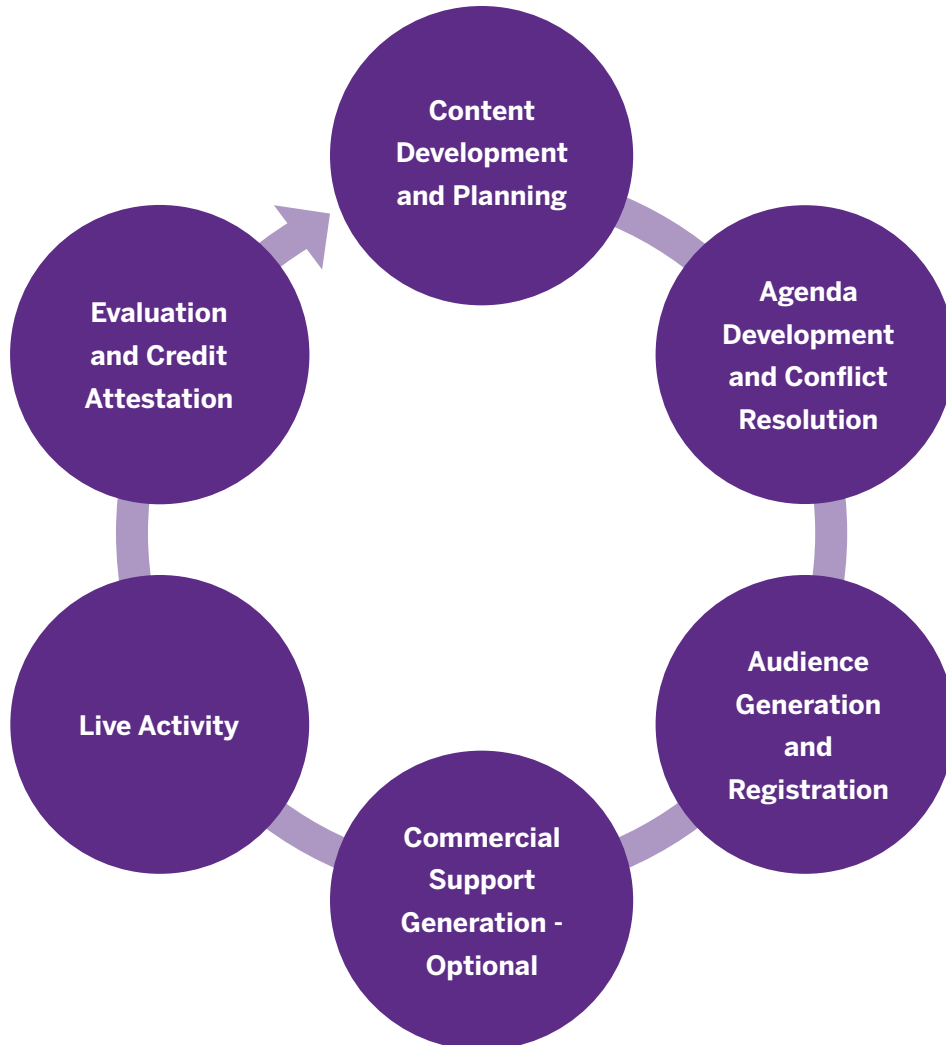


A department managed CME course is a live activity, in which your department manages all of the logistics and the CME office provides the CME accreditation. The entire process takes approximately nine months.



## 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