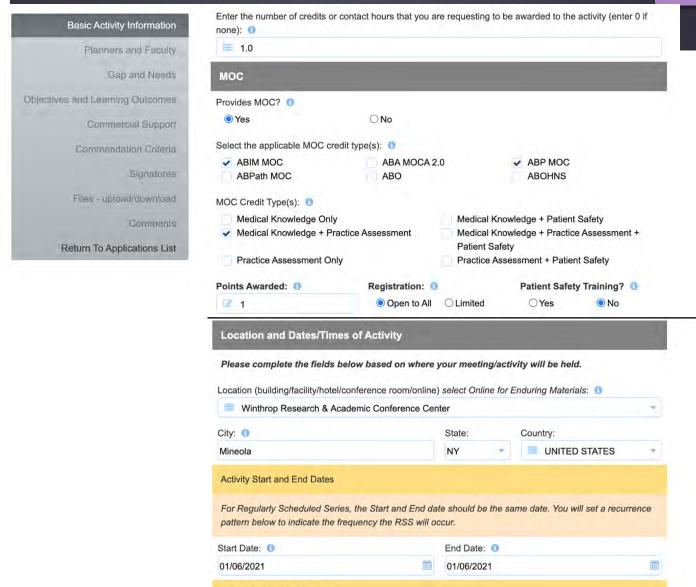
Resident/Fellow Credit

Social Work CEUs

ABIM-MOC Part II

ABP MOC Part 2

Guide to Applying for Recognition of CME Series: **Basic Information**



(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima

End Time: 0

07:30 AM

Specify the Type of Activity and the Credit Types you will offer

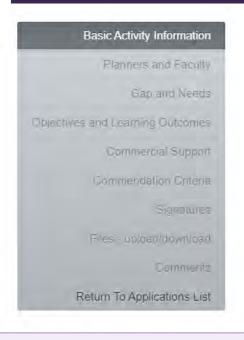
Activity Start and End Times

Start Time: 0

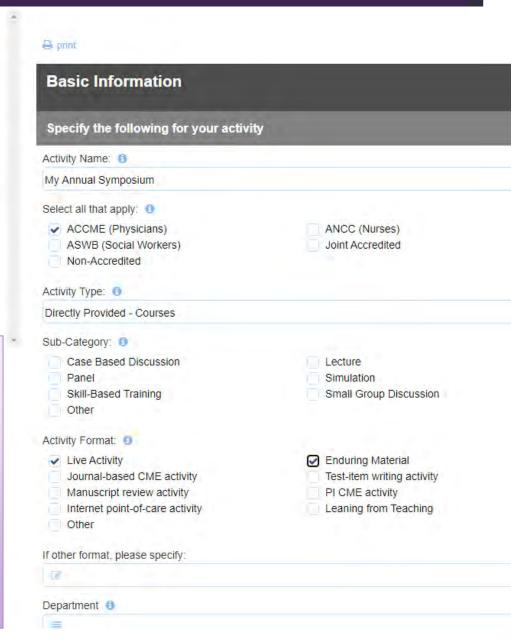
Time Zone: 0

06:30 AM

Guide to Applying for Recognition of CME Series: **Basic Information**

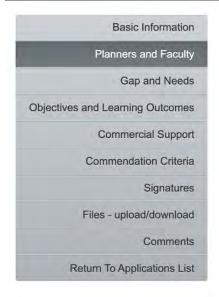


- For Activity Type, usually you will choose "Directly Provided - Courses"
- "Jointly Provided" status only applies if an outside organization will coprovide this activity, which is uncommon

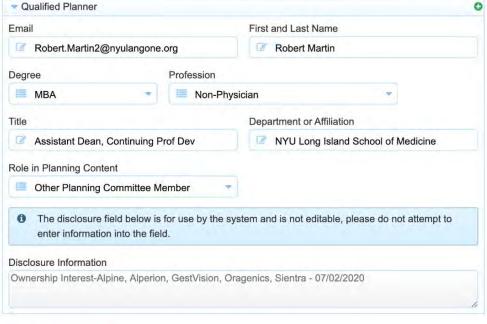


- Specify your Activity' Schedule and the Target Audience of learners you intend to reach
- Regularly Scheduled Series meetings held weekly, monthly or quarterly, such as Tumor Boards, M&M, Journal Club, Case Conferences and Departmental Grand Rounds, use the CME SERIES Recognition Requirements, which can be found at https://bit.ly/3feBVBN

Guide to Applying for Recognition of CME Series: **Planners and Faculty**

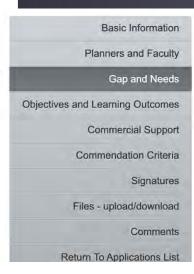


Planning Committee and Faculty/Speakers Complete the table below for each person on the planning committee and for each faculty/speaker. Include email, full name, degree, profession and their role on the planning committee. Instructions: The fields in red are required. Enter a valid email address, if the user has a disclosure on file the name and degree will be automatically populated for you. If the user does not have a disclosure, the Disclosure form will automatically be emailed to them as long as a valid email address is provided for them below. To add more planners or faculty, click the green plus (+) sign. To remove a planner or faculty, click the red minus (-) sign.



- Save and Continue
- Specify one or more planners for the activity, including faculty/speakers and coordinators. All involved will be sent Disclosures to complete.
- Note: To offer credits for multiple professions (Nurse, Social Worker, Therapist), recruit a member of that profession onto your planning team

Guide to Applying for Recognition of CME Series: Gap and Needs



You must develop a needs assessment:

- **Describe** what gap in performance, knowledge or competence exists and needs to be improved,
- Cite your evidence for the gap's existence.

and.

Explain how your choice of session format aligns with changing that clinical behavior.



Upload Needs Assessment Documentation (Accepted file types: Word, Excel, PowerPoint, PDF)

Discussions in departmental meetings

Government sources or consensus reports

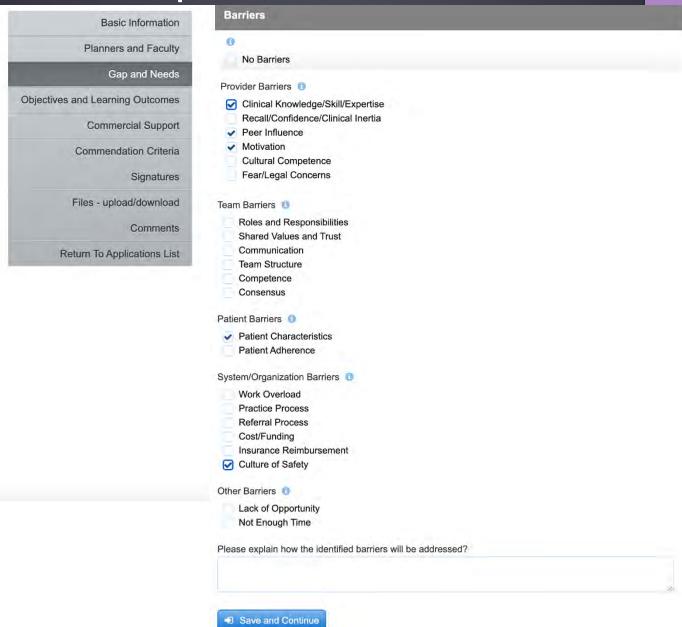
Board examinations and/or re-certifications requirements

Legislative, regulatory, or organizational changes impacting patient care

New technology, methods or diagnosis/treatment

Joint Commission Patient Safety Goal/Competency

Guide to Applying for Recognition of CME Series: **Gap and Needs**



Identify any barriers relevant to (or barring) improved practice that may contribute to the gap.

E.g. "Work overload may be a barrier to identifying heritable risk factors within family history. We will provide the learner with specific phrases for asking these questions."

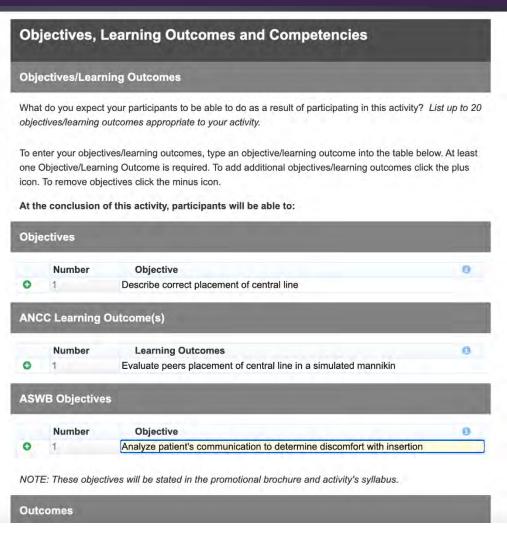
Guide to Applying for Recognition of CME Series: Objectives and Learning Outcomes



Specify one or more measureable learning objectives for the activity. Use measurable verbs from Bloom's Taxonomy.

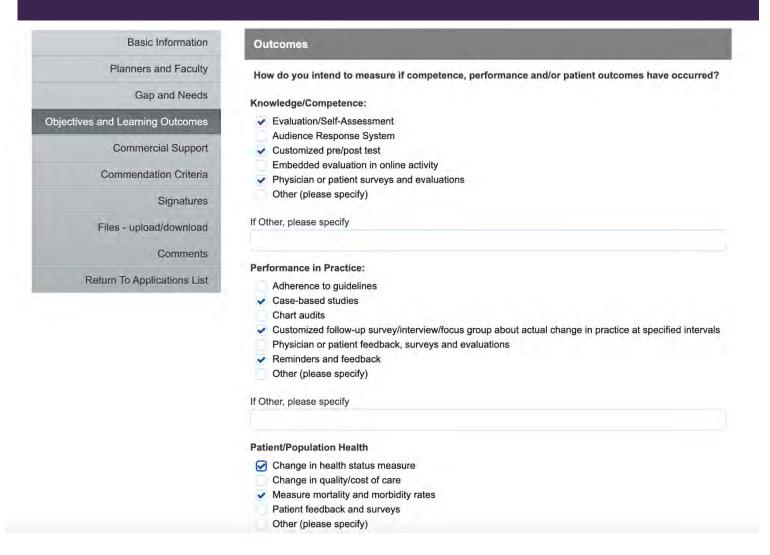
"Understand" is not a measurable verb, because it cannot be objectively or directly witnessed as a learner behavior.

"Discuss/Describe /Enumerate" are examples of objectively measurable learner behaviors



- Note: When offering credits for multiple professions (Nurse, Social Worker, Therapist), be sure that your objectives fall within their scope of license. "Order/Prescribe" is typically not found within Nursing scope of practice. "Describe," and other cognitive activity related to prescribing, could be.
- Objectives can be used for multiple professions if each of the professions engages in that action in practice, for example "Monitor patient for signs of thrombosis".

Guide to Applying for Recognition of CME Series: Objectives and Learning Outcomes



Identify the Learning Outcomes that your objectives can be expected to produce or improve

Guide to Applying for Recognition of CME Series: Objectives and Learning Outcomes

Basic Information
Planners and Faculty
Gap and Needs
Objectives and Learning Outcomes
Commercial Support
Commendation Criteria
Signatures
Files - upload/download
Comments
Return To Applications List

Competencies

A CME activity must be developed in the context of desirable physician attributes. Indicate which of the Accreditation Council for Graduate Medical Education (ACGME), and/or American Board of Medical Specialties (ABMS), Institute of Medicine (IOM), and Interprofessional Education Collaborative (IEC) core competencies will be addressed by this CME activity. Please only select the core competencies that most closely reflect the educational agenda of your activity.

ACGME/ABMS

- Patient Care or Procedural Skills
- Medical Knowledge
- Practice-Based Learning and Improvement
- ✓ Interpersonal & Communication Skills
- Professionalisms
- System-Based Practice

Institute of Medicine

- Provide Patient-Centered Care
 Work in Interdisciplinary Teams
- Employ Evidence-Based Practice
- Apply Quality Improvement
- Utilize Informatics

Interprofessional Education Collaborative

- Values / Ethics for Interprofessional Practice
 Roles / Responsibilities
- Interprofessional Communication
- ✓ Teams & Teamwork

Other Competencies

Nursing Quality Outcome Measures

Nursing Quality Outcome Measures

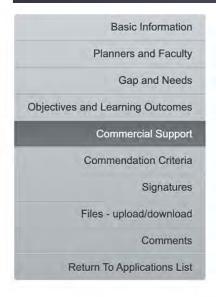
- Professional Practice Behaviors
 Leadership Skills
- Critical Thinking Skills
- Nurse Competence
- ✓ High Quality Care Based on Best Available Evidence
- Improvement in Nursing Practice
 - Improvement in Patient Outcomes
 - Improvement in Nursing Care Delivery

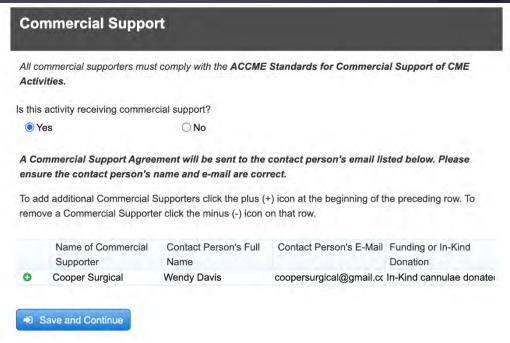
Save and Continue

Identify the professional
 Competencies and Quality
 Outcome
 Measures that your activity can be expected to

improve

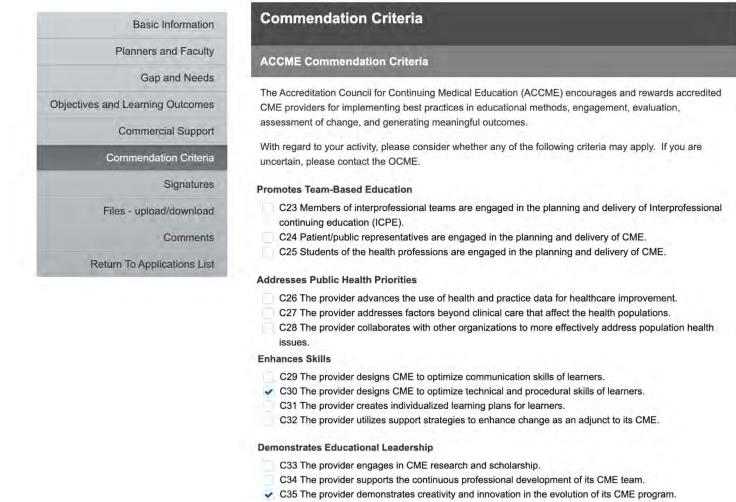
Guide to Applying for Recognition of CME Series: **Commercial Support**





- Indicate if you be seeking or receiving commercial support
- Commercial support will require that you receive additional guidance on compliance, and involve the CME office as the payee of all transactions, to neutralize any Sunshine Act reporting attributed to your faculty speakers.
- Commercial support rarely applies to regularly scheduled CME series such as Tumor Boards, Journal Clubs, M&M and Case Conferences, and only occasionally applies to Lecture-based Grand Rounds.

Guide to Applying for Recognition of CME Series: Commendation Criteria



Achieves Outcomes

Save and Continue

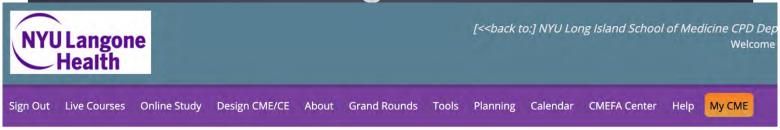
Identify any innovative curricular approaches that you intend to utilize for this activity.

C36 The provider demonstrates improvement in the performance of learners.
C37 The provider demonstrates healthcare quality improvement.

C38 The provider demonstrates the impact of the CME program on patients or their communities.

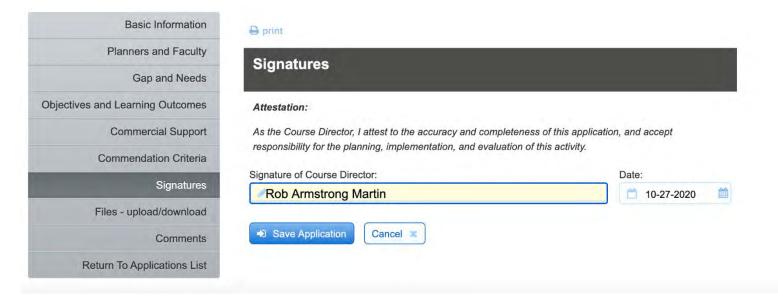
These approaches can often provide you as Activity Director with an opportunity for publishing as Scholarly Activity.

Guide to Applying for Recognition of CME Series: **Signature**



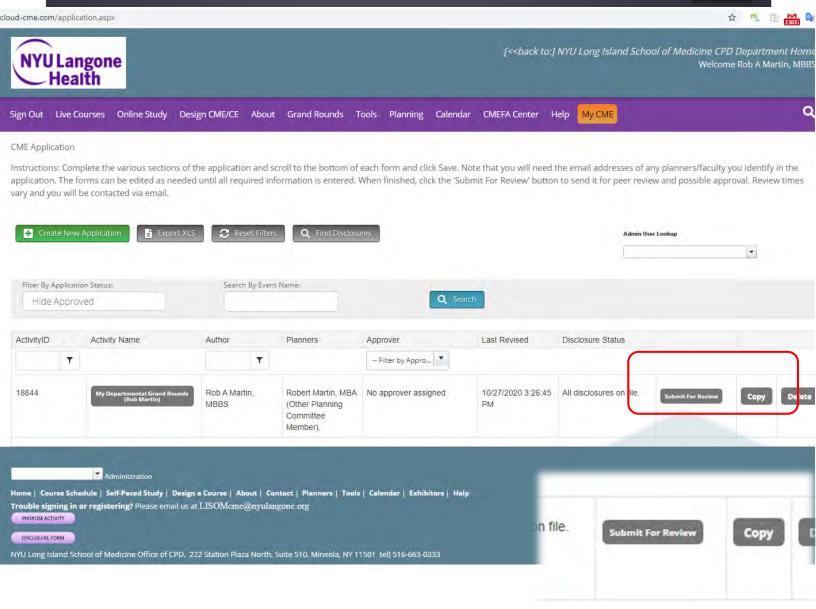
CME Application - My Departmental Grand Rounds (Rob Martin) - 1/6/2021

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- Sign off on the curriculum plan and save it. You will be able to revise it as needed.
- Additional tabs for attaching files and comments are at left.

Guide to Applying for Recognition of CME Series: **Final Submission**



- When you are satisfied with your Activity Application, use the Submit for Review button to submit it to the CME Office.
- Use the Copy and Delete buttons as needed.