Coordinator Application and My Credits Module

April/May 2018

Plan an Activity

Start at least 45 days before your activity

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
  - presenters from various professions
  - question and answer session
  - panel discussion
  - if enduring-discussion board
- Designed to change performance of the team and/or patient outcomes
- We need to have at least 25% of our approved programs IPE

Create your planning committee

- Make sure you have someone from each target audience group you wish to award credit to
- If applying for nursing credit, please include a nurse on the planning committee and have an approved nurse educator review for content
  - A list of approved nurse educators can be found on our website
  - When asking them to review, please send a copy of the completed application as well as your planning committee minutes for review

Minutes – Upload with your application

- Include a representative for each target audience who was in attendance and label each one
- Discussion points:
  - Gap – Why are you having this activity-what is currently happening, what would you like to see happen, how will you get there? Documentation of gap needs to be uploaded with your application
  - How the meetings will help each target audience achieve their goals
  - How the two or more target audience groups will have the opportunity to learn from each other
  - Objectives: By the end of this educational activity, learners should be able to…
    - The objectives for the program should fit everyone on the team (patient outcomes) but you can still have individual objectives for each specialty.

Disclosure

- Please ask the planners if they have any possible conflicts at the beginning of the planning process. Let them know that they will need to complete an online disclosure form (notification email will be sent when you start completing the application)
- All faculty (speakers) and planners need to be entered into the application leadership tab. Please review all disclosures to make sure there are no conflicts of interest
- Complete either a Monitoring Form (RSS programs) or a Conference Disclosure Form and upload with your application

Conflict of Interest

- If any of your planners or speakers has a possible conflict of interest, please complete the Conflict of Interest (COI) Resolution form and upload with your application

Measurement process 3-4 months after the activity

- How will you measure the success of your program after its completion?
  - Examples: Revisit hospital data or survey your learners to see if they have made/seen changes after participating in the learning activity (we do this for all RSS programs)
    - Please ask your learners: One goal of this conference is to educate and transform collaborative care. To that end, please tell us whether this education has enhanced your team's care in treating patients with _____?
    - If "yes", please describe the change that was made as a result of the education.

Brochure/Marketing Piece

- Please make sure to upload any marketing pieces you wish to use. Any mention of credit will need to be pre-approved before you distribute
- Accreditation wording
  - Make sure you have the correct wording (cut and paste it off the monitoring form/disclosure form)
  - Make sure you also have the logo

Not IPCE

- 2+ professions on planning committee (Eg RN + Pharmacist)
- Planning committee is reflective of target audience
- Information presented is applicable to both groups

No opportunity to learn with, from or about each other.

Focus is not on the team and/or patient outcomes.

Can still award credit for each group, but it is *not* *IPCE*

“My Credits” Portal

My Credits

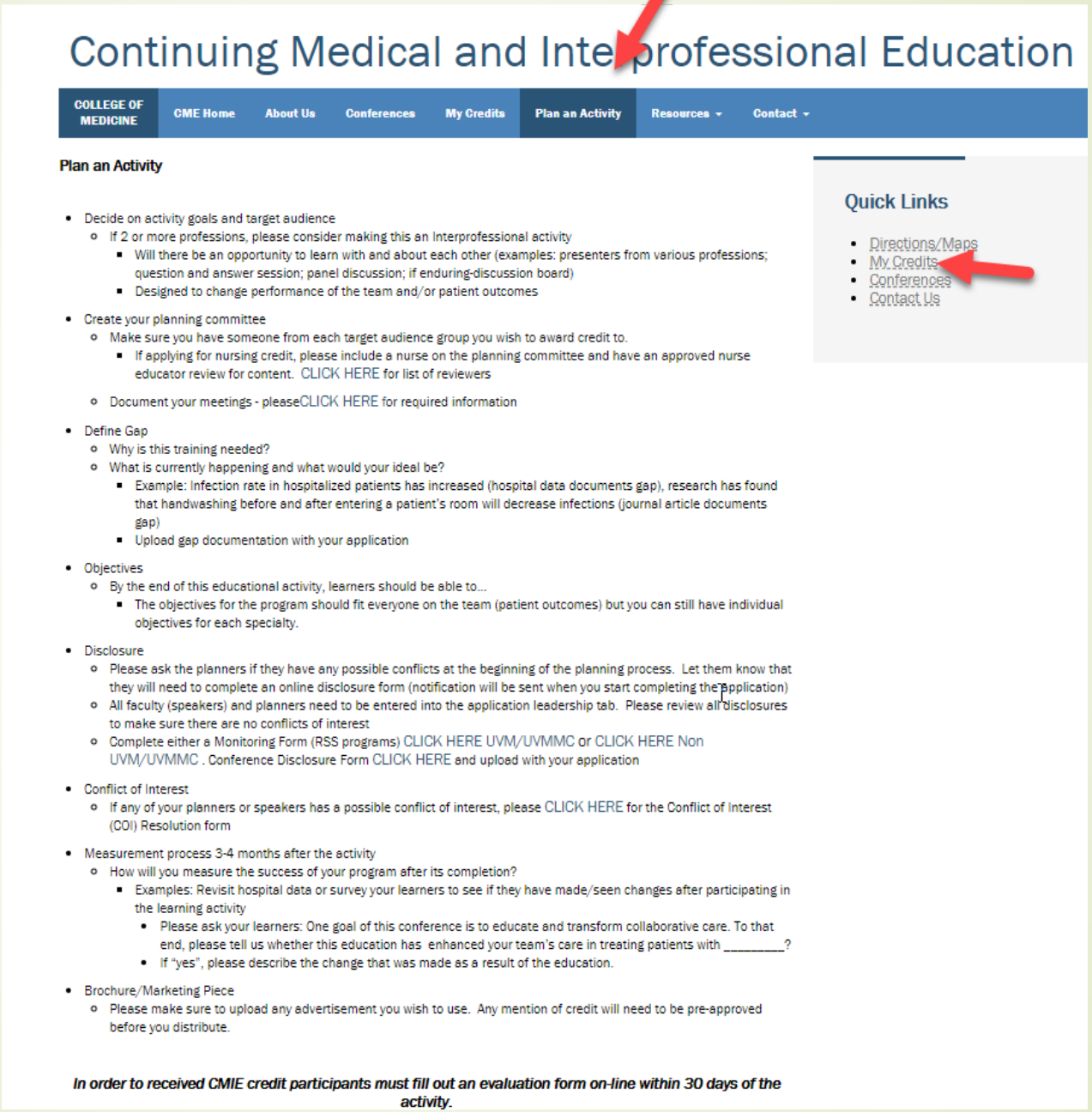
My Applications

My Activity Center

My Required Forms

https://www.highmarksce.com/uvmmed
(Link on our CME page)

http://www.med.uvm.edu/cme



Continuing Medical and Interprofessional Education

COLLEGE OF MEDICINE | CME Home | About Us | Conferences | My Credits | Plan an Activity | Resources | Contact

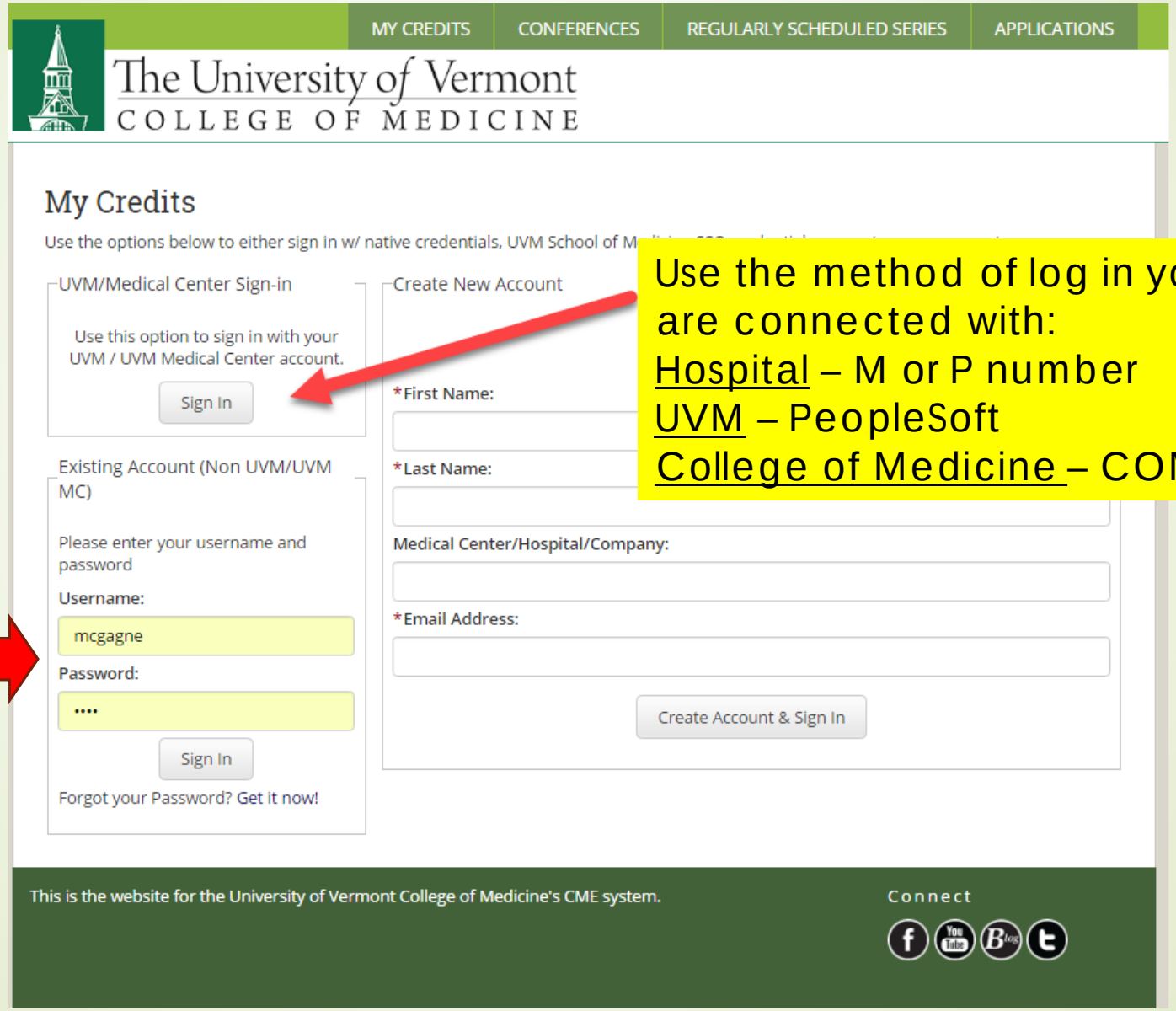
Plan an Activity

- 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 performance of the team and/or patient outcomes
- Create your planning committee
  - Make sure you have someone from each target audience group you wish to award credit to.
    - If applying for nursing credit, please include a nurse on the planning committee and have an approved nurse educator review for content. CLICK HERE for list of reviewers
  - Document your meetings - pleaseCLICK HERE for required information
- Define Gap
  - Why is this training needed?
  - What is currently happening and what would your ideal be?
    - Example: Infection rate in hospitalized patients has increased (hospital data documents gap), research has found that handwashing before and after entering a patient's room will decrease infections (journal article documents gap)
    - Upload gap documentation with your application
- Objectives
  - By the end of this educational activity, learners should be able to…
    - The objectives for the program should fit everyone on the team (patient outcomes) but you can still have individual objectives for each specialty.
- Disclosure
  - Please ask the planners if they have any possible conflicts at the beginning of the planning process. Let them know that they will need to complete an online disclosure form (notification will be sent when you start completing the application)
  - All faculty (speakers) and planners need to be entered into the application leadership tab. Please review all disclosures to make sure there are no conflicts of interest
  - Complete either a Monitoring Form (RSS programs) CLICK HERE UVM/UVMMC or CLICK HERE Non UVM/UVMMC . Conference Disclosure Form CLICK HERE and upload with your application
- Conflict of Interest
  - If any of your planners or speakers has a possible conflict of interest, please CLICK HERE for the Conflict of Interest (COI) Resolution form
- Measurement process 3-4 months after the activity
  - How will you measure the success of your program after its completion?
    - Examples: Revisit hospital data or survey your learners to see if they have made/seen changes after participating in the learning activity
      - Please ask your learners: One goal of this conference is to educate and transform collaborative care. To that end, please tell us whether this education has enhanced your team's care in treating patients with _____?
      - If "yes", please describe the change that was made as a result of the education.
- Brochure/Marketing Piece
  - Please make sure to upload any advertisement you wish to use. Any mention of credit will need to be pre-approved before you distribute.

In order to received CMIE credit participants must fill out an evaluation form on-line within 30 days of the activity.

Quick Links

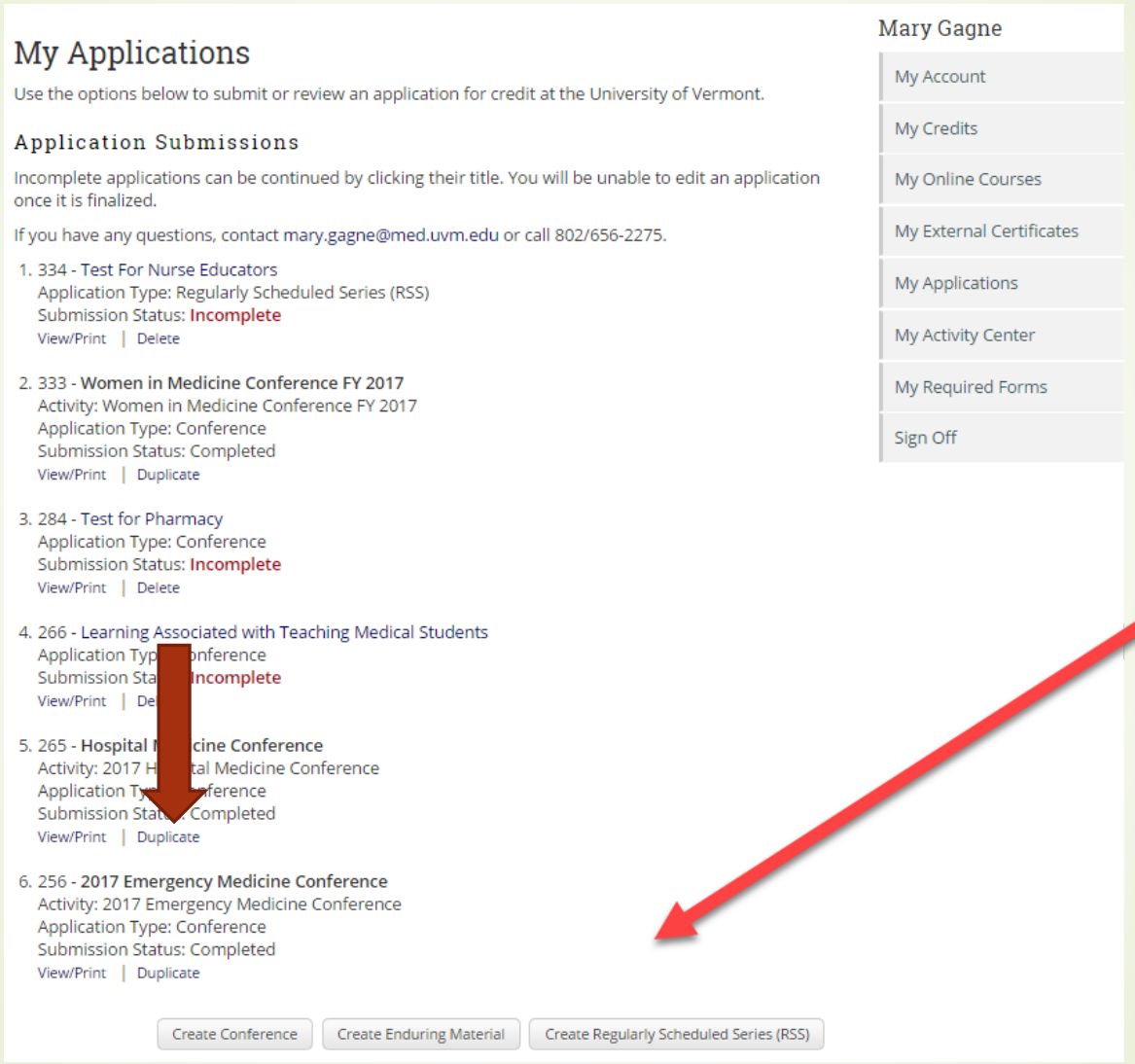
- Directions/Maps
- My Credits
- Conferences
- Contact Us



Use the method of log in you are connected with:
Hospital – M or P number
UVM – PeopleSoft
College of Medicine – COM

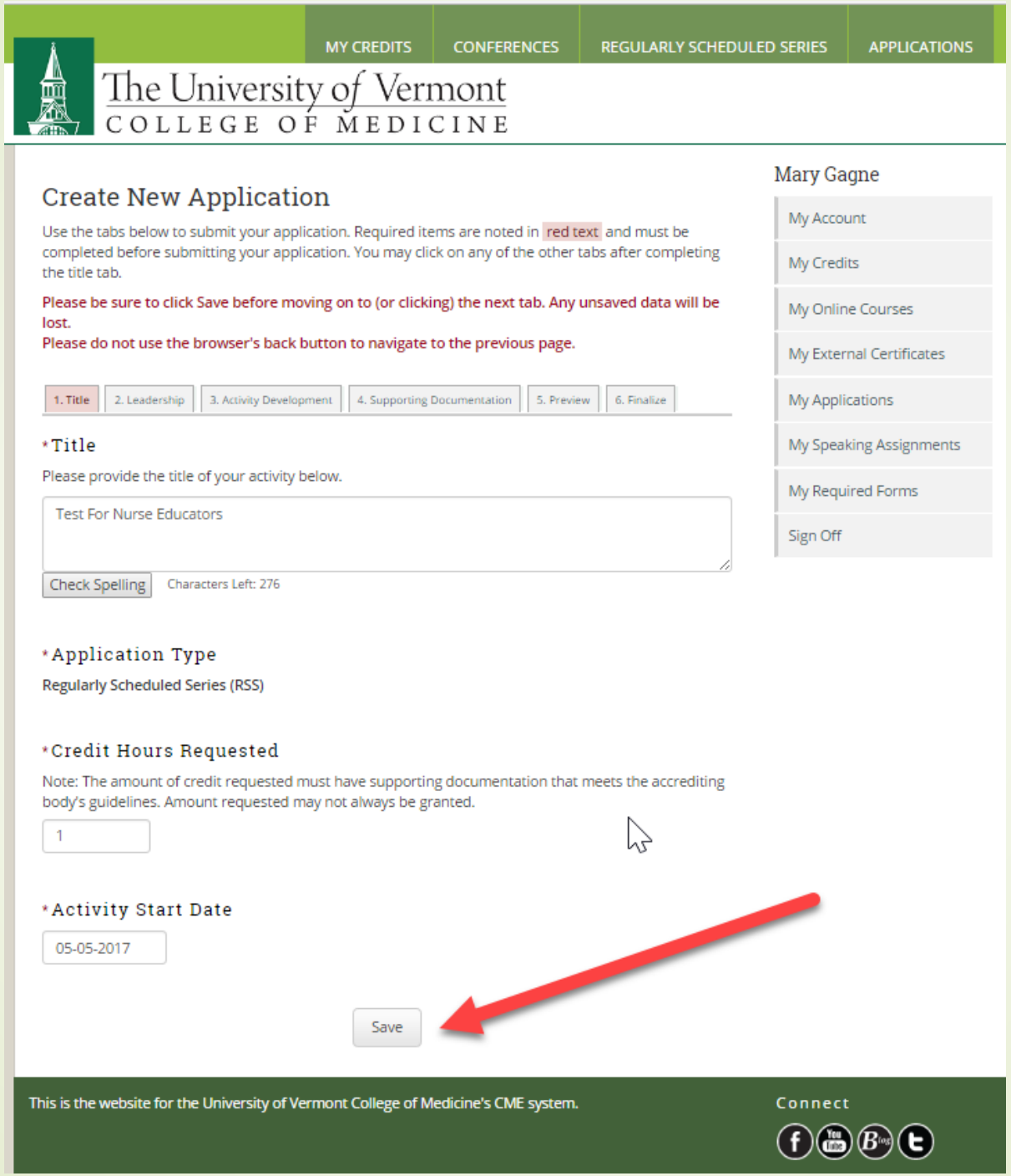
If outside the network, please log in here once your account is created.

Completing the application

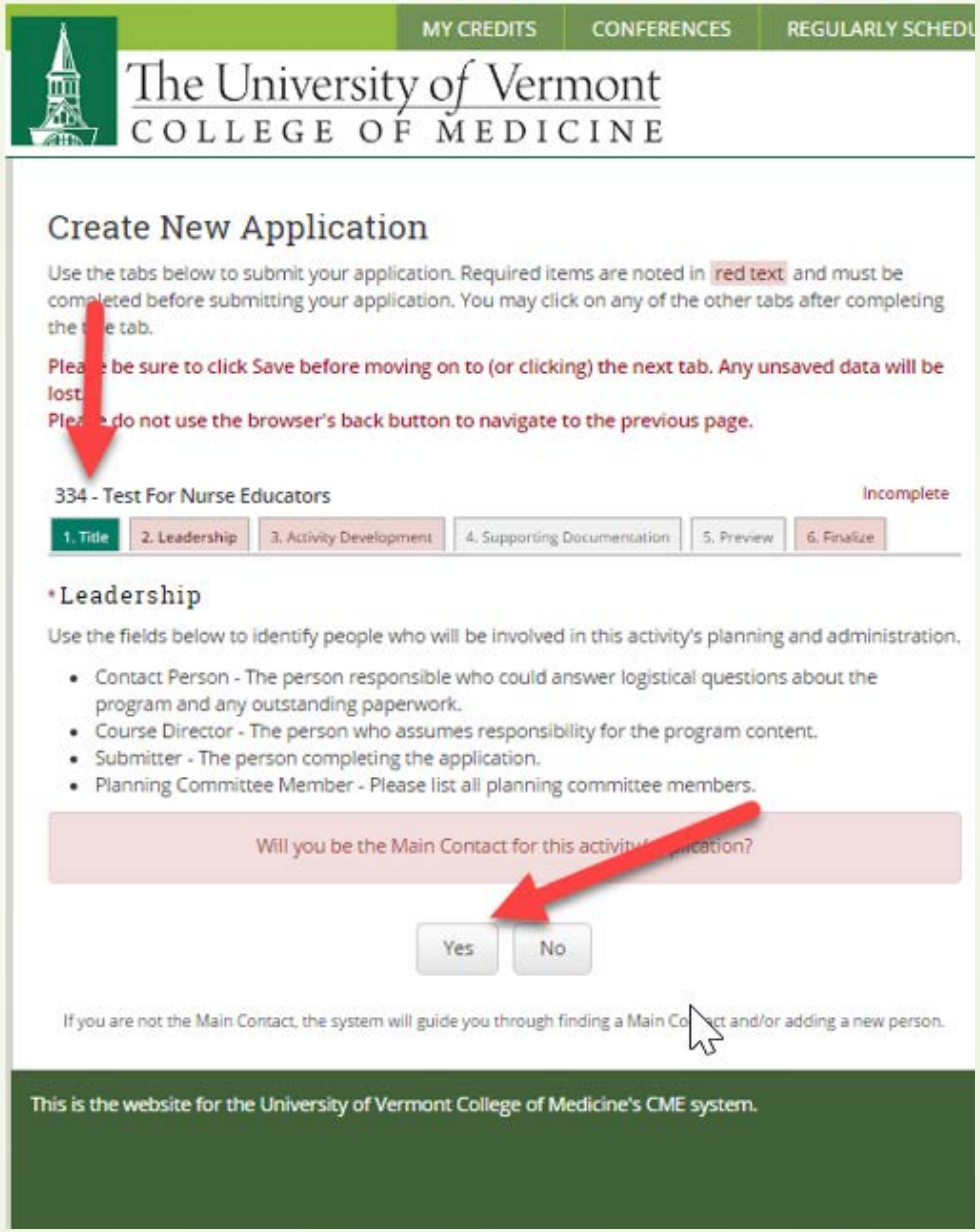


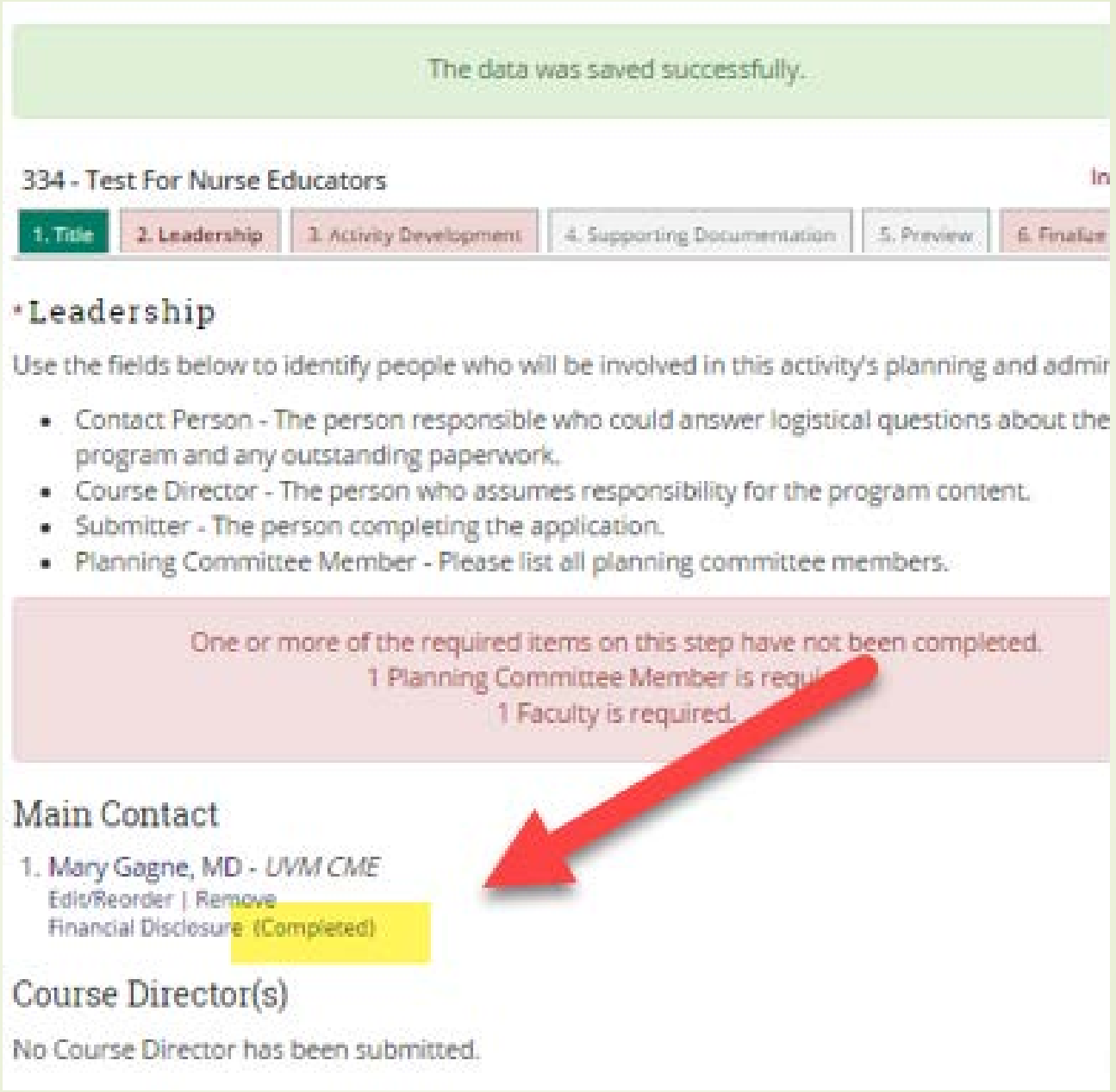
If you <u>duplicate</u> an application from a previous one, please note that all faculty will map over, but **<u>will not</u>** receive a notification that they have been listed as a course director/planner/or faculty for that event.

Also, please go through the entire application, we have edited/added new questions.

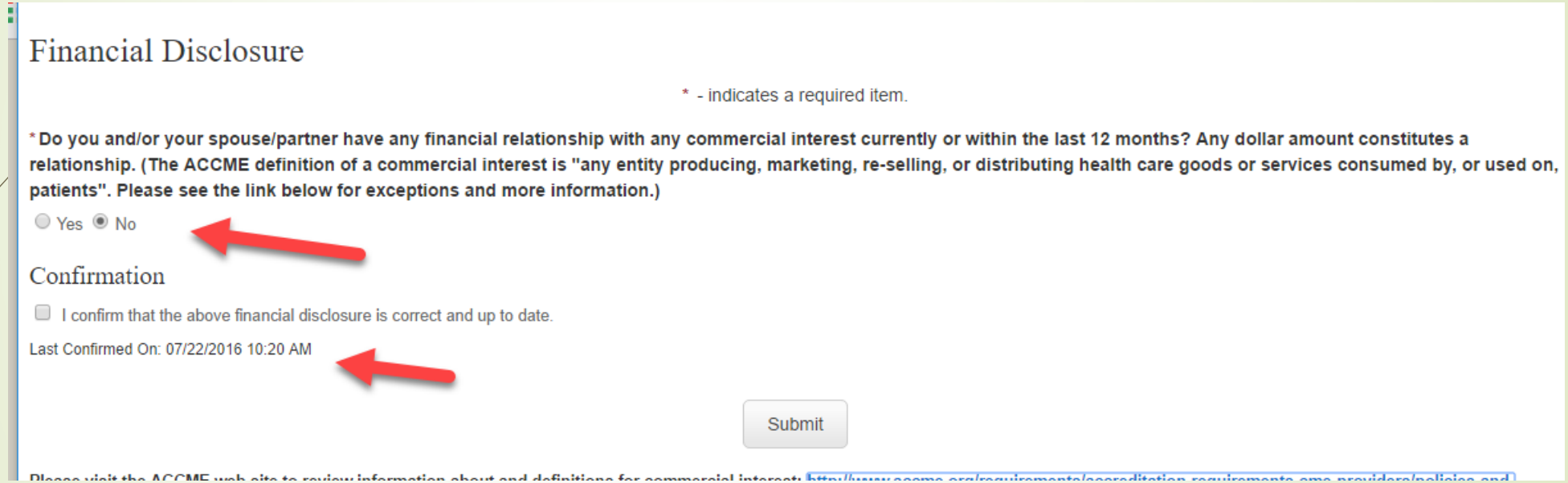

MY CREDITS
CONFERENCES
REGULARLY SCHEDULED SERIES
APPLICATIONS
The University of Vermont
COLLEGE OF MEDICINE
Create New Application
Use the tabs below to submit your application. Required items are noted in red text and must be completed before submitting your application. You may click on any of the 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.
1. Title
2. Leadership
3. Activity Development
4. Supporting Documentation
5. Preview
6. Finalize
*Title
Please provide the title of your activity below.
Test For Nurse Educators
Check Spelling
Characters Left: 276
*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
05-05-2017
Save
Mary Gagne
My Account
My Credits
My Online Courses
My External Certificates
My Applications
My Speaking Assignments
My Required Forms
Sign Off
This is the website for the University of Vermont College of Medicine's CME system.
Connect

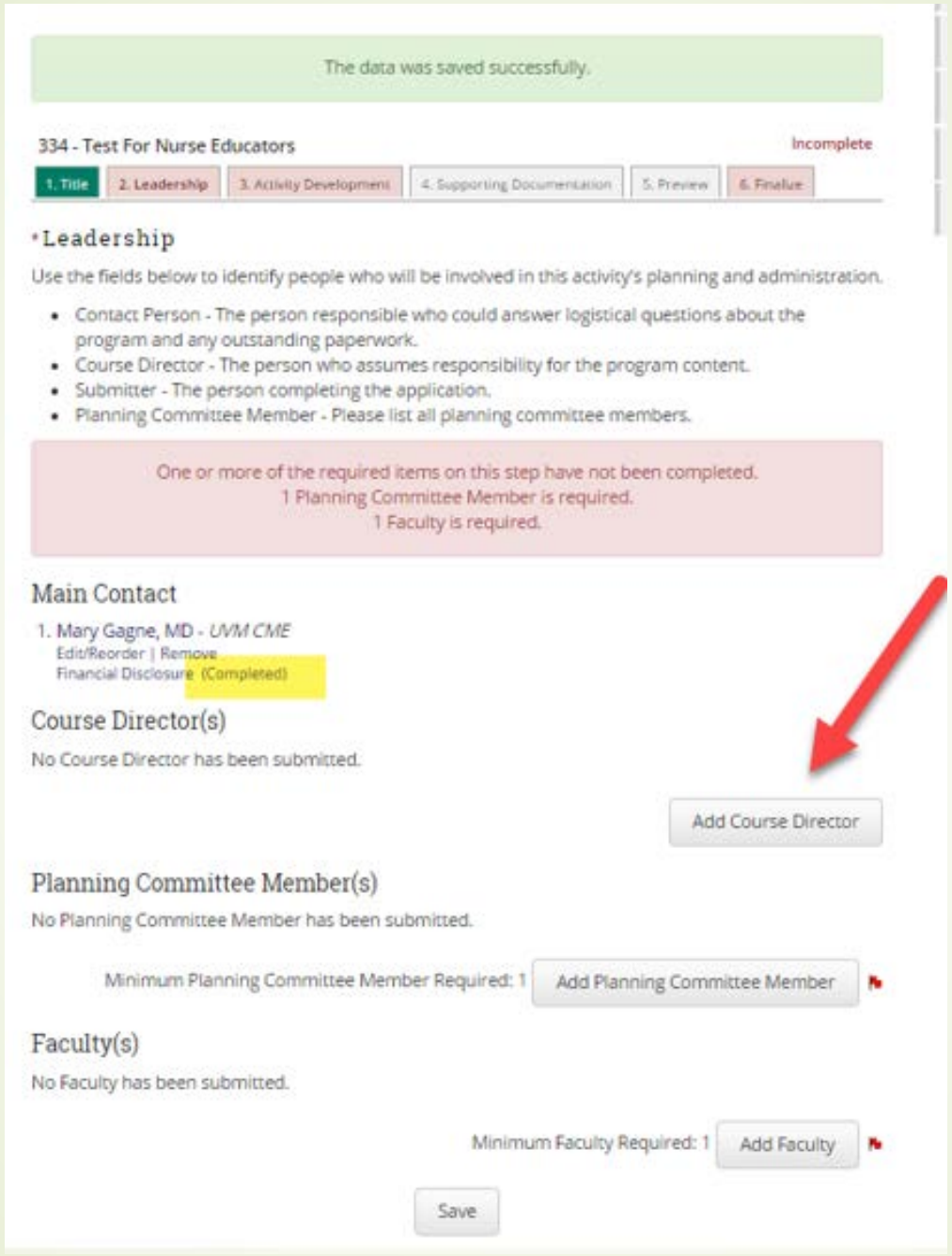
Tabs will turn green when they are completed

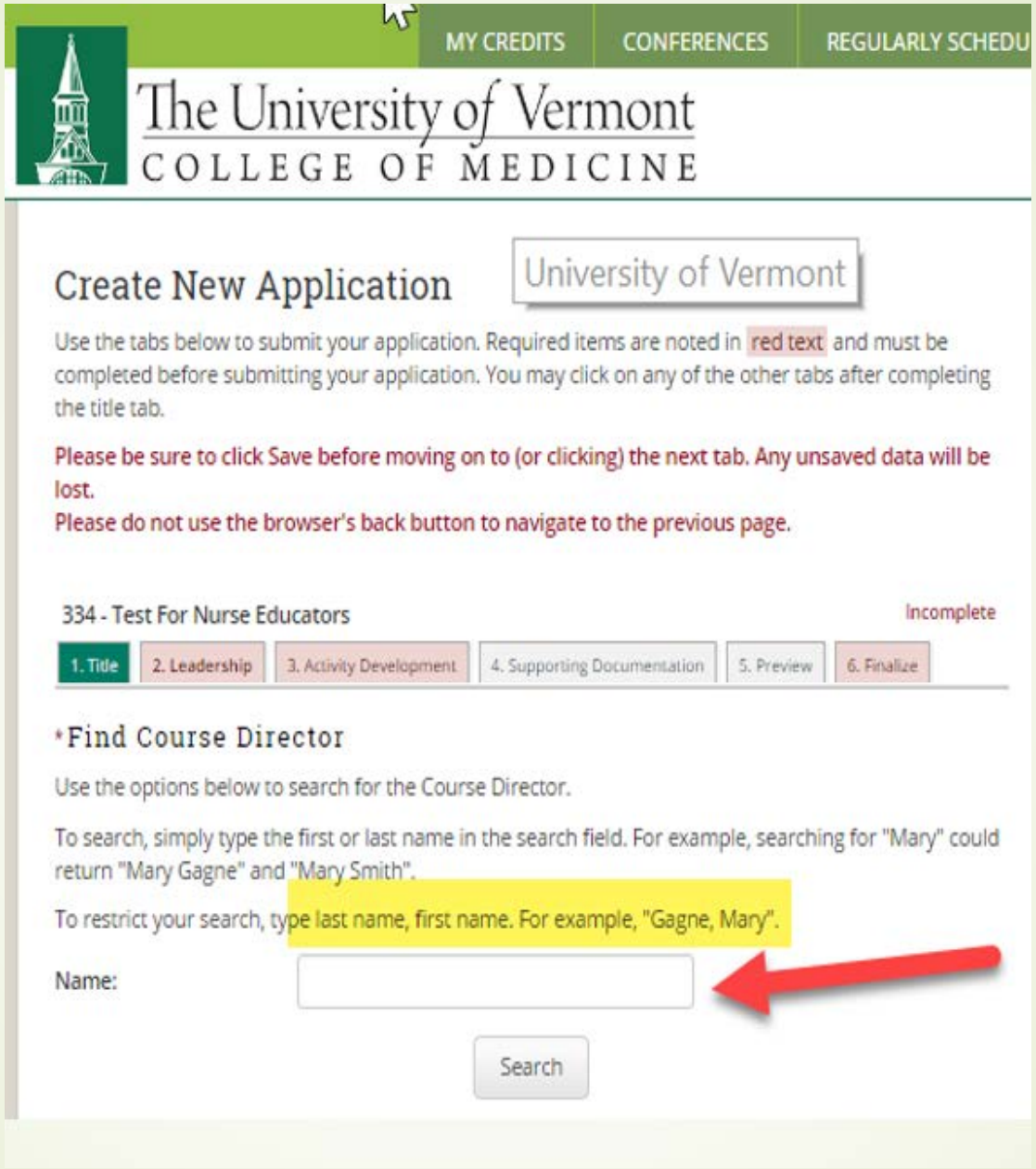




If the disclosure is complete, click on the words "**Financial Disclosure**" to see if there is any possible conflicts to resolve.


Financial Disclosure
* - indicates a required item.
* Do you and/or your spouse/partner have any financial relationship with any commercial interest currently or within the last 12 months? Any dollar amount constitutes a relationship. (The ACCME definition of a commercial interest is "any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients". Please see the link below for exceptions and more information.)
Yes
No
Confirmation
I confirm that the above financial disclosure is correct and up to date.
Last Confirmed On: 07/22/2016 10:20 AM
Submit


The data was saved successfully.
334 - Test For Nurse Educators
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 of the required items on this step have not been completed.
1 Planning Committee Member is required.
1 Faculty is required.
Main Contact
1. Mary Gagne, MD - UVM CME
Edit/Reorder | Remove
Financial Disclosure (Completed)
Course Director(s)
No Course Director has been submitted.
Add Course Director
Planning Committee Member(s)
No Planning Committee Member has been submitted.
Minimum Planning Committee Member Required: 1
Add Planning Committee Member
Faculty(s)
No Faculty has been submitted.
Minimum Faculty Required: 1
Add Faculty
Save


MY CREDITS
CONFERENCES
REGULARLY SCHEDU
The University of Vermont
COLLEGE OF MEDICINE
Create New Application
University of Vermont
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.
334 - Test For Nurse Educators
Incomplete
1. Title
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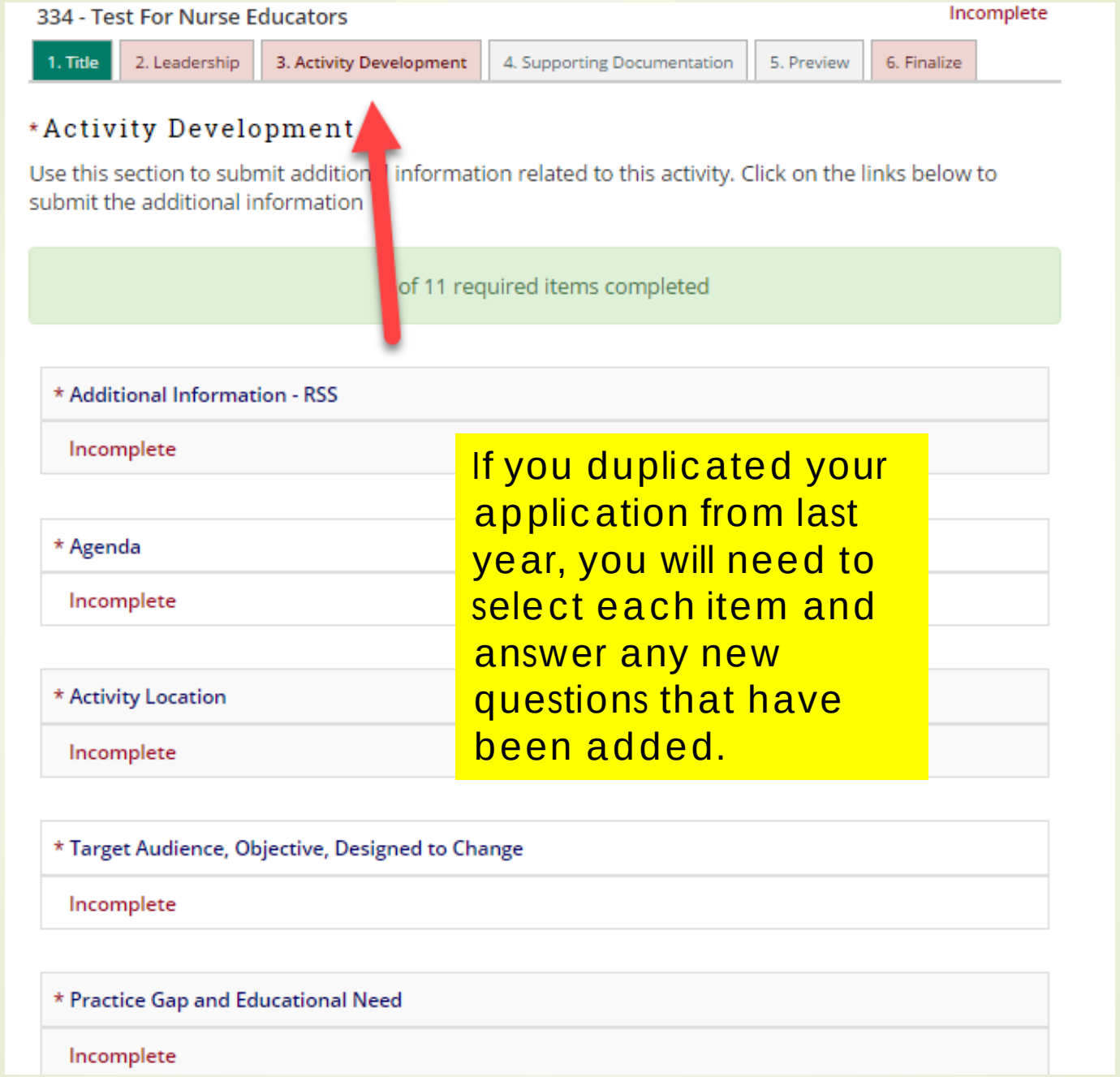
5. Preview
6. Finalize
*Find Course Director
Use the options below to search for the Course Director.
To search, simply type the first or last name in the search field. For example, searching for "Mary" could return "Mary Gagne" and "Mary Smith".
To restrict your search, type last name, first name. For example, "Gagne, Mary".
Name:
Search



If you duplicated your application from last year, you will need to select each item and answer any new questions that have been added.

We moved the IPE question here. Please make sure to answer.

*Target Audience, Objective, Designed to Change

* - indicates a required item.

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

○ Yes ◉ No

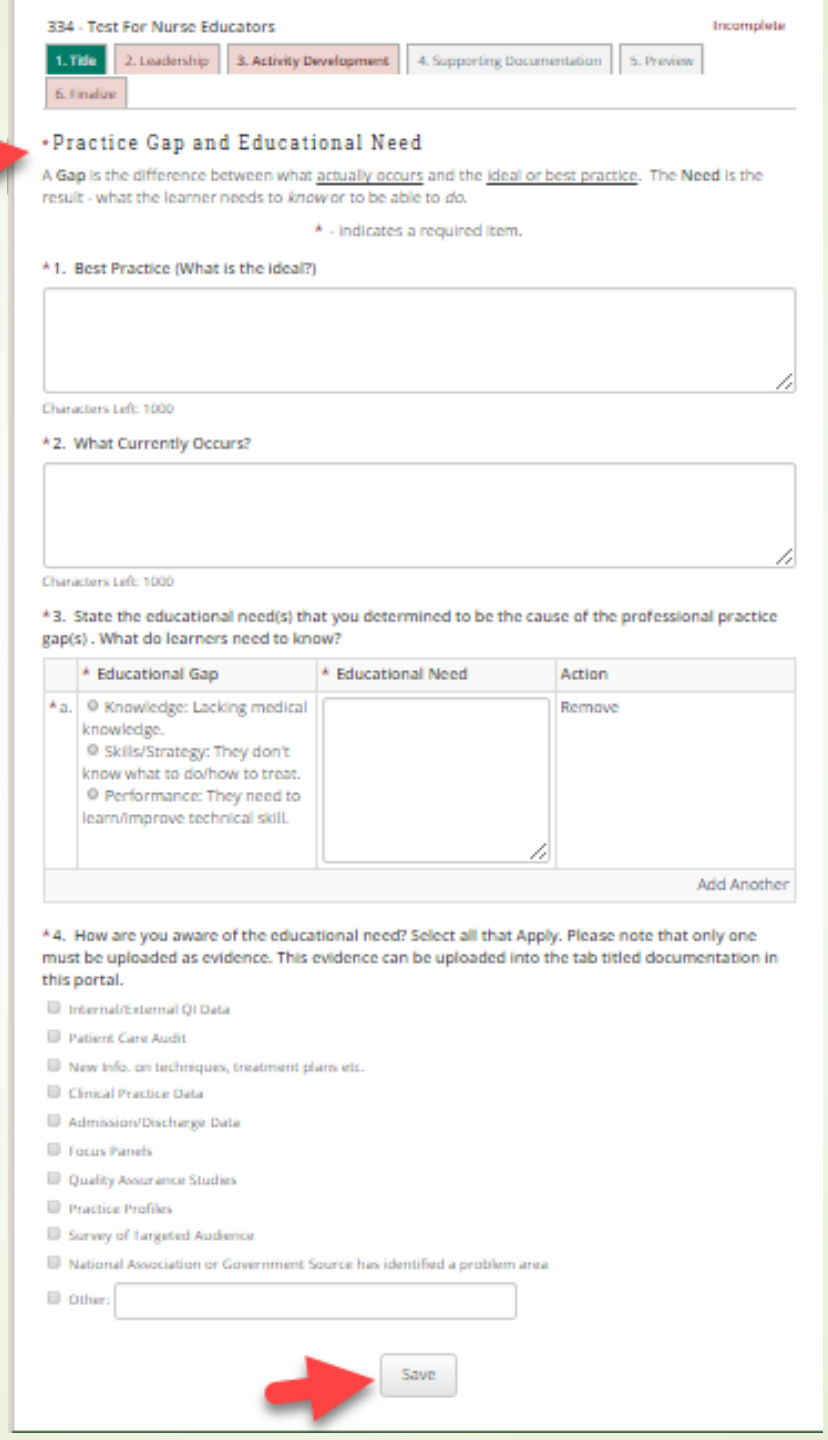
* Please check which types of credit you will be applying to UVM for:

☐ Physician
☐ Nursing
☐ Pharmacy

* Please identify the objective for each target audience group and the planner who will represent that audience (you are required to have one representative for each group you wish to receive credit for - Physician, Nurse, Pharmacy and/or other):

	* Target Audience	* Planner Who Represents Target Audience (if selecting nursing credit, please list the approved nurse educator who has reviewed your program).	* Designed To Change	* Objective: By the end of this activity, the target audience should be able to...(PLEASE LIST THREE OBJECTIVES IF APPLYING FOR PHARMACY CREDIT)	Action
*1.	○ Physician ○ Nurse ○ Pharmacist ○ Other		☐ Competency ☐ Performance ☐ Patient Outcomes		Remove

Add Another



Always remember to **SAVE** before leaving the tab.

*Competencies and Barriers

* - indicates a required item.

*** Competencies**

ACGME/ ABMS

- [ ] Patient Care and Procedural Skills
- [ ] Medical Knowledge
- [ ] Practice-based Learning and Improvement
- [ ] Interpersonal and Communication Skills
- [ ] Professionalism
- [ ] System-based Practice

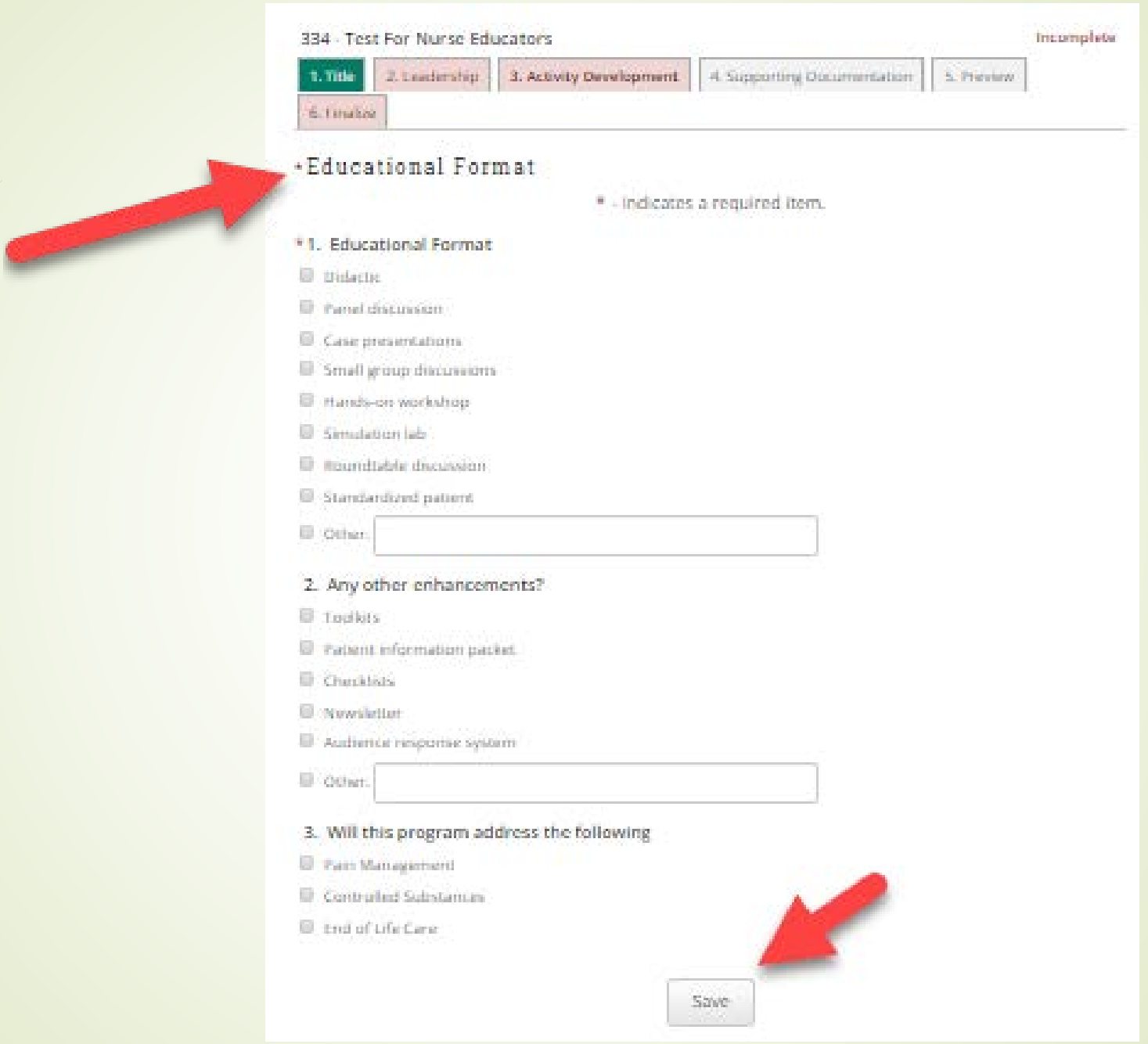
Institute of Medicine

- [ ] Provide Patient-centered Care
- [ ] Work in Interdisciplinary Teams
- [ ] Employ Evidence-Based Practice
- [ ] Apply Quality Improvement
- [ ] Utilize Informatics

Interprofessional Education Collaborative

- [ ] Values/Ethics for Interprofessional Practice
- [ ] Roles/Responsibilities
- [ ] Interprofessional Communication
- [ ] Teams and Teamwork
- [ ] Other:

There are new Interprofessional Education Competencies that have been added.


334 - Test For Nurse Educators
Incomplete
1. Title
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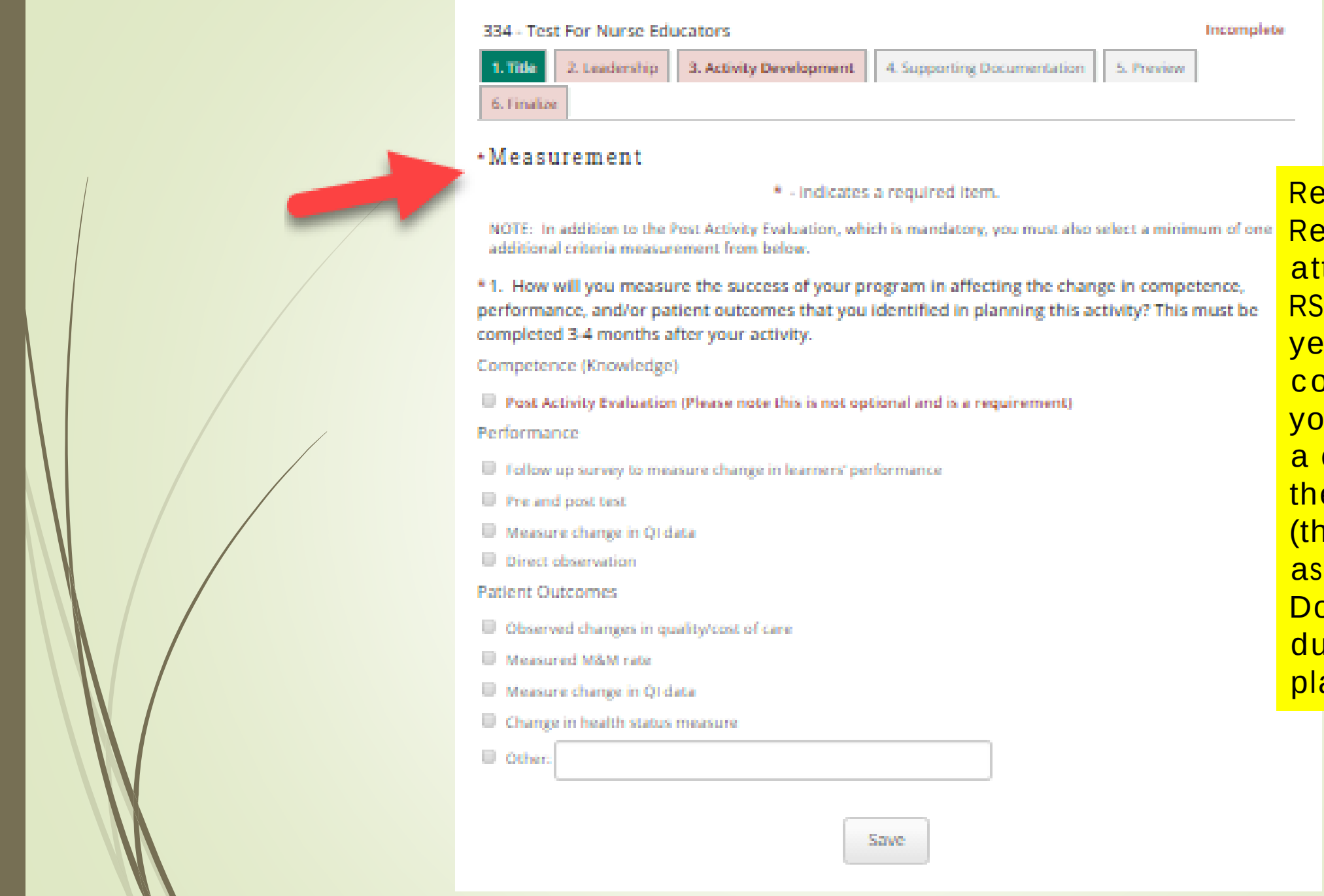
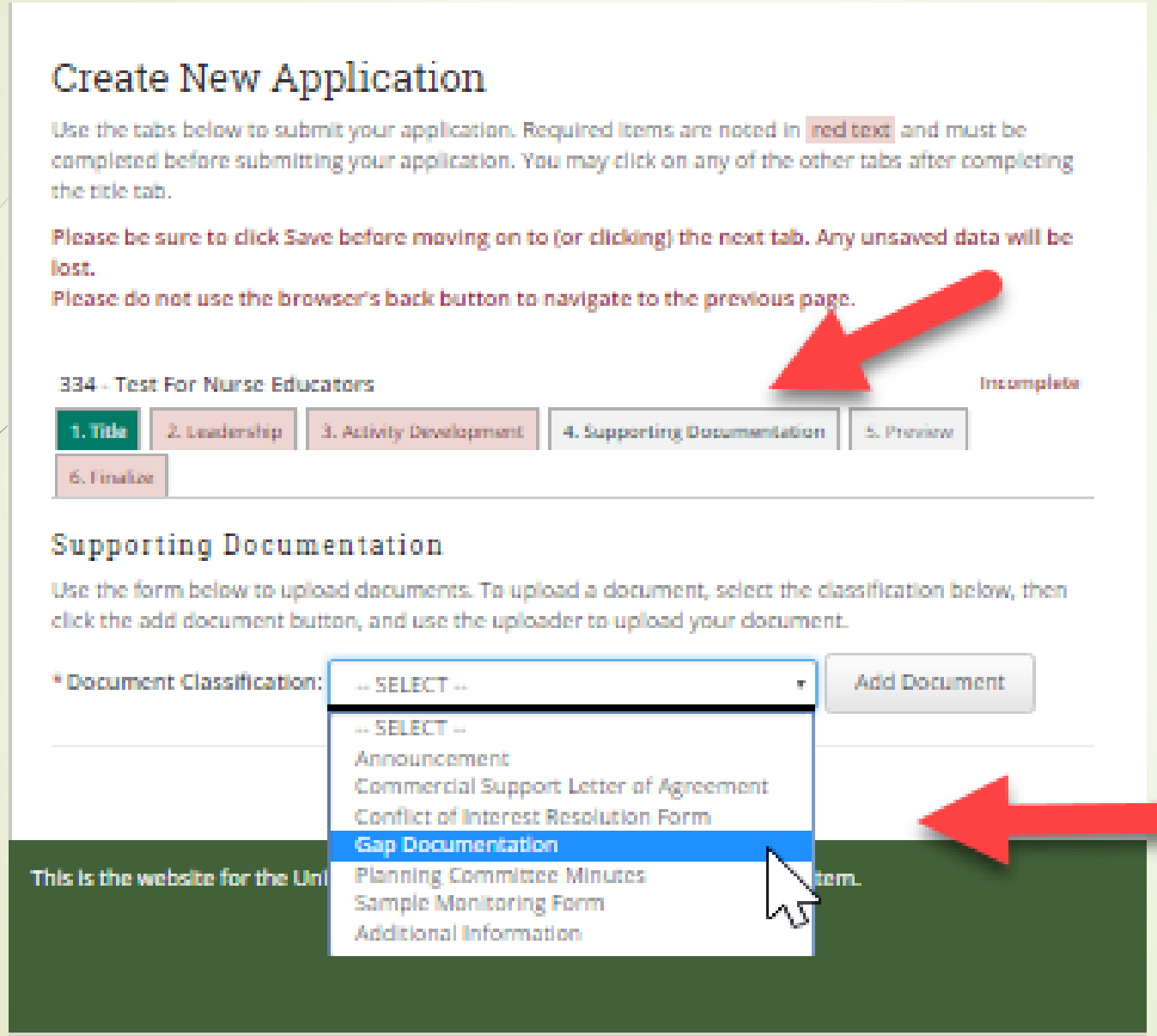
4. Supporting Documentation
5. Preview
6. Finalize
•Educational Format
* - indicates a required item.
* 1. Educational Format
Didactic
Panel discussion
Case presentations
Small group discussions
Hands-on workshop
Simulation lab
Roundtable discussion
Standardized patient
Other:
2. Any other enhancements?
Toolkits
Patient information packet
Checklists
Newsletter
Audience response system
Other:
3. Will this program address the following
Pain Management
Controlled Substances
End of Life Care
Save



Reminder that Gap Reports have been attached to your RSS programs this year. Please contact Karen if you wish to receive a copy to help plan the upcoming year (these can be used as Gap Documentation during your planning meetings)


Create New Application
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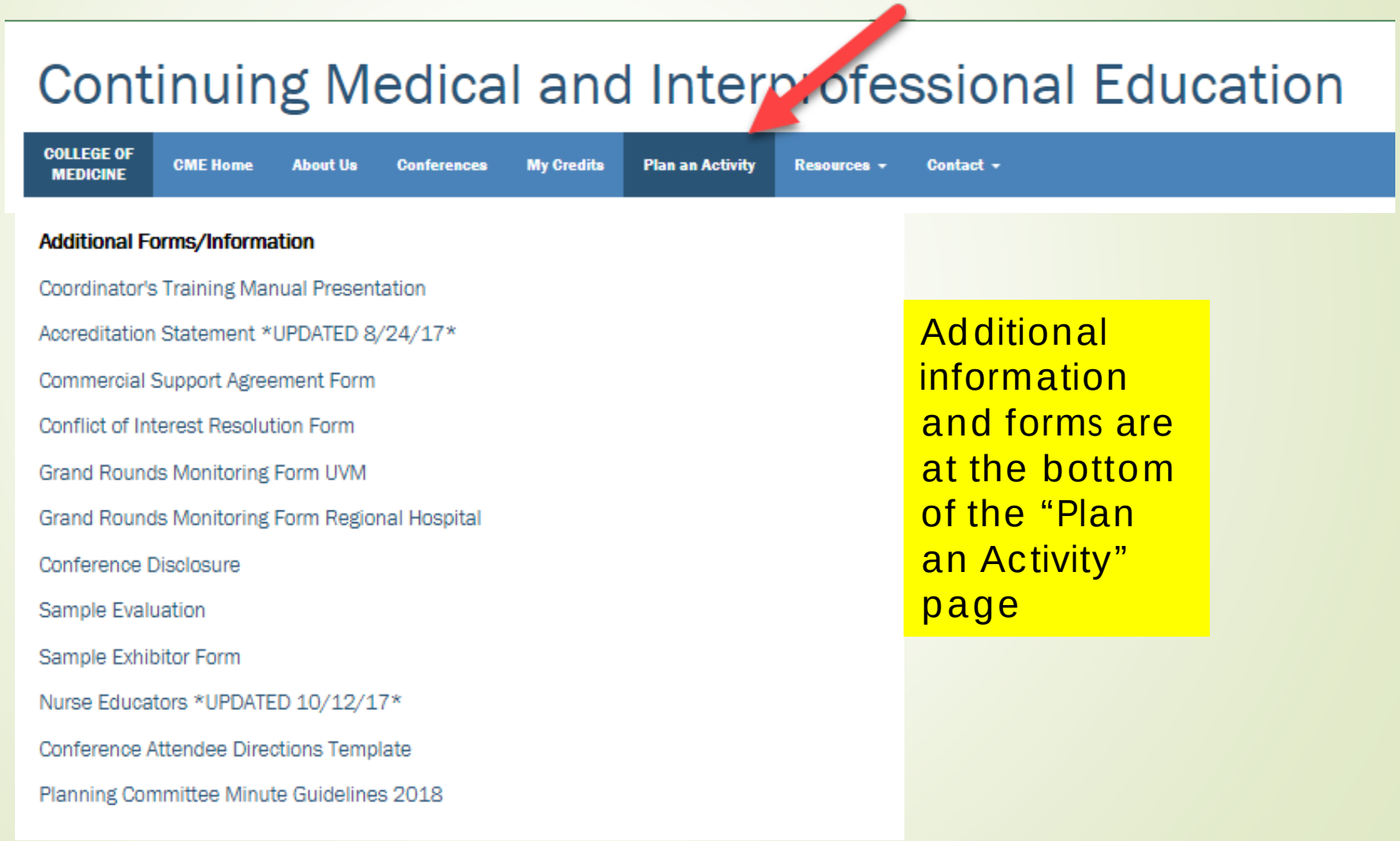
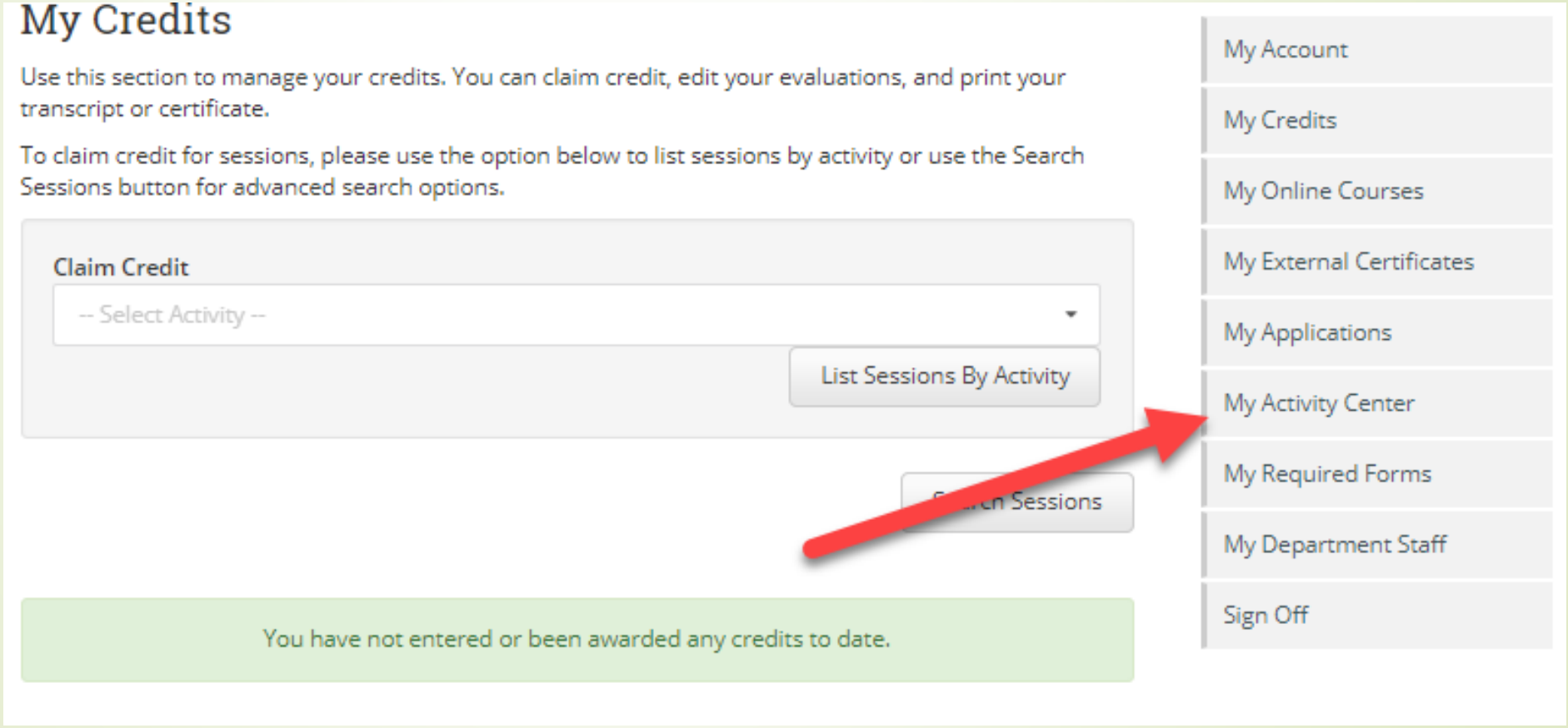
6. Finalize
Supporting Documentation
Use the form below to upload documents. To upload a document, select the classification below, then click the add document button, and use the uploader to upload your document.
* Document Classification:
-- SELECT --
Add Document
-- SELECT --
Announcement
Commercial Support Letter of Agreement
Conflict of Interest Resolution Form
Gap Documentation
Planning Committee Minutes
Sample Monitoring Form
Additional Information
This is the website for the Uni
tem.

http://www.med.uvm.edu/cme

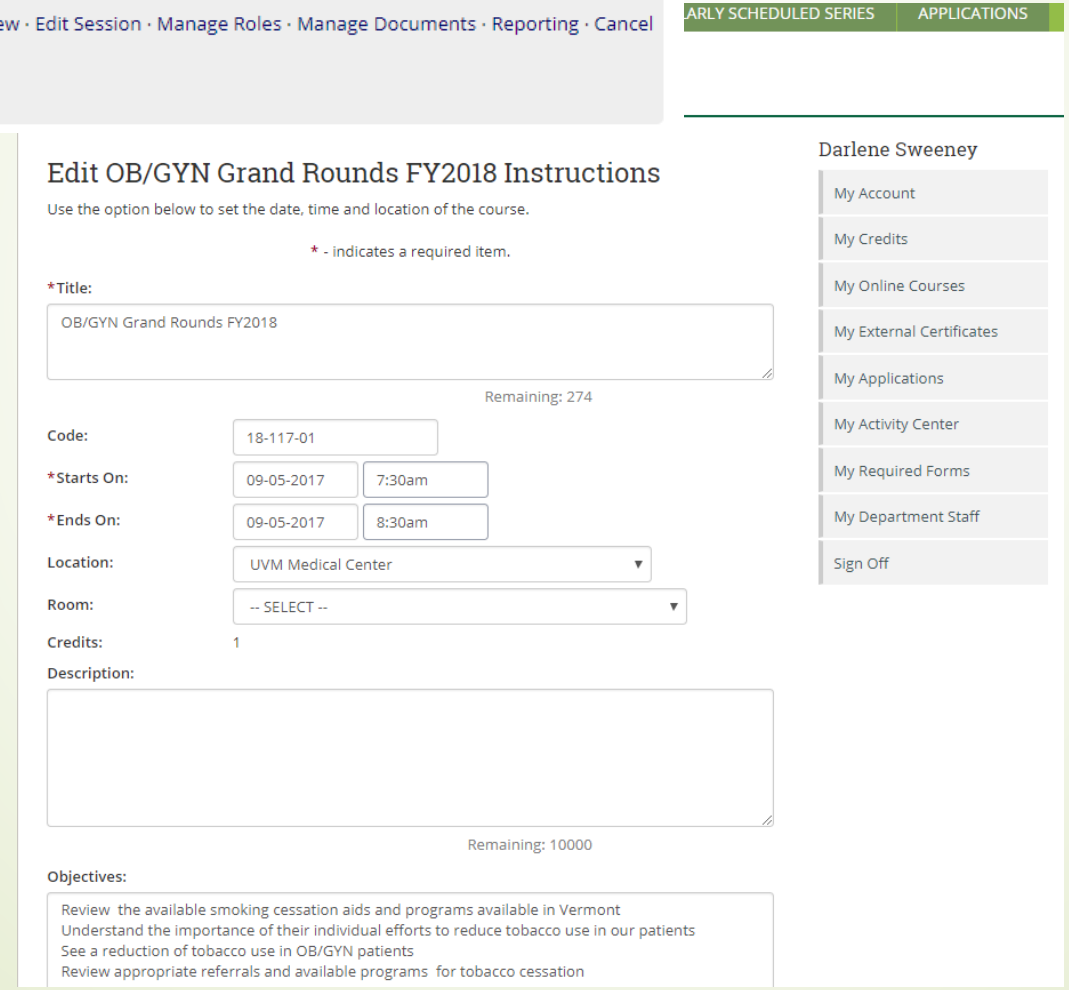


Additional information and forms are at the bottom of the “Plan an Activity” page

Coordinator Module

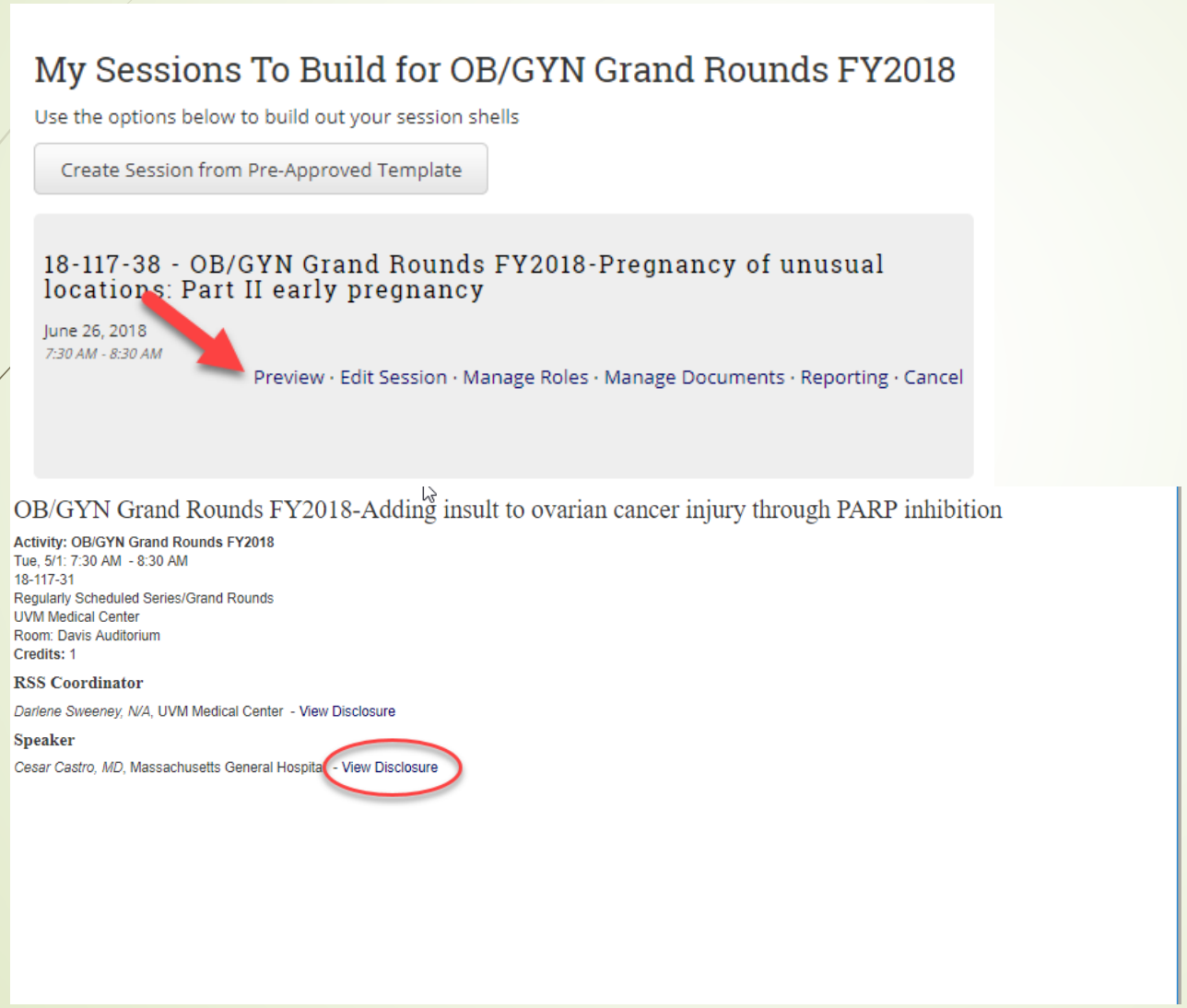


The Activities for which you are assigned to will appear. Select the desired activity to manage the sessions.

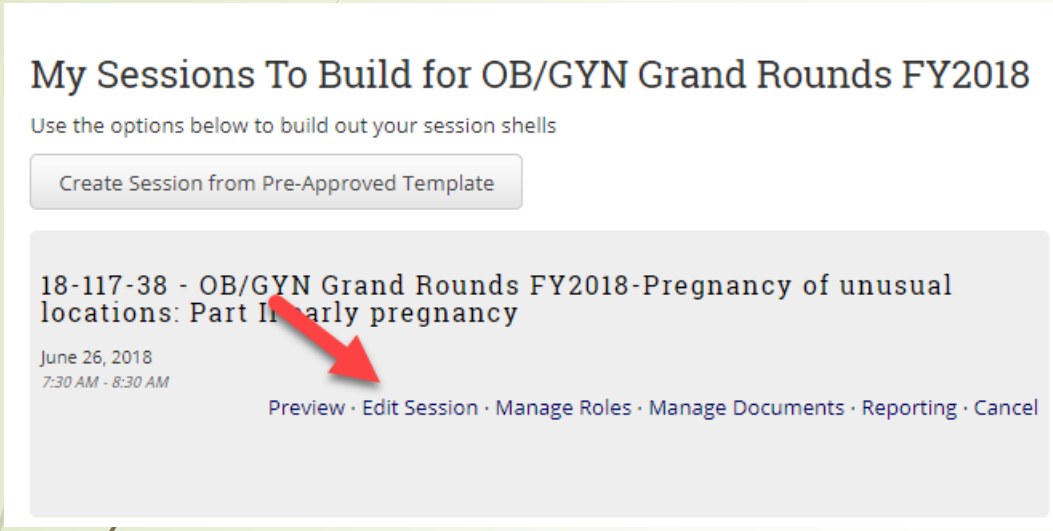


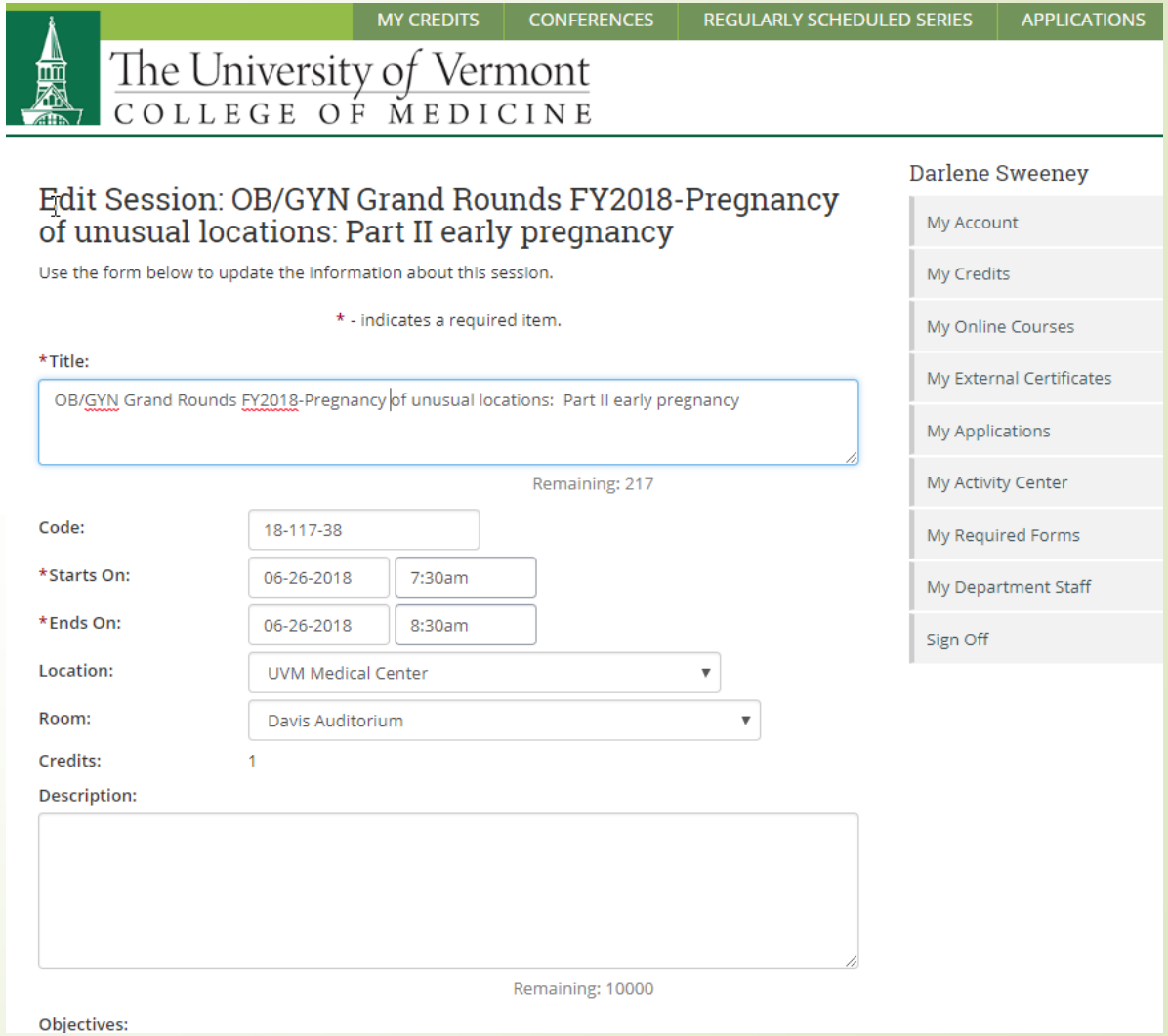
- **Workshop Number**
- **Start time**
- **End time**
- **Location**
- **Room – if it is not listed, let us know and we will add it.**
- **Description**
- **Objectives**

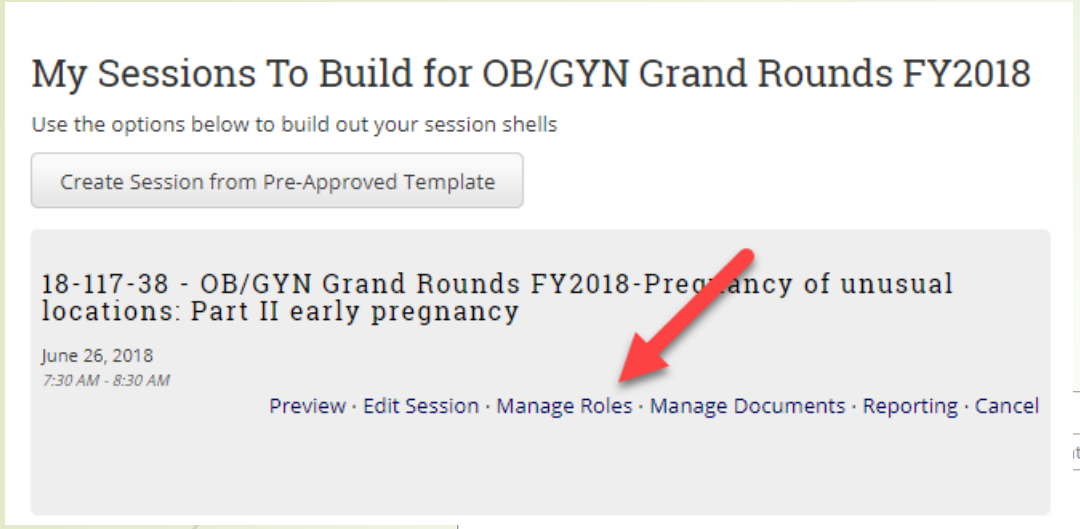
Once you have created a new session you can modify it. These are the functions available:

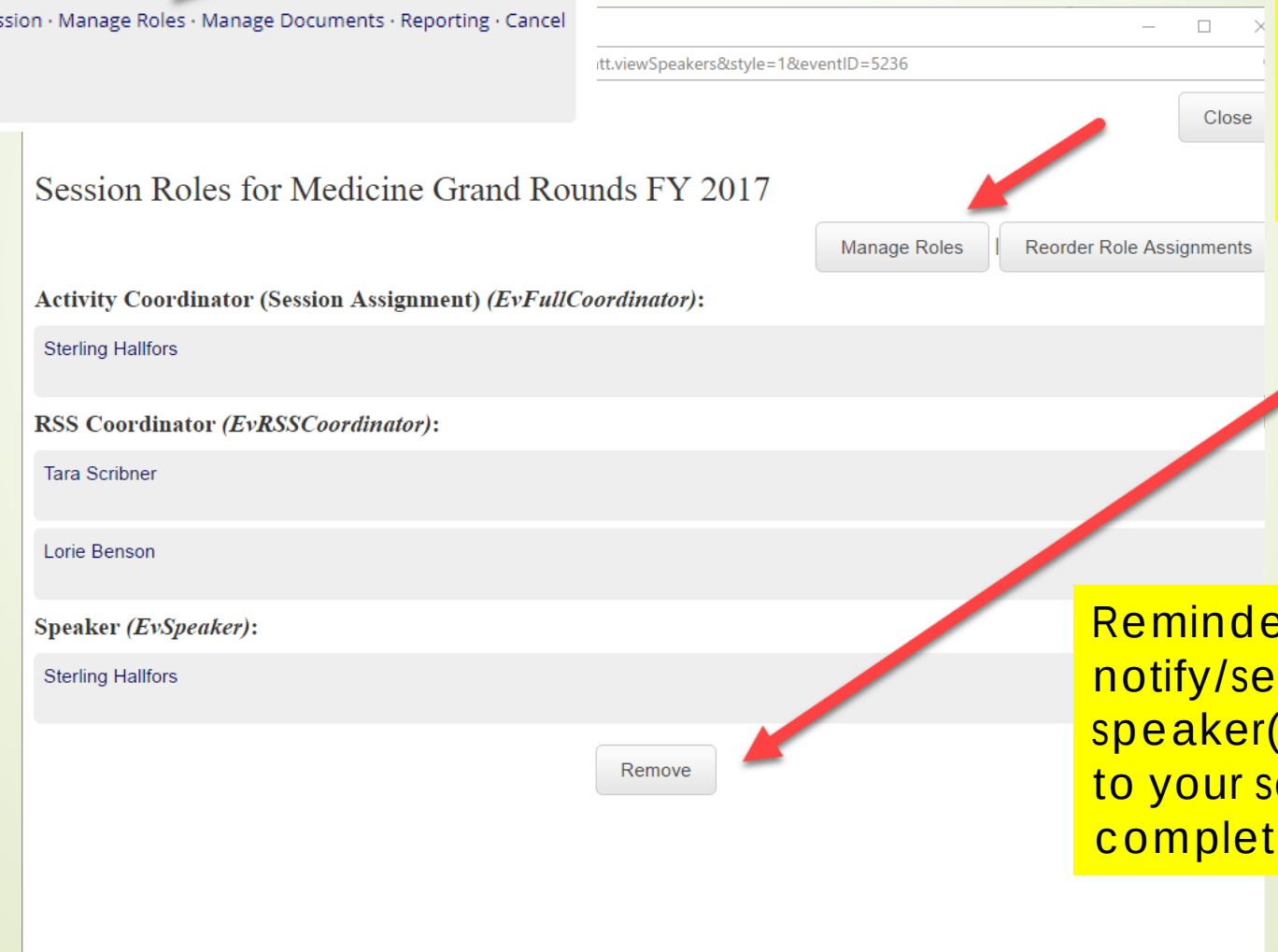


Edit Session:



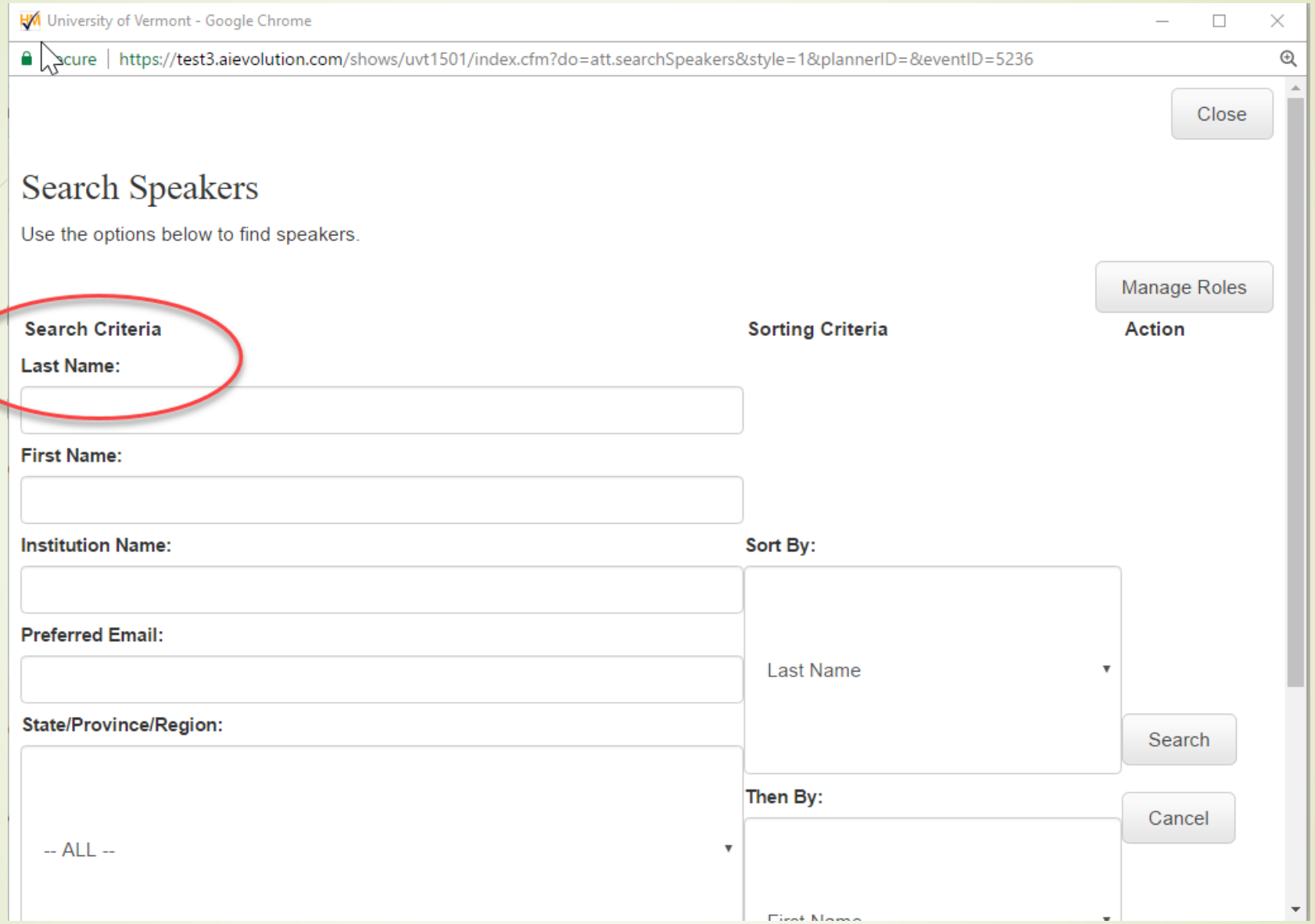


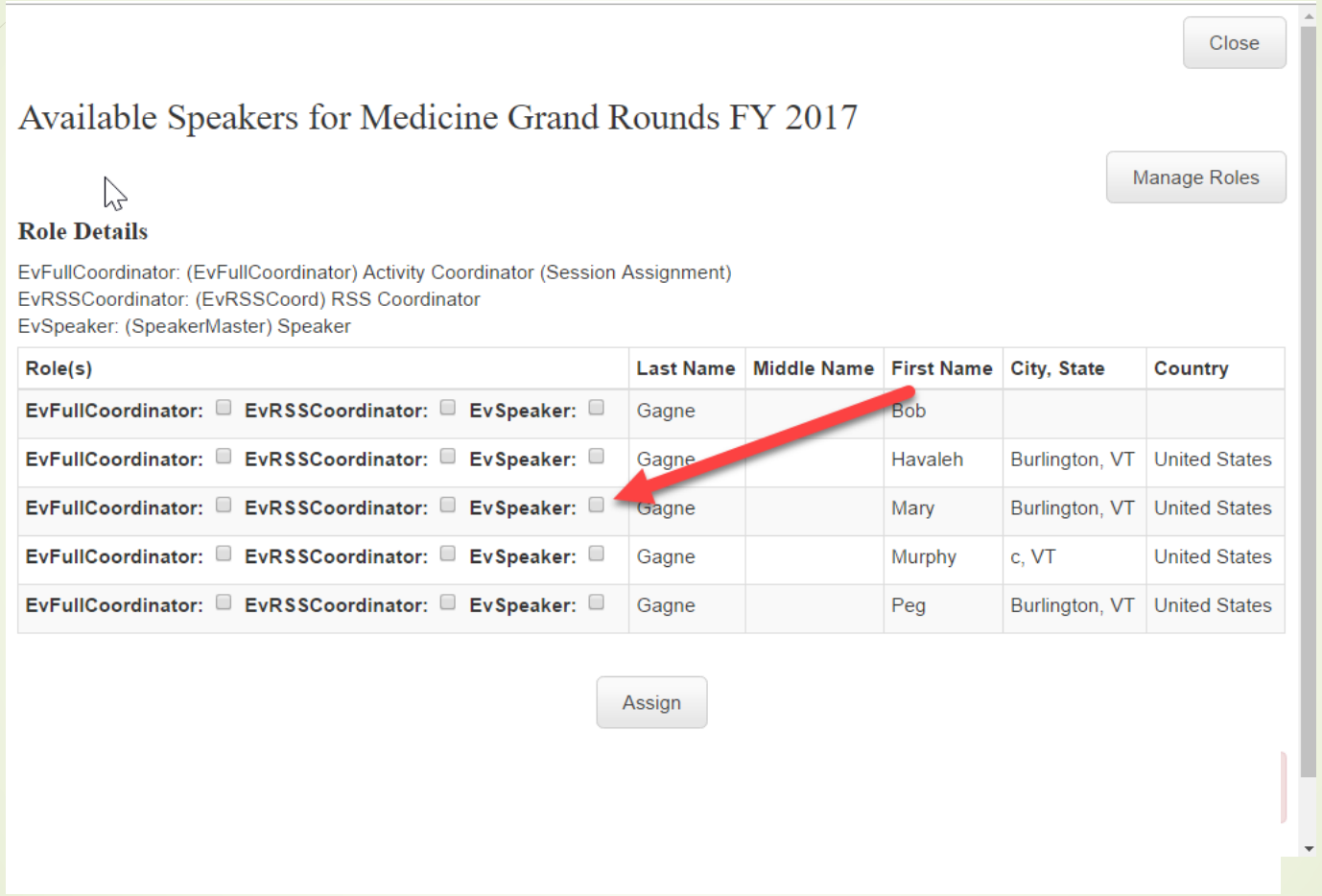


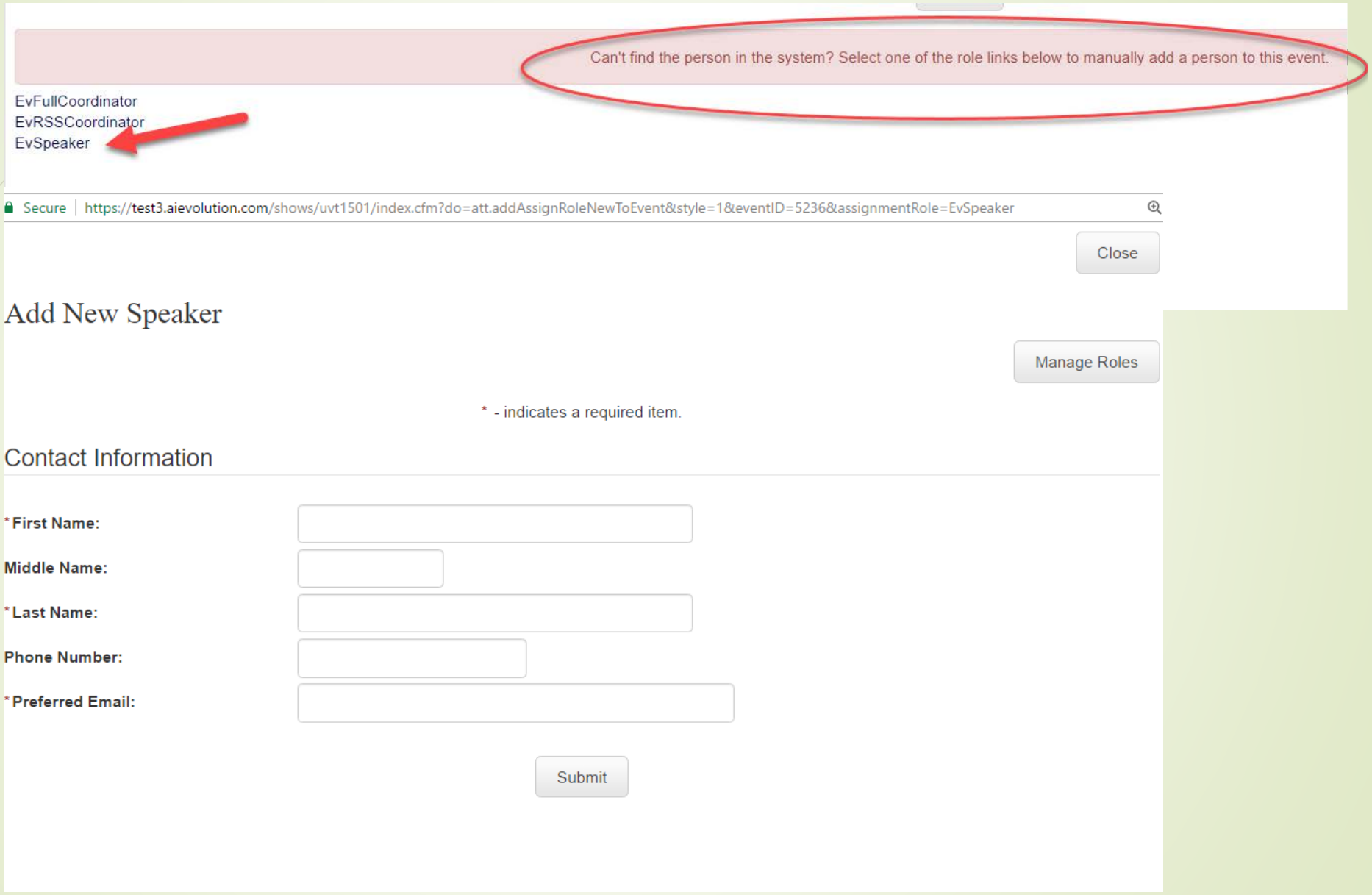


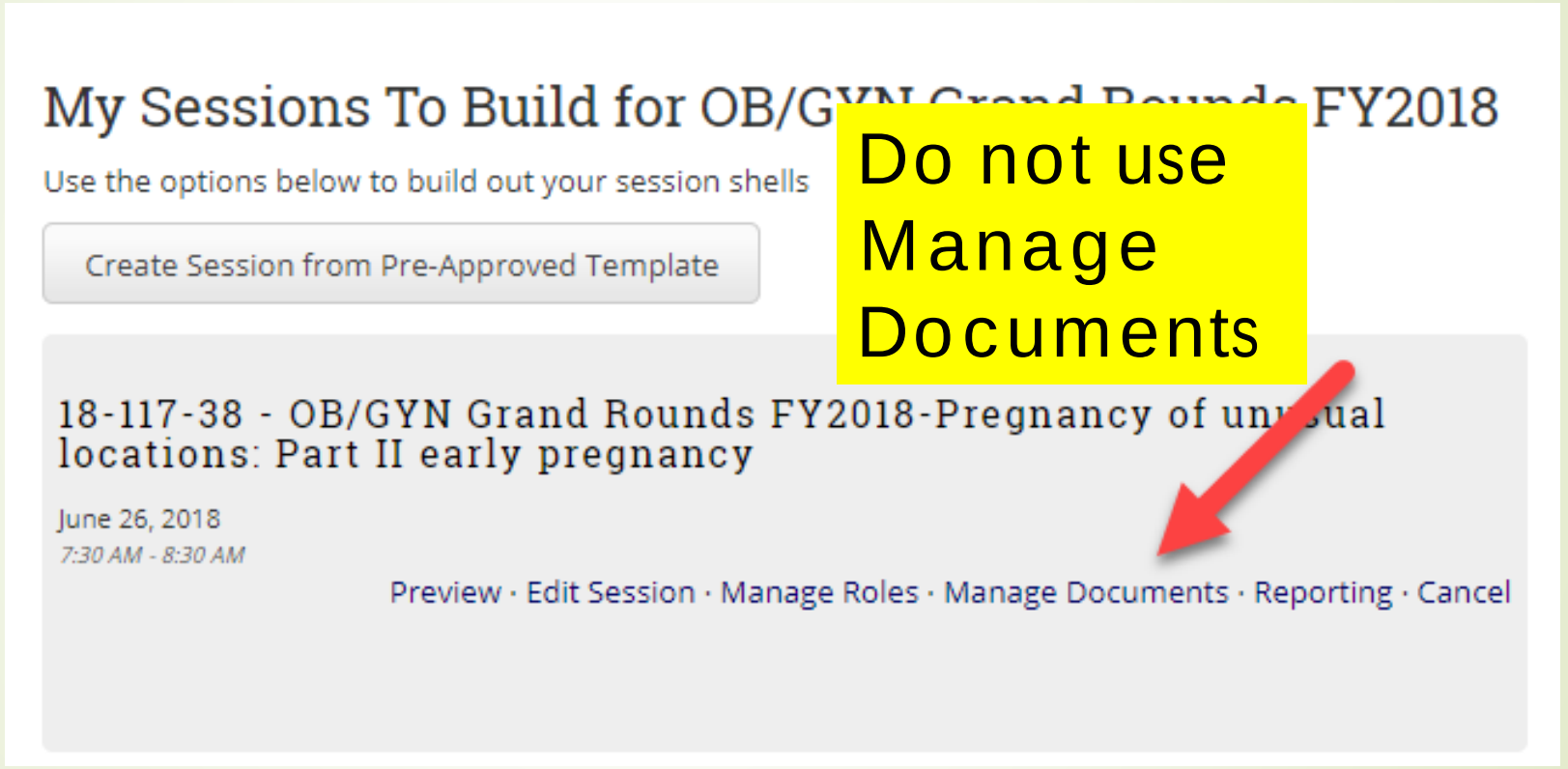
This is where you will add or remove a speaker (or another coordinator if you work with someone else)

Reminder that you will need to notify/send directions to your speaker(s) after you add them to your session so that they can complete the disclosure form.


University of Vermont - Google Chrome
https://test3.aievolution.com/shows/uvt1501/index.cfm?do=att.searchSpeakers&style=1&plannerID=&eventID=5236
Close
Search Speakers
Use the options below to find speakers.
Manage Roles
Search Criteria
Sorting Criteria
Action
Last Name:
First Name:
Institution Name:
Sort By:
Preferred Email:
Last Name
State/Province/Region:
Search
Then By:
Cancel
-- ALL --


Close
Available Speakers for Medicine Grand Rounds FY 2017
Manage Roles
Role Details
EvFullCoordinator: (EvFullCoordinator) Activity Coordinator (Session Assignment)
EvRSSCoordinator: (EvRSSCoord) RSS Coordinator
EvSpeaker: (SpeakerMaster) Speaker
Role(s)
Last Name
Middle Name
First Name
City, State
Country
EvFullCoordinator: EvRSSCoordinator: EvSpeaker:
Gagne
Bob
Gagne
Havaleh
Burlington, VT
United States
Gagne
Mary
Burlington, VT
United States
Gagne
Murphy
c, VT
United States
Gagne
Peg
Burlington, VT
United States
Assign


Can't find the person in the system? Select one of the role links below to manually add a person to this event.
EvFullCoordinator
EvRSSCoordinator
EvSpeaker
Secure | https://test3.aievolution.com/shows/uvt1501/index.cfm?do=att.addAssignRoleNewToEvent&style=1&eventID=5236&assignmentRole=EvSpeaker
Close
Add New Speaker
Manage Roles
* - indicates a required item.
Contact Information
*First Name:
Middle Name:
*Last Name:
Phone Number:
*Preferred Email:
Submit


My Sessions To Build for OB/GYN Grand Rounds FY2018
Use the options below to build out your session shells
Create Session from Pre-Approved Template
Do not use Manage Documents
18-117-38 - OB/GYN Grand Rounds FY2018-Pregnancy of unusual locations: Part II early pregnancy
June 26, 2018
7:30 AM - 8:30 AM
Preview · Edit Session · Manage Roles · Manage Documents · Reporting · Cancel

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MY CREDITS
CONFERENCES
REGULARLY SCHEDULED SERIES
APPLICATIONS
The University of Vermont
COLLEGE OF MEDICINE
Reports Menu
Session Reports
Status Report
RSS Coordinator
Darlene Sweeney - OB/GYN Grand Rounds FY2018-Pregnancy of unusual locations: Part II early pregnancy
CEU/CME Reports
View Claiming Instructions
Credit Report
Darlene Sweeney
My Account
My Credits
My Online Courses
My External Certificates
My Applications
My Activity Center
My Required Forms
My Department Staff
Sign Off
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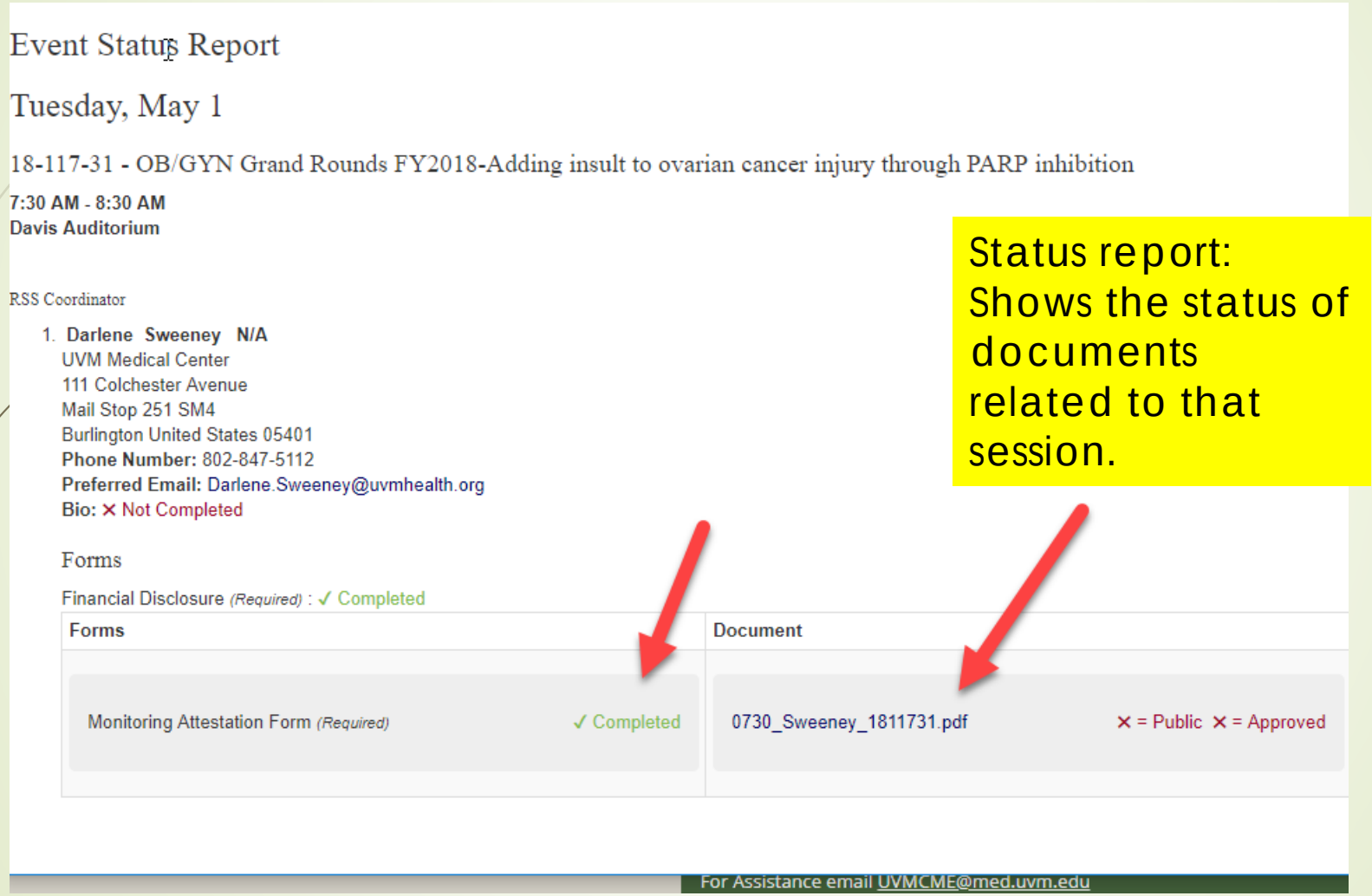
Reporting:



Event Status Report

Tuesday, May 1

18-117-31 - OB/GYN Grand Rounds FY2018-Adding insult to ovarian cancer injury through PARP inhibition

7:30 AM - 8:30 AM
Davis Auditorium

RSS Coordinator

1. **Darlene Sweeney N/A**
   UVM Medical Center
   111 Colchester Avenue
   Mail Stop 251 SM4
   Burlington United States 05401
   Phone Number: 802-847-5112
   Preferred Email: Darlene.Sweeney@uvmhealth.org
   Bio: ✕ Not Completed

Forms

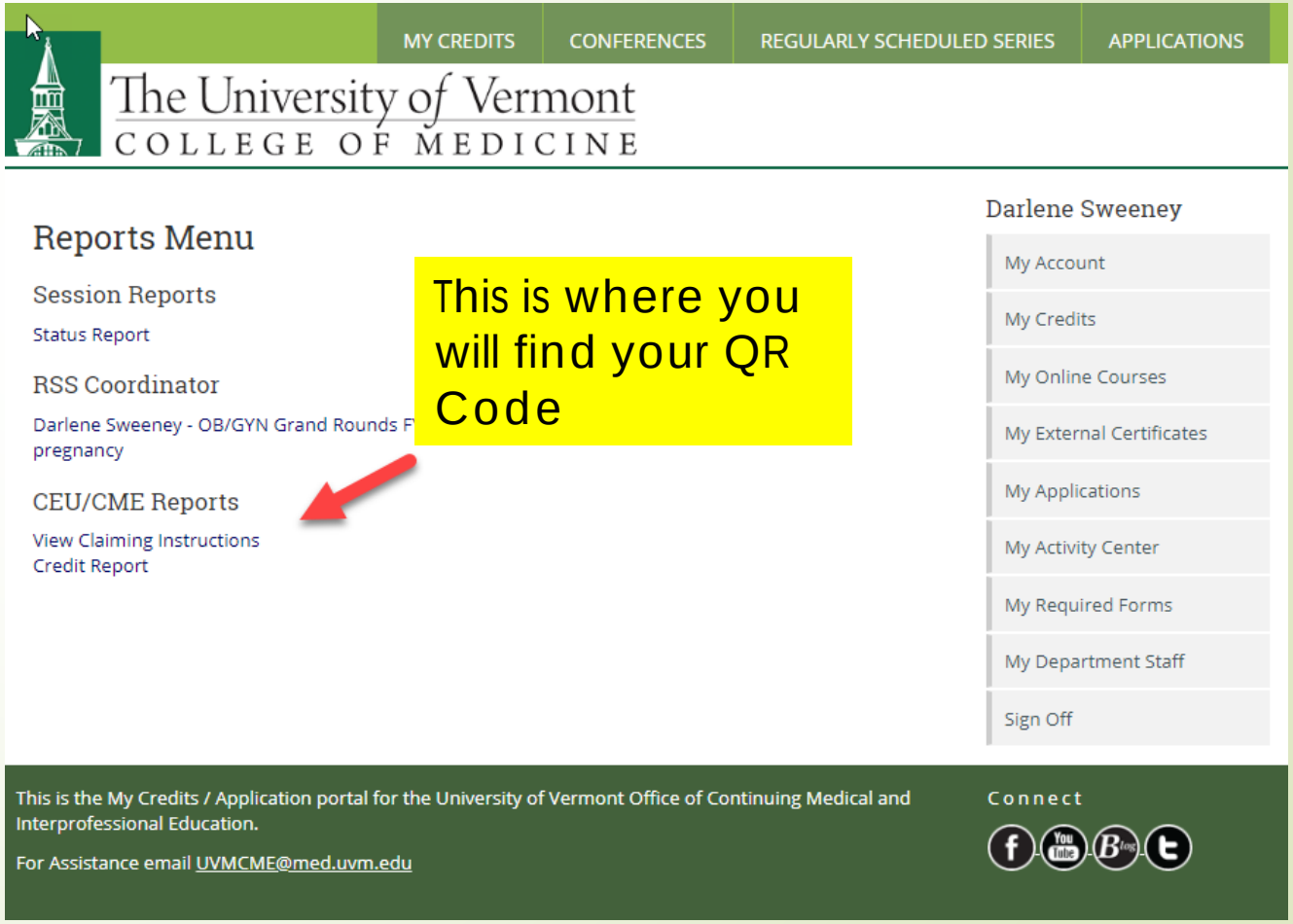
Financial Disclosure *(Required)* : ✓ Completed

Forms		Document	
Monitoring Attestation Form *(Required)*	✓ Completed	0730_Sweeney_1811731.pdf	✕ = Public ✕ = Approved

For Assistance email UVMCME@med.uvm.edu

Status report:
Shows the status of documents related to that session.

My Sessions To Build for OB/GYN Grand Rounds FY2018
Use the options below to build out your session shells
Create Session from Pre-Approved Template
18-117-38 - OB/GYN Grand Rounds FY2018-Pregnancy of unusual locations: Part II early pregnancy
June 26, 2018
7:30 AM - 8:30 AM
Preview · Edit Session · Manage Roles · Manage Documents · Reporting · Cancel


MY CREDITS
CONFERENCES
REGULARLY SCHEDULED SERIES
APPLICATIONS
The University of Vermont
COLLEGE OF MEDICINE
Reports Menu
Session Reports
Status Report
RSS Coordinator
Darlene Sweeney - OB/GYN Grand Rounds F
pregnancy
CEU/CME Reports
View Claiming Instructions
Credit Report
This is where you will find your QR Code
Darlene Sweeney
My Account
My Credits
My Online Courses
My External Certificates
My Applications
My Activity Center
My Required Forms
My Department Staff
Sign Off
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Connect

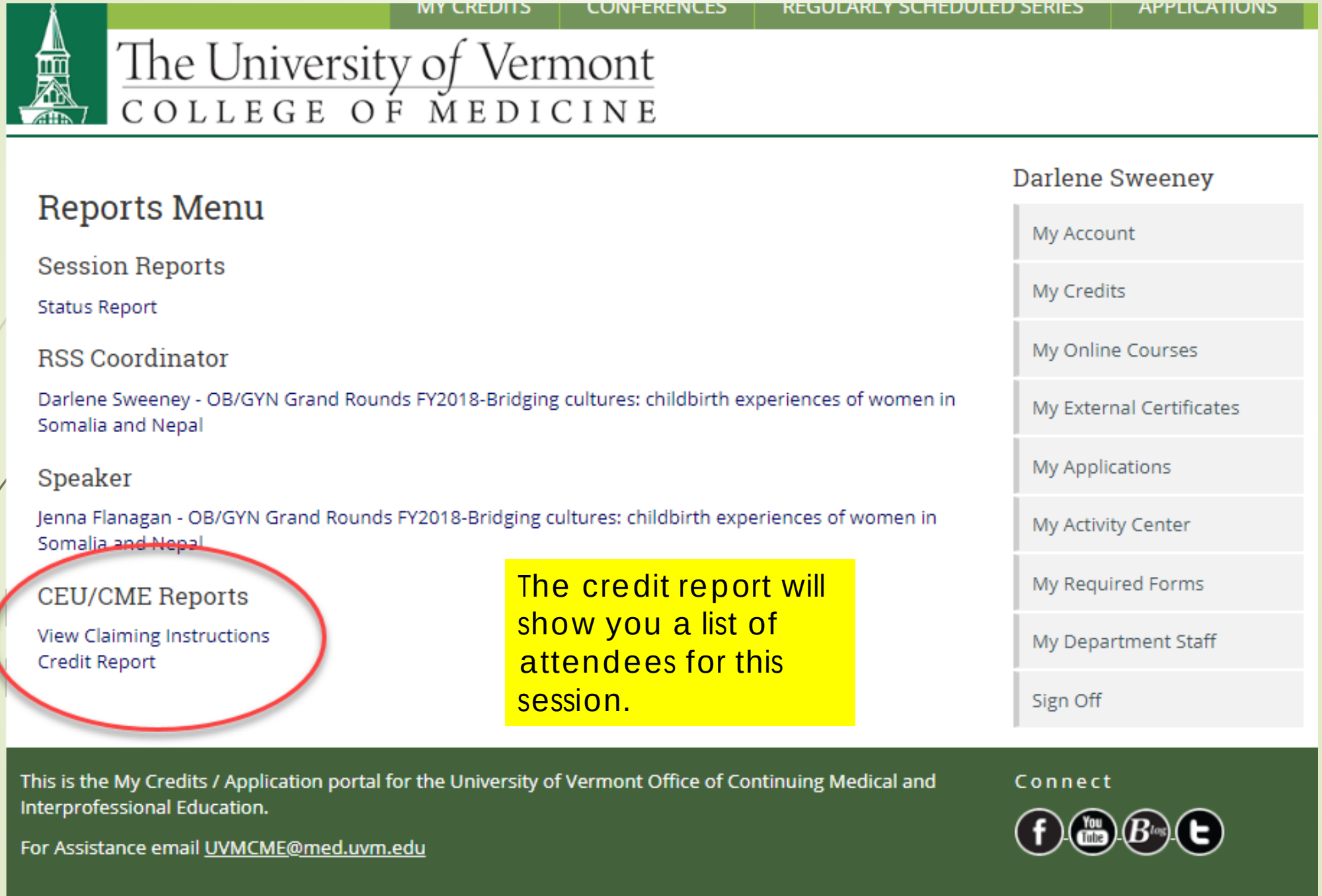
The system will generate a distributable PDF of the link to claim credit and the QR Code.

Claiming Instructions

OB/GYN Grand Rounds FY2018-
02/27/2018

Use the following link to access the claiming app, or scan the QR code below.

Claiming App:
http://www.highmarksce.com/uvmmed/index.cfm?do=ip.claimCreditApp&eventID=7473


MY CREDITS
CONFERENCES
REGULARLY SCHEDULED SERIES
APPLICATIONS
The University of Vermont
COLLEGE OF MEDICINE
Reports Menu
Session Reports
Status Report
RSS Coordinator
Darlene Sweeney - OB/GYN Grand Rounds FY2018-Bridging cultures: childbirth experiences of women in Somalia and Nepal
Speaker
Jenna Flanagan - OB/GYN Grand Rounds FY2018-Bridging cultures: childbirth experiences of women in Somalia and Nepal
CEU/CME Reports
View Claiming Instructions
Credit Report
The credit report will show you a list of attendees for this session.
Darlene Sweeney
My Account
My Credits
My Online Courses
My External Certificates
My Applications
My Activity Center
My Required Forms
My Department Staff
Sign Off
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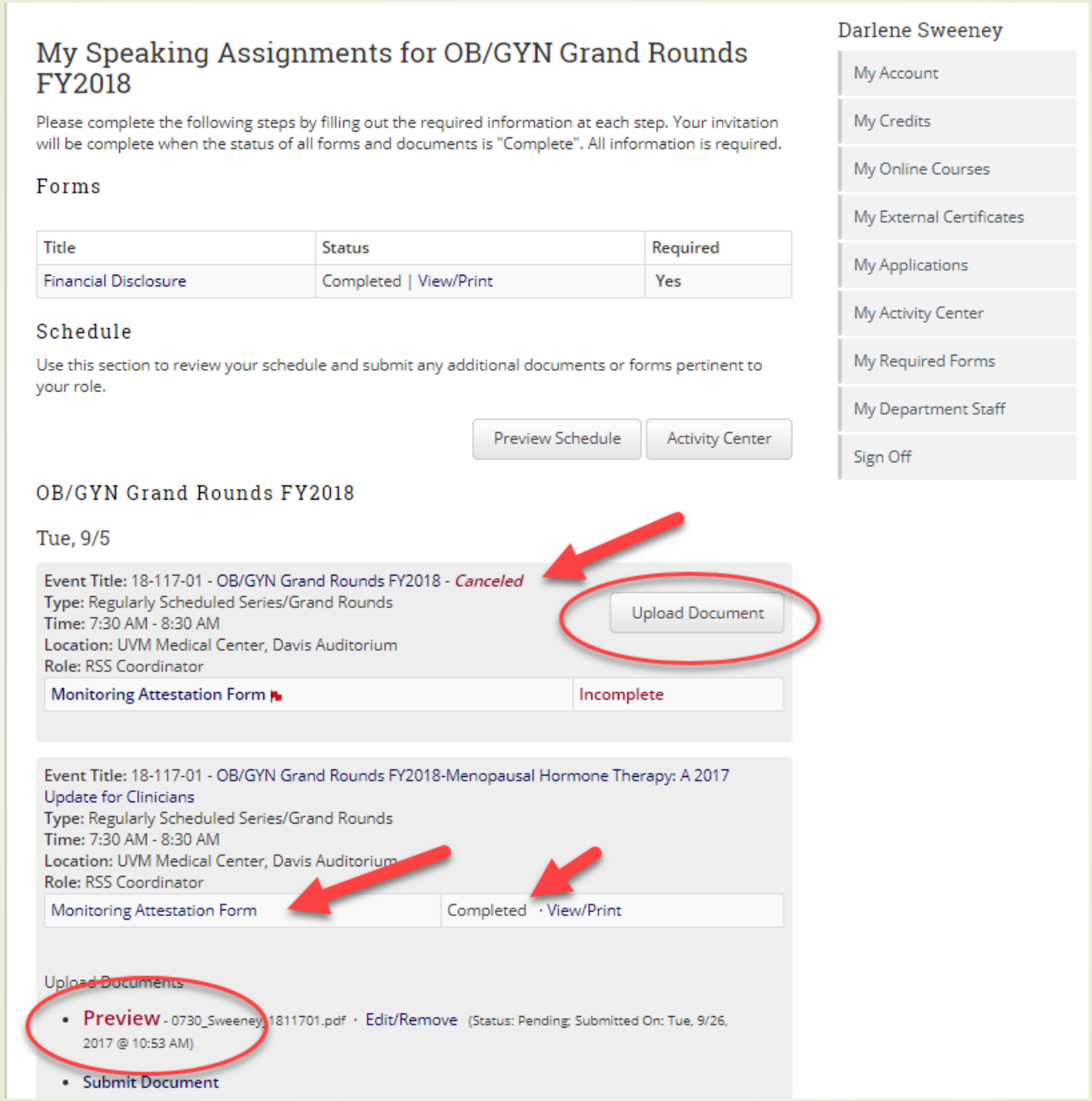
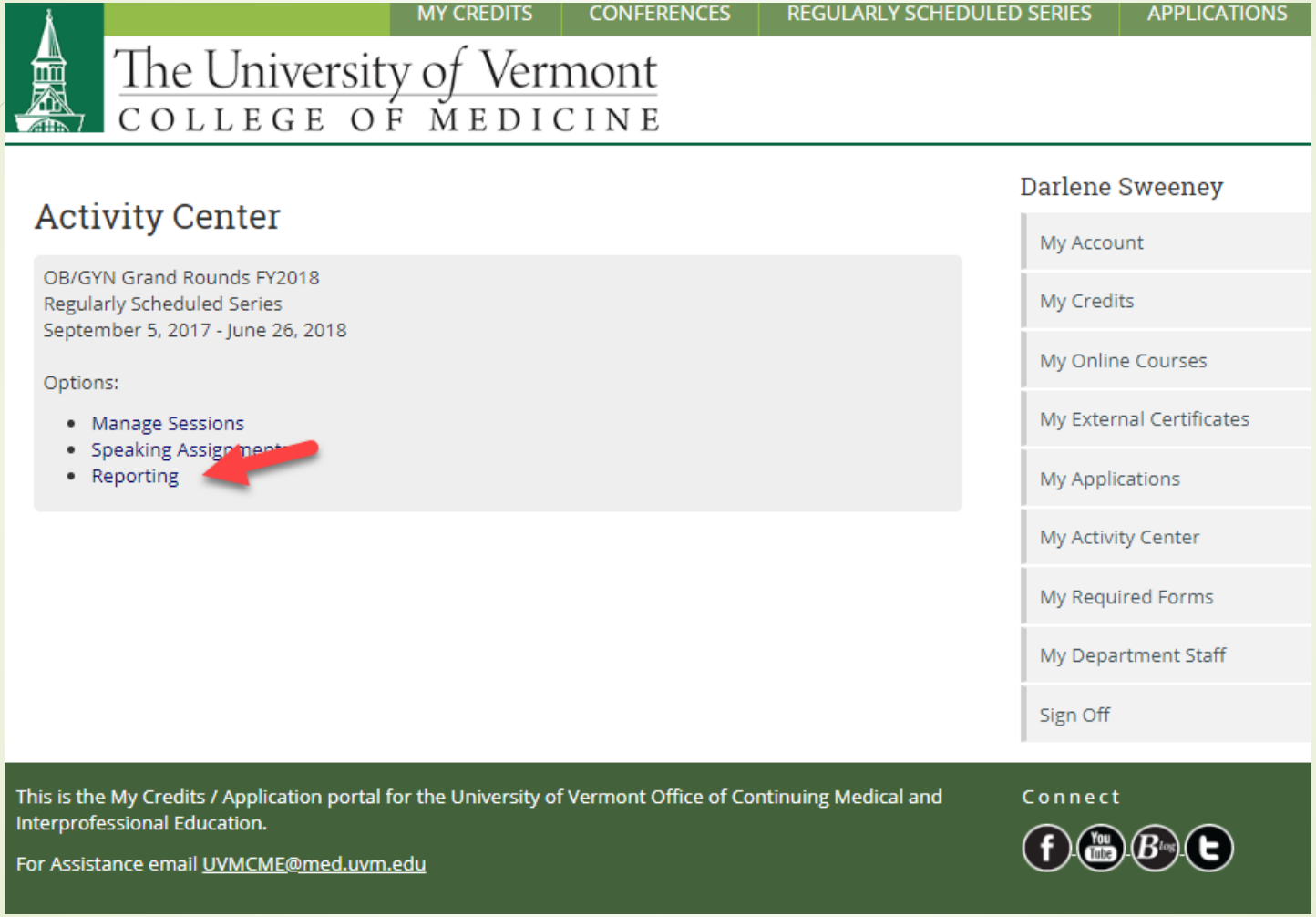
If your session is cancelled, please make sure to click on Cancel so it is no longer available to claim credit. Just typing CANCELLED is not enough.

Speaking Assignments



This is where you will upload your Monitoring form and COI form if applicable.

You will also attest that your monitoring form was posted for the learners to see prior to the start of the session.


MY CREDITS
CONFERENCES
REGULARLY SCHEDULED SERIES
APPLICATIONS
The University of Vermont
COLLEGE OF MEDICINE
Activity Center
OB/GYN Grand Rounds FY2018
Regularly Scheduled Series
September 5, 2017 - June 26, 2018
Options:
Manage Sessions
Speaking Assignments
Reporting
Darlene Sweeney
My Account
My Credits
My Online Courses
My External Certificates
My Applications
My Activity Center
My Required Forms
My Department Staff
Sign Off
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Connect

The University of Vermont
COLLEGE OF MEDICINE

Reports Menu for OB/GYN Grand Rounds FY2018

Darlene Sweeney

- My Account
- My Credits
- My Online Courses
- My External Certificates
- My Applications
- My Activity Center
- My Required Forms
- My Department Staff
- Sign Off

Course Director

George Till

Faculty

George Till
Cheung Wong
Marjorie Meyer
Elise Everett

Activity Coordinator

Darlene Sweeney
George Till

Planning Committee Member

Cheung Wong
Marjorie Meyer
Elise Everett
Sandra Sperry
Samantha Deans

Registrant Reports

Responses for the Form - Financial Disclosure

CE Credit Reports

Overall Evaluation Responses - 2018 Gap Assessment Survey
Overall Evaluation Response Summary - 2018 Gap Assessment Survey
Activity Awarded Credit Summary

Here you can review who completed the Gap Survey and you can print off your overall gap summary. You can also obtain a list of all attendees for the year.

- **Applications for July activities are due June 1.**
- **If you take the summer off, please submit by August 1.**
- **You will not have access to My Activity Center until your applications have been approved.**
- **Send us any questions or suggestions.**

Any Questions?

Feel free to call Mary or Karen at
656-2292
or email
mary.gagne@med.uvm.edu
Karen.whitcomb@med.uvm.edu