



MetroHealth

MPED CME Guidebook v. 1.0

Medical Professional Education Department (MPED)

Continuing Medical Education (CME)



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Section One: Introduction to MetroHealth MPED CME

1.1 What is MPED?

Our Medical Professional Educational Department (MPED) is the overarching umbrella that houses the Continuing Medical Education Department (CME).

The CME Department here at MetroHealth is a centralized one-stop shop that assists the various programs and departments in facilitating educational activities. The MetroHealth CME program offers AMA PRA Category 1 credit(s)TM for an array of coursework for live and web-based conferences, enduring materials, and Grand Rounds/Regularly Scheduled Series (RSS).

We encompass MetroHealth's vision, mission, and values by providing a robust array of educational opportunities, ensuring they adhere to the Accreditation Council for Continuing Medical Education (ACCME) guidelines.

1.2 Our Team

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The CME Team can also be reached at CME@metrohealth.org

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1.3 Our Services:

- **Activity Support**
 - Capturing attendance alternatives
 - Registration
 - Dissemination of credits
 - Accounting / payment processing when applicable
- **CME Application Support**
 - Guidance on completing the application
 - Timing and process for submission
- **CME Accreditation/Compliance**
 - Support and guidance with:
 - CME process
 - Paperwork
 - Questions
 - Keeping departments apprised of the latest from [ACCME](#)
- **Instructional Design**
 - Writing learning objectives
 - Designing assessments
 - Teaching strategies that promote active learning
 - Inclusive teaching strategies
- **Conference and Event Coordination**
 - Venue / Space allocation
 - Catering
 - Logistics
 - Marketing / Promotion
- **Sponsorship Solicitation / Compliance**
 - Guidance with sponsorship opportunities
 - Completing the necessary forms
 - Directly soliciting for sponsorships on behalf of the activity
 - Working closely with MetroHealth Compliance



Section Two: Planning your CE

2.1 Where to Begin Planning your CE

- If planning a brand-new activity, please email CME@metrohealth.org to set up a preliminary meeting with the CME department to discuss your goals for this activity.
- Those planning an annual meeting can submit a CME application as soon as details are confirmed and can set up a meeting with the CME department should any questions or changes from the prior year arise.

2.1.1 Application Process

Suggested lead time for application submission:

- Conferences: 6 months in advance of event
- Annual RSS event applications: Due by end of May (on account of the academic calendar, July - June). All approved applications are active for **one year** to be resubmitted annually.
- New series/one-time event (non-conference): 2 weeks in advance of event

**MPED reserves the right to determine exceptions if certain factors/criteria are met.*

- **For all activities** –Submit a CME application through our website at <https://www.metrohealth.org/education/continuing-medical-education>
 - The application **must** be approved by the CME department prior to promoting/advertising CME credit to attendees.
 - Please see the appendix for tools and resources to help build out activity practice gap(s) and objectives.
- Each application will be reviewed by the CME Committee, and an email will be sent from the CME Coordinator, [Carolyn Henceroth](#), within 3-5 business days of submission with either immediate approval or suggested changes and document requests.
- A designated ID (CID #) number will be assigned to your activity for record keeping purposes.
- The CME department will help guide and suggest best practices for events, as well as participate in planning meetings with the planning committees.
- A designated CME team member will be assigned to attend committee meetings through the event date to allow for cohesive collaboration and communication.

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2.1.2 Documentation Requirements

- All necessary forms for the application process, leading up to the activity and during the activity, should be collected and sent to CME@metrohealth.org at the appropriately designated times.
 - Common procedure for coordinators is to send the final attendee list to CME@metrohealth.org upon conclusion of the event, for the post-evaluations be sent within 48 hours from the conclusion of the activity.
- For a complete list of required paperwork please reference the [CME Coordinator Checklist](#) which can be used as a tool to keep track of documentation.
- Quick link to all forms: [CME Paperwork Portfolio 2023](#)
- Brochures, Postcards /Save the Date Notices:
 - The following information must be included in the brochure
 - Title of Activity
 - Date, Time & Location of Activity
 - Educational Objectives
 - Target Audience
 - Activity Agenda (only for activities more than 1 hour in length)
 - Brief Description of Activity
 - Speakers Names, Titles & Affiliations
 - Accreditation/Designation Statements
 - Commercial Source(s) providing educational grant(s) (if-known)
 - The following information must be included on the postcard/save the date
 - Title of Activity
 - Date, Time & Location of Activity
 - For more information call (department representative)
- The correct accreditation and designation statements must appear on all publicity for sponsored MetroHealth CME activities. Publicity includes but is not limited to the following - brochures, flyers, syllabus, certificates, and evaluations.
 - *Exception: SAVE THE DATE* – The accreditation statement does not need to be included on initial, save-the-date type activity announcements. Such announcements contain only general, preliminary information about the activity like date, location, and title. If more specific information is included, like faculty and objectives, the accreditation must be included.
- Approved activities fall into one of three categories – directly sponsored, jointly sponsorship or co-sponsored. The Ohio State Medical Association provides

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wording for each statement and category. There are to be no changes or edits to the statements. See below for the correct statements pertaining to each category.

A. DIRECTLY SPONSORED ACTIVITIES - Is a MetroHealth approved CME activity.
Accreditation Statement

- The MetroHealth System is accredited by the Ohio State Medical Association to provide continuing medical education for physicians.

Designation Statement

- The MetroHealth System designates this educational activity for a maximum of *(insert number of credits)* AMA PRA Category 1 Credit(s)[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

B. JOINTLY SPONSORED ACTIVITIES – Is a non-accredited organization/person who would like to have MetroHealth sponsor a CME activity.

Accreditation Statement

- *This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Ohio State Medical Association (OSMA) through the joint sponsorship of The MetroHealth System and *(insert name of requestor)*. The MetroHealth System is accredited by the OSMA to provide continuing medical education for physicians.*

Designation Statement

- *The MetroHealth System designates this educational activity for a maximum of *(insert number of credits)* AMA PRA Category 1 Credit(s)[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.*

C. CO-SPONSORED ACTIVITIES – Two accredited organizations working together to sponsor an approved CME activity. Co-sponsored activities should use the directly sponsored accreditation & designation statement which names the one accredited provider that is responsible for the activity

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2.1.3 Content Delivery

Please reference this [PPT template](#) for your reference and use.

- As an approved CME activity, the content must be independent of commercial bias. Content validity should a conflict of interest be identified can be mitigated by peer review. Please use the following [template](#) to administer a peer review.
- Our Instructional Designer, Anna Brandt, is available to discuss different content delivery methods and adult learning theories to help your presentation be engaging and interactive.
- Quick tips from ACCME:

Consider using the following best practices when presenting clinical content in accredited CE:

- ✓ Clearly describe the level of evidence on which the presentation is based and provide enough information about data (study dates, design, etc.) to enable learners to assess research validity.
- ✓ Ensure that, if there is a range of evidence, that the credible sources cited present a balanced view of the evidence.
- ✓ If clinical recommendations will be made, include balanced information on all available therapeutic options.
- ✓ Address any potential risks or adverse effects that could be caused with any clinical recommendations.

Although accredited CE is an appropriate place to discuss, debate, and explore new and evolving topics, presenting topics or treatments with a lower (or absent) evidence base should include the following strategies:

- ❖ Facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning
- ❖ Construct the activity as a debate or dialogue. Identify other faculty who represent a range of opinions and perspectives; presentations should include a balanced, objective view of research and treatment options.
- ❖ Teach about the merits and limitations of a therapeutic or diagnostic approach rather than how to use it.
- ❖ Identify content that has not been accepted as scientifically meritorious by regulatory and other authorities, or when the material has not been included in scientifically accepted guidelines or published in journals with national or international stature.
- ❖ Clearly communicate the learning goals for the activity to learners (e.g., “This activity will teach you about how your patients maybe using XX therapy and how to answer their questions. It will not teach you how to administer XX therapy”).

[ACCME Educators Toolkit](#)

[ACCME Educators Worksheet](#)

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2.2 How to Plan a Conference

We're here to help! Please set up a meeting with our team by emailing CME@metrohealth.org to discuss options and possibilities.

Below are just a few tips to get you started.

- Identify the practice gap or educational need / desired topic.
- Identify planning committee members (minimum of three individuals)
- How would you like to host the activity? In person, virtually or hybrid.
- Target a specific date or time of year to host the event.
- Scale of event, and target audience.
- Identify who the conference ambassador will be handling the direct activity needs of scheduling, catering, IT services etc.
- Pick a venue that would best support your conference needs. Our conference and event specialist, Emily Vozar-Boehmke can assist in identifying the perfect space. Quick tip: If reserving space at MetroHealth, reserve enough time before the start of your conference and end time to allow for set up and tear down (at least an hour on either end, or day before depending on start time).
- For a list of specific contacts for internal venue needs, IS, EVS, security and more please contact [Emily](#).

2.2.1 Preferred Vendors

Please [click here](#) for the latest listing of our preferred partners.

2.2.2 Marketing Support

Our Conference and Event Specialist, [Emily Vozar-Boehmke](#), is on hand to help facilitate Marketing requests, including but not limited to the save-the-date, brochure, printed materials, website, registration. As soon as information for your activity is readily available, please send so we may begin the process.

- Example images / clip art from the department to provide the marketing team can help the design process move forward as well.
- *Please note, typical turnaround from Marketing is roughly 4-6 weeks.*

MetroHealth Marketing and Communications team have created an online request form to better direct requests.

- [Marketing Project Request \(formsite.com\)](#)

Available services through the marketing department:

- Provide communication support for strategic initiatives

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- Research business trends and develop growth strategies
- Market and promote key clinical service lines
- Work with the local and national news media
 - **Please note:** all media requests/inquiries must be referred to the Media Relations team: [Dorsena Drakeford](#), Media Relations Specialist
- ddrakeford@metrohealth.org
- Manage web content, online advertising, email marketing, and social media
- Manage employee communications (MIV news content, internal communications strategies)
- Plan and promote key community events
- Create, design, and manage content for online and printed materials
- Produce videos in support of the System
- Maintain brand and logo standards
- Engage important community groups in support of MetroHealth's mission

2.3 Process for Disseminating AMA PRA Category 1 Credits™

- *MyEvaluations* is the platform the department utilizes to disseminate course credit.
 - Other forms of dissemination will not be recognized by the MPED and invalidate credit.
- When your *MyEvaluations* account is initially set up you will receive an email from newuser@myevaluations.com.
 - Please double-check your spam folder and make sure your email address has been verified by *MyEvaluations.com* to ensure you receive these email notifications.
- Sign in using your full name and credentials via the designated format for the activity you're attending (i.e. sign-in sheet, QR code, badge scan etc.).
- If the activity is being offered virtually, we ask that you add your full name and credentials in the chat feature to be recognized as an attendee.
 - A QR code or link to an electronic attendance sheet format may also be utilized. We recommend utilizing our template through [Microsoft Forms](#).
- After attending an activity, please be on the lookout for the appropriate links to the post-evaluation survey which will be disseminated via *MyEvaluations.com* in the form of an email from cmeassignments@myevaluations.com. Completion of the evaluation is required to obtain CME credit.
- Following successful completion of the post-evaluation, the designated credit will be stored within your personal CME bank. This bank will be utilized at the point of license renewal.

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- Please see your self-kiosk via MyEvaluations.com or the MetroHealth CME department at the point of license renewal for details.
- Learners will be given 4-6 weeks from the dissemination of the post-evaluation to complete the survey and earn CME credits.
 - If the evaluation is not complete within this timeframe, learners will unfortunately not be able to earn the CME credits.
- A certificate of completion will automatically be generated following evaluation submission in *MyEvaluations*.
 - Please be sure to designate the amount of CME credit to be claimed prior to submission.

2.4 Sponsorship Guidelines

- A commercial company may defray the cost of a CME activity. A meeting to discuss sponsorship needs, format, revenue goals, grant opportunities, exhibit fee, location of exhibits, etc. with Steve Ostrolencki will be set up prior to initial request of sponsors.
 - Organizations can **only** be solicited by either Steve Ostrolencki or MPED staff. Per ACCME guidelines, physicians are not permitted to make the ask. However, physicians are encouraged to share their industry contacts with MPED.
 - All solicitations will include the current CME commercial agreement form as per ACCME guidelines.
 - Identified sponsors must be cleared through MetroHealth's Entity Clearance process. There is a list updated monthly of companies which our department checks prior to solicitations. If a company is on this internal list we will double check with Compliance/Legal prior to soliciting for sponsorship.
 - The definition of 'Entity Clearance' is:
 - *"A company, subsidiary, or identified group that is currently engaged in either contract or legal discussions with the Office of General Counsel, Department Chairpersons or the MetroHealth Compliance Office."*
 - The definition of commercial support is:
 - *"A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients."*

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- The registration fee may be reduced based on the amount of the grant, donation of equipment to demonstrate.
 - Commercial companies cannot pay honoraria or reimbursement of expenses directly.
- MHS and the Activity Director must maintain the overall control of the activity.
 - All grants must be made payable to The MetroHealth System and sent to the Activity Director indicated on the commercial support agreement.
- Complete a MetroHealth Check Deposit Form and forward to the CME Program for deposit. Additional funds for continuing education activities may take the form of an educational grant from a commercial support company and must be made payable to the MetroHealth System. Grant monies will be earmarked for the activity's educational fund number.
 - The company contributing a grant will receive recognition in the brochure or publicity flyer. Nowhere in the publicity should there be a designation of the company's products.
- The CME Program will be responsible for all communication when soliciting sponsorships.
 - A "Commercial Support Agreement" will be sent with the initial request for support. This will be completed and returned to the Activity Director for signature.
 - MPED will fill out, approve, and sign all Commercial Support documentation sent by an ineligible company that outline the terms and conditions of hosting a marketing table, outlining networking time periods and identifying other needs. These forms will be filed internally within MPED and available upon request to everyone.
 - All funds collected will be deposited in The MetroHealth System account, where payment for honorarium/expenses will be made.
- Exhibits are tabletop displays and should be of scientific value (e.g., present meaningful medical information) to the attendees.
 - Materials distributed by the company such as monographs or articles should be educational in nature, rather than promotion of the company's product.
 - There will be a limit of no more than two company representatives for each exhibit unless otherwise approved by the Activity Director. Limits on representatives are at the discretion of the activity director and Steve Ostrolencki.

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- Steve Ostrolencki will make the initial contact with the commercial company, usually through the local representative.

Commercial promotional materials, including company logos may not be displayed or distributed in the same room immediately before, during or after an educational activity. A 30 minute barrier must be present before and after any non-CME activity if scheduled within the same space.

2.5 CME Fund Allotment

Funds are now housed within the System's accounting. Please contact the CME team for information on balances and funding questions.

Per department policy: Any medical department who is planning a revenue generating event/ conference/ activity, will pay for all additional line-items expenses associated with their activity.

By definition, a revenue generating event/ conference/ activity is: any department planning an educational activity and decides to charge fees for vendors/ exhibitors, regardless if it is a CME/ CE/ non-CME activity – **and** – irrespective if they are charging their attendees for the course.

These items include, but not limited to the following;

- Audio Visual, outside of standardized IS provided by MHS
- Venues, outside of physical spaces within the MHS enterprise
- Food/ Catering
- Printing
- MC
- Honorariums
- Photographer/ videographer
- Live Models
- Paid patients (not volunteers)
- Parking (at MetroHealth or elsewhere to be decided by planning committee)

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The only exception is when it involves residents – **and** – when it is on MHS premises in the SIM Center via a sponsored activity that does not entail vendor solicitation, in partnership with the MetroHealth Simulation Institute.

This is a standardized policy effective to all educational activities within The MetroHealth System.

Payment Options:

Conference planners and Activity Directors can pay for any expenses incurred for these revenue generating activities simply by utilizing their own department cost center through MHS accounting, or request invoices to be generated on their behalf. These also can be paid via their cost center, or direct event revenue generated by the activity from registrations, sponsorships and other funding sources.

Honorarium:

- There are two categories for speakers, MetroHealth Employee or Non-MetroHealth Employee. No honorary payment shall be given to the director of an activity, planning committee members, teachers or authors of the program, joint sponsors or any others involved with the supportive activity. If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session but participate in the remainder of an educational event as a learner, their expenses can be reimbursed, and honoraria can be paid for their teacher or author role only. Honorarium and expenses incurred in the activity will be paid via a check issued by The MetroHealth System, by completing a check request form and forwarding it to the CME Office.
- METROHEALTH EMPLOYEE
 - Includes any and all MetroHealth Employees
 - There are no honorariums for MetroHealth Employees who present/speak at an approved MetroHealth CME Activity (ies).
- NON-METROHEALTH EMPLOYEE
 - This includes any person who is not an employee of; not affiliated with; or is not a credential provider for The MetroHealth System.
 - Covered expenses for Non-MetroHealth Employee speakers are below – also original receipts must accompany check request(s)
 - Hotel/Motel Room Charges

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- Food
- Mileage (The MetroHealth System Policy for mileage will be followed)
- Taxi reimbursement
- Coach Airfare
- Honorarium – attach a copy of either thank you letter to speaker or copy of publicity which identifies person as the presenter
 - Are paid at the discretion of the Activity Director and/or Planning Committee
 - Monies must be available in departments account
 - **Cannot exceed \$2,000.00**
- Food & Beverage
 - Must be a reasonable nominal fee per person.
 - Can be internal catering through MetroHealth’s Dining Services or external vendors. [please [click here](#) for recommended vendors]
- Venue
 - Does not have to be at a MetroHealth facility.
 - Virtual or Hybrid options possible.
 - Enduring materials can be housed *TBA*
 - Please see recommended venues [here](#)

2.6 Outside MetroHealth Requests for CME

We welcome opportunities to provide CME to outside entities via a MetroHealth Faculty sponsor. While our services come at no charge to our fellow MetroHealth departments, working with outside individuals does require our time and expertise and as such will incur the below costs. *Subject to change at the discretion of MPED personnel*

Medical Professional Education Department Service Catalog & Fee Structure

A) Micro Package: beginning @ \$597.00+

INTENDED FOR AUDIENCES OF 1-75 LEARNERS

(>75 Learners will be elevated to BASIC SERVICES PLAN)

MINIMUM SPEND = \$597.00 &

MUST INCLUDE THE FOLLOWING...

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<u>Line Item</u>	<u>Cost</u>	<u>Description</u>
Application Fee	\$299.00	<ul style="list-style-type: none"> Includes application, review, edits, & recommended changes to make ACCME compliant Provides ACCME Disclosures for ineligible companies. MH holds onto application, & retains disclosures, slide-deck and content for ACCME/ OSMA Audit Purposes
Distribution of Credits	\$149.00	<ul style="list-style-type: none"> Credits, batched in registration groups of 25 learners. Awarded to learners, provided they not only registered/ attended CME event; but also completed course evaluation.
Registration of Learners	\$149.00	<ul style="list-style-type: none"> Credits, batched in registration groups of 25 learners. Creation of learner folio, accessible by learner per request, at point of license renewal per ACCME guidelines.

***Tiered pricing provided for the following packages:**

Distribution of Credits Tiered Pricing:

(in addition to \$299 CME Application)

\$149.00 (1-25)	\$298.00 (26-50)	\$447.00 (51-75)	* Recommended to BASIC SERVICES PLAN (76-100)
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PLUS

Registration of Learners Tiered Pricing:

\$149.00 (1-25)	\$298.00 (26-50)	\$447.00 (51-75)	* Recommended to BASIC SERVICES PLAN (76-100)
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B) Basic Services Package - \$1,400.00

INCLUDES ONLY...

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Application Fee	<ul style="list-style-type: none"> CME Office will help assist in development of application.
Distribution of Credits	<ul style="list-style-type: none"> CME Office will disseminate all credit to learners who attended event.
Registration of learners	<ul style="list-style-type: none"> CME Office will create event into the accreditation issuing database.

C) Standard Package - \$2,800.00

INCLUDES THE BASE PRICE, PLUS THE FOLLOWING...

Application Fee	<ul style="list-style-type: none"> CME Office will help assist in development of application.
Distribution of Credits	<ul style="list-style-type: none"> CME Office will disseminate all credit to learners who attended event.
Registration of learners	<ul style="list-style-type: none"> CME Office will create event into the accreditation issuing database.
Basic training to input	<ul style="list-style-type: none"> CME Office will offer robust training opportunities to educate outside organization in how to manage, input their contacts into the accreditation issuing platform.
Basic solicitation Needs	<ul style="list-style-type: none"> Gathers website content of event from organization to forward to Marketing and placed on CME website/ landing page. Builds out registration form Creates Solicitation letter with price-point to vendors

D) ADDITIONAL PROFESSIONAL SERVICES – ‘a la carte’

LINE ITEMS... OUTSIDE OF EITHER PACKAGE

<u>Service</u>	<u>Cost</u>	<u>Description</u>
Comprehensive Input Fee	\$100 (First 100 Learners) (.25 for each additional attendee)	<ul style="list-style-type: none"> MH manages the full input of all contacts/ registrations and learners into an accreditation issuing database
Facility Fee at MH	\$100	<ul style="list-style-type: none"> MH manages event coordination in-house at available meetings space throughout MHS, including: <ul style="list-style-type: none"> Coordination of Event Catering

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		<ul style="list-style-type: none"> ○ <i>Actual food costs separate</i> ● Basic A/V connections: <ul style="list-style-type: none"> ○ Computer, Microphones, Internet, Projector screens ○ In-house services available by request <ul style="list-style-type: none"> ▪ Subject to availability/ and team capacity ▪ <i>Actual/ dedicated 3rd Party A/V costs separate</i>
Outside Event Planning Fee <i>(Per Hour)</i>	\$50/ hour <i>(within Cuyahoga County)</i> \$75/ hour <i>(outside Cuyahoga County)</i>	<ul style="list-style-type: none"> ● Fee includes drivetime, plus wall clock hours of event. ● Organization pays full venue costs (PLUS) ● MH provides contacts/ event coordinator to manage logistics (i.e. – Wedding Planner)
Instructional Design Fee <i>(Per Hour)</i>	\$50/ hour	<ul style="list-style-type: none"> ● Instructional Designer to help manage content development, curriculum ● ID to create customized post-event evaluation
Solicitation Vendor Fee <i>(Per Hour)</i>	\$50/ hour	<ul style="list-style-type: none"> ● CME Program Officer/ CME Coordinator creates the following: <ul style="list-style-type: none"> ▪ BASIC Solicitation Package as ABOVE, PLUS: ▪ Organization provides vendor contacts and MH will: <ul style="list-style-type: none"> ○ Perform and Manages solicitation process

Section Three: Learning by Teaching

Faculty credit for learning that takes place while preparing to teach and then is used in teaching medical students and/or residents.

Complete and submit [this form](#) in order to claim credit for the time spent learning new clinical information or ways to improve your teaching, in preparation for teaching medical students/fellows in an ACGME-accredited program.

Once reviewed by the CME Program your participation in this teaching activity will be confirmed by MetroHealth's Professional Affairs / GME office. At the completion of that step you will receive your credit via MyEvaluations.com.

- Credit for faculty is calculated on a 2-to-1 ratio to time spent teaching based on what was learned in preparation for it, rounded to the nearest quarter credit. Example: receive two credits for each hour that you spend teaching what you have learned.
- A maximum of 20.00 *AMA PRA Category 1 Credits*[™] (for 10 hours of learning) will be awarded annually per academic year.
- Credit should only be awarded for teaching that is verified by the UME and/or GME office.
- In addition to the institution being ACGME accredited, the residency/fellowship program itself must also be ACGME accredited in order for faculty to be awarded *AMA PRA Category 1 Credit*[™] for teaching residents/fellows in that program.
- Caveat: Credit may only be claimed once for an original presentation; credit may not be claimed for subsequent presentations of the same material.
- Physician faculty may not claim credit as a participant for their own presentations but may claim credit for other segments they attend as a participant.

3.1 Learning Interaction Types

Physicians may claim credit for a variety of learning interactions. Types of teaching activities include, but are not limited to:

- Formal presentations to medical students or residents.
- Development of cases, research of clinical problems.
- Supervising clinical or simulated activities.
- Instruction on clinical or other skills.

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As with any activity certified for *AMA PRA Category 1 Credit™*, this type of activity must also meet all of the AMA core requirements.

Section Four: Frequently Asked Questions

COMPLIANCE EXAMPLE SCENARIOS:

- MetroHealth Surgery faculty and residents are invited to participate in a CCF Surgery Journal Club hosted by a vendor with the following potential locations:
 - On Cleveland Clinic's Campus
 - At a restaurant, off campus
 - Response:
 - *Any CME Accredited program activity is ok. Should it be a non-CME activity you are permitted to attend without MetroHealth reimbursement.*
 - *Restaurant / outside venue would need to be a nominal cost per plate, and the vendor must adhere to sponsorship guidelines per ACCME.*
- MetroHealth Surgery Resident simulation and education events that are sponsored/hosted by a vendor:
 - Vendor brings in equipment/materials and runs simulation exercise, or trains residents on use of equipment that is already in place (always with Faculty oversight)
 - Vendor provides lunch during these events
 - Response:
 - *This is ok, the vendor would need to speak in terms of how to use the device/equipment or best practices and not as a sales pitch for why theirs is better than competitors.*
- MetroHealth Surgery Journal Club, faculty and resident attendees, hosted/sponsored by a vendor with potential locations:
 - On MetroHealth's Campus
 - At a restaurant off campus
 - At a faculty member's home
 - Response:
 - *MetroHealth is ok as long as the sponsoring vendor adheres to sponsorship guidelines per ACCME.*
 - *Restaurant / outside venue would need to be a nominal cost per plate, and the vendor must adhere to sponsorship guidelines per ACCME.*
 - *No events are to be hosted at an individual's home that are sponsored or reimbursed by MetroHealth.*

*Please share this Guidebook with your designated CME support staff / committee.



Section Five: Appendix

4.1 Tools, Resources and Checklists

- Planning a CME Activity Checklist Guide
- [Online registration form template / QR Code](#)

- A/V Equipment Needs
- Items available to sign-out for CME activities through MPED:
 - Presentation clickers
 - Badge scanners
 - Please contact CME@metrohealth.org for availability
 - [Practice Gap / Objectives Toolkit](#)
 - [Peer Review Template for content validation](#)

4.2 Presentation Templates

[PowerPoint Presentation Template](#)



4.3 MetroHealth Conference Room Diagrams

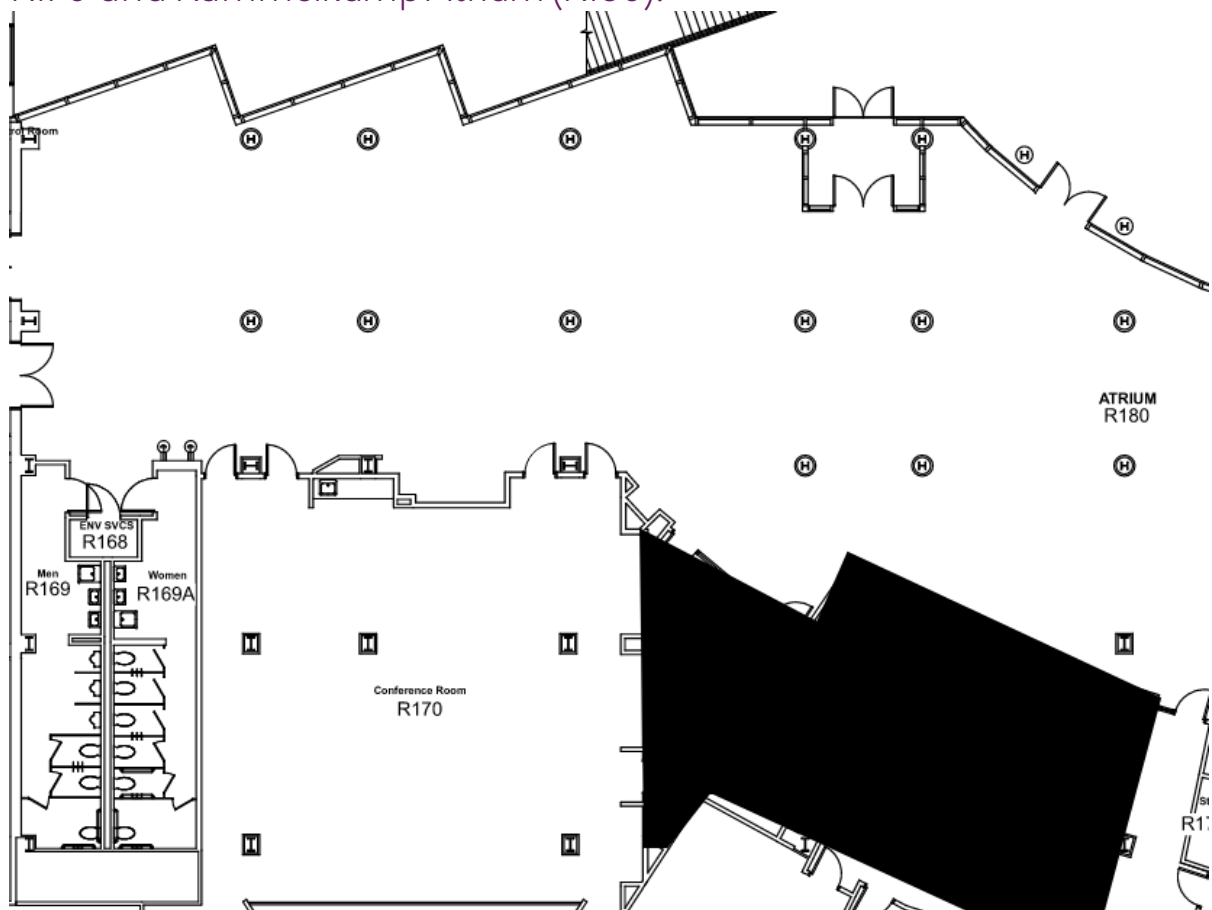
Please contact [event scheduling](#) at MetroHealth for more details on spaces and availability.

[Instructions for Booking Rooms In Outlook.docx](#)

[Glick Center Conference Rooms .pptx](#)

Scott Auditorium

R170 and Rammelkamp Atrium (R180).



*Please share this Guidebook with your designated CME support staff / committee.

R240



*Please share this Guidebook with your designated CME support staff / committee.

B102 – Brooklyn Heights



*Please share this Guidebook with your designated CME support staff / committee.