

CME Policy 2004 QUARTERLY PLANNING FOR CME ACTIVITIES/RSCs

(New) Required Quarterly Planning Tool (Linking Needs to Outcomes)

(Continues) Required Quarterly Participant Impact Studies and Focus Group Review

Documentation is a requirement for awarding Category 1 Credit.

Regularly Scheduled Conferences-RSCs, documentation of formal planning is required as a condition of Category 1 Credit approval to adhere to Essential Area 2 of the ACCME accreditation requirements. In order to provide a uniform planning record for all sponsored events the CME Quarterly Planning Tool is provided for your use to document this planning information. The Quarterly Effectiveness Report Requirement continues as before utilizing the Participant Impact Studies and Focus Group Review to document and identify areas which need to be addressed or improved with your event and documenting a plan for implementing necessary changes.

Report due dates to CME:

*Quarterly Planning Tool - June 22 (2nd Qtr), September 22 (3rd Qtr), December 20 (4th Qtr), January 22, 2005 (1st Qtr 2005).

*Quarterly Effectiveness Reports – July 9(2nd Qtr), October 8 (3rd Qtr), January 14, 2005 (4th Qtr 2004).

What is included with this letter:

*Quarterly Checklist for all events (*including events supported by educational grants*)

*3 Month CME Planning Tool – Linking Needs to Outcomes **with Example**

Quarterly CME Effectiveness Forms:

*Participant Impact Study

*Focus Group Review

All Forms will be available on the CME Website see Policies.