

## CME Activity Reminders

(Once your activity has been approved for CME credit)

### Before the Activity:

**Required Form for Speakers:** All speakers must complete a commercial independence form for speakers at least one (1) week prior to speaking.

**Content Review Form:** If a speaker discloses a financial relationship on his/her commercial independence form, then he/she must submit his/her presentation for review to the Activity Medical Director in advance of the presentation date. Then, after reviewing the presentation, the Activity Medical Director must complete a content review form.

**Freedom from Commercial Influence:** All decisions related to the planning, faculty selection, delivery, and evaluation of the activity must be made without any influence or involvement from the owners and employees of an entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

**Marketing:** All marketing notifications and marketing materials must be approved by the Office of CME prior to distribution, and any marketing materials that mention CME credit must contain the AMA Credit and Accreditation statements and the UT CME logo.

**Commercial Support:** If an activity receives money, equipment, supplies, facilities, or other support from an entity whose primary business is producing, marketing, selling, re-selling, or distribution of healthcare products used by/on patients, notify the CME office immediately and a letter of agreement must be signed by the Activity Medical Director, the company, and the CME office.

### During the Activity or Meeting:

**Disclosure to Learners:** The activity or regularly scheduled series (RSS) must have a mechanism in place for disclosure to learners who participate in the activity.

**Evaluations:** Evaluations should be administered for every CME activity. CME activities with multiple meetings should utilize a generic (not date or speaker specific) evaluation form. This form should be available at every meeting to allow learners to provide feedback if they choose to do so, and evaluations should be administered at least twice a year.

**Freedom from Promotion:** The accredited education and educational materials must be free of marketing or sales of all products/services including logos, tradenames, or product group messages. Learners must be able to engage with access to the accredited education without having to view advertisements or promotional messages and must be able to easily distinguish between accredited education and other activities such as non-accredited education, exhibiting, advertising, sales, or other promotional activities.

### After the Activity or Meeting:

**Certificates of Attendance:** You must close out the CME documentation for your CME activity or meeting by completing the appropriate closeout form before the CME office will issue certificates of attendance.

**Summary or Review of Evaluations:** Review the evaluations received for the CME activity with the planners to measure learning and the activity's impact and to gain insights for future CME activities.

**Closeout Form:** Begin completing your CME closeout form and the supporting documents as soon as the activity or last meeting is over, so that the CME office can issue CME credit certificates to your learners.