



Guide to Completing the CME Activity Application

This document serves as a guide to assist you with completing the CME Activity Application Form. The guide follows the format of the application form and provides further detail regarding each section. In addition, this document links each section with the specific Accreditation Council for Continuing Medical Education (ACCME) requirement for CME activities (note, Northside Hospital is accredited by Medical Association of Georgia to provide continuing medical education for physicians). If you need further clarification, please do not hesitate to contact Northside Hospital Medical Education Department at (404) 236-8419 or medical.education@northside.com.

Activity Information: Provide title of activity, dates and locations. Include beginning and ending times and dates of the activity.

Activity Director & Administrative Staff Support: The individuals with overall responsibility for the planning, development, implementation, and evaluation of the content and logistics are identified. The Activity Director is usually a physician or healthcare professional that assumes the ultimate responsibility for the educational activity.

Activity Planning Committee: Additional individuals involved with the design, development and implementation of the activity are listed here. A representative from the Medical Education Department should be listed as a member of the planning committee.

Type of Activity: This information helps us meet the ACCME Criteria 5: *Educational formats are chosen that are appropriate for the setting, objectives and desired results of the activity.*

- Check if this activity will be a course, enduring material or a regularly scheduled series. Indicate if the course or the regularly scheduled series will be a video conference or web-conference (i.e. GoToMeeting).
- Check the appropriate type of sponsorship. Definitions of sponsorship appear on the application.

Planning Process: Assists Northside Hospital CME with ensuring compliance with ACCME CRITERIA 7: Activities are developed independent of commercial interests.

Identifying Performance Gaps, Needs Assessment and Educational Format: This information helps us comply with Criterion 2 and 3: *Activities are designed to change competence,*

performance or patient outcomes. Activities incorporate the educational needs (knowledge, competence or performance) that underlie the professional practice gaps.

What is a practice gap and how is it identified?

- A professional practice gap is the difference between **actual** and **ideal** performance. Professional practice gaps are measured in terms of:
 - Knowledge: being aware of what to do
 - Competence: being able to apply knowledge, skills and judgment in practice (knowing how to do something)
 - Performance: having the ability to implement the strategy or skill (what one actually does)

How are gaps identified?

- A needs assessment looks at the gaps from a variety of angles and perspectives and is a tool for planning an activity.
- The needs assessment helps determine the current situation, state of skills, knowledge, abilities, and/or performance.

What is the difference between a gap and a need?

- **Gaps** are the difference between ACTUAL and IDEAL in regards to performance and/or patient outcomes.
- **Educational Needs** are defined as “the need for education on a specific topic identified by a gap in professional practice.”
 - ***Documentation must be provided for any source checked under Needs Assessment Data and Sources.***

Educational Format(s): This information helps us meet Criteria 5: *Educational formats are chosen that are appropriate for the setting, objectives and desired results of the activity.*

Target Audience: Helps us ensure compliance with ACCME CRITERIA 4: Activities are generated around content that matches the learners’ current or potential scope of practice.

Educational Learning Objectives:

How do I formulate learning objectives?

- After looking at the practice gaps and educational needs, what do you want the learner to be able to accomplish after the activity?
 - Learning objectives are the take-home messages that bridge the gap between the identified need/gap and the desired result.
 - Learning objectives should be measurable and should begin with a verb that can be measured.

Desirable Physician Attributes: This information helps us comply with Criteria 6: Activities should be developed in the context of desirable physician attributes (e.g. ABMS/ACGME competencies or IOM competencies).

Financial Information: If this activity will be funded by educational grants from a company such as a pharmaceutical or medical device manufacturer, it is considered to be supported by Commercial Support. The Activity Director and all those involved in the planning of this activity must agree to abide by the ACCME Standards for Commercial Support.

Evaluation and Outcomes Measurement: This information helps us comply with Criteria 11: *Changes in learners' competence, performance or patient outcomes as a result of the activity are measured and analyzed.*

- Please check all relevant measurement tools you would like implemented for your CME activity.

Identified Barriers: This information helps us comply with Criterion 18 and 19: *Factors outside the provider's control are identified that may have an impact on patient outcomes. Educational strategies to remove, overcome or address barriers to physician change are implemented.*

Building Bridges with Other Stakeholders: This information helps us comply with Criteria 20: *Bridges are built with other stakeholders through collaboration and cooperation.*

- There are initiatives that may be occurring within Northside or in the community relative to the CME education that should be considered as an opportunity to partner with and/or share resources, expertise, etc.

Disclosure Statement & Attestation: Policy for Disclosure of Financial Relationships and Resolution of Conflicts of Interest helps us meet AAMCE Criteria 7 and the Standards for Commercial Support. You are responsible for following these procedures exactly, please be sure you take the time to read through this policy. Each person listed on planning committee must complete a form.