Helpful Hints

- Type all information into the actual planning document in the appropriate section. Do not write "see attached." We need to have all information in one document. (Except supporting documentation, this needs to be labeled and attached. See checklist for clarification.)

- Please use the checklist and initial next to each category. This will help you make sure you have completed the planning document and attached all the supporting documentation that is necessary. It also helps us review your material more efficiently.

- Question 2: Please make sure you attach documentation supporting your gaps listed. This attachment is required. The gap for an M & M can be determined in the meeting, since it is not possible to determine this ahead of time. The gap can be determined and then strategies can be discussed and documented. At a following meeting the strategies can be analyzed to see if they meet the need.

- Question 3: Please make sure your objectives support the gaps you have listed. Please make sure to use action words such as: describe, identify, recognize, demonstrate, diagnose, consider, modify, plan etc… DO NOT use: to “know” or to “understand.”

- Question 8: Please explain how you will meet the ACGME competencies you have selected.

- Attachment B: This is not the scannable evaluation form. This section requires an explanation about how you plan to evaluate your overall program at the end of the year (specifically, how you plan to measure your gaps). If you will be conducting a pre-test/post-test for knowledge based CME, please also include a sample of what you will be using. A Level II (Performance) measurement is required unless you complete a Level III (Patient Outcomes) assessment.

- Many of you use our Monitoring Form. Please make sure the AMA credit wording is correct and in its entirety. (Please use the checklist to copy and paste. The AMA PRA designation needs to be a separate stand alone paragraph. The AMA PRA Category 1 credits™ needs to be in italics. (All other fonts should not be italicized.)

- Attachment C: Please attach a copy of your proposed schedule for at least the first half of the year. Topics should include a minimum of one or two talks that address your identified gaps.

- Attachment G: Please make sure you are using the current disclosure/attestation forms. This form is need for all planning committee members as well as speakers.

- All forms may be located and downloaded on our website. http://uvm.edu/medicine/cme
Common Errors

- Please make sure you are using all current forms and the AMA wording is correct in all places. If you reuse forms over the years, they will need to be updated.

- All grand rounds are required to use the monitoring form. Please make sure that it is completed in its entirety and signed prior to being submitted. We cannot issue certificates unless all information has been verified.

- If you have obtained any commercial support, this needs to be on the monitoring form and a Letter of Agreement needs to be signed by the supporters and co-signed by our office.

- Measurement results of your gap should be completed in the Spring and results submitted with your Summer/Fall applications. Please use this information in planning the upcoming year. We cannot approve your new programs until we can close out the previous year.