UUCME CME Planning Meeting Agenda

Intentions for use:
The first step in the CME accreditation process is to schedule a CME planning meeting. The meeting typically takes an hour and includes UUCME, Director, Coordinator and anyone else who'd like to participate. The following agenda serves as the topic guide for that meeting. No need to answer these before the meeting; they are provided here to give an idea of what that discussion will include.

EDUCATIONAL PLANNING

1. What is the **professional practice gap** you would like to address? Shortcomings we want to address in any area of professional practice like delivery of care, diagnosis, decision making, teaching, research, administration, leadership, communication. *(Educational Needs)*
   Current state:

   Desired state:

   Identified gap:

2. Why does the gap exist? What are the root causes? What are the educational need(s) that are the cause of the gap? *(Educational Needs)*

3. What do you want to change? What piece of the gap or part of the cause will this activity aim to change? (what learners know, what they will do, what they actually do, their patient outcome) *(Designed to Change)*

4. What **factors** outside your control **might impact the desired change** (physician, systemic or population based)? What strategies can you use to remove, overcome or address those barriers? (JA10)

PLANNING BY, WITH AND FOR THE AUDIENCE

5. Who is your **target audience**? Will you have the right people who can work together to close the professional practice gap?

6. Will you include patients? Health professions students? More than one profession?

   Interprofessional activity = members from two or more professions learn <u>with, from, and about</u> each other to enable effective collaboration and improve health outcomes.

   If you are including more than one profession as targeted audience, can they also participate in the planning & delivery of content?

EDUCATIONAL APPROACHES

9. What formats will you include?

11. Will you include any **innovations** or **creative approaches**? If so, what approaches? (ex. educational approaches, design, assessment, use of technology) (Demonstrates Creativity/Innovation)

12. Will you utilize **support strategies** for attendees to support changes in learner practice (tools, resources, reminders, flow sheets, online instructional material)? *(Utilizes Support Strategies, JA9)*

Will you include an evaluation to determine effectiveness of those support strategies?

ANALYZING CHANGE

13. How will you know if you've been effective in producing change? *(Analyzes Change)*

Commitments to change: A commitment to change is a statement learner's make reflecting how they plan <u>to implement what they learned</u> into their professional practice. Requesting learners to make commitments to change can be useful in evaluating effectiveness.

14. Can you evaluate improvement in provider and <u>team</u> <u>performance</u>? Will you be able to demonstrate any improvements in provider performance, quality improvement, or patient or community outcomes? (Improves Performance)

STANDARDS FOR INTEGRITY AND INDEPENDENCE

STANDARD 1: ENSURE CONTENT IS VALID and STANDARD 2: PREVENT COMMERCIAL BIAS AND MARKETING IN ACCREDITED CONTINUING EDUCATION

Keep education educational not promotional.
- ✓ All recommendations for patient care in accredited continuing education must be <u>based on current science, evidence, and clinical reasoning</u>, while giving <u>a fair and balanced view</u> of diagnostic and therapeutic options.
- ✓ Free of marketing or sales of products or services. Faculty <u>must not actively promote or sell products or services that serve their professional or financial interests</u> during accredited education.
  - o Note that this includes book or device sales. Faculty cannot promote or sell anything during the education. They can reference their publications, but not sell.

STANDARD 3: IDENTIFY, MITIGATE, AND DISCLOSE RELEVANT FINANCIAL RELATIONSHIPS

Ineligible company, as defined by ACCME, are companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

15. Will this activity include **clinical content related to products** of ineligible companies?

STANDARD 4: MANAGE COMMERCIAL SUPPORT APPROPRIATELY and STANDARD 5: MANAGE ANCILLARY ACTIVITIES OFFERED IN CONJUNCTION WITH ACCREDITED CONTINUING EDUCATION

17. Will this activity have financial **support** from an ineligible company?
Grants or in-kind financial support?
Exhibitor space?
Any non-accredited activity happening along with the accredited?

Please allow 5 working days for processing by UUCME. Upon approval, you will be notified by e-mail.