M Northwestern Medicine[®] Feinberg School of Medicine

CME Bootcamp: RSS application process and documentation training May 2018







M Northwestern Medicine*



ign Out Live Courses RSS Calendar Online Courses NM My Learning Planners bout Us Help

CME Application

Instructions: Complete the various sections of the application and scroll to the bottom of each form and click Save. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the "Submit For Review" buttom to send it for pare review and possible approval. Review times vary and you will be constructed via email.

Multiple tabs

- Basics
- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Agenda

Morthwestern Medicine*

Feinberg School of Medicine

• Signature

8 🖨 print Planners and Faculty **Basic Information** Activity Name/Title * 0 Activity Type * 💿 Activity Type descriptions can be found by clicking here. Is your activity a series? (Not a Regularly Scheduled Series) * Oves Activity Format * 0 In addition to your primary activity format, do you anticipate utilizing a secondary activity format? For example. live stream of an RSS or enduring material created from a live activity. Please explain. Activity Description * () Activity Synopsis (optional short description shown on calendar and lists) * () is this a one-time quality improvement or patient safety activity? * OYes Type of Credit Requested * AMA PRA Category 1 Please list additional credits being offered (not accredited by FSM OCME):

...

My CME

Multiple tabs

- Basics
- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Agenda
- Signature



Multiple tabs

- Basics
- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Agenda
- Signature

member, click the red minus (-) icon to the left of the table row for that committee member.

| | Email Address | Committee Member | Degree and | Institution | Role on | Disclosure |
|----|----------------------|--------------------|--------------|-------------|------------|-------------------|
| | | Full Name | Credentials | | Committee | |
| 00 | c-schroedl@northwest | Clara Schroedl, MD | MD | FSM | Course I 🚽 | <u>Disclosure</u> |
| 00 | jbarsuk@nm.org | Jeffrey Barsuk | MD, MS | FSM | Planninç 🚽 | |
| 00 | lwilliam@nm.org | Lisa Williams | MS, APN-CNS, | NM | Planninç 🚽 | |
| 00 | dwayne@northwestern | Diane B Wayne, MD | MD | | Planninç 🚽 | <u>Disclosure</u> |

- Add email address then hit "tab".
- Will auto populate name and degree if they have a disclosure on file.
- If you erroneously add someone, click on the red circle to delete.
- If you add an email address of someone NOT in our system, then adding them here will make them a profile on our system.
- All Planning committee members, course directors, and those who need to sign the application needs to be entered here.



Multiple tabs Basics

- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Agenda
- Signature

Faculty/Presenters

Please upload your list of faculty using the upload button below. Be sure to include the faculty member's full name, degree and email address.

Please upload your list of faculty here (accepted file types: Excel, PDF, Word):



- Faculty list with disclosure information
 - template under "Planner" tab
 - only need to add course director and planner

Multiple tabs

- Basics
- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Agenda
- Signature

| Continuing Medical Education | | | | | | | | |
|--|---|---|----------------|--|--|-------------------------|---------------|---|
| Sign Out About Us | Live Courses Help | RSS Calendar | Online Courses | NM My Learning | Planners | mycme | Faculty | ٩ |
| Planners | | | | | | | | |
| First step be Procedures Guidelines CME Review | fore applying for 0 and Protocols or Planning a CME r Committee Scheo | CME : Activity dule | | Resources for C Program Template Program Template Brochure template | Coordinating a co Form - Direct (require Form - Joint (require | onference red) d) | | |
| Resource Budget tem Speaker/Fai Activity Typ Writing Lea | s for filling out plate (required for culty spreadsheet (e Definitions ming Objectives – | the CME applic application) (required for applica Quick Tips & Examp | ation tion) | Regularly Scher Example of Promot Entering in attenda | duled Series remotional Material sonal Materials nce instructions | 5 | | |
| Learning Ot Helpful Tips | jectives – Measura for Completing th | able Verbs e Gap and Needs Se | ction | CME Training N | Materials | nce Course Coor | dinators | |
| Submittin Grant reque Grant applk (INI) reeded (The Grant Letter Northweste | ng a Grant st protocol ation intake form offer of Ore a insume you of Request rn's LOA | ir grant) | | attendance, I | Evaluation | | cay monalling | |

- Faculty list with disclosure information
 - template under "Planner" tab
 - only need to add course director and planner

CME application Screen shot of faculty spreadsheet В С D G Α Е Н Role in the activity Resolution (course director, (All relevent financial planning committee, Organization / Financial Relationship relationships must be peer speaker, moderator, Honoraria Middle Initial Degree (s) Last Name Taken from disclosure form) First Name Institution etc.) amount reviewed) 1 2 EX: Superior \$0.00 None Jane Course Direcotr MD Receives honorarium as a speaker Course director will review from ABC Commercial Interest. presentation and fill out a "content 3 EX: Fairbanks MD, MS \$500.00 validation form" prior to activity. Speaker Receives funding as a PI for a grant Course director confirms there is no supported by XYZ Company. relevent financial relationship Speaker states the topic of his between the presentation and presentation is not related to the commercial interest.* 4 EX: Huron Jack \$500.00 Speaker commercial interest * 5 \$0.00 6 \$0.00 7 \$0.00

- Financial Relationship must be filled out.
- Resolution
 - Only resolution method for course directors and planners is for them to attest that they will not plan anything related to their financial relationships
 - They will receive a separate email from the Office ۲ of CME



Feinberg School of Medicine

Multiple tabs

- Basics
- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Supporting documentation
- Signature

Morthwestern Medicine® Feinberg School of Medicine

| Basic Information | |
|-----------------------------|--|
| Planners and Faculty | |
| Gap and Needs | |
| Objectives and Outcomes | |
| Educational Design | |
| Support and Attestation | |
| Files - upload/download | |
| Comments | |
| Return To Applications List | |

To add files to your application.

| 🎬 59012 | Filt | er by |
|---------|--|-------|
| | Filename | Size |
| | 🔁 Basic Information.pdf | 37035 |
| | CourseDirectorsSignature_signature.png | 9237 |
| | 🔁 Educational Design.pdf | 7454 |
| | igentiation form.xml | 7106 |
| | 🔂 Gap and Needs.pdf | 11075 |
| | 🔂 Objectives and Outcomes.pdf | 20732 |
| | Planners and Faculty.pdf | 32045 |
| | 🛛 🔁 Support and Attestation.pdf | 16903 |

Documents needed:

- Budget
 - template under "Planner" tab
 - Only need to add budget is requesting funds from a commercial interest for grant. Must contact Office of CME *prior* to reaching out to companies.
- Faculty spreadsheet
 - Download an updated spreadsheet
- Additional supporting documentation for application

11

Multiple tabs

- Basics
- Planning & Faculty
- Documents
 - Faculty spreadsheet
 - Budget
 - Agenda
- Signature

| The Office of CME offers optional additional s | upport for activity planning. Fees apply. Check all the services | | | |
|--|---|--|--|--|
| Educational Grant submission | Exhibitor submission | | | |
| Manage online registration Onsite staffing | Name badges | | | |
| Attestation | | | | |
| As the course director, I attest that this CME activity will comply with the following ACCME requirements: | | | | |
| All the recommendations involving clin is accepted within the profession of mic contraindications in the care of patient | cal medicine in a CME activity must be based on evidence that dicine as adequate justification for their indications and s | | | |
| All scientific research referred to, report care recommendation must conform to data collection, and analysis | rted, or used in CME in support or justification of a patient the generally accepted standards of experimental design, | | | |
| CME activities must not promote recor that are not within the definition of CM benefits or are known to be ineffective | mendations, treatment, or manners of practicing medicine E, or are known to have risks or dangers that outweigh the in the treatment of patients | | | |
| The activity planning process and edu If the ACCME receives a complaint ab CME, the course director will be respo | ational content are free of commercial influence and/or bias, at an educational activity not coordinated by the Office of nsible to respond to the complaint according to the ACCME's | | | |
| Procedure for Handling Complaints loc (processes-complaints-regarding-accr with the complaint. | ated at: http://www.accme.org/news-publications/publications Edited-providers-and-recognized-1, and any fees associated | | | |
| I have reviewed and approved the budget es financial responsibilities. | timate and I understand the policies regarding the program's | | | |
| Course Director's Signature | Date | | | |
| Signature Image | 12/06/2017 | | | |
| Division Chief's Signature | Date | | | |
| | | | | |
| / | MM/DD/YYYY 🛍 | | | |
| Department Chair's Signature | Date | | | |



Morthwestern Medicine* Feinberg School of Medicine



Questions?



Disclosure Forms

Who should complete the disclosure form?

Course Director(s)

Planning Committee Member(s)

• Faculty / Presenters

In other words...

anyone who has influence over the educational content of the activity.

Where can I find the disclosure form?

The most direct way to access the disclosure form is from the CME website:

www.cme.northwestern.edu





Northwest Your medical education is a life-long pursuit rooted in your commitment to excellence in your field. The Office of Continuing Medical Education at Feinberg School (Northwestern University Feinberg School of Medicine promotes excellence in patient care and safety through accredited education activities based on up-

Scroll to the bottom of the home page:

Northwestern University

© 2017 Northwestern University Contact Northwestern University Careers Disclaimer Campus Emergency Information University Policies

Disclosure

Northwestern University Feinberg School of Medicine

Giving | Site Feedback

Social Media Center





Live Courses RSS Calendar

Online Courses

NM My Learning

Planners

About

Help

Alternatively, you can share the direct link:

https://northwestern.cloud-cme.com/Form.aspx?FormID=58

There's A Cheat Sheet!

Use the cheat sheet to help your Course Directors, Planners and Faculty login and find the disclosure form.

Yes, you can share it with them.

M Northwestern Medicine[®]

Feinberg School of Medicine

Logout Attendee Portal

Disclosure of Relevant Financial Relationships for Continuing Professional Education

As a provider approved by the Accreditation Council for Continuing Medical Education (ACCME), Northwestern University Feinberg School of Medicine (NUFSM) requires written, signed disclosure of the existence of relevant financial relationships with industry from any individual in a position to control the content of a CME activity sponsored by NUFSM. Individuals who refuse to disclose relevant financial relationships or refuse to attest to the statements at the end of this form will be disqualified from all aspects of associated CME activities.

Please complete the information below, and then scroll to the bottom of the screen and click Submit. Note that any red highlighted items are required fields and the form cannot be submitted without an answer.

A commercial interest, as defined by the ACCME, is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.

Relevant financial relationships are those in which an individual (including spouse/domestic partner) has both:

1. A personal financial relationship (any amount) with a commercial interest in the past 12 months (whether relationship has ended or is currently active) AND

Control in planning or presenting educational content addressing specific products/agents/devices of the commercial interest (not simply a whole class of products or content about the whole disease class)

Within the past 12 months, have you and/or your spouse or life partner received support from, or had a relationship with, a commercial interest? *

Yes. I or my spouse/life partner have at present and/or have had within the past 12 months a relevant financial relationship with a commercial interest as listed below.
 No

Feinberg School (

ATTESTATION OF CE VALUE STATEMENTS

Please indicate your understanding of and willingness to comply with each statement below. If any statements do not apply to your participation in this activity, please select N/A. If you require clarification of these statements or have questions regarding your ability to comply, please contact us immediately.

I have disclosed all relevant financial relationships and I will disclose this information to learners. *

| O Agree | Disagree | ○ N/A | |
|---|--|---|-------------|
| The content and/or presenta will not promote a specific pr therapeutic options, will be b | tion of the information with which I am involved roprietary business interest of a commercial int palanced, evidence-based and commercially ur | I will promote quality or improvements in health care an erest. Content for this activity, including any presentation biased. * | nd on of |
| O Agree | Disagree | N/A | |
| I have not and will not accep participation in this activity. * | ot any honoraria, additional payments or reimbu | Irsements directly from a commercial interest for my | |
| Agree | Disagree | | |
| I understand that my presen resources in advance as req | tation/content may need to be reviewed prior to uested. * | this activity, and I will provide educational content and | d |
| O Agree | C Disagree | ○ N/A | |
| If I am providing recommend medicine as adequate justifi will conform to the generally | dations involving clinical medicine, they will be l cation for their indications and contraindications accepted standard of experimental design, dat | based on evidence that is accepted within the professions in the care of patients. All scientific research referred ta collection and analysis. * | on of to |
| | | | |

Agree
 O Disagree
 N/A

Fei names, I will use trade names from several companies when available, and not just trade names from any single company. *

| O Agree | Disagree | ○ N/A |
|--|--|---|
| f I have been trained or utilized he promotional aspects of that p | by a commercial interest or its agent as a presentation will not be included in any wa | a speaker (e.g. speaker's bureau) for any commercial interes ay with this activity. * |
| O Agree | Disagree | N/A |
| Agree | Disagree | N/A |
| | | |
| My signature below indicates th accurate information. I am awar engagement in this CME/CE ac | at I have read and completed this form m e that financial disclosure information pro tivity. | yself and to the best of my ability provided current and wided in this form will be shared with learners prior to their |
| My signature below indicates th accurate information. I am awar engagement in this CME/CE ac Signature | at I have read and completed this form m e that financial disclosure information pro tivity. Date | yself and to the best of my ability provided current and wided in this form will be shared with learners prior to their |
| My signature below indicates th accurate information. I am awar engagement in this CME/CE ac Signature Signature Image | at I have read and completed this form m e that financial disclosure information pro tivity. Date | evyself and to the best of my ability provided current and evided in this form will be shared with learners prior to their |

If the person has no relationships to disclose...

- Click No
- Click Agree, Disagree or N/A for the remaining questions
- Sign and date at the bottom
- Click Submit
- ALL DONE!
- Morthwestern Medicine® Feinberg School of Medicine

But what if they have relationships to disclose?!?!

Within the past 12 months, have you and/or your spouse or life partner received support from, or had a relationship with, a commercial interest?

• Yes. I or my spouse/life partner have at present and/or have had within the past 12 months a relevant financial relationship with a commercial interest as listed below.

No



| | Indicate Applicable Manufacturer () | |
|--|-------------------------------------|--|
| Relationship, If other: | Manufacturer, If other: | |
| Relationship Status: Current or date ended | | |

Morthwestern Medicine*

Types of Financial Relationships

| Type of Financial Relationship () | Type of Financial Relationship 🕕 | |
|---|---|---|
| | | • |
| | Receipt of Intellectual Property Rights/Patent Holder | - |
| Salary | Consulting Fee | |
| Royalty | Speakers Bureau | |
| Receipt of Intellectual Property Rights/Patent Holder | Fees for Non-CE Services Received Directly from a | |
| Consulting Fee | Commercial Interest or its Agent | |
| Speakers Bureau | Contracted Research | e |
| Fees for Non-CE Services Received Directly from a | Ownership Interest | |
| Commercial Interest or its Agent | Other | - |
| M Northwestern Medicine* | | |

Feinberg School of Medicine

Applicable Manufacturer

| Other Astrom Biosciences, Inc. Abbott Laboratories Abbott Vascular | | Indicate Applicable Manufacturer (1) | |
|--|----------------|--------------------------------------|---|
| 3F Therapeutics 3M Aastrom Biosciences, Inc. Abbott Laboratories ^{Ia} Abbott Vascular | | Other | - |
| 3M Aastrom Biosciences, Inc. Abbott Laboratories Ia Abbott Vascular | | 3F Therapeutics | |
| Aastrom Biosciences, Inc. Abbott Laboratories Abbott Vascular | | 3M | |
| Abbott Laboratories | | Aastrom Biosciences, Inc. | |
| C Abbott Vascular | | Abbott Laboratories | |
| | 14 | Abbott Vascular | |
| Abiomed, Inc. | | Abiomed, Inc. | |
| Abt. Associates | Northwestern N | Abt. Associates | - |

Relationship Status

Within the past 12 months, have you and/or your spouse or life partner received support from, or had a relationship with, a commercial interest?

• Yes. I or my spouse/life partner have at present and/or have had within the past 12 months a relevant financial relationship with a commercial interest as listed below.

No

| Please specify your relationship: 1 | | 0 |
|---|--------------------------------------|---|
| Type of Financial Relationship () | Indicate Applicable Manufacturer (1) | |
| Relationship, If other: | Manufacturer, If other: | |
| Relationship Status: Current or date ended | | |
| | | |

Morthwestern Medicine

Feinberg School of Medicine

More than one relationship? ADD MORE ROWS!

| Please specify your relationship: Type of Financial Relationship | To add additional rows, click the green + icon to the right. | 0 |
|--|--|---|
| Relationship, If other: | Manufacturer, If other: | • |
| Relationship Status: Current or date | ended | |

M Northwestern Medicine[®] Feinberg School of Medicine

Once they have added all financial relationships...

- Click Agree, Disagree or N/A for the remaining questions
- Sign and date at the bottom
- Click Submit
- ALL DONE!
- Morthwestern Medicine* Feinberg School of Medicine

Accessing disclosure forms for your activity BEFORE application is submitted

From the Home Screen, click on Administration at the bottom of the page:



Feinberg School of Medicine

CloudCME

northwestern



You can now look for any disclosure form either by Activity or by the person's last name.

| Faculty Disclos | sures | | |
|---|---|---|---|
| Instructions: Select an minute to create. Plea | n activity from the drop down list. Alternately, yo ase be patient. When finished you can export the | u can look up an individual by last name and if a disclosure has be report to several formats including PDF. | een submitted, it will display in the report. The report may take a |
| Activity: | | 🗆 All 🔲 Parents Only 🥝 | Create Report |
| Individual: | • | | |

Morthwestern Medicine*

Searching By Individual

- Begin typing the person's last name in the box.
- Choose the correct person from the drop down
- Their disclosure will appear (but only if they completed one!)



Searching By Individual

| Disclosures | | | | | | |
|-------------------|-------------------------|--|--|---|---|--|
| Please be patient | t. When finished you ca | n export the report to several i | formats including PDF. | | 19 - 19 - 10 - 10 - 10 - 10 - 10 - 10 - | |
| Activity: | . 0. | | , 🗎 All 🗏 Parents Only 🧿 | All 🗏 Parents Only 😡 | | |
| Individual: | Corey, Sheryl (| Corey, Sheryl (850) sheryl corey@northv | | | | |
| Multiple submis | ssions were found. Cli | ck a date to view. 1/17/2018 | 9 12:23:56 • Show All | | | |
| Faculty_850_0 | CoreySheryl_58.pdf | | 1/3 | | ¢ ± e | |
| | | Disclosure of Relevan | nt Financial Relationships for Con | tinuing Professional Education | | |
| | | As a provider approved by the Accreditation Council for Continuing Medical Education (ACCME), Northwestern University Feinberg School of Medicine (NUFSM) requires written, signed disclosure of the existence of relevant financial reliationships with industry from any individual in a position to control the content of a CME activity sponsored by NUFSM. Individuals who refuse to disclose relevant financial reliationships or refuse to attest to the statements at the end of this form will be disqualified from all aspects of associated CME activities. Please complete the information below, and then scroll to the bottom of the screen and click Submit. Note that any red highlighted items are required fields and the form cannot be submitted without an answer. | | ed | | |
| | | A commercial interest, as defined by the ACCME, is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests. | | | | |
| | | Relevant financial relationships are those in which an individual (including spouse/domestic partner) has both: | | | | |
| | | 1. A personal financial relat ended or is currently active | tionship (any amount) with a commercial int) AND | erest in the past 12 months (whether relationship has | | |
| | | 2. Control in planning or pro (not simply a whole class of | esenting educational content addressing sp of products or content about the whole disea | ecific products/agents/devices of the commercial inter se class) | est | |
| | | Within the past 12 months | s, have you and/or your spouse or life pa | rtner received support from, or had a relationship | | |

M Northwestern Medicine[®] Feinberg School of Medicine



Thank You!

M Northwestern Medicine' Plating Special of Medicine