

MAACME CME 101 Workshop 2018

Pre-Workshop Self-Assessment Checklist

This checklist is a companion piece to the pre-workshop assignment. After you review the videos and reading material, please use this tool to help you identify potential opportunities to enhance your CME program and/or your own professional development. This checklist does not address the Commendation Criteria.

A. Planning CME Activities

- **Do I understand the expectations of the activity planning criteria so that I can apply them in everyday practice?**
 - Practice Gaps/Educational Needs
 - Desired Changes
 - Effective and Relevant Formats and Content
 - Incorporating Professional Competencies
- Do the forms or other planning notes we use to award/designate CME credit to educational activities do an adequate job of asking questions and documenting information to verify that we've included the above-referenced planning components?

B. Standards for Commercial Support SM : Standards to Ensure the Independence of CME Activities (SCS)

- **Do I know how to apply the SCS in everyday practice?**
- Who is really controlling or influencing our activities?
 - Planners and Faculty
 - Independent of Commercial Interests?
- Do we get all those in control to disclose any relevant financial relationships?
- How do we collect information about relevant financial relationships?
 - Are we using the current and complete Definition of a Commercial Interest?
- What do I say, and when do I have to tell learners about financial relationships?
- Do I know when we have to resolve potential conflicts of interest?
- Do we have appropriate options in place to resolve potential conflicts of interest?
- How do we protect our learners from promotion or undue influence?
 - Separation of Education and Promotion?
 - Exhibits or Advertising?
- Do we accept funding from commercial interests and if so, adhere to expectations?
 - Appropriate Letters of Agreement?

- Managing Money Appropriately?
- Tracking Income and Expenses?
- Acknowledging the Funding to Learners?
- Are we meeting the ACCME Clinical Content Validation requirements?
 - Evidenced-based, scientific recommendations

C. Overall Program Evaluation and Improvement

- **Do I understand the strategic "why, what, and how" of the overall program evaluation process?**
- What wording in our CME mission statement describes the desired results our organization expects to achieve because of our CME operations?
 - ... and are the desired results worded in such a way that you can tell that we are focusing on improving the competence or performance of our learners, or on improving patient outcomes as a result of our CME activities?
- What forms/tools/processes do we use to measure for potential change in learners competence or performance, or in actual patient outcomes, as a result of an activity?
- What processes do we have in place to take the "change data" we collected from our individual activities offered over a duration of time, look at all that data as a whole, and summarize what we were able/were not able to accomplish because of our CME operations?
 - Does the "change data" tell us we were or were not successful in achieving the desired results we have listed in our CME Mission Statement? Did we hit the mark? Do we want to change our CME Mission Statement for any reason?
- Do we come together to take a big-picture look at our overall CME operations and activities to see if there are things we could do to improve at the activity level or the overarching program level?
 - What sort of information do we include in our program-based review and who do we ask to be part of this review?
 - When do we make any changes? Who/what is involved?
 - How do we document this review so when it comes time for reaccreditation we can demonstrate that we executed this review?
 - Do we share this review with others in the organization?