

Thinking of planning a CME event? Follow the process below to ensure you meet all of the CME accreditation criteria.

Meet with the CME Coordinator to Plan Your Educational Event

Plan to meet with the CME Coordinator at least 6-8 weeks prior to the date you would like your educational event to be available. This will allow time to complete the CME process and either advertise your education if it is a live event or work with the MyEducation team to create an online module if your education is going to be an online enduring material. The application and approval process can usually be completed in less than 30 minutes.



Complete the Credit Application

This gives the CME coordinator basic information on your event and gives you the opportunity to define the gap your education will close, identify your target audience and determine the best learning format for your education. You can either complete the application and email it to Jordan.Nelson@Mercy.net or schedule a 30 minute phone conference with Jordan to complete the application together.



Determine the Best Method for Outcomes Measurements

Depending on the educational gap, outcomes measurements may vary, some examples are listed below:

- If your goal is to change physician knowledge/competence, you may elect to use pre/post tests.
- If your goal is to change physician performance, you may elect to use follow-up surveys sent out to participants weeks or months after the education to see if they implemented changes.
- If your goal is to change patient outcomes, you may elect to analyze quality metrics pulled before the education and again weeks or months after the education.



Complete Conflict of Interest Disclosures

Anyone in a position to affect the educational content is required to disclose any potential conflicts of interest.

[Follow this Link to Complete the COI Disclosure](#)



Complete Faculty Agreements

Anyone speaking (delivering educational content) is required to complete a faculty agreement.

[Follow this Link to Complete the Faculty Agreement](#)

Questions? Contact Mercy's CME Coordinator at Jordan.Nelson@Mercy.net.