
CRICO/RMF CME ~ 2017

Requirements Summary

For activities sponsored by CRICO/RMF of the Harvard Medical Institutions

Contacts:

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1. CME Proposal

Proposals for sponsorship from CRICO RMF must be completed and submitted at least 6 weeks prior to the planned activity. In considering requests to sponsor continuing medical education activities, the following guidelines have been developed.

1. Active participation of a CRICO Patient Safety department staff member in the planning and/or teaching process.
2. Explicit identification of practice gap(s) of CRICO-insured physicians supported by CRICO malpractice data.
3. Clear alignment with CRICO's overall mission and consistent with the malpractice target areas.

2. Calendar of Events

A calendar of planned activities must be submitted to the CRICO/RMF Office of CME prior to the activity. Include agenda with times, location, and title of activity. All additional activity dates must be sent to CME office at CRICO prior to activity to be eligible for CME credit. CME credit cannot be provided retroactively.

3. Marketing Materials

All marketing materials, including but not limited to all brochures, invitations, save the date cards, and announcements must be submitted for review and approval at least four weeks prior to distribution.

The accreditation statement must be included on all materials, except save the date cards. This information will be provided by the Office of CME at CRICO/RMF.

4. Disclosure of Relevant Financial Relationships

Each faculty/planning member must disclose relevant financial information. These forms are session specific and must be renewed annually.

CRICO/RMF must insure independence, objectivity, balance and scientific rigor in all its educational activities. All faculty, their spouses or partners, course directors, and planners participating in any CRICO/RMF program must disclose any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of an activity. **All faculty and planner disclosure information must be available for approval with the course proposal.**

All faculty changes must be approved by the Office of CME **prior to the activity**. CRICO/RMF cannot sponsor any activity that does not have complete information.

To inform the participants of these relationships, **it is necessary to pass out a disclosure of financial relationship notice to all attendees prior to the activity beginning**. This notice will be provided by the Office of CME.

CRICO/RMF will not consider sponsorship of activities when there is not sufficient time to review all disclosure information.

5. Evaluations

It is essential to have feedback from participants about the extent to which the learning objectives were met. There are 3 required core questions that must be included in the evaluation. You may add questions based on what you would like to measure.

Required core questions:

The activity met the stated learning objectives.

1-Strongly disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly agree

This activity will have an impact how I practice

1-Strongly disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly agree

Based on what you have learned from this activity, what 3 changes will you make to your practice?

Written response

Evaluations will must be reviewed and approved by the Office of CME at CRICO/RMF.

Please submit your evaluation at least **four weeks** before the date of your activity for review and approval.

After each activity an evaluation **summary** including learner comments must be submitted to CRICO/RMF.

6. Course Participants

In order to verify attendance, a daily sign in sheet is required that includes the participants name and credentials. A copy of the sign in sheet must be submitted to CRICO/RMF and an electronic document with names and credentials of participants is required to assure accuracy. All faculty for the course should be documented and listed as such for each individual activity.

7. Credit Designation

The Office of the CME will calculate the number of *AMA PRA Category 1 credits™* for each approved activity. Where appropriate, the Office of CME will determine credit for Risk Management Study for Massachusetts physicians.

8. Changes to an Approved Activity

Any changes to an activity such as a change in faculty in location, course schedule, etc. must be approved before the activity.

9. Completed Activities

Complete records are required within **thirty days** after each activity is presented to include the following:

- A copy of the sign in sheets
- List of participants with full name, credentials and email address (Excel or Word document)
- List of faculty for activity
- **Summary** of evaluations to include identified barriers and impact of learning measurements

Checklist for CME Sponsorship

Six weeks before you begin your activities:

- Submit activity proposal to CME office for review and approval

Four weeks before you begin these activities:

Send all of the following documents for approval

- Faculty and planner disclosure and attestation forms
- Intended Evaluation
- Intended invitations and promotional materials for each session
- Agenda with times and location and title of activity

First day of each month:

- Email your planned activities for the month with agenda (including times and location)

During each activity:

- Share Resolution of Conflict of Interest Form (ROI) either in paper form or on slide
- Sign and attest that the form was distributed or slide displayed prior to the start of the activity
- Provide a sign-in mechanism for participants with credentials listed (written sign in or electronic)

Thirty days after the activity, you must send the following to the CRICO Education Contact:

- A copy of the sign in sheets
- A typed list of participants with full name and credentials
- Final list of faculty
- Summary of evaluations
- Actual budget with final expenses
- Copies of all handouts/course materials

Please send all information to:

CRICO/ Risk Management Foundation
Attention: Lisa Heard
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