

What is a CME Field Agent?

A CMEFA can be any staff in clinical, department and office settings who **complete training and become certified** to manage a regularly scheduled meeting series that is recognized by NYU Long Island School of Medicine for awarding CME and other CE credit.

What does a CME Field Agent (CMEFA) do?

I.	Logistics: CMEFA Schedules CME series meeting dates, rooms, web conferences and recordings, and assists series director in recruiting and managing speakers for series.
II.	Accreditation: All speakers and content planners must complete Financial Disclosures prior to giving their presentation (Disclosure valid for 1 year, if financials unchanged).
	<ul style="list-style-type: none"> _____ a. CMEFA collects Disclosures and provides Disclosure summary to learners prior to presentation. _____ b. CMEFA monitors and resolves Conflicts of Interest (COI) disclosed by speakers and planners, and assigns any Conflicted materials to peer review.
III.	Academic: CMEFA collects learning methods and other curriculum data from speakers via worksheets, and submits them for accreditation review.
	<ul style="list-style-type: none"> _____ c. CMEFA communicates credits available to learners in advance of meetings, via flyer, email or other means. _____ d. CMEFA manages attendance-keeping including the E-Sign-In process, provides user support on Learner E-Sign-In and self-Claiming of credits, and assures accuracy of electronic attendance data. _____ e. Sets up E-Sign in session IDs and describes process for learners.
IV.	Compliance: CMEFA responds to compliance audits and assured completeness of documentation. May be asked to provide historical documentation during compliance audits.

Next steps: *How do I become a CME Field Agent?*

1. **Master the CMEFA Level 1 training** pathway on Focus ([register here](#), or await the CME office to assign them to you). A list of video topics appears below.
2. **Sign a CMEFA agreement with the CME office** *to take responsibility for your series.*
3. **A curriculum or meeting outline must be submitted as an Activity Accreditation Proposal** in order for your Series to be recognized as a CME Activity. This is a separate step from qualifying yourself as the CME Field Agent, and might have

already been done by your predecessor, if you are designating as a **substitute CMEFA**. However, if your CME series is not already recognized, or if your Activity's recognition period has or will expire, please refer to the [Guide to RSS Series Certification](#) and **Submit** your [CME series recognition application](#).

4. **Complete the** CloudCME Hands-On Training tasks in the **Scored Competency Exam** and score 100%.

Frequently Asked Questions about the CME Field Agent program

Can a CME Field Agent (CMEFA) manage more than one series?

Yes, in many departments, there is a CME Field Agent who manages Grand Rounds, and M&M, and Journal Club sessions. In other departments, different series may be managed by different individuals, depending on the workload.

Can more than one CMEFA manage our series?

It is permitted for more than one CMEFA to work on a CME series, but our Letter of Recognition for a CME series is signed only by a single CMEFA of record. If that person discontinues their role, there must be a formal transfer of the CMEFA responsibility of that series to another qualified CMEFA.

Can my CMEFA role be handed off to another person if I take time off work?

Yes. However, you can only transfer the CMEFA responsibility for one or more series to another holder of CME Field Agent certification. You and your administrator with staffing authority must complete a [CME Field Agent Substitute Designation form](#) to make this transfer, and it is not effective until your replacement has completed the CMEFA certification requirements and a new Letter of Recognition for the CME series is issued by the CME Office in the newcomer's name.

How much does accrediting our CME series cost annually?

At this time, the NYU-LISOM Dean's office is waiving accreditation fees for CME series sponsored by NYU Langone Hospital—Long Island departments and divisions that report to one of the LISOM chairs. Accreditation fees are charged only on revenue generating courses and annual events that award CME and other CE credits.

Can multiple committee meetings be considered a single RSS series?

Yes, we encourage related topics to be grouped into a series definition, for most efficient application process. However, we do not encourage group case conferences such as M&M and Tumor Board to be alternated with purely didactic speaker-driven sessions under a common series schedule. The speaker compliance requirements for group case conferences are different from instructor-led sessions, so we ask that they be accredited separately for accurate reporting to the national accreditors of our site.

Can medical device companies give presentations at my series meetings?

No. Commercial interests who manufacture or market therapeutic and diagnostic devices, supplies, or drugs are not permitted to have any role in planning of CME- and CE-certified content, as their promotional interests are an inherent conflict with independent

academic content. All speakers in your series must disclose any financial ties they have to such commercial interests. Disclosure means completing a written form in advance of the presentation AND conveying their disclosure information to the audience in advance of any presentation.

Links to the CME Field Agent Training Modules

Please note: Practice tests appearing before videos 1- 17 are unscored, and do not count toward earning the certificates.

- CMEFA 0: [START HERE] [Introduction to 2019-2020 CME Compliance Series](#)
- CMEFA 1: [Considerations for Interprofessional CE Planning](#)
- CMEFA 2A: [Curriculum Planning Process](#)
- CMEFA 2B: [Department-Managed Curriculum Planning Process](#)
- CMEFA 3: [Understanding ACCME Accreditation Criteria](#)
- CMEFA 4: [The Disclosure Process](#)
- CMEFA 15: [Disclosure and Conflict Analysis: Standards of CME Content Review and Validation](#)
- CMEFA 5: [Adding Speakers to CloudCME database](#)
- CMEFA 6: [Aliasing by Administrators](#)
- CMEFA 7: [Recording Paper-Based Disclosures in the CloudCME database](#)
- CMEFA 8: [Managing Sessions in an RSS Series using CloudCME](#)
- CMEFA 9: [Setting up session E-Sign-In Attendance using CloudCME](#)
- CMEFA 10A: [About the Quarterly Compliance Audit \(QCA\) process](#)
- CMEFA 10B: [Attendance-Keeping Skills Update](#)
- CMEFA 17: [Submitting your CME Proposal for Accreditation Decision](#)
- **CMEFA 20: [Scored Knowledge Quiz Test for Certification](#) (requires 80% passing score)**

- CMEFA's [Scored Test of CloudCME Skills Competency](#) (requires 100% passing score)