

Process for Continuing Education Accreditation

At minimum this process requires 6 weeks from submission to approval

Contact Department of Medical Education CIPD team to assist with any question at cloudcmehelp@mmc.org

<p style="text-align: center;">1</p>	<ul style="list-style-type: none"> • Review the process outlined in this cover page • Identify your planning team reflective of your target audience • Gather any activity materials: agendas, slides, CVs or supporting education materials. • Obtain COI disclosures from all planning committee members <i>*COI disclosures can be completed online or via paper form. The form must be completed by all individuals in a position to control content (planner, speaker, author, moderator, etc.)*</i> • Complete the required Activity Planning Template below with planning team. 		<p style="text-align: center;">CloudCME Help Section</p> <p style="text-align: center;">CloudCME Disclosure</p>
<p style="text-align: center;">2</p> <p style="text-align: center;">6+ WEEKS PRIOR</p>	<ul style="list-style-type: none"> • Complete Application <i>***An application must be submitted and approved before any event advertisement/marketing materials are designed/printed/distributed.</i> • Submit This Completed Activity Planning Document with Application • A detailed agenda listing times, topics, and presenters are required for activities requesting more than 1 credit. • Obtain remaining speaker/faculty disclosures and resolve potential conflicts of interest <p><i>Individuals who have identified any relevant financial relationships on their Conflict of Interest (COI) disclosure form must have their potential COI resolved prior to the activity. The primary method to resolve COI includes emailing all slides to cloudcmehelp@mmc.org for prospective review and approval.</i></p>		<p style="text-align: center;">CloudCME Application</p> <p style="text-align: center;">COI Form</p> <p style="text-align: center;">COI Resolution Form</p>

	<p>Regularly Scheduled Series (RSS) ONLY!</p> <p>Faculty Section – Only add activity planners and not faculty on the planning template or application. You will be required to add the faculty to each date separately after the application is approved and for the life of the activity.</p> <p>Objectives Section – For the planning template and application, you should have high-level, overall objectives. You must then add more specific objective(s) to each date for the life of the activity.</p>		
<p>3</p> <p>COMPLETED BY THE CME DEPARTMENT</p>	<p>Continuing Education Credit Handout for Activity <i>The Medical Education department will create the Continuing Education Credit texting and disclosure slides for you. All information on this document is required per ACCME Standards and MMC policies. Meeting participants must be provided with this document/information at the start of the activity.</i></p> <p>Online Evaluation and Certificate Process <i>Evaluations are developed by the Department of Medical Education using our CloudCME Portal. Additional evaluation questions can be added upon request.</i></p>		
	<p>For Maintenance of Certification (MOC) Credit contact the CIPD Team for more information</p>		

Process for Regularly Scheduled Series (RSS) Maintenance After Approval

These instructions are relevant for activities that have unique session titles and objectives such as Grand Rounds

<p>1</p>	<p>All Activity dates must be accurate and represent the actual date of the occurrence.</p> <ul style="list-style-type: none"> <i>If the date does not match the actual day of learning, it will cause the texting code for the activity to no longer work, requiring you to manually upload the attendees' attendance.</i> <i>If a specific date of a RSS is cancelled, do not delete the activity, instead add to the end of the original title of the activity, "Cancelled." See Step #2.</i> 	<p>See 'Changing the title of your activity within CloudCME'</p>
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<p style="text-align: center;">2</p>	<p>Each Activity date must have its own unique title. This should be provided by the faculty member(s).</p> <ul style="list-style-type: none"> <i>This allows a person to look at their transcript and confirm that they participated in the activity</i> <i>This also gives visual aide what will be/was offered as a learning opportunity</i> 	<p>See 'Changing the title of your activity within CloudCME'</p>
<p style="text-align: center;">3</p> <p><u>N/A for Case Conference and Tumor Boards</u></p>	<p>Each Activity date must have unique Objectives.</p> <ul style="list-style-type: none"> <i>The faculty member(s) of the learning activity must provide the unique objectives</i> <i>There needs to be a least one unique objective</i> 	<p>See 'Changing a Session's Objectives.'</p> <p>'Writing effective learning objectives'</p>
<p style="text-align: center;">4</p>	<p>Updating the Faculty of the Learning Activity</p> <ul style="list-style-type: none"> Each RSS date will need to have faculty added <i>COI Disclosures must be completed online in the CloudCME Portal and must be completed by all individuals in a position to control content (speaker, moderator, etc.).</i> <i>Individuals who have identified any financial relationships on their COI disclosure form must have their potential COI resolved prior to the activity.</i> 	<p>Adding Faculty to an Activity</p> <p>Completing your CloudCME COI Disclosure form</p> <p>'JA COI Disclosure Form'</p> <p>Conflict of Resolution Form'</p>
<p style="text-align: center;">5</p> <p>3-7 days after session</p>	<p>Check to see if the activity has had evaluations completed</p> <ul style="list-style-type: none"> <i>You are able to send reminders to individuals who have not completed their evaluation</i> <i>You are able to access the evaluation results report on CloudCME</i> 	<p>"Accessing completed evaluations and sending reminder to have attendees complete their evaluations'</p>