

CME REQUIRED DOCUMENTATION FOR Grand Rounds/Regularly Scheduled Series (RSS)

After the activity is approved to offer CME credit, the specified documentation below must be returned to the CME Specialist in one packet, post activity. If the packet is not complete or submitted, the providers that attended will not receive CME credit. Please see descriptions of the required documentation below along with what to include in your packets. Feel free to reach out to Coralee West at 314-251-1447 or STLOCMEcredit@mercy.net if you have any questions.

+ CME Application

- This document needs to be completed & submitted to the CME office prior to the activity in order to be approved to offer CME credit. Credit cannot be retroactively approved. This document is good for one year. You only need to submit one time at the beginning of the year & indicate that year (i.e. 2021) in the date field.

+ Flier - to be submitted in packet post activity

- Department name
- Presentation title
- Speaker(s) name & credentials
- Date of activity
- Start and end time of activity
- Where the activity is located (city)
- List of learning objectives for the presentation (1-2 per speaker or reflecting objectives from application)
- The number of CME credits approved needs to be indicate in the accreditation statement at the bottom (this number can be found on the bottom of the approved CME Application)

+ Financial Disclosure

- Planners and speakers must complete
- If there is someone that will be a reoccurring speaker for your department's Grand Rounds, their Financial Disclosure is good for one year as long as they indicate the appropriate year in the "Date of Activity" field
 - Indicate in the check boxes if they are a planner or speaker
 - Name & credentials
 - Name of Activity/Program & date (i.e. Dept xxx Grand Rounds/2021)
 - Title of the speaker's presentation
 - List any financial relationships they may have **or** check the box if they do not have any conflict of interest
 - Sign and date at the bottom (date must be prior to the activity)

+ Peer Review for Resolution of Conflict

- This form needs to be documented only in the case that a speaker or planner has something to disclose on the disclosure form. If a speaker has something to disclose, the conference/program director needs to review the presentation slides and determine if the conflict of interest has been resolved.

+ Evaluations - to be submitted in packet post activity

- To be dispersed and then collected after the activity (paper or electronic) so providers credit can be documented.
 - Title of presentation/activity
 - Department name & date
 - Speaker name
 - Learning objectives
 - Required questions 1-6; more questions can be added if there is a certain desired feedback from the department
 - Disclosure Declaration: Name of speaker(s) & planner(s) and if they have anything to disclose