

CONTINUING MEDICAL EDUCATION

ACTIVITY PLANNING CHECKLIST FOR ACTIVITY CHAIR

(MUST BE AN AFFILIATED UNLV PHYSICIAN, FACULTY, OR STAFF)

STEP I: Pre Application Planning & Process

Must be completed **60 days** before the continuing medical education (CME) activity start date.

- ☐ Identify a topic to address the needs assessment and identify potential speaker(s).
- ☐ Identify sources of funding for the CME activity.
- ☐ Complete a needs assessment (identify current gaps in performance and/or practice).
- ☐ Schedule a pre-planning meeting with CME program staff (email cme@medicine.unlv.edu) to turn in all conflicts of interest (COIs) and discuss logistics of CME activity.
- ☐ Have all individuals in control of content (activity chair [must be an UNLV-affiliated physician, faculty, or staff], activity co-chair, planning committee, and speakers) complete COIs.

STEP II: CME Application Approval or Denial

- ☐ CME activity is approved/denied pending revisions by the CME Advisory Work Group.

STEP III: Requirements Pre CME Activity

Must be completed **30 days** before the CME activity start date.

- ☐ Obtain completed COIs from activity co-chair, planning committee, speakers, moderators, and submit to CME program staff.
- ☐ Promotional and marketing materials must be submitted and approved by the CME program staff.
- ☐ **Two weeks** prior to CME activity, the Content Validity document, speaker slides, and all other materials must be submitted to the CME program staff for review to ensure the absence of commercial bias and that all compliance requirements related to learner disclosure are met.

STEP IV: Post Activity Requirements

Must be completed **two weeks** after the activity.

- ☐ Submit income and expense report, final attendance, and post-assessment data to CME program staff.

Questions? Contact us at cme@medicine.unlv.edu.