

CME APPLICATION & PLANNING WORKSHEET

<u>INSTRUCTIONS:</u> This Application/Planning Worksheet is to be submitted a <u>minimum of 3 months prior</u> to the activity to ensure compliance with ACCME and ISMA requirements. This application is an essential step that will guide you through the planning process.

The application should be typed and legible, not handwritten.

TO SUBMIT: Email to Jessica Davis, ISMA CME Coordinator at jdavis@ismanet.org **REQUIRED SUPPORTING DOCUMENTS:** ☐ Activity Budget (including projected revenue/expenses) ☐ Initial Planning Committee Meeting minutes ☐ Preliminary Program Agenda **Contact and Activity Information** Date Submitted: Primary Contact Name: Email: Phone #: Click here to Click here to enter text. Click here to enter text. Click here to enter text. enter text. Hospital/Society/Organization: Click here to enter text. Proposed Activity Title: Click here to enter text. Proposed # Hours of Instruction: Click here to enter text. Hours Estimated number of participants: (Agenda required for approval of activities with multiple □ 25 or less \Box 26 – 50 \Box 51 – 150 150+ presentations) Proposed Activity Date(s): Start/End Time (if live event): Location (if live event): Click here to enter text. Click here to enter text. Click here to enter text. Step 1 - Proposed Activity Type **C5** Live Activity - Course, Symposium, Workshop, Conference, Live Webcast Enduring Activity - An enduring material is a certified CME activity that endures over a specified time. These include print, audio, video and Internet materials, such as monographs, podcasts, CD-ROMs, DVDs, archived webinars, as well as other web-based activities Step 2 – Activity Format: What educational approaches will you be utilizing? (Select all that apply) **C5** Lecture ☐ Case-Based Presentation/Discussion ☐ Q&A Session(s) ☐ Other (Describe): Click here to enter text. □ Panel Discussion Step 3 - Desirable Physician Attributes/Core Competencies CME activities should be developed in the context of desirable physician attributes. Please select all competencies that will be C6 addressed. **Interprofessional Education Collaborative ACGME/ABMS Competencies Institute of Medicine Competencies** Competencies ☐ Patient care and procedural skills ☐ Provide patient-centered care ☐ Values/ethics for interprofessional ■ Medical knowledge ☐ Work in interdisciplinary teams practice ☐ Practice-based learning & improvement ☐ Roles/responsibilities ☐ Employ evidence-based practice System-based practice ☐ Apply quality improvement ☐ Interprofessional communication Professionalism ☐ Utilize informatics ☐ Teams and teamwork ☐ Interpersonal & communication skills **Step 4 - Target Audience -** (Select all that apply) Audience: Location: ☐ Primary Care Physicians Physician Assistants ■ Local/Regional ☐ Nurse Practitioners National Specialty Physicians (specify) Click here to enter text. Social Workers ☐ Residents/Medical Students ☐ Other: (specify) *Click here to enter text.*

Updated: January 2020

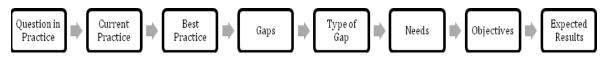
Pharmacists

Step 5 - Planning Team – Those responsible for planning/development of the activity and have control over the content of the activity. These individuals are required to complete a Disclosure of Financial Relationship Form. (<i>Insert rows as needed</i>)			
Name (Activity Chair): Click here to enter text.	Name: Click here to enter text.		
Affiliation: Click here to enter text.	Affiliation: Click here to enter text.		
Title: Click here to enter text.	Title: Click here to enter text.		
Email: Click here to enter text.	Email: Click here to enter text.		
Phone: Click here to enter text. Fax: Click here to enter text.	Phone: Click here to enter text. Fax: Click here to enter text.		
Role (planner): Click here to enter text.	Role (planner): Click here to enter text.		
Name: Click here to enter text.	Name: Click here to enter text.		
Affiliation: Click here to enter text.	Affiliation: Click here to enter text.		
Title: Click here to enter text.	Title: Click here to enter text.		
Email: Click here to enter text.	Email: Click here to enter text.		
Phone: Click here to enter text. Fax: Click here to enter text.	Phone: Click here to enter text. Fax: Click here to enter text.		
Role (planner): Click here to enter text.	Role (planner): Click here to enter text.		

Step 6 – Faculty / Presenter Selection			С7	
Please list name/credentials of proposed presenter(s) (Insert rows as needed)				
Note: These individuals are required to complete a Disclosure of Financial Relationship Form.				
Name	Credentials	Affiliation		
Click here to enter text.	Click here to enter text.	Click here to enter text.		
Click here to enter text.	Click here to enter text.	Click here to enter text.	•	
Click here to enter text.	Click here to enter text.	Click here to enter text.		

Planning Process

The CME planning process is based on a foundation of needs assessment which serves to identify professional practice gaps of the intended audience, articulate the needs, and outline the objectives and expectations necessary to design learning activities that will change competence, performance, and/or patient outcomes. This process can be visually depicted as follows:



Step 7 – State the professional practice gap(s) of your learners on which the activity is based and how this problem was discovered or identified. Describe the professional, practice or system-based problem(s) for your learners that will be addressed through this educational intervention.

Click here to enter text.

Step 8 – State the educational need(s) that you've determined to be the cause of the professional practice gap.

What will help solve the problem?

Knowledge need (i.e., is there new technology or new information that physicians need to know more about) *Click here to enter text.*

Competence need (i.e., are there tools or strategies available that might help learners apply what they should already know) *Click here to enter text.*

Performance need (i.e. is there new technology or clinical information that necessitate learners assimilating new skills) *Click here to enter text.*

Step 9 – State what the CME activity is designed to change in terms of learners' competence, performance or patient outcomes. What are the objectives? Objectives are the take-home messages following the activity and describe what the learner should be able to do after completing the CME activity. They must be specific, measurable and bridge gaps between identified problem and desired outcomes. (Insert rows as needed)		
Learning Objectives – Finish the statement:	How will you know if your learner's competence, or	
At the completion of this activity participants should be able to:	performance, or patient outcomes were impacted b	y these
	objectives?	
1. Click here to enter text.	Subjective data - participants will self-report chan	ges
	☐ Objective data - chart pulls, QI data	
2. Click here to enter text.	☐ Subjective data - participants will self-report chan	ges
	☐ Objective data - chart pulls, QI data	
3. Click here to enter text.	☐ Subjective data - participants will self-report chan	ges
	☐ Objective data - <i>chart pulls, QI data</i>	

marketing, re-selling, or dis of the costs of a CME activi This does not include fees p booth space or other tangil All financial support must b	ncial or in-kind (e.g. products) contributions given by a commercial interest (any entity producing, tributing health care goods or services consumed by, or used on, patients) which is used to pay all or part ty. aid by vendors for an exhibit booth or companies which pay corporate sponsorships in exchange for ads, to be benefits. e given with the full knowledge and approval of the ISMA CME office.	C7, C8, C9, C10
Will this activity receive con Will you invite vendors/exh Please indicate other sourc ☐ Internal dept. funds ☐ F	nonorarium?	
- Other grants or randing	and the control of th	
ISMA/ACCME guidelines re	ods and CME Activity Outcomes Report quire that educational activities are evaluated for change. The ISMA CME Office will require the activity summary of the program evaluation data. Please indicate the tools that will be used to measure the	C11
Knowledge and Competence Do learners have a strategy to apply what was learned?	☐ Post-activity questionnaire asking learners what strategy they will apply at the end of the CME activity, in Commitment to Change Statement (measures intent to change)	including
ge ten s h	☐ Customized pre & post-test	
led per	☐ Focus Group Discussion immediately following the CME event	
nowledge an Competence Iearners haw rategy to app at was learne	☐ Delayed Physician Survey / post-activity follow-up (4 – 6 weeks post activity)	
K Do str wh	□ Other: Click here to enter text.	
Step 12 – Program Advert	isement and Handouts	C7, C10
Please indicate the method Brochure/flyer Fax Will participants be asked If yes, will participants be a	d(s) you will use to publicize this activity to prospective participants. (Check all that apply) Letter Invitation	·
☐ I will submit a draft of t☐ I will ensure that all lead By signing, I agree to develop	ncement(s) to learners include proper ISMA accreditation statement (direct or joint sponsorship) he proposed brochure/advertisement/handouts for review by the CME office <u>prior</u> to printing or distribution or the proposed brochure information for all planners and presenters associated with the activity op this activity in line with ACCME criteria as outlined by the Indiana State Medical Association. I further agree this activity will be completed and submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner, as outlined in the ISMA's Activity Guide & Completed and Submitted in a timely manner.	e that the
Click here to enter text.	Click here to enter text.	

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Date

CME Activity Chair