

March 10, 2020

Department Liaison Process Review

Introduction of CE Staff

- Doris Tucker, CE Coordinator
 - Coordinates Regularly Scheduled Series
 - Coordinates live conferences
- Gernelle Rivers, Finance and Technology Assistant
 - In charge of all finances
 - Manages and enters all registrations, applies credit
 - Assists with technology
 - Assists with Regularly Scheduled Series and live conferences
- Katie Loehr, Web / Electronic Coordinator
 - Develops web courses in collaboration with WVU providers and staff
 - Researches and develops all technology-related tools
 - Trains staff and student workers on technology
- Kari Long, Director
 - Ensures overall compliance of our accrediting bodies
 - Approves and processes credit for all Noncoordinated Conferences
 - Assists in approving RSS programs and sessions

Stapled Credit Packet

No paperclips, please!

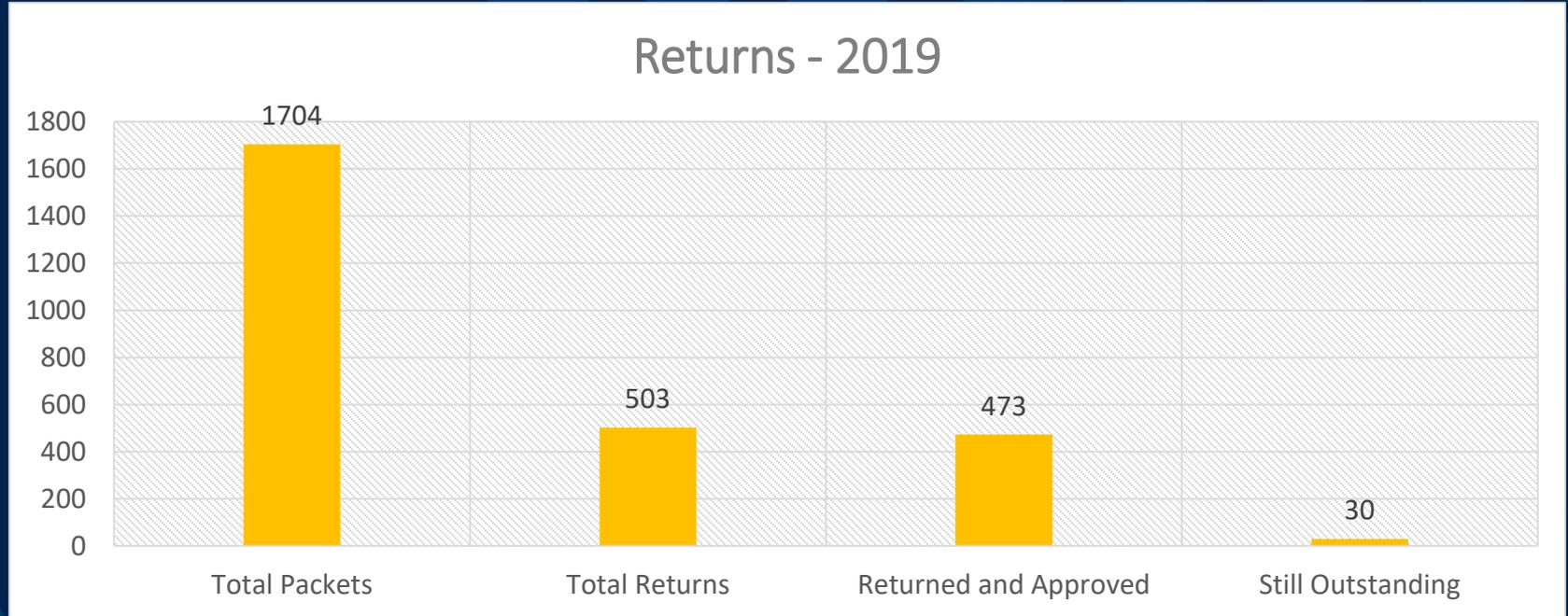
A. Contents – What to Submit

1. Checklist
2. Approved Flyer
3. Bar-code Sign-in Sheet
4. Additional Documentation if required

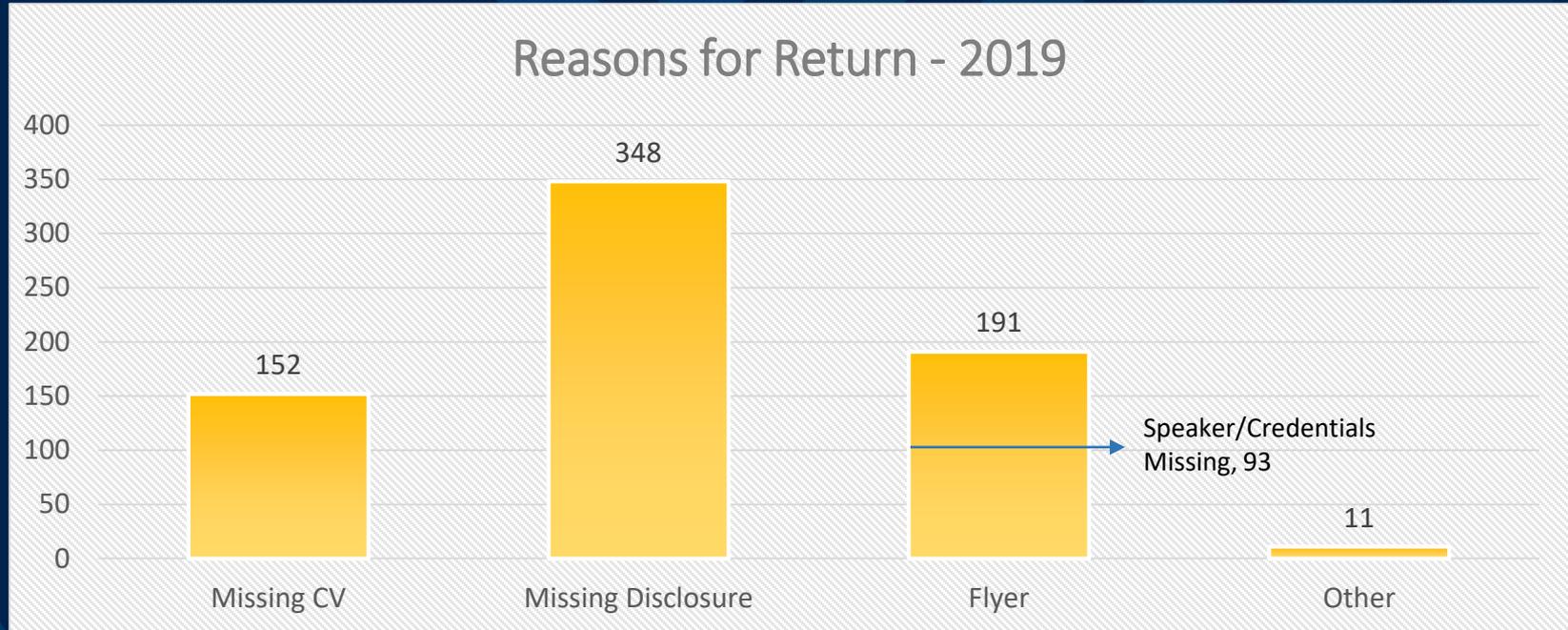
Credit Packet Review Process



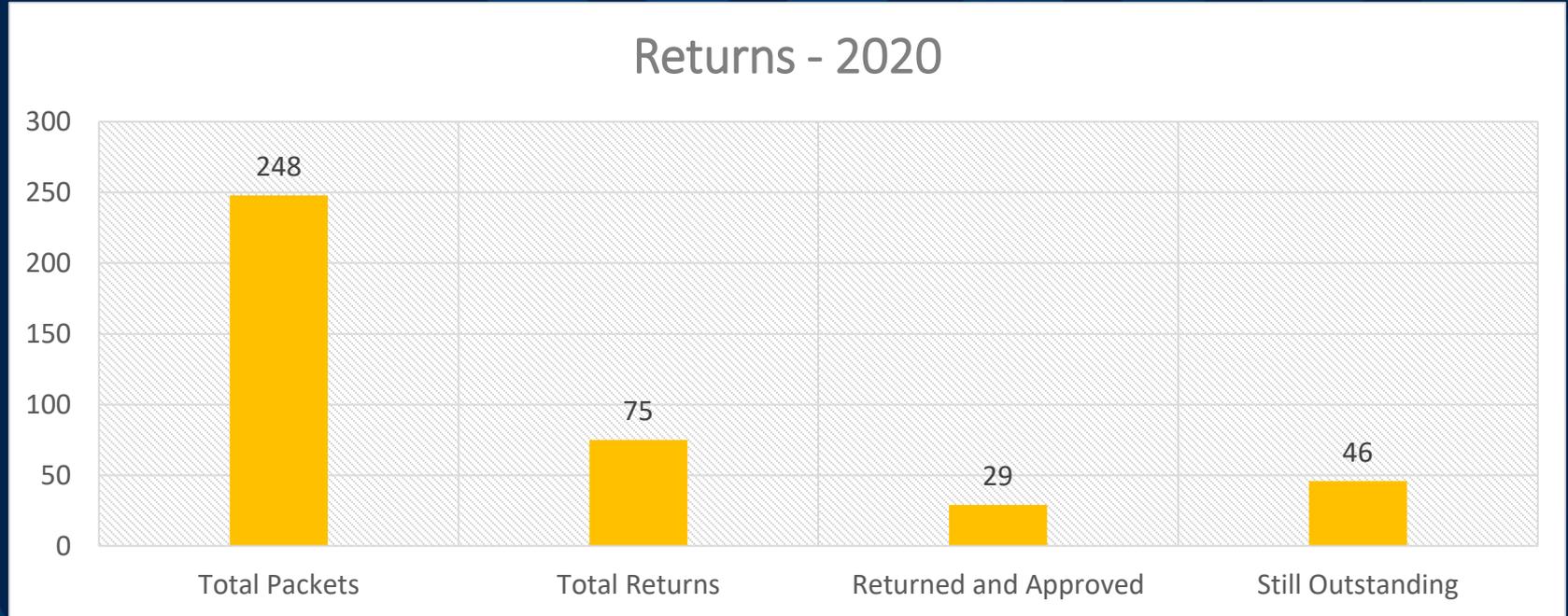
RSS Returns



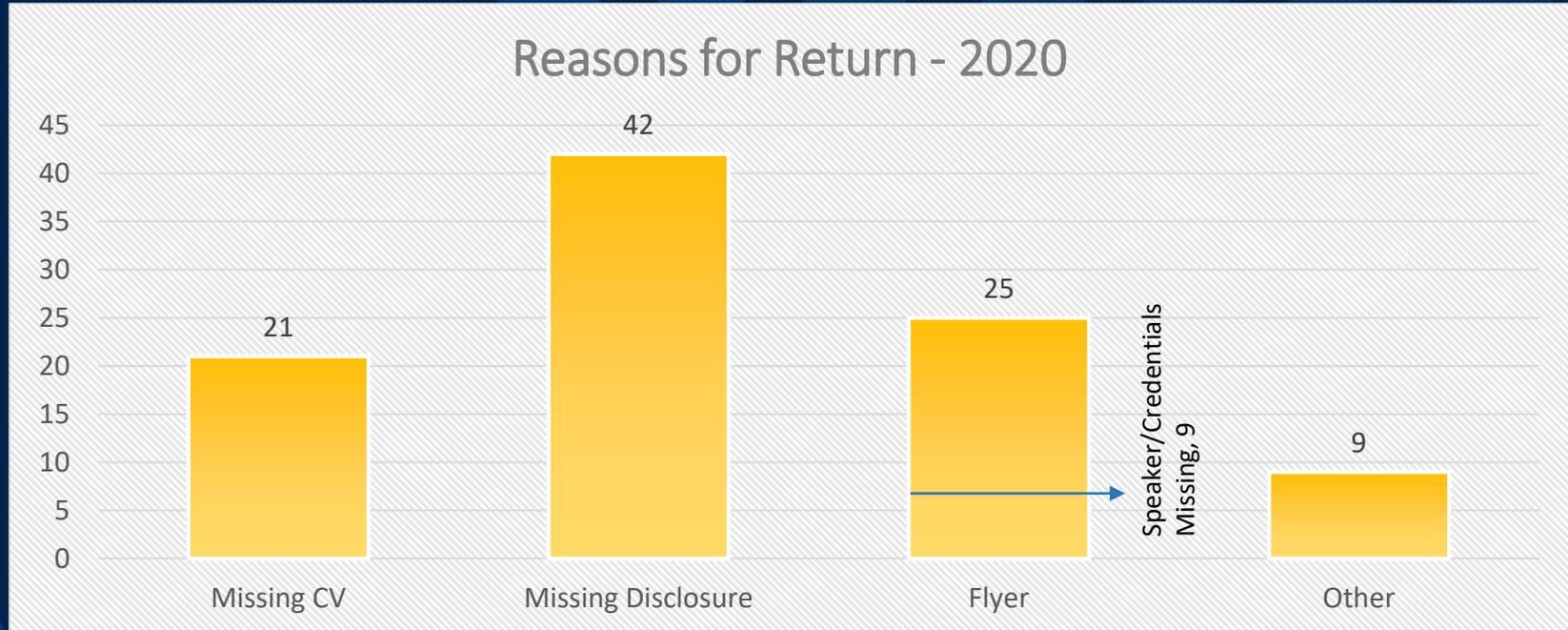
RSS Returns



RSS Returns



RSS Returns



RSS Returns

Program Date	Rec'd Date	Returned Date	Flyer	Missing CV	Missing Disclosure	Other	NOTES
2/13/2020	2/14/2020	2/16/2020	x				Flyer Missing
1/20/2020	1/28/2020	1/28/2020			S Pahuja		rec'd 2/5
1/7/2020	1/8/2020	1/22/2020	x				Flyer Missing
1/21/2020	1/22/2020	1/22/2020			R Arays, L Giblin Sutton		rec'd 1/27
2/4/2020	2/5/2020	2/6/2020			L Giblin Sutton	x	updated checklist provided.
2/12/2020	2/13/2020	2/16/2020		E White	E White		
1/17/2020	1/17/2020	1/22/2020		J Thomas-Crisci	J Thomas-Crisci		
2/13/2020	2/14/2020	2/16/2020	x	C Hale	C Hale		flyer speaker name is misspelled
2/11/2020	2/14/2020	2/16/2020			J Lamb		
1/13/2020	1/14/2020	1/15/2020				x	bar code sign-in sheet not attached
1/31/2020	2/10/2020	2/10/2020			M Smith		
1/31/2020	2/10/2020	2/10/2020		V Arnone			

RSS Returns

Program Date	Rec'd Date	Returned Date	Flyer	Missing CV	Missing Disclosure	Other	NOTES
1/31/2020	2/10/2020	2/10/2020		V Arnone			
1/9/2020	2/3/2020	2/4/2020			M Chaudhuri		
2/5/2020	2/6/2020	2/7/2020	x		L Friehling, A Leach, A Turner		flyer missing speaker credentials
2/12/2020	2/12/2020	2/12/2020	x				flyer missing speaker credentials
1/6/2020	1/16/2020	1/22/2020	x				flyer missing speaker credentials
1/7/2020	1/16/2020	1/22/2020	x				flyer missing speaker credentials
1/10/2020	1/16/2020	1/22/2020	x				flyer missing speaker credentials
1/21/2020	1/24/2020, 2/3	1/24/2020, 2/3	x				flyer missing speaker credentials
2/12/20 or 2/4/20 or 2/11/20	2/14/2020	2/16/2020			J Lamb	x	Checklist dated 2/12, Flyer dated 2/4, Sign-in Dated 2/11
1/8/2020	1/13/2020, 1/28	1/22/2020, 1/28			N Sharma		
2/12/2020	2/14/2020	2/16/2020			T Hogan		
1/22/2020	1/31/2020	2/3/2020			S Zaslau		
1/29/2020	1/31/2020	2/3/2020			D McClelland		

Department Checklist Walk-through

CE Credit Approval Departmental Check List

(If corrections needed, please indicate directly on form)

Approval Expires: 7/31/2020

Program: Protocol Review and Monitoring Committee (PRMC)

Department: WVU Cancer Institute

Date/Time: 12 – 1 pm, 1st and 3rd Tuesday

Contact: Katie Clark, 293-7374, PO 9260, kclark16@hsc.wvu.edu

Date of This Activity: _____

Conf. Code: CLINTRIREV

Type of Credit: CME: 1, N: 1.2

Location: G801, MBRCC

Activity Director: Abraham Kanate, MD

Included in this Stapled packet:

Page 1: Half sheet CE Credit Approval Department Check List completed

Page 2: Flier Containing: Program Title Lecture/Case Title Date&Time Speaker/Job Title/Dept/Org Audience
 Contact Info Credit statement(s) Series Objectives Lecture Obj's (if any) Disclosure

Page 3: Barcode Sign In: Lecture Date added **NOTE:** All who initial sign-in sheet will be credited unless noted clearly otherwise!

Page 4: Protocol Agenda

Speaker/s CV: On file at <http://ce.wvu.edu/planning-forms/cvs/> Emailed or Attached if not on file

Speaker disclosure: On file at <http://ce.wvu.edu/planning-forms/disclosures/> Emailed or Attached if not on file

Conflict Resolved (if applicable) Relevant Relationship Listed on Flier (if applicable)

Do entities provide support in the form of breakfast, lunch, etc. for this series? Yes No

Is there grant funding for this series? Yes No If Yes, acknowledged on? Flyer

Signed letter of agreement from supporting entity: Yes No

When completed send to:

Doris Tucker

Office of CE

P O Box 9080

Questions: 293-3937

E-Mail: ceadmin@hsc.wvu.edu

form updated 2/6/20

OFFICE USE: Date Rec'd _____ Returned: YES Date: _____

Reason Returned

Flier not attached Flier Missing: _____

BarCode Sign-in sheet not attached Date does not match conf. date/time

CV not on file or over 3 years old for: _____

Disclosure: incomplete conflict not on flier conflict not resolved

Disclosure not on file or over 1 year old for: _____

Other: _____

Date Approved _____ Date Entered _____ Nrs Flyer Saved By: _____

Flyers - Requirements

West Virginia University
SCHOOL OF MEDICINE

DEPARTMENT OF ANESTHESIOLOGY
GRAND ROUNDS

A. Approved Program Name → "Basic TTE"

B. Lecture Title or Topic → "Basic TTE"

Hong Wang, MD, PhD, FASE, FASA
Professor
Vice Chair of Clinical Operations
Director of POCUS
Department of Anesthesiology

D. Speaker and Credentials → Hong Wang, MD, PhD, FASE, FASA

C. Date, Start time and Ending time → Wednesday, December 18, 2019
7:00 AM - 8:00 AM
Fukushima Auditorium

G1. ACCME Statement

The West Virginia University School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

G2. AMA Statement

The WVU Office of CME designates this live activity for a maximum of 1 *AMA PRA Category 1 Credit™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

F. Series Objectives

Following this series, participants should be able to:

- 1) Assess potential morbidity/mortality in the OR to optimally modify patient care
- 2) Formulate an anesthetic management plan in a variety of clinical studies
- 3) Express knowledge pertinent to the practice of anesthesia.

F1. Session Objectives (Optional)

Learning Objectives:

- 1) The audience will relate the underlying physics and anatomical relationships while performing perioperative TTE.
- 2) The audience will differentiate between normal and abnormal ventricular and valvular function.
- 3) The audience will evaluate hemodynamic function with perioperative TTE.

E. Target Audience

This department strives to provide updates in the field of Anesthesiology.

H. Disclosure

Target Audience: Anesthesiology Faculty, Surgeons, CRNA's and Residents.

All those in a position to control content of this program have indicated that they have no relevant interests to disclose.

For questions or additional information regarding this program, please contact Kristen Faidley at 304.598.4856.

I. Contact Information

← Kristen Faidley, 304.598.4856

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CVs and Disclosures

Website: <http://ce.wvu.edu/>

Link for speakers: <http://ce.wvu.edu/planning-forms/disclosure-cv/>

Listings:

Disclosure Link: <http://ce.wvu.edu/planning-forms/disclosures/>

CV Link: <http://ce.wvu.edu/planning-forms/cvs/>

CVs and Disclosures

CVs must be under *3 years* old

Disclosures must be under *1 year* old.

CVs and Disclosures

- If you are personally sending the CVs, please send via email. If you send a paper copy, we have to scan it and save it anyway.
- If you ask your speakers to include your email as the coordinator, you will receive a copy of the CV or Disclosure when it is submitted.
- **You do not need to submit printed copies of this info.** If you received it through the WuFoo email confirmation, we received it also. You can just make a note on the checklist that it was submitted on such and such date.

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RSS Returns

- A. If you email a packet and we print it and return it to you, don't email it a second time. Send back the paper packet with the Checklist and notes for reference and tracking.
- B. Inform us if you have opted to not pursue credit for a date that was returned to you.
- C. We send out notifications in July and December to the liaison and activity director noting any Returns that have not been resolved. You may request a list at any time throughout the year to keep your info current.

Special Requirements for Emailing

Subject - Credit Packet Conference Code Date – Example: Credit Packet AnesGR 121819

Subject – CV Conference Code(s) Last Name – Example: CV AnesGR Martin

Subject – Disclosure Conference Code(s) Last Name – Example: Disclosure AnesGR Wallace

Subject – Barcode Update Conference Code – Example: Barcode Update AnesGR

Subject – Checklist Update Conference Code – Example: Checklist Update AnesGR



West Virginia University School of Medicine

is accredited with commendation by the Accreditation Council for Continuing Medical Education (ACCME®) to provide continuing medical education for physicians through November 30, 2025

A handwritten signature in black ink, appearing to read "Graham McMahon", is positioned above a horizontal line.

Graham McMahon, MD, MMSC

December 6, 2019

Decision Date



Previously Submitted Questions

1. Is there a possibility for automated electronic notifications for CV, Disclosure, and reaccrediting program? Could we move away from paper and use an electronic system?

Previously Submitted Questions

2. What is the process to have speakers updated after a program is approved and the faculty changes? What is the process to have the sign in sheet updated?

Previously Submitted Questions

3. I need to know a better way to get a speaker to fill out the disclosure form and send a CV.

Suggestions from others?

Previously Submitted Questions

4. What is considered CME credit and what is not eligible for CME Credit? For example if a company brings in a Doctor and they talk about for example future of Renal care, and then they talk about Tablo Renal Device they are trying to sell to us to use, would they get CME credit for that or not?

Previously Submitted Questions

Part 1... What is considered CME credit...?

“Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.”

Previously Submitted Questions

Part 2... For example if a company brings in a Doctor and they talk about for example future of Renal care, and then they talk about Tablo Renal Device they are trying to sell to us to use, would they get CME credit for that or not?

General Rule: Promotional talks do NOT qualify for CME credit. All CME must be commercially unbiased.

Q&A