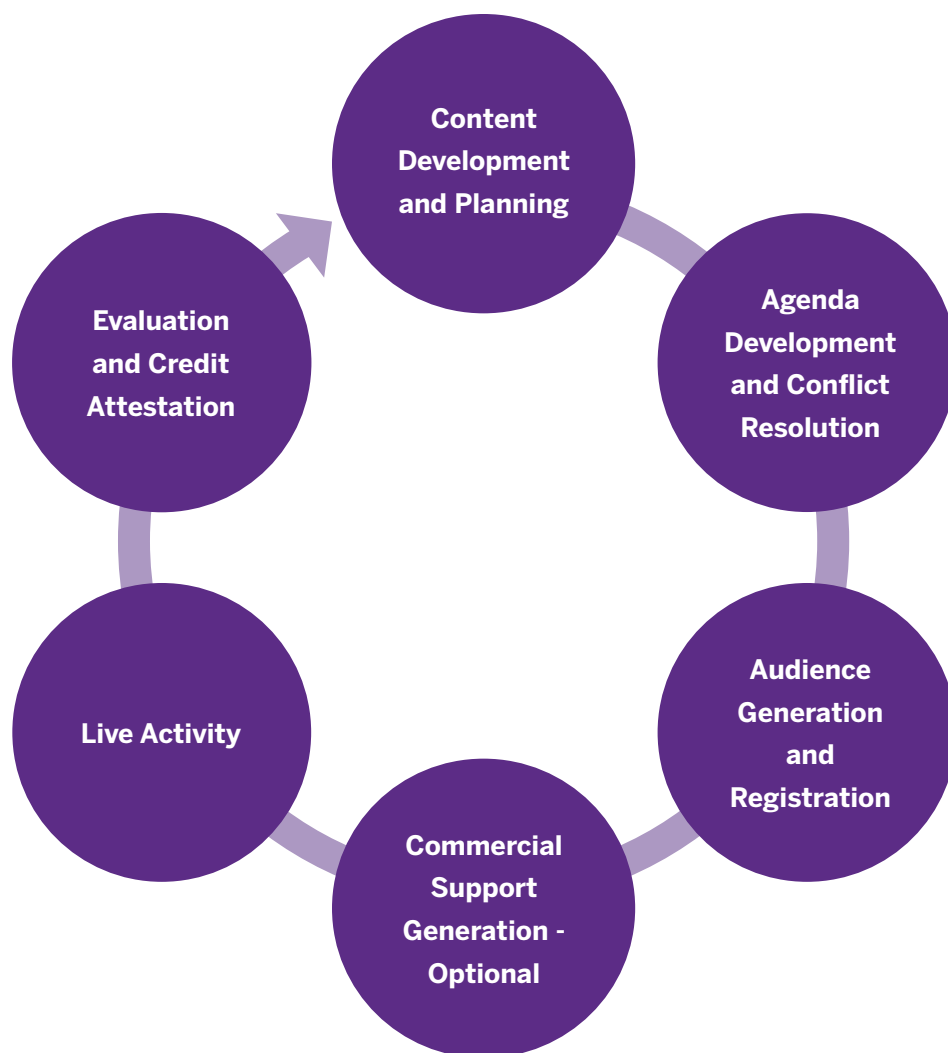


A department managed CME course is a live activity, in which your department manages all of the logistics and the CME office provides the CME accreditation. The entire process takes approximately nine months.



Content Development and Planning

begins at least 6 months before course date

- Contact CME office and other CE departments (if applicable) to begin the activity certification and planning process
- Articulate the need for the educational activity and its goals by submitting a course application in HighMarks, the CME office's Learning Management System (LMS)
 - Include documents that support your needs assessment
 - Identify all content planners and assign them to their roles in HighMarks
 - Identify an MD or DO that is not involved in planning or presenting the course content as your Independent Reviewer
 - + This person is not permitted to have any financial relationships
 - + This person will perform content validation for your course
 - Ensure all course directors, content planners and independent reviewer(s) submit their disclosure forms in HighMarks
- Develop a planning budget that includes course tuition and projected expenses

Agenda Development and Conflict Resolution

begins 5 months before course date

- Confirm your speakers
- Begin agenda development
 - Should be based on educational objectives
- Finalize agenda and submit to CME office
- Send official faculty letter
 - This must include the required language regarding Standards for Commercial Support, HIPPA rules, Intellectual Property guidelines and Conflict of Resolution practices
- Ensure that all speakers complete their online disclosure form no less than four weeks prior to course date
- Speakers should upload presentations in Highmarks for review by the Independent Reviewer(s)
- Independent Reviewer(s) will review uploaded presentations and complete the Clinical Content Validation Form in Highmarks
 - This must occur no less than two days prior to course date

Audience Generation and Registration

begins 3.5 months before course date

- Set up a learner registration system
- Incorporate language provided by the CME office along with course title, full agenda, registration information, and education provider logos on all promotional materials
- Submit all promotional materials to CME office for approval before distribution
- Distribute the course promotional materials

Commercial Support Generation - Optional

4 months before course date

- Provide the CME office with a list of potential commercial supporters along with contact names and information
 - Note: all requests must be submitted by the CME office and all agreements are signed by the CME office
- Determine the amount to request of each potential supporter

Live Activity

course day

- Ensure that attendance is recorded for all learners
- Ensure that the handout provided by the CME office is distributed to learners on the day of the course as part of the overall syllabus or program booklet

Evaluation and Credit Attestation

within 3 months after the course

- Evaluation and Credit Attestation will take place online through HighMarks
- Results from the evaluation are summarized by the CME office and distributed to all planners