

Request for CME Certification

IMPORTANT: Eight (8) months prior to the activity date:

1. Complete this request form and email it to Pamela Benjamin in the MUSC Office of CME at cmeoffice@musc.edu.
2. Contact the Office of CME to request a CME Planning Meeting at 843-876-1925 or email cmeoffice@musc.edu.

**Requests for CME Certification received <6 months (180 days) prior to the activity date will be subject to a \$500 late fee.

Activity Director (physician-in-charge): _____

Activity Director's Phone: _____ Email: _____

Activity Title (or working title): _____

Activity Date(s): _____ Activity Location: _____

- 1. Type of Activity:** live symposia/seminar/conference live web cast live video conference live simulation /lab
 practice-based PI project Enduring Material (e.g. direct-to-CD/DVD education) _____
(describe)

2. Who will have the primary responsibility for planning this CME activity?

A. MUSC department or academic unit, please specify: _____

Or:

B. An organization external to MUSC, please specify: _____

3. Is there a planning committee responsible for determining the content for this event? Yes No

4. Target Audience – who will benefit from the content of your activity? Please list below.

Specialties (e.g. Cardiology, Surgery) Provider Type(s) (e.g. MD, NP, PA) Geographic Area (e.g. SC, NC)

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5. Instructional Methods – Please select all methods you intend to use in your activity.

- Lecture Moderated Roundtable Case studies Simulations Teleconference Q & A Internet Lab
 Panel discussion Self-directed Skilled demonstration Audience Response System Other _____

6. Will your activity address patient safety issues? (If yes, describe)

7. What best practices or new clinical guidelines will your activity address?

8. How do you know that your target audience is not already using these best practices or new guidelines?

Bring to the CME Planning Meeting:

- A. CME Planning Questionnaire (see page 2)
- B. Sources that document #6, 7, 8 above, identifying a need among your target audience for this education (i.e. results of a need assessment survey, outcome surveys, new clinical guidelines, recent public health reports, hospital quality data, patient safety statistics, evidence-based literature, EMR database analysis, etc.)
- C. List of planning committee members (if applicable) and their contact information.
- D. Activity director must attend the CME planning meeting.

For OCME Use:

Date Received: _____
 Approved for OCME meeting? Y N
 Date of OCME Meeting: _____
 Assigned OCME Coordinator:

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CME Planning Questionnaire

Focus on one key topic/issue that may be the driving factor for why this activity is necessary.

1. Why was this topic/issue chosen? Why does the target audience need to know this information? (if you have a citation or source that documents the importance and need for this presentation please provide it, i.e. clinical guidelines, need assessment, evidence-based literature)
2. How do you know that your target audience does not already know this information or already know how to use the information in their clinical practices? (provide a source document if possible, i.e. need assessment survey, public reports)
3. What do you want your target audience to be better able to do as a result of the conference/presentation? (this is the learning objective; think about what the LEARNER should be able to do, not what the instructor plans to do during the presentation)
4. How do you plan to provide the instruction in order to enable the audience to best achieve the objective? (here is where you talk about what the INSTRUCTOR(S) will do; for example, will they provide case studies? Will they have a Q&A session or use an audience-response system so it is interactive, or will it be strictly lecture? Will they use different learning formats, such as videos?)
5. **IMPORTANT:** Identify one specific measurable change in practice that you expect will happen once the learner returns to practice. It should reflect a change in behavior or action (i.e. will they start ordering “this” test instead of “that” test? Will they change their standing order to include a specific radiological study on patients with a certain criteria? Will they utilize new interviewing techniques when questioning patients? Will they employ a new checklist or algorithm that the instructor shared with them? etc, etc)