

CONTINUING MEDICAL EDUCATION

GUIDE FOR DEVELOPING CME PROPOSALS

The University of Illinois College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. Activities approved by the Committee on Continuing Medical Education may be designated for Category 1 CME credit toward the AMA (American Medical Association) Physician's Recognition Award.

In order to be certified, a proposal, including all accompanying attachments, must be reviewed and approved by the Committee on CME. Please submit materials at least 3 months prior to the start of the activity.

Within the guidelines and standards of the ACCME, the University of Illinois at Chicago (UIC) College of Medicine encourages high-quality continuing medical education activities. To assist you in this effort, the attached proposal form is offered to you as a guide to ensure that your proposed activity fits the ACCME definition of a "planned CME activity;" as a formal request for CME approval; and as a record for departmental and CME office files.

1. INSTRUCTIONS FOR USING THE FORMS

If you need help to develop your activity, or if you would like us to review your proposal prior to submission, we would be happy to do so. Call the CME Coordinator at your campus. To complete the form please do the following:

- A. Provide all data requested, including additional information or explanations when specifically requested. Sample evaluation forms, evaluation and outcomes summaries for renewal activities, an agenda, brochure copy, financial disclosure for all speakers, and commercial support agreements ***must be attached***.
- B. When you feel that the proposal is ready for review, send one copy to the CME Coordinator at your campus.

The original signatures of the activity director and the head of the sponsoring department must appear on the last page of the application. This page may be faxed to the CME Coordinator on your campus. Please keep a copy in your department for your records.

- C. Submit proposals at least three months, but no later than 45 days before the program is scheduled to begin if you wish to publicize it as certified for CME far in advance. ***Your publicity may make no statements about CME credit before official certification occurs.***

3. RECORD-KEEPING AND ATTENDANCE

The sponsoring department is responsible for assuring that attendance records are maintained and available for verification as needed. These records are considered official and need to be made available to the Associate Dean upon request.

The CME office keeps a computerized database record of all CME program attendees. **A list of all participants including title (MD, DO, etc.) and complete mailing address must be submitted to the office within two weeks following the completion of the activity.** A transcript will be issued to physicians once a year. Please consult the CME office for policies on certificates and transcripts.

4. EVALUATION AND OUTCOMES SUMMARY

Upon completion of the program, a **summary** of participant evaluations must be sent to the CME Office with a **total MD attendance figure** included. An activity will not be re-certified if a summary of the previous year's evaluation has not been received. In addition to immediate feedback from participants, we require that outcomes (follow-up) data be measured. More information is available in the Outcome Measurement section of the application. Please emphasize to participants the importance of filling out evaluation forms and participating in outcomes measures.

All jointly sponsored activities must be evaluated by an educational observer. Contact the CME Office for more information.

5. GUIDELINES FOR COMMERCIAL SUPPORT

If a CME activity is funded in any way by a pharmaceutical company or other commercial enterprise, there must be documentation from the commercial sponsor stating how the monies are being given to the University eg., an unrestricted educational grant. Commercial support must be acknowledged on any promotional materials. A signed agreement must be completed.

6. DISCLOSURE

Presenters/speakers at the activity will be required to sign a Disclosure of Financial Interest statement. This applies to University faculty as well as to outside speakers. The information contained in this form must be disclosed to participants prior to the presentation. This may be done verbally, in writing, or at the beginning of an audiovisual introduction. Any conflicts of interest must be resolved by the Activity Director prior to the activity. See the ACCME's Standards for Commercial Support at accme.org.

A Verification of Disclosure form should be submitted 2 weeks after the activity. (R-5)

7. BROCHURE GUIDELINES

Certain specific information is required on brochures and promotional material. Brochure copy must be approved by the CME Office and the Committee. ***The official statements indicating certification for CME credit can only be included on promotional material AFTER official approval by the CME committee.*** It is important, therefore, that CME proposals are submitted well in advance of the program. No statement such as, "CME credit applied for" may be made prior to approval.

8. CERTIFICATES AND TRANSCRIPTS

CME certificates and/or transcripts will only be prepared for MDs and DOs. All other health care professionals will receive letters verifying their attendance. There is a fee for data entry, certificate/letter production and mailing. Please call the CME coordinator for the fee amount.

Please do not hesitate to contact the CME Office at any time with any questions or concerns you may have. We will do our best to help you to organize a successful program.