

Regularly Scheduled Series Session Planning According to the updated ACCME Accreditation Criteria

SESSION PLANNING REQUIREMENTS

1. Identify a professional practice gap - Program planning begins with needs assessment and identification of a practice-based issue and the underlying educational need. That gap can apply to your entire series.
2. Decide if the need is for education in: knowledge (acquire information), competence (know how to do), or performance (put into action).
3. Identify the [American Board of Medical Specialties core competency\(ies\)](#) that the education applies to:
1-Professionalism 2-Patient Care and Procedural Skills 3-Medical Knowledge
4-Practice-based Learning and Improvement 5-Interpersonal and Communication Skills 6-Systems-based Practice
4. Develop objectives based on the need identified, taking into consideration the learner's scope of practice.
5. Determine the format of the activity that will best accomplish the objectives.

REQUIRED SESSION DOCUMENTATION – Submit the following for each session of a series approved for AMA PRA Category 1 Credit by Banner Health. Note there are additional documents required for didactic series.

1. Completed *Session Planning Worksheet*. (Didactic Sessions)
2. Flyer or notification containing required components (title, speaker, credentials, objectives, target audience).
3. Faculty C.V. or biographical information, copy of letter sent to each faculty which should document that the goal of the education was conveyed to the speaker. (Didactic Sessions)
4. Disclosure form – **IMPORTANT**-if a speaker reports a conflict of interest, that conflict must be resolved through the CME office prior to the activity, otherwise no credit will be granted for that session. Actions required to achieve resolution are provided on the disclosure form. (Didactic Sessions)
5. **Written** evidence that disclosure information was provided (i.e., flyer, syllabus, first presentation slide, etc) to the audience prior to the beginning of the session.
6. Participant evaluation data – periodic electronic surveys created with your CME contact. (Didactic Sessions)
7. Sign in sheets with legible names, in a format that clearly distinguishes the attending physicians from the fellows/residents and other providers and healthcare professionals.
8. Commercial support – If there is commercial support for a session, there must be a written agreement. A copy of that agreement and accounting of expenditures must accompany the paperwork submitted for that session.

COMMERCIAL INTERESTS (ACCME Standards for Commercial Support)

1. Logos or names of commercial interests, organizations or products are not allowed on presentation slides or handouts.
2. Employees of commercial interests may not participate as expert speakers unless the topic is unrelated to their employer's products or service lines.
3. Company logos are not allowed on acknowledgements of support, nor can they be placed around the education/meeting room. Logos must be confined to exhibit areas exclusively.
 4. Exhibit space/fees are viewed as part of a company's marketing efforts and an educational grant is to support the expense of presenting the education—they must be accounted for separately. Exhibit fees should not be included in the grant agreement, i.e., if a company agrees to \$20,000 and exhibit space is \$2000, the agreement must specify that the educational grant is for \$18,000. The CME office must sign-off on each grant agreement.
5. Commercial interests are not allowed to provide refreshments, pay a specific physician's registration fee or pay any expenses directly to vendors/hotels, speakers, or make any additional payments to speakers, attendees or planners.