

# CMIE Application and Coordinator Guide

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May 2024

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# Acronyms to know

We are **CMIE** –  
Continuing Medical  
and Interprofessional  
Education

We are approved by  
the **ACCME** –  
Accreditation Council  
of Continuing Medical  
Education

**We are  
approved  
to award  
the  
following  
credits**

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**Physician – AMA** – American Medical Association

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**Nurse – ANCC** – American Nurses Credentialing Center

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**Pharmacy – ACPE** – Accreditation Council for Pharmacy Education

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**Social Worker – ASWB** – Association of Social Work Boards

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**Physician Assistant – AAPA** – American Academy of Physician Assistants

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**MOC** – Maintenance of Certification (physicians)

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**IPCE** – Interprofessional Continuing Education (everyone)

# Consider Who your Target Audience is and Then Create Your Planning Committee



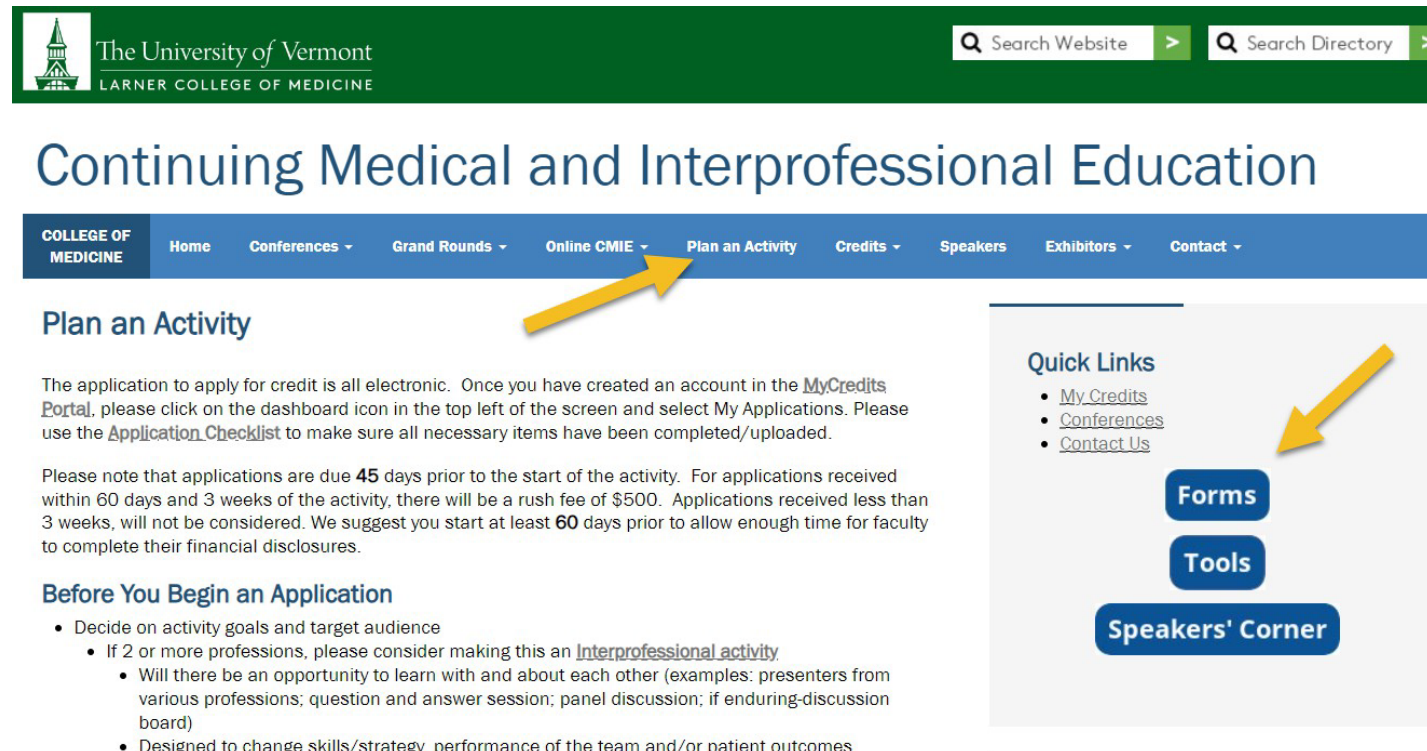
**You should have a representative on your planning committee for each target audience group.**



**If more than two groups, please consider (IPCE) Interprofessional Continuing Education.**

# Review the Plan an Activity Page

<https://www.med.uvm.edu/cmie/grand-rounds/plan-an-activity>



The University of Vermont  
LARNER COLLEGE OF MEDICINE

Search Website > Search Directory >

## Continuing Medical and Interprofessional Education

COLLEGE OF MEDICINE Home Conferences > Grand Rounds > Online CMIE > **Plan an Activity** Credits > Speakers Exhibitors > Contact >

### Plan an Activity

The application to apply for credit is all electronic. Once you have created an account in the [MyCredits Portal](#), please click on the dashboard icon in the top left of the screen and select My Applications. Please use the [Application Checklist](#) to make sure all necessary items have been completed/uploaded.

Please note that applications are due **45** days prior to the start of the activity. For applications received within 60 days and 3 weeks of the activity, there will be a rush fee of \$500. Applications received less than 3 weeks, will not be considered. We suggest you start at least **60** days prior to allow enough time for faculty to complete their financial disclosures.

#### Before You Begin an Application

- Decide on activity goals and target audience
  - If 2 or more professions, please consider making this an [interprofessional activity](#)
    - Will there be an opportunity to learn with and about each other (examples: presenters from various professions; question and answer session; panel discussion; if enduring-discussion board)
    - Designed to change skills/strategy, performance of the team and/or patient outcomes

**Quick Links**

- [My Credits](#)
- [Conferences](#)
- [Contact Us](#)

**Forms**

**Tools**

**Speakers' Corner**



<https://med.uvm.edu/cmie/grand-rounds/forms>

# Forms & Templates

## Continuing Medical and Interprofessiona

COLLEGE OF  
MEDICINE

Home

Conferences ▾

Grand Rounds ▾

Online CMIE ▾

Plan an Activity

Credits ▾

Speakers

### Forms

[CMIE Application and Coordinator Guide 2022](#)

[Accreditation Statements](#)

[Application Checklist](#)

[Conference Attendee Directions Template](#)

[Conference Disclosure](#) (updated 1/25/24)

[Disclosure Mitigation Form](#)

[Content Validity - Peer Reviewer Form](#)

[Course Director Attestation Form](#)

[Conference Income Template](#)

[RSS Monitoring Form - UVM](#)

[RSS Monitoring Form - Non UVM](#)

[Monitoring Form Disclosure Slide with Disclosure - Non UVM](#)

[Monitoring Form Disclosure Slide with Disclosure - UVM](#)

[Monitoring Form Disclosure Slide without Disclosure - UVM](#)

[Monitoring Form Disclosure Slide without Disclosure - Non UVM](#)

[Planning Committee Minutes Form](#)

[Overall Series Survey](#)

# Planning Committee Summary Form

- For any credit type you wish to offer, you must have a representative for that target audience on your planning committee.
- Please add those representatives to the summary form.
- You must also ask them to provide information about their financial relationships with ineligible companies over the previous 24 months.

## Planning Committee Minutes Summary

- **STEP 1:** Before you begin planning your education, collect information from all planners, faculty, and others who would be in positions to control content. Ask them to provide information about all their financial relationships with ineligible companies over the previous 24 months.  
**STEP 2:** Review the disclosed relationships and exclude owners and employees of ineligible companies from participating as planners, faculty, or other roles unless the educational activity meets one of the exceptions listed below.
  1. When the content of the activity is not related to the business lines or products of their employer/company.
  2. When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
  3. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.**STEP 3:** Determine which financial relationships are relevant to the content of the continuing education activity, mitigate those relevant financial relationships to prevent commercial bias, and disclose the presence or absence of all relevant financial relationships to learners prior to the activity

Title of Activity

Course Director Name

Please indicate the planners who represent your target audience (Select all/only those applicable to the target audience of your program):

Physician representative:

Nurse representative:

Physician Assistant representative:

# Log In to create your application

<https://www.highmarksce.com/uvmmed>



Sign in with one of these accounts

- Larner College of Medicine at UVM
- University of Vermont
- UVM Health Network

## My Credits

Use the options below to either sign in w/ native credentials, UVM School of Medicine SSO credentials or create a new account.

UVM/Health Network Sign-in

Use this option to sign in with your UVM / UVM Health Network account.

Existing Account (Non UVM/UVM Health Network)

Please enter your username and password

Username:

Password:

[Forgot your Password? Get it now!](#)

Create New Account

\* - indicates a required item

**You are new - outside UVM/Network**

\*First Name:

\*Last Name:

Medical Center/Hospital/Company:

\*Email Address:

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.

\*  I consent to having this contact information collected via this form.

I'm not a robot

**You are with a Hospital/Organization outside of UVM/Network who have an existing account**

We recommend you start your applications at least 60 days before the start of your activity to allow enough time to gather disclosures.

Once you are logged in, click on  
**My Applications**



## Dashboard


You have successfully signed into the system.  
Use the 'Sign Off' option to log out before leaving the site.


Profile	Credits	Forms
<ul style="list-style-type: none"><li>→ My Profile</li><li>→ Update Password</li><li>→ Bio/Photo</li><li>→ Orders</li></ul>	<ul style="list-style-type: none"><li>→ My Credits</li><li>→ UVM Online CMIE</li><li>→ Self Assessment</li><li>→ My External Certificates</li></ul>	<ul style="list-style-type: none"><li>→ Financial Disclosure</li></ul>
Speaker / Coordinator Center	Applications	
<ul style="list-style-type: none"><li>→ 2024 Emergency Medicine Conference</li></ul>	<ul style="list-style-type: none"><li>→ My Applications</li></ul>	



# Create a New Application or Duplicate an Existing One



 Dashboard ▾

 Mary Gagne

 Sign Off

## My Applications

Use the options below to submit or review an application for credit at the University of Vermont.

### Application Submissions

Incomplete applications can be continued by clicking their title. You will be unable to edit an application once it is finalized.

If you have any questions, please contact CMIE at [uvmcmie@med.uvm.edu](mailto:uvmcmie@med.uvm.edu) or call 802-656-1192.

Create Conference

Create Enduring Material

Create Regularly Scheduled Series (RSS)

#### 1. 847 - Women in Medicine Conference - Philadelphia FY 2020

Activity: 2019 Women in Medicine Conference

Application Type: Conference

Submission Status: Completed

View/Print | Duplicate

# Types of Applications

## **A Conference Application:**

- A live activity where the learner participates in real-time.
- A live course is planned as an individual event.
- A live course can either be in-person or live-streamed via an online platform.

## **An Enduring Material Application:**

- An on-demand activity that does not have a specific time or location designated for participation (the learner decides when to complete the activity).
- Examples include online interactive educational modules, recorded presentations, printed materials, and podcasts.

# RSS vs Conference Series

## **A regularly scheduled series (RSS)**

- Is a live activity planned as a series.
- Has multiple ongoing sessions.
- It is held weekly, monthly, or quarterly.
- Targets the same audience over the whole series.
- Examples include grand rounds, tumor boards, and M&M conferences.

## **Conference Series (use Conference Application)**

- Live activity planned as a series.
- The same content is offered multiple times.
- The target **audience is different** for each session.

## Non-Clinical Event

A yellow paper boat is positioned in the lower-left quadrant of the image. In the background, several white paper boats are scattered across a white surface, some partially obscured or out of focus.

If you are developing a **non-clinical event**, such as a leadership or communication skills training, we do not need to identify, mitigate or disclose relevant financial relationships.

Please reach out to the CMIE office **before** you begin your application.

[uvmcmie@med.uvm.edu](mailto:uvmcmie@med.uvm.edu)



# Title Page

---

## Naming your activity.

- Please be specific and not too lengthy.
- Please use the same name you will be using in your marketing so your learners will be able to find it to claim credit.
- For RSS and Conference Series, the Activity End Date will be June 30, 2025.

Dashboard - Mary Gagne Sign Off

### Create New Application

Use the tabs below to submit your application. Required items are noted in **red text** and must be completed before submitting your application. You may click on any of the other tabs after completing the title tab.

Please be sure to click Save before moving on to (or clicking) the next tab. Any unsaved data will be lost. Please do not use the browser's back button to navigate to the previous page.

Click on a tab below to continue the application process.

1911 Test RSS Activity for Training Purposes FY 2024 Incomplete

1. Title 2. Leadership 3. Activity Development 4. Supporting Documentation 5. Preview 6. Review

**Title**

Please provide the title of your activity below.

Test RSS Activity for Training Purposes FY 2024

Remaining: 253

**Application Type**

Regularly Scheduled Series (RSS)

**Credit Hours Requested**

Note: The amount of credit requested must have supporting documentation that meets the accrediting body's guidelines. Amount requested may not always be granted.

1

**Activity Start Date**

07-01-2024

**Activity End Date**

06-30-2025

## Create New Application

Use the tabs below to submit your application. Required items are noted in red. You may click on any of the tabs after completing this step.

• Be sure to click Save before moving on to (or clicking) the next tab.  
• Do not use the browser's back button to navigate to the previous tab.

Click on any tab below to continue the application process.

- Test RSS Activity for Training Purposes FY 2024

1. Introduction	2. Leadership	3. Activity Development	4. Supporting Documentation
-----------------	---------------	-------------------------	-----------------------------

### Leadership

Use the fields below to identify people who will be involved in this activity.

Contact Person - The person responsible who could answer inquiries.

To view disclosures, enter everyone in the:

Leadership Tab -  
Disclosures

## Notifications to complete a disclosure



- When you add a person to the application, they will receive a notification to complete their disclosure.
- If you duplicate an existing application and you keep the same faculty, they will **not** receive a notification. You will have to send them a reminder if you see a red flag/or if it's going to expire.

# Disclosure Directions

## Continuing Medical and Interprofessional Education

**COLLEGE OF MEDICINE** Home Conferences ▾ Grand Rounds ▾ Online CMIE ▾ **Plan an Activity** Credits ▾ Speakers Exhibitors ▾ Contact ▾

### Plan an Activity

The application to apply for credit is all electronic. Once you have created an account in the [MyCredits Portal](#), please click on the dashboard icon in the top left of the screen and select My Applications. Please use the [Application Checklist](#) to make sure all necessary items have been completed/uploaded.

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### Before You Begin an Application

- Decide on activity goals and target audience
  - If 2 or more professions, please consider making this an [interprofessional activity](#)
    - Will there be an opportunity to learn with and about each other (examples: presenters from various professions; question and answer session; panel discussion; if enduring discussion)

<http://www.med.uvm.edu/cmie/grand-rounds/tools>

**Quick Links**

- [My Credits](#)
- [Conferences](#)
- [Contact Us](#)

**Forms**

**Tools**

**Speakers' Corner**

# Continuing Medical and Interprofessional Education



## Tools

[Definitions of Acronyms](#)

[Disclosure Instructions](#)

[Effective Use of ARS \(Audience Response Systems\)](#)

[Guidelines for Writing Educational Objectives](#)

[How to Complete Financial Disclosure Form - Non UVM](#)

[How to Complete Financial Disclosure Form - UVM, UVMMC, COM](#)

[Overall Series Survey Template](#)

[Sample Performance Gaps and Desired Outcomes](#)

[Sample QR Codes Announcement](#)

[Directions to Find QR Code](#)

[Update Membership Information in My Credits](#)

[Claiming Credit for MOC - RSS Activity](#)

[Claiming Credit for MOC - Conference](#)

**Disclosure Directions**



Tools

# To add faculty into the Leadership Tab

Click on “Add Course Director, Planner or Speaker tabs”

ow to identify people who will be involved in this activity's planning and administration.

son - The person responsible who could answer logistical questions about the program and any outstanding

ctor - The person who assumes responsibility for the program content.

The person completing the application.

mmittee Member - Please list all planning committee members.

l

/ID

Remove

ure (Completed)

.or(s)

/ID

Remove

ure (Completed)

mmittee Member(s)

omb, MD

Remove

ure (Completed)

tin, BA

Remove

ure (Completed)



Add Course Director



Minimum Planning Committee Member Required: 1

Add Planning Committee Member



Minimum Speaker Required: 1

Add Speaker

# Search by last name/double check email

## \*Find Speaker

Use the options below to search for the Speaker.

To search, simply type the first or last name in the search field. For example, searching for "Mary" could return "Mary Gagne" and "Mary Smith".

To restrict your search, type last name, first name. For example, "Gagne, Mary".

Name:

Search



## \*Select Speaker

Select the Speaker whom to add to this application.

[Return to Search Options](#)

Speaker	Name	Preferred Email	City, State	Country
<input type="radio"/>	Gagne, Havaleh	ha***@uy***.org	Burlington, Vermont	United States
<input type="radio"/>	Gagne, Jennifer	je***@ho***.com	Swanton, VT	United States
<input type="radio"/>	Gagne, Jennifer	je***@mv***.org	Swanton, VT	United States
<input type="radio"/>	Gagne, Margaret	pe***@uy***.org	Essex Junction, VT	United States
<input type="radio"/>	Gagne, Mary	ma***@me***.edu	Hallowell, ME	United States
<input type="radio"/>	Gagne, Tim	tj***@gm***.com	Hallowell, ME	United States
<input type="radio"/>	Gagner, Ellen	Ga***@ca***.org	essex jct, VT	United States



Submit

Can't find the person in the system? -

[Add Speaker](#)

# Two Accounts

Sometimes you will see there are two accounts. Please contact this individual and ask which email address they would like to use as their preferred email and then contact us so we can merge the accounts.

## \*Select Speaker

Select the Speaker whom to add to this application.

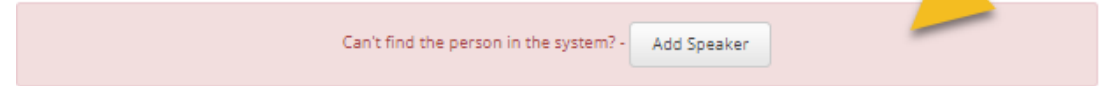
[Return to Search Options](#)

Speaker	Name	Preferred Email	City, State	Country
<input type="radio"/>	Gagne, Havaleh	ha***@uv***.org	Burlington, Vermont	United States
<input type="radio"/>	Gagne, Jennifer	je***@ho***.com	Swanton, VT	United States
<input type="radio"/>	Gagne, Jennifer	je***@mv***.org	Swanton, VT	United States
<input type="radio"/>	Gagne, Margaret	pe***@uv***.org	Essex Junction, VT	United States
<input type="radio"/>	Gagne, Mary	ma***@me***.edu	Colchester, VT	United States
<input type="radio"/>	Gagne, Tim	tj***@gm***.com	Hallowell, ME	United States
<input type="radio"/>	Gagner, Ellen	Ga***@ca***.org	essex jct, VT	United States



If they are not in the system, select “Add Speaker”

When you send them directions, please let them know what email address you used so they log into the correct account.



• Add Speaker

\* - indicates a required item.

Contact Information

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
* Preferred Email:	<input type="text"/>

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.

\*  I consent to having this contact information collected via this form.

Submit

# Reviewing Disclosures

1270 - New Standards

Incomplete

1. Title 2. Leadership 3. Activity Development 4. Supporting Documentation 5. Preview 6. Finalize

## \* Leadership

Use the fields below to identify people who will be involved in this activity's planning and administration.

- Contact Person - The person responsible who could answer logistical questions about the program and any outstanding paperwork.
- Course Director - The person who assumes responsibility for the program content.
- Submitter - The person completing the application.
- Planning Committee Member - Please list all planning committee members.

One or more forms required to be completed by the persons selected are missing.


## Main Contact

1. [Mary Gagné](#)  
Edit/Reorder | Remove  
**Financial Disclosure (Completed)**

## Course Director(s)

1. [Mary Gagné](#)  
Edit/Reorder | Remove  
Financial Disclosure (Completed)

## Planning Committee Member(s)

1. [Karen M. Whitcomb](#), n/a  
Edit/Reorder | Remove  
Financial Disclosure (Update/Confirmation Required)   
[Contact Now](#)

Click on the words  
"Financial Disclosure"  
to see specifics

Add Course Director

Print Close

## Financial Disclosure: Mary Gagne, UVM CMIE

**Ineligible Companies** *(Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients)*

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers Reagent manufacturers or sellers

**Relationships:** Examples of relationships include stock ownership, speakers bureau, research funding, consultant, advisor, royalties, ownership, employment, etc.

To view the Standards for Integrity and Independence Guidelines: [Standards for Integrity and Independence in Accredited Continuing Education](#)

\* - indicates a required item.

\* Do you have any financial relationships with ineligible companies (see list above) within the prior 24 months? There is no minimum financial threshold; you must disclose all financial relationships regardless of the amount. You must disclose regardless of your view of relevance to the education.

Yes  No

### Confirmation

I confirm that the above financial disclosure is correct and up to date.

Last Confirmed On: Thu, 5/18, 2023 10:05 AM

Submit

Remember to check last confirmed date to make sure it doesn't expire prior to the start of your program

Disclosures  
are good  
for 2 years:

## Financial Disclosure: Mary Gagne, UVM CMIE

**Ineligible Companies** (Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients)

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers Reagent manufacturers or sellers

**Relationships:** Examples of relationships include stock ownership, speakers bureau, research funding, consultant, advisor, royalties, ownership, employment, etc.

To view the Standards for Integrity and Independence Guidelines: [Standards for Integrity and Independence in Accredited Continuing Education](#)

\* - indicates a required item.

\* Do you have any financial relationships with ineligible companies (see list above) within the prior 24 months? There is no minimum financial threshold; you must disclose financial relationships regardless of the amount. You must disclose regardless of your view of relevance to the education.

Yes  No

### Current/Applicable Relationships

	* Company Name	* Relationship	Relationship Status/End <small>Leave this box blank if this is an ongoing relationship without a known end date. End dates that occurred in the past are not editable.</small>	Disclosed On	Action
* 1.	Test	Test	11/01/2023	04/03/2024	None

**If YES, a relationship is listed, it must be mitigated**

# Mitigation Form

- Please use this form for **ANYONE** who has listed a financial relationship in their disclosure information within the past **24 months**.
- It must be reviewed and signed by a Course Director or Planner, **who do not have any relevant relationships**.

**Disclosure Mitigation Form**  
*(To be completed by a course director or planner who do not have any financial relationships with ineligible companies)*

Activity Name:

Speaker/Planner or Moderator Name:

Financial Relationship Disclosed:

Steps Taken:

- The disclosed relationship is not relevant to the presentation (check and sign/date the form).
- The disclosed relationship is relevant to the presentation but it is not with an ACCME/ANCC defined Ineligible Companies listed on page 2 (check and sign/date this form).
- The disclosed relationship is relevant and with an Ineligible Company(s) - listed on page 2 (check and proceed to question 4).

4. Is the speaker/planner/moderator the employee or owner of an Ineligible Company(s) - listed on page 2

Yes: This relationship cannot be mitigated. The individual cannot be part of the planning. The presentation will not receive credit. (there are just 3 circumstances when credit is allowed, see page 2)

No: Proceed to question 5a or 5b.

Yes, but it meets one of the exceptions on page 1

The exception:

5 a. Mitigation steps for **speaker/moderator** (Select which mitigation strategy(ies) will be used):

Divest the financial relationship

Peer review of content by persons without relevant financial relationships.

Attest that clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines).

Use other methods: (please describe below):

Other method used:


5b. Mitigation steps for **planners** (Select which mitigation strategy(ies) will be used):

Divest the financial relationship

## How to Determine Relevant Financial Relationships

A financial relationship, in any amount, exists between the person in control of the content and an ineligible company.

Financial relationships are relevant if the educational content an individual can control is related to the business lines or products of the ineligible company.

- 
- The disclosed relationship is not relevant to the presentation (check and sign/date the form).
  - The disclosed relationship is relevant to the presentation but it is not with an ACCME/ANCC defined Ineligible Companies listed on page 2 (check and sign/date this form).
  - The disclosed relationship is relevant and with an Ineligible Company(s) - listed on page 2 (check and proceed to question 4).

4. Is the speaker/planner/moderator the employee or owner of an Ineligible Company(s) - listed on page 2

- Yes: This relationship cannot be mitigated. The individual cannot be part of the planning. The presentation will not receive credit. (there are just 3 circumstances when credit is allowed, see page 2)
- No: Proceed to question 5a or 5b.
- Yes, but it meets one of the exceptions on page 1

The exception:

5 a. Mitigation steps for speaker/moderator (Select which mitigation strategy(ies) will be used):

- Divest the financial relationship
- Peer review of content by persons without relevant financial relationships.
- Attest that clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines).
- Use other methods: (please describe below):

Other method used:

5b. Mitigation steps for planners (Select which mitigation strategy(ies) will be used):

- Divest the financial relationship
- Recusal from controlling aspects of planning and content with which there is a financial relationship.
- Peer review of planning decisions by persons without relevant financial relationships.
- Use other methods (please describe below):

Other method used:

Director or  
Planner Reviewer  
Name & Signature

Date

---

If the relationship is **not relevant** to the presentation  
Check **Box 1** –  
Sign/upload with your application

# A relationship is Relevant but with an Eligible Company This is OK

Ambulatory  
procedure centers

Blood banks

Diagnostic labs that  
do not sell  
proprietary products

Electronic health  
records companies

Government or  
military agencies

Group medical  
practices

Health law firms

Health profession  
membership  
organizations

Hospitals or  
healthcare delivery  
systems

Infusion centers  
Insurance or  
managed care  
companies

Nursing homes

Pharmacies that do  
not manufacture  
proprietary  
compounds

Publishing or  
education companies

Rehabilitation centers

Schools of medicine  
or health science  
universities software  
or game developers



Steps Taken:

- The disclosed relationship is not relevant to the presentation (check and sign/date the form).
- The disclosed relationship is relevant to the presentation but it is not with an ACCME/ANCC defined Ineligible Companies listed on page 2 (check and sign/date this form).
- The disclosed relationship is relevant and with an Ineligible Company(s) - listed on page 2 (check and proceed to question 4).

4. Is the speaker/planner/moderator the employee or owner of an Ineligible Company(s) - listed on page 2

- Yes: This relationship cannot be mitigated. The individual cannot be part of the planning. The presentation will not receive credit. (there are just 3 circumstances when credit is allowed, see page 2)
- No: Proceed to question 5a or 5b.
- Yes, but it meets one of the exceptions on page 1

The exception:

5 a. Mitigation steps for speaker/moderator (Select which mitigation strategy(ies) will be used):

- Divest the financial relationship
- Peer review of content by persons without relevant financial relationships.
- Attest that clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines).
- Use other methods: (please describe below):

Other method used:

5b. Mitigation steps for planners (Select which mitigation strategy(ies) will be used):

- Divest the financial relationship
- Recusal from controlling aspects of planning and content with which there is a financial relationship.
- Peer review of planning decisions by persons without relevant financial relationships.
- Use other methods (please describe below):

Other method used:

Course Director or  
Planner Reviewer  
Name & Signature


Date

If the relationship is **relevant BUT** with an **Eligible Company**

Check **Box 2**

Sign/upload with your application

If the relationship is relevant and with an ineligible company – Check **Box 3** – Move on to **Question 4**



Steps Taken:

- The disclosed relationship is not relevant to the presentation (check and sign/date the form).
- The disclosed relationship is relevant to the presentation but it is not with an ACCME/ANCC defined Ineligible Companies listed on page 2 (check and sign/date this form).
- The disclosed relationship is relevant and with an Ineligible Company(s) - listed on page 2 (check and proceed to question 4).

4. Is the speaker/planner/moderator the employee or owner of an Ineligible Company(s) - listed on page 2

Yes: This relationship cannot be mitigated. The individual cannot be part of the planning. The presentation will not receive credit. (there are just 3 circumstances when credit is allowed, see page 2)

No: Proceed to question 5a or 5b.

Yes, but it meets one of the exceptions on page 1

The exception:

5 a. Mitigation steps for speaker/moderator (Select which mitigation strategy(ies) will be used):

Divest the financial relationship

Peer review of content by persons without relevant financial relationships.

Attest that clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines).

Use other methods: (please describe below):

Other method used:

5b. Mitigation steps for planners (Select which mitigation strategy(ies) will be used):

Divest the financial relationship

Recusal from controlling aspects of planning and content with which there is a financial relationship.

Peer review of planning decisions by persons without relevant financial relationships.

Use other methods: (please describe below):

# Ineligible Companies

***Those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients***

Advertising, marketing,  
or communication firms  
whose clients are  
ineligible companies

Bio-medical startups  
that have begun a  
governmental regulatory  
approval process

Compounding  
pharmacies that  
manufacture proprietary  
compounds

Device manufacturers or  
distributors

Diagnostic labs that sell  
proprietary products

Growers, distributors,  
manufacturers or sellers  
of medical foods and  
dietary supplements

Manufacturers of  
health-related wearable  
products

Pharmaceutical  
companies or  
distributors

Pharmacy benefit  
managers

Reagent manufacturers  
or sellers


Is the speaker/planner/moderator  
an employee or owner of an  
Ineligible Company?

If **Yes**, this  
relationship  
**CANNOT** be  
mitigated. The  
individual cannot  
be part of the  
planning. The  
presentation will  
not receive credit.

*There are 3  
exceptions when  
credit is allowed.*

# Exceptions:



1. When the content of the activity is not related to the business lines or products of their employer/company.
  2. When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
  3. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.
- 

If the speaker is an employee or owner of an Ineligible Company and the relationship Cannot be mitigated:

You may still have the talk, but we cannot award credit and you must make your learners aware before the activity begins.

If this is during a conference, you also must put 30 minutes on either side of the talk to allow the learners to decide if they want to attend.

- You could also put the talk in a separate room, this would waive the 30-minute requirement.

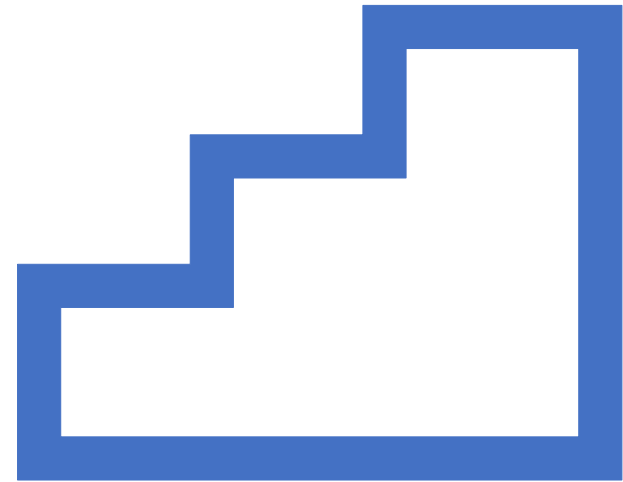
If the speaker/planner is  
NOT an employee or owner  
of an Ineligible Company?

Proceed to  
Mitigation  
Steps:

5a for speakers  
5b for planners

## Steps to take

- Divest the financial relationship (if you see that a relationship ended, you can select this box and sign the form).
- Peer review of content by the course director or planner without financial relationships.
- Attest that the clinical recommendations are evidence-based and free of commercial bias.
- If a planner, is recusal from controlling aspects of planning and content with which there is a financial relationship.





If the relationship cannot  
be mitigated - speaker  
did not complete their  
disclosure

You may still have the talk, but we cannot award credit and you must make your learners aware before the activity begins.

If this is during a conference, you also must put 30 minutes on either side of the talk to allow the learners to decide if they want to attend.

- You could also put the talk in a separate room, this would waive the 30-minute requirement.

# Disclosing Financial Relationships to the Learners

<https://med.uvm.edu/cmie/grand-rounds/forms>

For regularly scheduled series (grand rounds, tumor boards), use the **Monitoring Form/Slide**

For conferences, use the **Conference Disclosure Page**

You can post it on the conference room door, give as a handout, show PowerPoint Slide before the activity begins or distribute this information by email if you have a list of everyone who could be in attendance.

# When to list a relationship on a Monitoring Form or Disclosure Page

- If a relationship is NOT relevant, it does not have to be listed.
- If a relationship is relevant, but with an Eligible Company, it does not have to be listed.
- If a relationship is relevant with an ineligible company but ended within the last 24 months, **it must be listed.**
- If a relationship is relevant with an ineligible company and was mitigated, **it must be listed.**
- If the relationship is relevant and could not be mitigated and you are still moving forward, **it must be listed, and the learners must know that credit will not be awarded** (and a break of 30 minutes on either side if it is a conference/or placed in a separate room).

**Please list the faculty's name, ineligible company name, and what the relationship is. Do not use any company logos, product names, or messaging.**



**NEW**



---

## **Course Directors**

have the ability to review, edit or complete the application.

---

They will have to log in to complete the Course Director Attestation Form.



# Activity Development:

1. TITLE | 2. LEADERSHIP | **3. ACTIVITY DEVELOPMENT** | 4. SUPPORTING DOCUMENTATION | 5. PREVIEW | 6. FINALIZE

**\*Activity Development**  
Use this section to submit additional information related to this activity. Click on the links below to submit the additional information

* Agenda, Location and Educational Format	Completed   View/Print
* Budget and Financial Relationships	Completed   View/Print
* Conference Income Sheet	Incomplete
* Course Director Attestation	Incomplete
* Practice Gap and Educational Need	Completed   View/Print
* Target Audience	Completed   View/Print
* Competencies and Barriers	Completed   View/Print
* Stakeholders and Joint Providership	Completed   View/Print

**Two new tabs:  
Conference  
Income Sheet  
and the Course  
Director  
Attestation**

## The Course Director Must Ensure that Clinical Content is Valid

1. TITLE 2. LEADERS #P 3. ACTIVITY DEVELOPMENT 4. SUPPORTING DOCUMENTATION 5. PREVIEW 6. FINALIZE

**\*Course Director Attestation**

Please attest to the following questions regarding the clinical content of the education.

\* - indicates a required item.

- \* I attest that recommendations for patient care will be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.  
 Yes
- \* I attest that all scientific research referred to, reported, or used in this educational activity in support or justification of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.  
 Yes
- \* I attest that if any new and evolving topics for which there is a lower (or absent) evidence base will be offered, it will be clearly identified as such within the education and individual presentations.  
 Yes
- \* I attest that the educational activity will avoid advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.  
 Yes
- \* I attest that the activity will exclude any advocacy for, or promotion of, unscientific approaches to diagnosis or therapy, or recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.  
 Yes
- \* I attest that the activity excludes promotion of stereotypes, bias, shame or stigma in presentations of images and words in reference to any differences between people including, but not limited to: Age, Behavior, Physical or Mental Disability, Gender, Immigration Status, Incarceration Status, Mental Health and Substance Use, Nationality, Language, or Culture, Political Affiliation, Poverty or Socio-economic Status, Profession or Discipline, Race or Ethnicity, Religion, Faith Tradition or Belief System, Rural Residents, Sexuality, Sexual Behavior, or Sexual Orientation, Weight or BMI.  
 Yes

\* Name

\* Degree

\* Date

\* Signature

# Agenda:

- Please enter Date, Start Time/End Time, Title of talk, Name of Speaker(s).
- Make sure the speaker(s) are also listed in the leadership tab – to check disclosures.

## **For Conferences:**

- Please enter each talk, including welcome/breaks/lunches (these have no credit).

## **For RSSs:**

- Make sure the start date of your application matches this date.
- You only need to enter your first session.
- Make sure your monitoring form matches this information.

# Sensitive, New, or Evolving Topics:

**Will the agenda include any topics that might be considered sensitive, new, or evolving including but not limited to:**

- Embryonic stem cell research
- Use of fetal tissue
- Abortion
- Medical aid in dying
- Euthanasia
- Transgender care
- Clinical use of marijuana and cannabinoids
- Psychedelic therapy
- Ketamine therapy
- Or other such topics

**Presentations must be submitted for review at least 30 days prior to presentation. The committee may seek input from local content experts as needed.**



\* Please indicate if the agenda will include the following topics (which help to address Vermont's Licensing Requirements):

- This activity will include one or more lectures on Prescribing Controlled Substances.
- This activity will include one or more lectures on Hospice / Palliative Care / Pain Management.
- This activity will NOT include those topics.

## Vermont's Licensing or MATE Requirements

For RSS, if you think you may offer during the year, please select it. It is difficult to add to activities once they have been created.



# Budget and Financial Relationship Tab

- Receiving Grants (financial or in-kind) from an Ineligible Company requires a letter of agreement (LOA) to be in place before your activity takes place. This information also must be listed on your Monitoring Form or Disclosure Page.
- If you have exhibitors\* - you do not need a letter of agreement since this is considered marketing.
- Please list the financial representative for your organization/department if it is not you.

*\*All education must be separate from the exhibits (they **cannot** be in the same space).*

---



## Conference Income Sheet

\* Tuition Income

\* Exhibit Income

\* Support from Ineligible Companies

\* Governmental Source Income

\* Private Monetary Donations

Notes

**This is now part of the application. Final Income must be reported to CMIE no later than 60 days after the event.**

# Target Audience

Please check the type of credit(s) you are applying to UVM for\*.

If you are applying for MOC credit, please reach out for more information about learner assessments.

**\*Reminder again to please make sure your planning committee has a representative for each credit type you are applying for.**



# MOC Credit

- American Board of Anesthesiology (ABA)
  - American Board of Internal Medicine (ABIM)
  - American Board of Ophthalmology (ABO)
  - American Board of Otolaryngology – Head and Neck Surgery (ABOHNS)
  - American Board of Pathology (ABPath)
  - American Board of Pediatrics (ABP)
  - American Board of Surgery (ABS)
-

# Where to Add MOC Credit:

---

1911 - Test RSS Activity for Training Purposes FY 2024

Incomplete

- 1. Title
- 2. Leadership
- 3. Activity Development
- 4. Supporting Documentation
- 5. Preview
- 6. Finalize

**! You have unsaved changes.**

\* Target Audience

\* - indicates a required item.

\* Is this activity interprofessional continuing education (IPCE): an activity planned by the team and for the team? The IPCE requirement is that two or more professions, representative of the target audience, helped to plan the educational content.

Yes  No

Please check which types of credit you will be applying to UVM for:

- Physician
- Nursing
- Pharmacy
- Pharm Tech
- Physician Assistant
- Social Work
- MOC

**Then select which type of MOC credit you will be applying for**

\* Please indicate which type of MOC credit you will be applying for:

- American Board of Anesthesiology (ABA)
- American Board of Internal Medicine (ABIM)
- American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)
- American Board of Pathology (ABPATH)
- American Board of Pediatrics (ABP)
- American Board of Surgery (ABS)

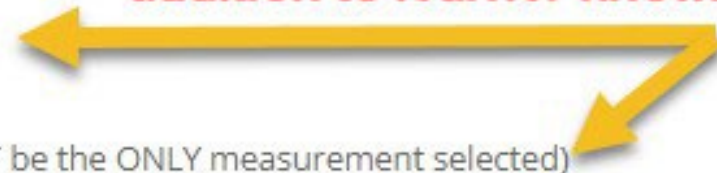
## Competencies and Barriers (what will you measure)

- **Competence** is knowing how to do something.
- **Performance** is putting it into practice.
- **Patient Health** (effects on a few).
- **Community/Population Health** (effects on many).

\* Which of the following outcomes will be measured (select at least one):

- Learner/Team Competence (Learner/Team knows HOW TO DO)
- Learner/Team Performance (Learner/Team DEMONSTRATED in Practice)
- Patient Health (Effects of what Learners/Team has done for a FEW)
- Community/Population Health (Effects of what Learner/Team has done for MANY)
- Learner Knowledge (Learner Knowledge will also be measured for this activity. CANNOT be the ONLY measurement selected)

**You must select one of these in addition to learner knowledge.**



## Competencies and Barriers (how will you measure)

Please send your documented assessments to us **within 60 days** after the activity has ended.

For RSS programs, we attach an overall evaluation survey for your programs (Follow-up survey Subjective change/Learner).

This information can be used as Gap Documentation for future events.

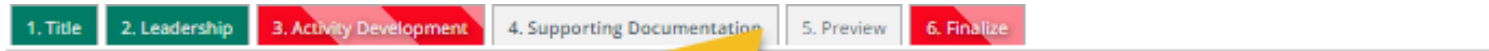
**\* How will you measure the change in skill/strategy, performance (of the learner and/or healthcare team), and/or patient outcomes?  
Please provide a report 1-2 months after your activity.**

- Follow-up survey to measure SUBJECTIVE change in your learners or healthcare team (Learner/Team self identifies changes.)
- Hands-on workshop/simlab with instruction/guidance (OBJECTIVE)
- Measure change in QI data (OBJECTIVE Measurement for patient or community health.)
- Direct observation (OBJECTIVE measure of Learner/Team performance.)
- Measured M&M rate (OBJECTIVE measurement of change in patient/community health.)
- Other :

**Please select at least one**



# Supporting Documentation



## \* Supporting Documentation

Use the form below to upload documents. To upload a document, select the classification below, then click the add document button, and use the uploader to upload your document.

Sample documentation:

- [Checklist for completing the application](#)
- [Planning Committee Meeting Summary Form](#)
- [Sample Disclosure Page \(Conference\)](#)
- [Sample Monitoring Form \(RSS - UVM-UVMCMC\)](#)
- [Sample Monitoring Form \(RSS - Non-UVM\)](#)
- [Monitoring Form Disclosure Slide With Disclosure UVM - Monitoring Disclosure Slide\\_With Disclosure 24](#)
- [Monitoring Form Disclosure Slide With Disclosure NON-UVM - Monitoring Disclosure Slide\\_With Disclosure NON\\_UVM24](#)
- [Monitoring Form Disclosure Slide No Disclosures NON\\_UVM24 - Monitoring Disclosure Slide\\_No Disclosures NON\\_UVM24](#)
- [Monitoring Form Disclosure Slide No disclosures UVM - Monitoring Disclosure Slide\\_No Disclosure 24](#)
- [Disclosure Mitigation Form](#)
- [Support for Ineligible Companies Agreement](#)
- [Content Validity Peer Review Sheet](#)
- [Content Validity Planner Review Sheet](#)

**All the forms are hyper-linked**

**The required documents for your application type, will be listed here**

The following documents are required based on the current application information:

- [Monitoring Form](#)
- [Gap Documentation](#)
- [Planning Committee Meeting Summary Form](#)

\* Document Classification:



# Gap Documentation

Everyone is required to upload Gap Documentation to show there is a need for their activity.

Types of documents that are accepted are:

- A journal article
  - Research data
  - Quality reports
  - Direct observation report/Skills report
  - Your overall survey from a previous activity
- 
- RSS programs can use their overall evaluation survey report from the past year.
-

# Finalize your application

Once all your tabs are **green**, you can submit your application.

If you duplicated your application from a previous year, please make sure you visited all the tabs/questions.

Please allow **45 days** for the review process.

Once your application is approved

Go to your Dashboard and click on your activity in the **Speaker/Coordinator Center**:

The screenshot shows a user dashboard with the following layout:

- Header:** Dashboard (with a dropdown arrow), Tanesha Beebe-Peat, and Sign Out.
- Dashboard Title:** Dashboard
- Grid of Widgets:**
  - Profile:** My Profile, Update Password, Bio/Photo, Orders.
  - Credits:** My Credits, UVM Online CMIE, Self Assessment, My External Certificates.
  - Forms:** Financial Disclosure.
  - Speaker / Coordinator Center:** Medicine Grand Rounds FY2024, Additional Activities.
  - Applications:** My Applications.

A yellow arrow points from the text "Select your activity" to the "Medicine Grand Rounds FY2024" link in the Speaker / Coordinator Center section.

# Manage Sessions

## Activity Center

Medicine Grand Rounds FY2024

Regularly Scheduled Series  
September 1, 2023 8:00 AM - June 30, 2024 9:00 AM

Manage Sessions



Available

Speaking Assignments



Available

Reporting



Available

# Creating Sessions from Pre-Approved Template

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

Create Session from Pre-Approved Template

Back to Activity Center

24-104 - Medicine Grand Rounds FY2024--Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)



## Edit Medicine Grand Rounds FY2024 Instructions

Use the option below to set the date, time and location of the course.

\* - indicates a required item.

\*Title:

Medicine Grand Rounds FY2024

Remainin

Code:

24-104

\*Starts On:

09-01-2023

8:00am

\*Ends On:

09-01-2023

9:00am

Location:

-- SELECT --

Room:

-- SELECT --

Credits:

1

Description:

Remaining:

Objectives:

1) Improve patient care by providing clinical updates in medicine

Title

- **Keep the activity title** so it can be searched for: **“Medical Grand Rounds FY2024 – Add Session Title”**

Code Number

- Keep the existing code numbers and just add 02 (I will be creating your first session with 01), 03 for your third, and so on. If you cancel one or add a new session, it is OK if they are not in order.

start/end date

- Click on the drop-down arrow to select location/room. If it is not listed, contact CMIE and we can add it.

Location/Room

*Optional*

Description of session

Objectives

- Objectives map over from the application, but you can update.

# Preview

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

[Back to Activity Center](#)

[Create Session from Pre-Approved Template](#)

24-104 - Medicine Grand Rounds FY2024--Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)

## Medicine Grand Rounds FY2024--Department of Medicine Meeting

**Activity:** Medicine Grand Rounds FY2024

Fri, 6/14: 8:00 AM - 9:00 AM

24-104

Regularly Scheduled Series/Grand Rounds

UVM Medical Center - Burlington, VT

Room: Davis Auditorium

**Credits:** 1

### Objectives

1) Improve patient care by providing clinical updates in medicine

### RSS Coordinator

Tanesha Beebe-Peat, MD, University of Vermont Medical Center - [View Disclosure](#)

**Preview**



# Edit Session

If you need to update the title, date, time, or location.

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

[Back to Activity Center](#)

[Create Session from Pre-Approved Template](#)

### 24-104 - Medicine Grand Rounds FY2024--Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)

### Edit Session: Medicine Grand Rounds FY2024--Department of Medicine Meeting

Use the form below to update the information about this session.

\* - Indicates a required item.

\*Title:

Medicine Grand Rounds FY2024--Department of Medicine Meeting

Remaining: 240

Code:

24-104

\*Starts On:

06-14-2024

8:00am

\*Ends On:

06-14-2024

9:00am

Location:

UVM Medical Center - Burlington, VT

Room:

Davis Auditorium

Credits:

1

Description:

Remaining: 10000

Objectives:

1) Improve patient care by providing clinical updates in medicine

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

[Back to Activity Center](#)

[Create Session from Pre-Approved Template](#)

24-104 - Medicine Grand Rounds FY2024--Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)

Session Roles for Medicine Grand Rounds FY2024--Department of Medicine Meeting

RSS Coordinator (*EvRSSCoordinator*):

### Search Speakers

Use the options below to find speakers.

Search Criteria

Last Name:

First Name:

Medical Center/Hospital/Company:

Preferred Email:

State/Province/Region:

-- ALL --

Country:

-- SELECT COUNTRY --

# Manage Roles

This is where you will add your speaker

[Manage Roles](#)

[Manage Roles](#)

You can search by last name or by preferred email address.

# Manage Categories

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

[Back to Activity Center](#)

[Create Session from Pre-Approved Template](#)

24-104 - Medicine Grand Rounds FY2024 -- Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)

## Make your sessions SEARCHABLE!

- Select any credit type (Hospice, Prescribing Controlled Substances are always in demand)
- Add departments/topics (we can always add if something is missing)

### Credit Types

- ABIM MOC Credit
- HOSPICE, PALLIATIVE CARE AND PAIN MANAGEMENT
- Interprofessional Continuing Education (IPCE)
- MATE Act Credit
- MD, DO, ND or International Equivalent
- Nursing
- Pharmacy
- Physician Assistant
- PRESCRIBING CONTROLLED SUBSTANCES
- Social Work

### UVM Medical Center Departments

- Anesthesia
  - Cardiology
  - Clinical/Translational Research
  - Dermatology
  - Diabetes
  - Emergency
  - Endocrinology
  - Epic UVMHN
  - Family Medicine
  - Gastroenterology
  - Hematology / Oncology
  - Medicine
- Department of Medicine*
- Nephrology
  - Neurological Sciences
  - Obstetrics, Gynecology & Reproductive Sciences
- Obstetrics, Gynecology & Reproductive Sciences*
- Oncology
  - Ophthalmology
  - Orthopaedics & Rehabilitation
  - Otolaryngology
  - Pathology & Laboratory Medicine
  - Pediatrics

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

[Back to Activity Center](#)

[Create Session from Pre-Approved Template](#)

24-104 - Medicine Grand Rounds FY2024--Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)



## Reports Menu for Pediatric Grand Rounds FY2024

Activity Reports for Pediatric Grand Rounds FY2024

### Session Reports

Status Report



### RSS Coordinator

Penelope Marchessault - Pediatric Grand Rounds FY2024

### Speaker

William Chotas - Pediatric Grand Rounds FY2024



### CEU/CME Reports

Get QR Code

Credit Report



# Reporting (in a session)

## Status Report

- See if your speaker has completed their disclosure

## Speaker

- You can also click on their name to see the disclosure page

## CEU/CME Reports

- **Create a QR Code for your learners**
- **Credit Report to see who claimed credit**

# Cancel

Make sure to select this if you are canceling your session. You cannot just change the title name to “Cancelled”

## My Sessions To Build for Medicine Grand Rounds FY2024

Use the options below to build out your session shells

[Back to Activity Center](#)

[Create Session from Pre-Approved Template](#)

24-104 - Medicine Grand Rounds FY2024--Department of Medicine Meeting

Fri, 6/14, 2024 8:00 AM - 9:00 AM

[Preview](#) · [Edit Session](#) · [Manage Roles](#) · [Manage Categories](#) · [Reporting](#) · [Cancel](#)




# Speaking Assignments (RSS)

## Activity Center

Medicine Grand Rounds FY2024 Regularly Scheduled Series  
September 1, 2023 8:00 AM - June 30, 2024 9:00 AM

Manage Sessions	Available
Speaking Assignments	Available
Reporting	Available



This is where you attest that you let the audience know about all financial relationships with ineligible companies (even the absence of relationships) - using the Monitoring Form or Conference Disclosure Page.

## My Speaking Assignments for Pediatric Grand Rounds FY2024

Please complete the following steps by filling out the required information at each step. Your invitation will be complete when the status of all forms and documents is "Complete". All information is required.

### Forms

Title	Status	Required
Financial Disclosure	Completed   View/Print	Yes

### Schedule

Use this section to review your schedule and submit any additional documents or forms pertinent to your role.

Preview Schedule

Activity Center

### Pediatric Grand Rounds FY2024

Wed, 7/5

Event Title: 24-125-01 - Pediatric Grand Rounds FY2024\_Momentous Moments That Generate Momentum More Than Momentarily:  
Defining Our Department and Children's Hospital!  
Type: Regularly Scheduled Series/Grand Rounds  
Time: 8:00 AM - 9:00 AM  
Role: RSS Coordinator

Monitoring Attestation Form | Completed - View/Print

Upload Document

### Monitoring Attestation Form

- You can click on this to answer and complete the attestation questions for each session
- Once it is done, it will be marked "Completed"

### Upload Documents

- This is where you must upload speaker mitigation forms if applicable.
- If there was a mitigated disclosure, you must also upload the updated monitoring form with that information.

# Speaking Assignments (Conference)

## My Speaking Assignments for LCOM Teaching Academy 2023 Essentials of Teaching and Assessment FY 2024

Please complete the following steps by filling out the required information at each step. Your invitation will be complete when the status of all forms and documents is "Complete". All information is required.

### Forms

Title	Status	Required
Financial Disclosure	Completed   <a href="#">View/Print</a>	Yes
Conference Disclosure Attestation Form	Completed   <a href="#">View/Print</a>	Yes

### Schedule

Use this section to review your schedule and submit any additional documents or forms pertinent to your role.

[Preview Schedule](#)

[Activity Center](#)

## LCOM Teaching Academy 2023 Essentials of Teaching and Assessment FY 2024

Thu, 9/21

Event Title: 24-500-20 - LCOM Teaching Academy 2023 Essentials of Teaching and Assessment FY 2024

Type: Course

Time: 1:00 PM - 12:00 PM

Role: Conference Coordinator

#### Upload Documents

- [Preview](#) - ETA Final Income and Expenses - 1300\_0\_Broder\_2450020.docx · [Edit/Remove](#) (Status: Pending; Submitted On: Mon, 10/2, 2023 @ 11:21 AM)
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- [Preview](#) - Evaluation Report - 1300\_0\_Broder\_2450020\_1026\_161634.pdf · [Edit/Remove](#) (Status: Pending; Submitted On: Thu, 10/26, 2023 @ 4:16 PM)
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### Conference Attestation Form

- You can click on this to answer and complete the attestation questions for each session
- Once it is done, it will be marked "Completed"

### Upload

- Final Income
- Overall Conference Gap Documentation (Survey results conducted 1 month after the event, direct observation report, measured change in QI data, etc.). This must be done within 60 days of the activity.



# Reporting (RSS/Conference and Enduring)

## Activity Center

Medicine Grand Rounds FY2024

Regularly Scheduled Series  
September 1, 2023 8:00 AM - June 30, 2024 9:00 AM

Manage Sessions

 Available

Speaking Assignments

 Available

Reporting



 Available

# Reporting

Dashboard



## Reports Menu for Pediatric Grand Rounds FY2024

### Course Director

Jill Rinehart

### Faculty

Lewis First

### Activity Coordinator

Penelope Marchessault

### Planning Committee Member

Jill Rinehart

Dorothy Boutin

Lisa Emerson

Jessica VanNostrand

Jonathan Danel

### Registrant Reports

Responses for the Form - Financial Disclosure



### Event Reports

Status Report

### CE Credit Reports

Overall Evaluation Responses - Overall Series Survey for Fiscal Year 2024

Overall Evaluation Response Summary - Overall Series Survey for Fiscal Year 2024

Activity Awarded Credit Summary



## Responses for the Form-Financial Disclosures

- This will give you a list of all your speakers and their disclosure information.

## Status Report

- This will show you if you are missing any Disclosure Attestations Forms.

## Overall Evaluation Responses

- This will show you all responses from everyone who completed the overall survey.

## Overall Evaluation Response Summary

- This is the Summary Report you can print to use as **Gap Documentation** for your upcoming **RSS application**.

## Activity Awarded Credit Summary

Email addresses for your attendees

# Contact CMIE

802-656-2292 between the hours  
of 8:00 am and 4:15 pm  
Monday – Friday

[UVMCMIE@med.uvm.edu](mailto:UVMCMIE@med.uvm.edu)

