



CME Activity Checklist for Enduring Materials

This checklist must be completed and submitted with the first draft of the enduring material.

All materials must be reviewed and approved by the Office of CME prior to printing.

All enduring materials certified for credit by the University of Colorado School of Medicine, Office of CME should contain the following elements. All items are required unless otherwise noted.

1. The following required items pertain to all enduring material activities.

(√ please check when action is complete)

- A. Sponsorship Statement on the Cover of the Enduring Material. *(This is an OCME requirement, journals excepted)*
- B. Accreditation Statement and Designation Statement.
- C. Joint Sponsorship Statement. *(if applicable)*
- D. Co-sponsorship Statement. *(if applicable)*
- E. Program Overview/Statement of Need.
- F. Behavioral Learning Objectives/Anticipated Outcomes.
- G. Intended Target Audience and Any Prerequisites for Participation.
- H. Faculty Disclosure Information.
- I. Registration Form. *(This is an OCME requirement; see sample form for required fields and layout)*
- J. Principal faculty and their credentials.
- K. Faculty disclosure of commercial interest/off-label reference.
- L. Explanation of medium or combination of media to be used. This information should be provided at the beginning of the enduring material detailing the format and informing participants how they will participate to earn credit.
- M. Method of physician participation in the learning process. (Ex. - a predetermined set of questions or tasks related to the content of the material with answer key included in material)
- N. Registration format requires learner to certify that they have completed the activity and time actually spent on the educational activity is indicated. Approved Attestation Statement:
(required as part of registration form)
*[I certify that I have completed this CME activity. The actual amount of time I spent on this activity was _____ hour(s) and _____ minutes (rounded to the nearest quarter hour, up to a maximum of _____ hours).
Signature_____ Date_____]*
- O. Estimated time to complete the educational activity. (the credit designation statement with number of hours designated to fulfill this requirement)
- P. Date of original release and expiration date to be on the outside cover of printed media or at the beginning of CD ROM/DVD/Web-based activity. *(Journals not required to have this information on cover.)*
- Q. Date of the most recent review and update, or approval. (For materials previously produced and distributed.)
- R. Commercial support is acknowledged at the beginning of the enduring material and may not be included elsewhere in the material.

- S. There is no specific advertising of any type in the enduring material. *See Journal CME for requirements specific to that medium.*
- T. There are no specific products referenced, even if they are not related to the topic of the enduring material.
- U. Test answers must be included in the enduring material, separated from the registration form and test questions, preferably on a page that will remain with the enduring material (if a printed monograph) after the required forms have been submitted to the UCSOM OCME. *(This is an OCME requirement to promote physician learning at the time of study and review of the enduring material.)*
- V. Hardware and software requirements needed for the learner to participate are indicated at the start of the activity. *(For CD ROM's and DVD's)*
- W. Documentation of permission to use copyrighted materials.

2. Journal CME – All of the Above, Plus These Additional Requirements

- X. The activity includes reading an article(s), a provider stipulated/learner directed phase, and a requirement for the completion by the learner of a predetermined set of questions or tasks related to the content of the material as part of the learning process.
- Y. There is a process for documenting participation by the learner in the activity to the provider.
- Z. No advertising exists within the pages of the CME-certified article(s) or within the pages of the related questions or evaluation materials.

3. Internet CME – All of the Above, Plus These Additional Requirements

- AA. The activity URL is not located on a pharmaceutical or device manufacturers' product website.
- BB. No advertising of any type exists within the educational content of the CME activity on the Internet, including, but not limited to, banner ads, subliminal ads, and pop-up window ads.
- CC. Hardware and software requirements needed for the learner to participate are indicated at the start of the activity.
- DD. A mechanism is in place for the learner to be able to contact the OCME if there are questions about the activity.
- EE. The learner is informed about the UCSOM OCME policy on privacy and confidentiality that relates to CME activities provided on the Internet. (<http://www.uchsc.edu/cme/privacy.htm>)

(This section to be completed by the Office of Continuing Medical Education.)

Date Reviewed: _____ Signature of Reviewer: _____

Date Reviewed: _____ Signature of Second Reviewer: _____

Approval Status: Approved as is Approved with noted changes
 Returned without approval; Reason _____



University of Colorado School of Medicine Approved Wording

Sponsorship Statements for the Cover or Beginning of Enduring Material

Must be stated as follows:

Presented by
<Department Name>
<Division Name, if appropriate>
University of Colorado School of Medicine
Sponsored by
University of Colorado School of Medicine
Office of Continuing Medical Education

Joint sponsorship must be stated as follows:

Presented by
<Department Name>
<Division Name, if appropriate>
University of Colorado School of Medicine
Jointly Sponsored by
University of Colorado School of Medicine
Office of Continuing Medical Education
and
<Name of Joint Sponsor Organization>

Co-sponsorship must be stated as follows:

Presented by
<Department Name>
<Division Name, if appropriate>
University of Colorado School of Medicine
Co-sponsored by
University of Colorado School of Medicine
Office of Continuing Medical Education
and
<Name of Co-sponsor Organization>

Accreditation and Designation Statements

For Sponsored Activities:

Accreditation:

The University of Colorado School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Credit Designation:

The University of Colorado School of Medicine designates this educational activity for a maximum of ____ category 1 credits toward the AMA Physician's Recognition Award. Each physician should claim only those credits that he/she actually spent in the activity.

This continuing medical education activity was planned and produced in accordance with the ACCME Essentials. It is estimated that this monograph will require approximately ____ hours to read. Correct answers to at least ____ out of ____ questions will entitle you to ____ category 1 credits. Credit for this CME post-test is available if postmarked by ____ (*expiration date*).

For Jointly Sponsored Activities:

Accreditation:

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the University of Colorado School of Medicine and (*name of non-accredited provider*). The University of Colorado School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Credit Designation:

The University of Colorado School of Medicine designates this educational activity for a maximum of ____ category 1 credits toward the AMA Physician's Recognition Award. Each physician should claim only those credits that he/she actually spent in the activity.

This continuing medical education activity was planned and produced in accordance with the ACCME Essentials. It is estimated that this monograph will require approximately ____ hours to read. Correct answers to at least ____ out of ____ questions will entitle you to ____ category 1 credits. Credit for this CME post-test is available if postmarked by ____ (expiration date) ____.

For Co-Sponsored Activities:

Accreditation:

The (name of institution accepting responsibility for the activity) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Credit Designation:

The University of Colorado School of Medicine designates this educational activity for a maximum of ____ category 1 credits toward the AMA Physician's Recognition Award. Each physician should claim only those credits that he/she actually spent in the activity.

This continuing medical education activity was planned and produced in accordance with the ACCME Essentials. It is estimated that this monograph will require approximately ____ hours to read. Correct answers to at least ____ out of ____ questions will entitle you to ____ category 1 credits. Credit for this CME post-test is available if postmarked by ____ (expiration date) ____.

Behavioral Learning Objectives/Anticipated Outcomes

(required at the beginning of the enduring material)

Start with the phrase, "At the conclusion of this activity, participants should be able to:" and then list the objectives in a bulleted format using the action verbs provided in 2(G) of the CME Program Planning Document/Sponsorship Application. A minimum of 4 objectives written as learner outcomes are required.

Faculty Disclosure Information (required at the beginning of the enduring material)

Following is the required text which should preface a summary of faculty disclosures. Download the disclosure form from our website; be sure to fill in program name, faculty name and credential before providing it to individual faculty.

As a sponsor accredited by the Accreditation Council for Continuing Medical Education, the University of Colorado School of Medicine must insure balance, independence, objectivity, and scientific rigor in all its sponsored educational activities. All faculty participating in a sponsored activity are expected to disclose to the activity audience any significant financial interest or other relationship with manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation. The intent of this disclosure is not to prevent a faculty contributor/speaker with a significant financial or other relationship from making the presentation, but rather to provide participants with information on which they can make their own judgments. It remains for the audience to determine whether the faculty contributor/speaker's interests or relationships may influence the presentation with regard to exposition or conclusion.

Acknowledgment of Grants/Commercial Support (required within the enduring material – acknowledgment is allowed once in the material)

This program is supported by an educational grant from (name of pharmaceutical/equipment company).
or

This program is supported in part by an educational grant from (name of pharmaceutical/equipment company).

Registration form (required fields in red)

Sample Registration Form:

Last Name _____ First Name _____ MI _____
Degree MD DO Specialty _____
Mailing Address _____
Zip _____ City _____ State _____
Office Phone (____) _____ Office Fax (____) _____
E-Mail _____

[I certify that I have completed this CME activity. The actual amount of time I spent on this activity was ____ hour(s) and ____ minutes (rounded to the nearest quarter hour, up to a maximum of ____ hours.
Signature _____ Date _____]

Required Evaluation Questions:

Action Complete

(√ please check)

Attainment of Global Objectives Questions:

Ex: *Learning Objective: At the completion of this monograph and the accompanying DVD program, physicians should be able to recognize and interpret the role of echocardiography in the diagnosis and treatment of hypoxemic respiratory failure and the influence of persistent pulmonary hypertension of the newborn on the clinical condition.*

Evaluation Question: In your practice can you assess the role of echocardiography in the diagnosis and treatment of hypoxemic respiratory failure?

There must be one question for each learning objective, asking how well that objective was met.

Fair-Balance Question:

Ex: *Did you perceive any commercial bias relative to specific products presented in this educational program?*

Professional Effectiveness Question:

Ex: *Will the information in this educational program influence or alter your clinical procedures?*

Or: *Do you intend to change your practice habits as a result of this educational program?*

Suggestions for Future Topics/Educational Programs Question:

Ex: *Please identify topics that you would like to see covered in future CME enduring material activities.*

Recommended Question:

Please check your preferred method of delivery for future CME activities:

- CD ROM/DVD*
- Internet*
- Journal*
- Printed Monograph*
- AudioCassette*
- VideoCassette*