

Continuing Medical and Interprofessional Education (<http://www.med.uvm.edu/cme>)

Policy

The CSL works with ACME accredited Office of Continuing Medical and Interprofessional Education at the University Of Vermont College Of Medicine to obtain accredited continuing education opportunities for physicians, nurses and other health care professionals.

Preparation for CME Activity

6-8 weeks before event

CSL faculty/staff consult with the users to

1. determine curriculum needs assessment
2. define dates and room needs
3. identify number and type of learners
4. identify need for CME/CEUs
5. note if CME/CEU required and contact CME/CEU office to begin paper work
6. discuss costs

6 weeks before the

event CSL faculty

will:

1. set up face to face, or conference call, meeting with the point person for the learner group and sim/SP staff to plan the activities of the event
2. identify faculty
3. identify simulation modalities and CSL staffing needs
4. thumbnail sketches for scenarios
5. develop or identify checklists for skills training
6. develop event agenda

Administrative needs:

1. CSL admin assistant begins gathering information for CME/CEU
2. all faculty will be asked for bio, W9 and disclosure form
3. vendor need to be identified and fill out CME paperwork
4. agenda
5. list of participants' names, credentials and email addresses
6. start creating handouts/folders for event
7. create list of items to send to learners prior to session:
 - a. hotel accommodations
 - b. travel directions
 - c. parking
 - d. directions to CSL
 - e. Preparatory information (reading or website etc.)
8. discuss food arrangements

4 weeks before the event

1. first draft of all materials for SP/sim scenarios must be received by the CSL
2. meeting of CSL staff to prepare for event
3. phone call to client point person to update
4. confirm faculty participation

2 weeks before the event

1. confirm CME/CEU materials received and confirmed
2. dress rehearsal
3. finalize materials

1 week before the event

1. Contact client point person to confirm attendance
2. CSL faculty and staff meeting to review CME event details

2 weeks post CME

Post activity debriefing within 2 weeks of event Completion.