

To: CME Administrators; CME Directors in Departments & Divisions Subject: Recognition Cycle for Regularly Scheduled Series CME, 2021-2022 From: Rob Martin, Assistant Dean, Director of CME

Please prepare to renew your Grand Rounds and other Regularly Scheduled Series (RSS) for CME credit for the 2021-2022 cycle.

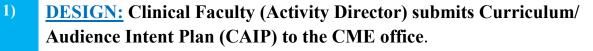
- De novo recognition of series not previously recognized will be accepted on a rolling basis without formal deadline; however, the process takes 2-3 weeks to approve.
- Renewal material is due Monday, Nov. 30, 2020, for series expiring Dec 31, 2020.
- Your CME series' ability to award CME and CE credits will expire on December 31,
 2020, unless you complete the Renewal cycle as described.
- Series that fail to comply with Renewal requirements will be de-certified, and must cease awarding CME or CE credits.
- Series may also voluntary choose to de-certify or go inactive.
- De-certified series are required to post notice that sessions grant no CME or CE credit.
- Sessions in 2021 will be ineligible to award CME/CE credit to learners unless all nine of the below Renewal/Approval requirements have been met:

9 Steps of the CME Series Approval Cycle for 2021-22



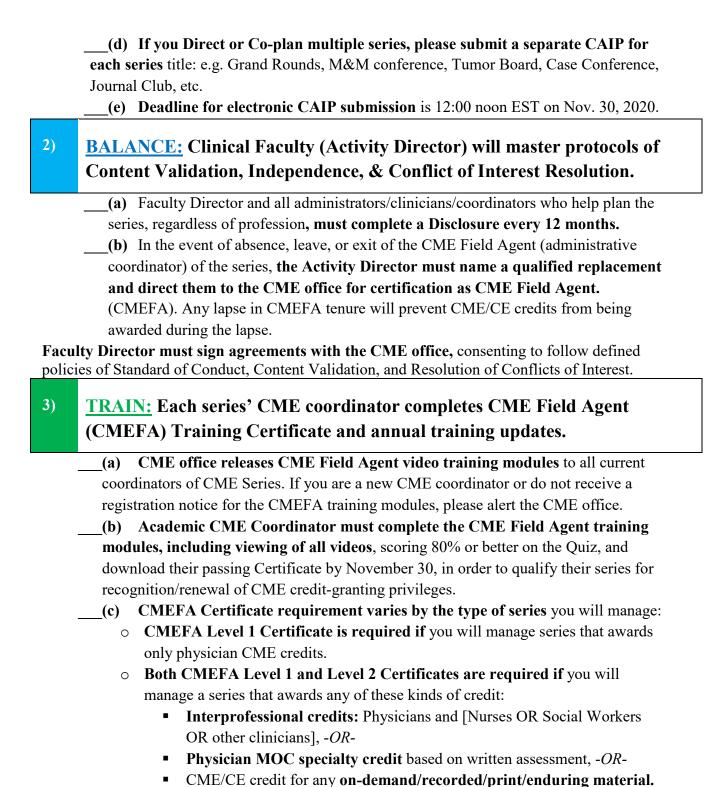


Detailed Checklist and Timeline



- **(a) RSS Series Renewal/Recognition Opens** on October 15, 2020. Paper CAIP submissions are not accepted. Complete CAIP online at:
- https://www.surveymonkey.com/r/RSScme2021 (valid only UNTIL October 14, 2020)
- ___(b) Identify all content planners, administrators, speaker coordinators, and any others who help plan your series. Each of these persons must complete a Disclosure annually.
- (c) Identify any credits you wish to award to physicians and non-physicians (Physician CME, Nurse Contact Hours, Social Worker CEU's etc.)

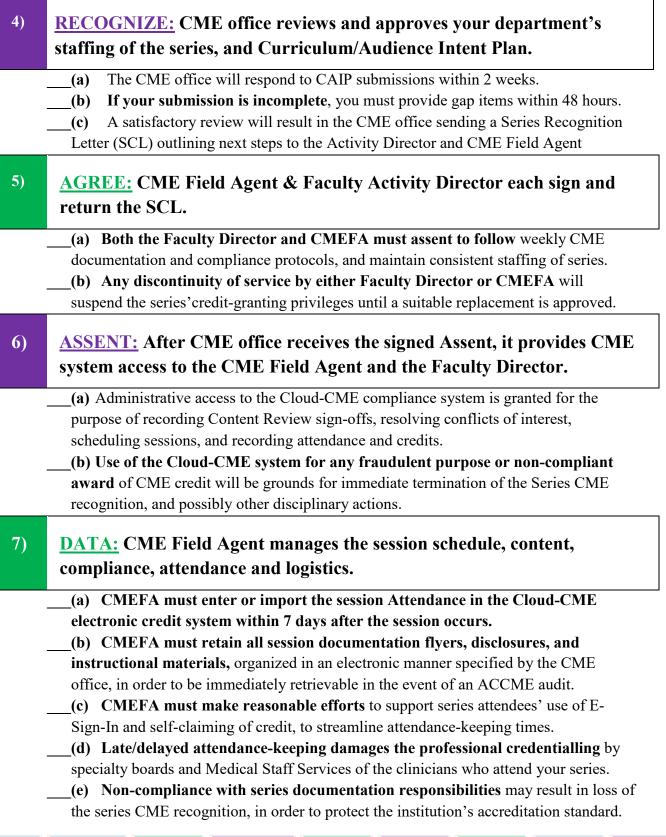
1) 2) 3) 4) 5) 6) 7) 8) 9) 1 DESIGN BALANCE TRAIN RECOGNIZE AGREE ASSENT DATA REVIEW ASSESS



at https://winthrop.cloud-cme.com/default.aspx?P=1100

The CMEFA Level 1 and Level 2 training and testing modules can be accessed





1) 2) 3) 4) 5) 6) 7) 8) 9)
DESIGN BALANCE TRAIN RECOGNIZE AGREE ASSENT DATA REVIEW ASSESS

REVIEW: Faculty Director resolves Conflicts of Interest that arise, and reviews/validates all CME content, by directing planners & instructors

___(a) Conflict of Interest Resolution duty:
_____1. The Faculty Director of a CME series cannot have relevant conflicts of interest within the therapeutic area they are educating.

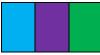
- _2. Conflict of Interest Resolution(COIR) includes:
 - a. Disclosure by all planners/instructors before planning an activity;
- b. Analyzing the need for conflict resolution immediately upon disclosure;
- c. Directing recusal, replacement or modified content to resolve COI; and
- d. Faculty Director completes **COIR** form to document the action.
- ___(b) CME Content Validation duty:
 - 1. Prior to activity occurring, all CME content is reviewed/validated by a qualified clinician or scientist (e.g. Faculty Activity Director, OR supervising clinical chair/designee, OR a qualified house officer of PGY-3 or higher.)
 - 2. Clinical Content Review is documented using the Clinical Content Review Attestation Form, to assure that:
 - i. **Content is non-promotional.** Chemical names/engineering descriptors of interventions appear instead of brand names, and no logos appear.
 - ii. Content includes only Evidence-Based Science. Recommendations involving clinical medicine must be based on evidence accepted within the profession of medicine as justification for indications and contraindications in the care of patients.
 - iii. Content avoids/eliminates advocacy of unscientific modalities.

 Scientific research in patient care recommendations conforms to generally accepted standards of experimental design, data collection and analysis.
 - iv. Content devoted to advocacy of unscientific modalities, or that promotes recommendations, treatment, or manners of practicing medicine known to have risks or dangers that outweigh the benefits; or known to be ineffective in the treatment of patients; are not within the definition of CME, and must not be provided as CME content.
 - v. Instructors must pre-alert to audience if they will be discussing "off-label" indications of non-FDA-approved indications during CME.

9) <u>ASSESS:</u> CME office reviews and audits CME compliance requirements in real time, and provides feedback to faculty & CME Field Agent

(a)	As a condition of renewing a series CME recognition, the CME office will
rev	riew the Retrospective Curriculum Summary (RCS) for series, which may take the
form of -EITHER-:	
0	A Curriculum Summary (logbook) listing the past year's topics, dates,
	learning objectives and speakers for the entire year in tabular form; -OR-
0	A comprehensive compendium of all CME Session Flyers reflecting the data
	equivalent to the Curriculum Summary (logbook);
(b)	The RCS must contain the full 24-month look-back, including every session
hel	d since the start date listed in your current Series Recognition Letter.
(c)	Prepare only one document containing all session data, and include it with
you	ur Faculty Directors CAIP submission (PDF format is preferred)
(d)	Collate the pages of your RCS in advance so that your Faculty Activity Director
can submit a complete RCS with the CAIP submission.	





Other important dates

- <u>Friday, October 15, 2020</u>: **CME office releases CME Field Agent training modules** to all current coordinators of CME Series. If you are a new CME coordinator, or do not receive a registration notice for the CMEFA training modules, please alert the CME office.
- <u>Friday, October 15, 2020</u>: Electronic submission of CAIP for RSS Series' renewal/recognition opens. Paper submissions not accepted. Submit at: http://bit.ly/NYUWHrss
- Monday, November 30, 2020: CAIP Renewal/Recognition submissions due by 12:00n.
- Monday, November 30, 2020: Coordinators of series must complete CME Field Agent modules appropriate to their series and pass the Certification Quiz with 80% score, in order for series to be Renewed/Recognized.
- <u>Monday, December 14-31</u>: **CME office issues Renewal/Recognition decisions** via SCL letter to Director/Coordinator.
- Friday, January 1, 2021: Renewed /Recognized Series are alone eligible to offer creditbearing CME/CE sessions. After this date, non-recognized series must post notice of no credit to be awarded on sessions held.

Glossary of Terms and Abbreviations



CAIP (Curriculum/Audience Intent Plan): A designed curriculum based on evidence of need for particular learning objectives and clinical audiences.

CMEFA (CME Field Agent): A staff person within a clinical or academic department trained to administer CME activity compliance, and certified by the CME office for competency.

COIR (Conflict of Interest Resolution): A process to ensure commercially interested individuals disclose financial relationships, and do not influence selection/presentation of CME content.

RCS (Retrospective Curriculum Summary): Logbook or compendium of session flyers containing comprehensive look-back of all sessions held in the Recognition term.

RSS (Regularly Scheduled Series): A CME activity, including Grand Rounds, Tumor Boards, M&M, Journal Club, Lecture Series, Visiting Professor Lecture Series, and Case Conferences.

SRL (Series Recognition Letter): An offer of recognition of series' eligibility to award CME credit, which becomes binding once signed by the Faculty Activity Director and the CME Field Agent.

1) 2) 3) 4) 5) 6) 7) 8) 9)
DESIGN BALANCE TRAIN RECOGNIZE AGREE ASSENT DATA REVIEW ASSESS