

## OCME Reminder – Preparing for the CME Activity

### 1. Make adequate and appropriate preparation for the CME activity:

- a. Make sure Disclosures for **all** speakers have been collected **prior to the start of the activity**. Check to be sure Section I was completed. If “yes” in any box, must also answer Sections II and III. Program Director should review to make sure potential conflicts of interest have been resolved satisfactorily. Retain copy for your files and forward copy to OCME.
- b. Prepare evaluation forms, CME Announcement Handout, Faculty Disclosure Handout, and Acknowledgement of Commercial Support Handout for distribution at the activity.
- c. Attendance sheets – name and degree type must be typed or printed legibly. Attendee signs next to name. Send list of attendees and mailing addresses to OCME. OCME will prepare and mail CME certificates. As a reminder, there will be a \$20 charge for each certificate.
- d. Must provide OCME with a count of all attendees at a CME accredited event. Not just those requesting CME.
- e. A speaker’s commercial relationships (or lack of relationships) and method of resolving conflicts of interest must be announced (verbally or in writing) to the audience prior to the presentation.
- f. Commercial support (if applicable) for the activity must be announced to the audience prior to the start of the activity.
- g. Distribute and collect the evaluation forms. Evaluations must be collected, summarized and submitted to the OCME.
- h. Speakers at grand rounds, courses and seminars (moderators not eligible for “teaching” credit) can receive credit for teaching at a CME. Give your speaker(s) the “*Faculty Designation Form for Teaching and Learning at Live CME Activities*”. Credit is claimed only once. Return claim form to OCME.

### 2. Submit required documents to OCME following the activity:

- a. The *Verification and Resolution Form* is the program director’s confirmation that all compliance requirements were addressed before and during the CME activity. Check all the boxes that apply. Box number one and two **must** be a standard part of your routine. The form must be signed and dated by the program director **after** the activity and forwarded to the OCME.
- b. Submit attendance sheets, registration detail (for conferences), Verification and Resolution Form, and evaluation summary.
- c. A financial report (program budget summary) and copies of all financial transactions (sponsor checks, check requests, invoices, vendor and honoraria payments, etc.) must be forwarded to OCME.
- d. CME credit is **not released** if all speaker Disclosures and the signed Verification form are not on file in the OCME.