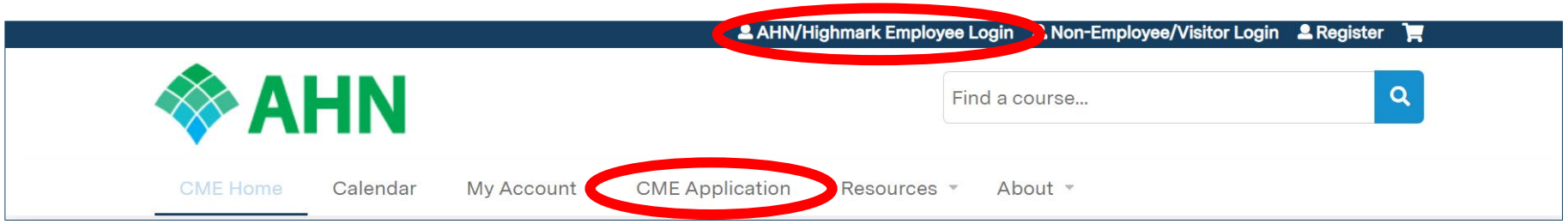
EthosCE Application Training

AHN

How to Create Applications

Access the CME website:

- Go to https://cme.ahn.org/
- Sign-in with your AHN/Highmark Employee login
- Select ‘CME Application’

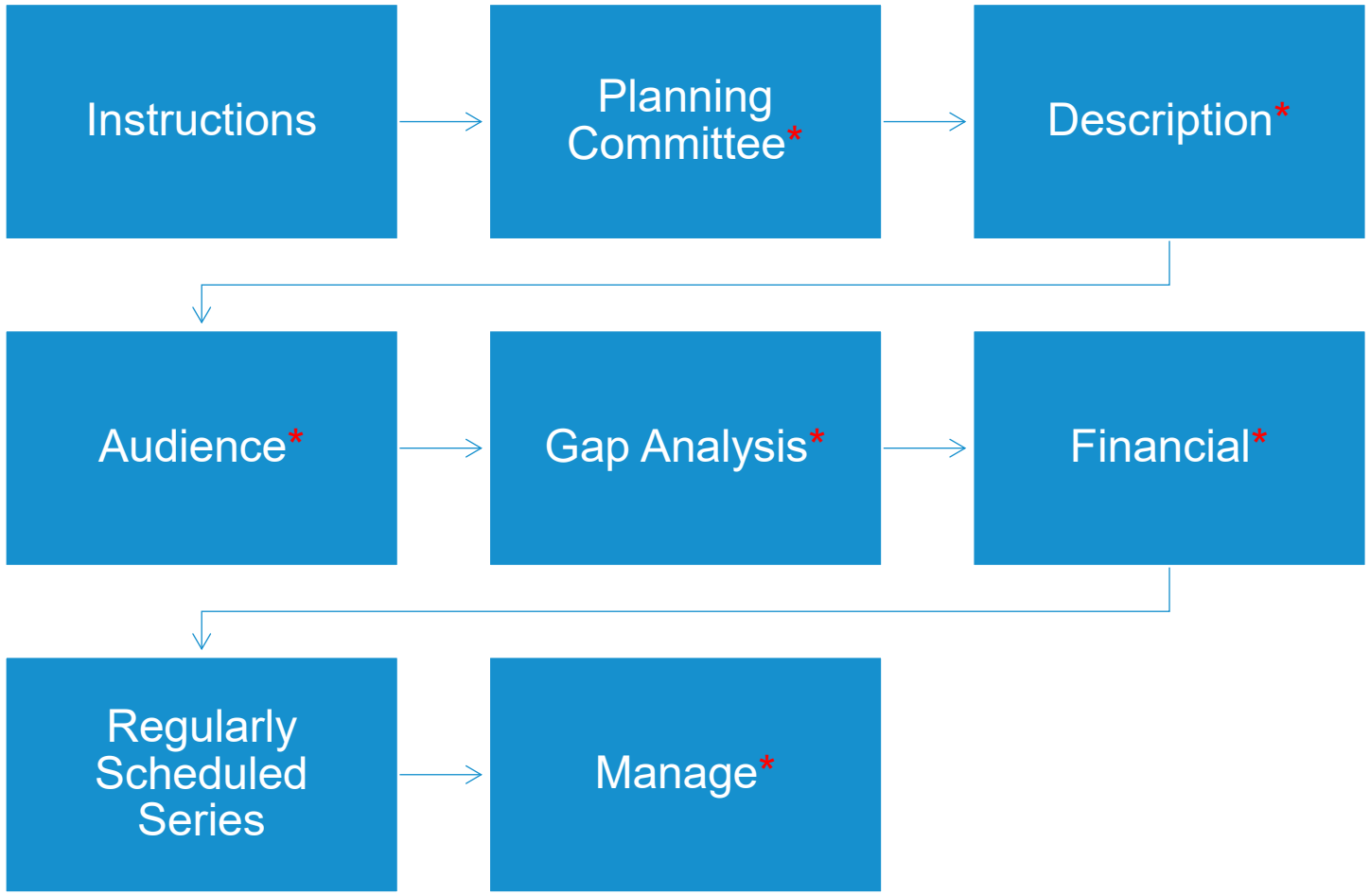


Renewal applications are every year

New applications are every two years

CME Application

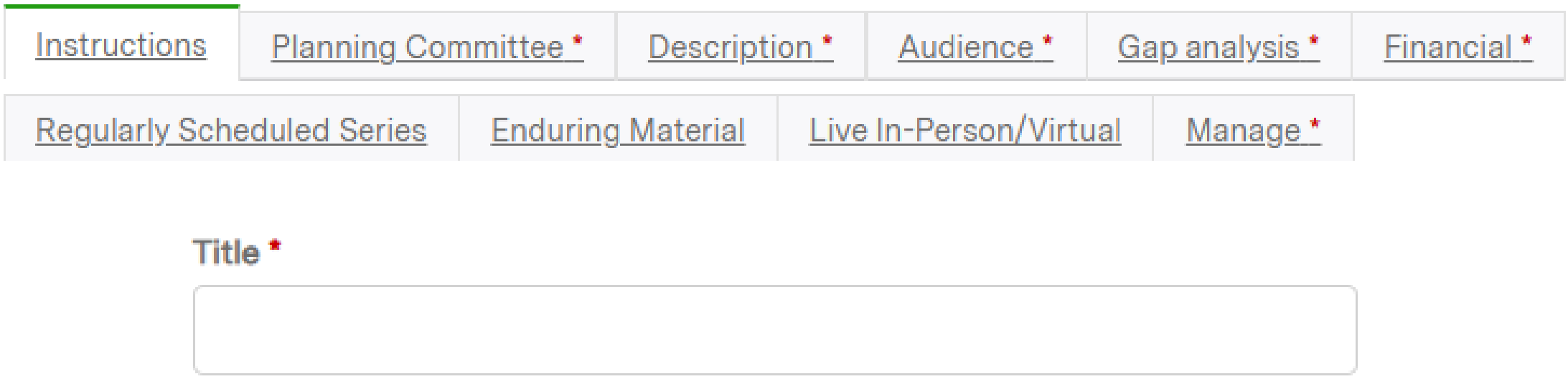
Below are the required tabs you will need to complete for an RSS application. Please include as much detail as possible in the tabs



Instructions

The starting point to completing your CME application.

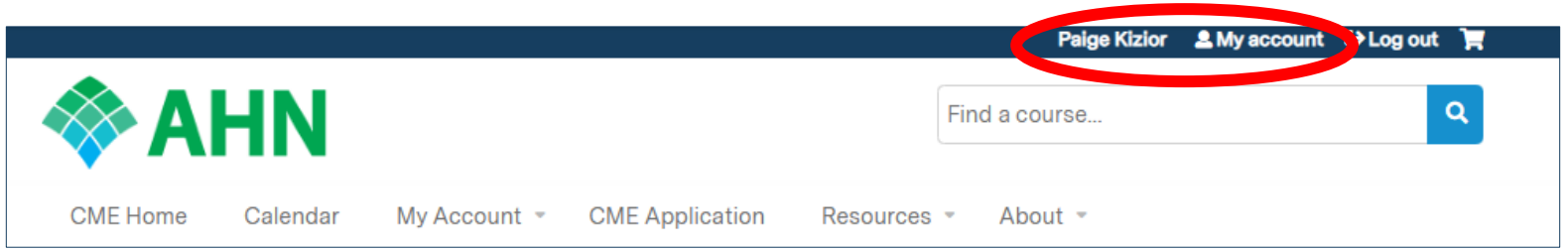
Here, in the *instructions* tab, provides guidance on how to complete the required tabs for an RSS activity.

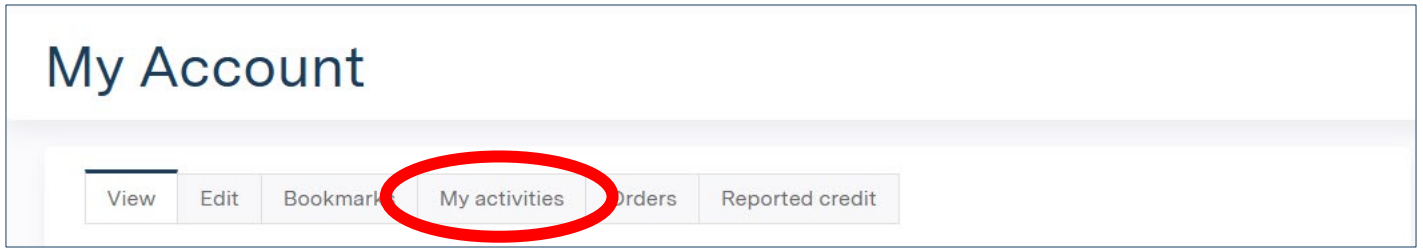


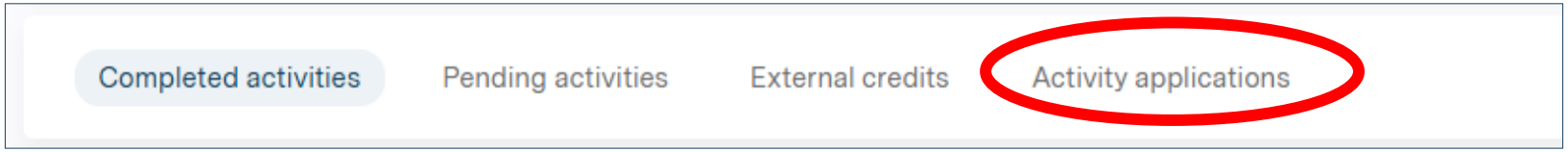
You can use the Previous and Next tabs to move between the applications tabs. You can utilize the save draft button to save your application as a draft.



Finding Draft Applications







My Account>My Activities>Activity Applications>Edit

What is a Regularly Scheduled Series (RSS)?

According to our accrediting body, ACCME, a **Regularly Scheduled Series (RSS)** is defined as such:

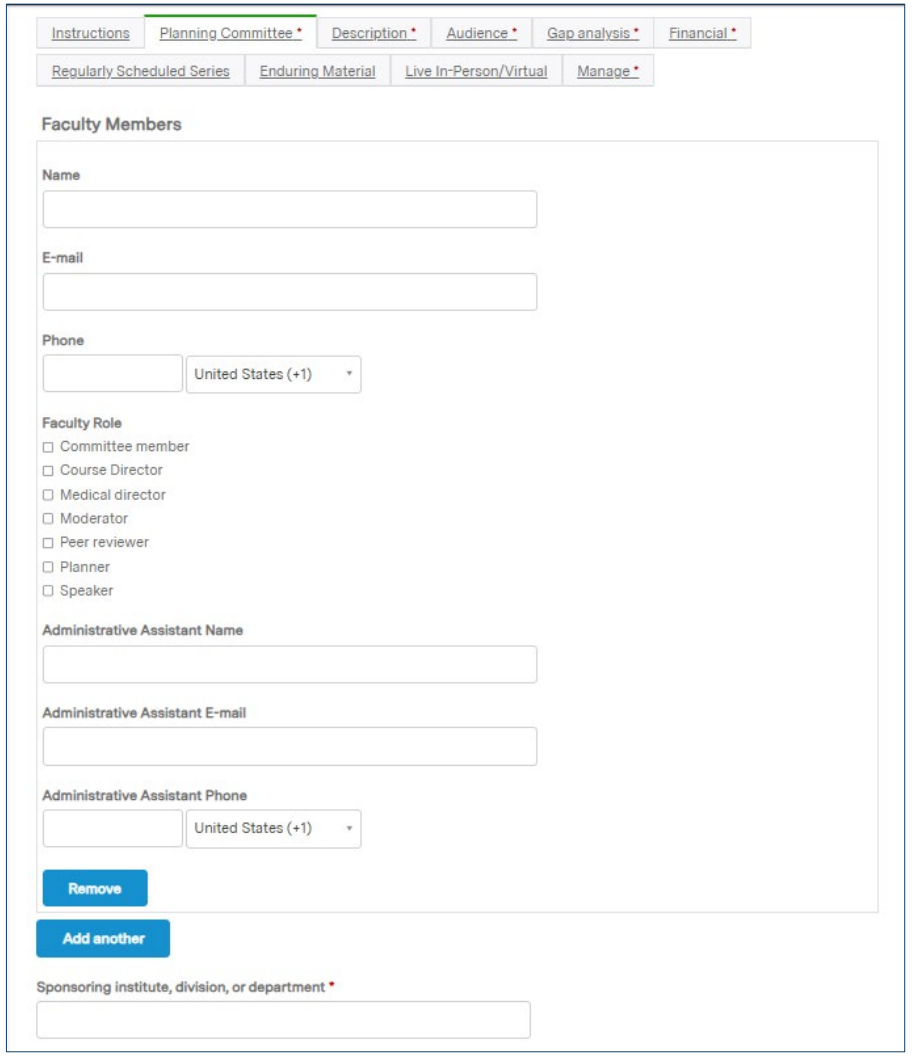
- A live activity planned as a series with multiple, ongoing sessions.
  - E.g., offered weekly, monthly, or quarterly
- Occurs on a regular, reoccurring schedule.
- An RSS generally targets the same audience over the whole series.
- Each format has its own series. The RSS formats are:
  - Grand Rounds
  - M&M Conferences
  - Case Conferences
  - Tumor Boards
  - Journal Clubs
  - Quality Conference

Planning Committee

In this section, all course directors, co-course directors, and/or moderators who are in charge of course content will need to be added as a faculty member.

RSS Coordinators or another administrative coordinator will share their information below each faculty member.

Indicate the sponsoring institute, department or center.

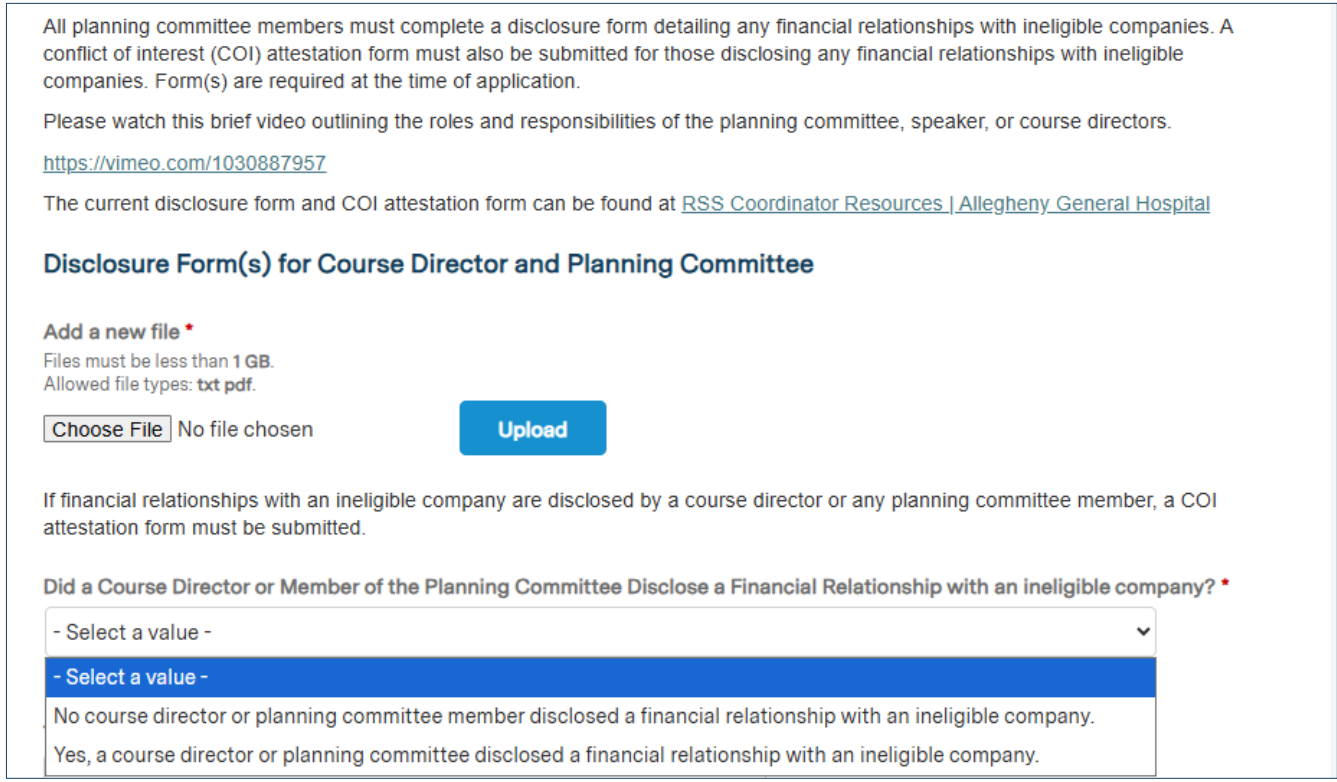


Planning Committee

All planning committee members must complete a disclosure form detailing all financial relationships with ineligible companies.

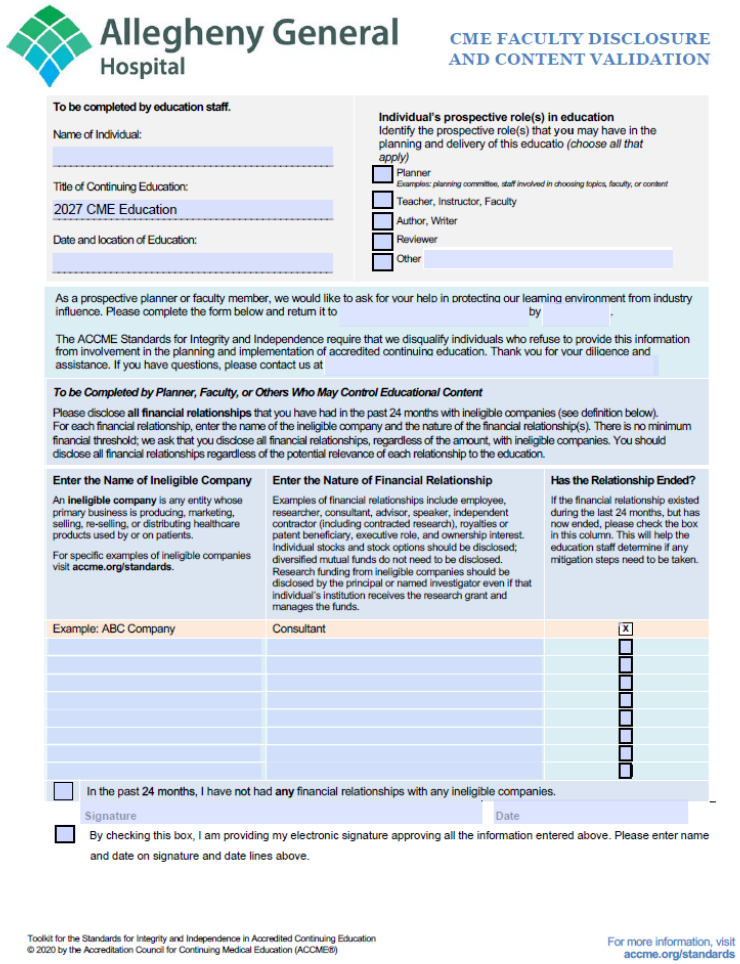
A conflict of interest (COI) attestation form must be completed by the individual who discloses any financial relationships with ineligible companies.

Upload all disclosures and attestation forms prior to submitting an application.



Templated Documents

2027 Disclosure Form



Allegheny General Hospital

CME FACULTY DISCLOSURE AND CONTENT VALIDATION

To be completed by education staff.

Name of Individual:

Title of Continuing Education: 2027 CME Education

Date and location of Education:

Individual's prospective role(s) in education
Identify the prospective role(s) that you may have in the planning and delivery of this educatio *(choose all that apply)*

- ☐ Planner — *Examples: planning committee, staff involved in choosing topics, faculty, or content*
- ☐ Teacher, Instructor, Faculty
- ☐ Author, Writer
- ☐ Reviewer
- ☐ Other

As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. Please complete the form below and return it to by .

The ACCME Standards for Integrity and Independence require that we disqualify individuals who refuse to provide this information from involvement in the planning and implementation of accredited continuing education. Thank you for your diligence and assistance. If you have questions, please contact us at

To be Completed by Planner, Faculty, or Others Who May Control Educational Content

Please disclose **all financial relationships** that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, enter the name of the ineligible company and the nature of the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education.

Enter the Name of Ineligible Company	Enter the Nature of Financial Relationship	Has the Relationship Ended?
An **Ineligible company** is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit **accme.org/standards**.	Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.	If the financial relationship existed during the last 24 months, but has now ended, please check the box in this column. This will help the education staff determine if any mitigation steps need to be taken.
Example: ABC Company	Consultant	☒
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

☐ In the past 24 months, I have not had **any** financial relationships with any ineligible companies.

Signature Date

☐ By checking this box, I am providing my electronic signature approving all the information entered above. Please enter name and date on signature and date lines above.

Toolkit for the Standards for Integrity and Independence in Accredited Continuing Education
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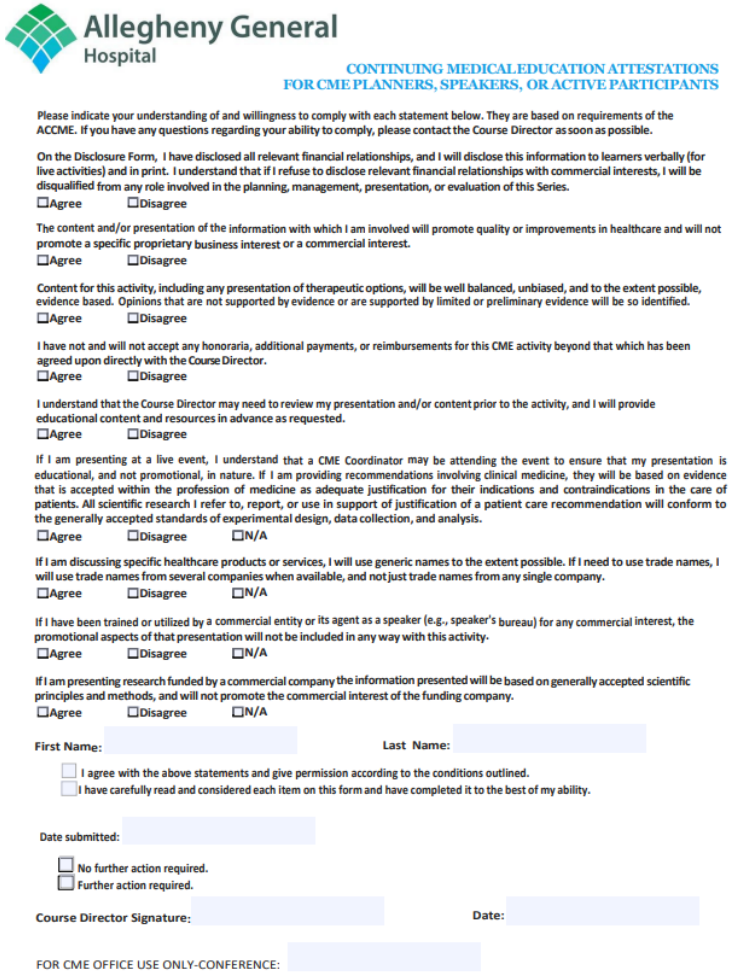
For more information, visit accme.org/standards

Attestation COI Form



Allegheny General Hospital

CONTINUING MEDICAL EDUCATION ATTESTATIONS FOR CME PLANNERS, SPEAKERS, OR ACTIVE PARTICIPANTS

Please indicate your understanding of and willingness to comply with each statement below. They are based on requirements of the ACCME. If you have any questions regarding your ability to comply, please contact the Course Director as soon as possible.

On the Disclosure Form, I have disclosed all relevant financial relationships, and I will disclose this information to learners verbally (for live activities) and in print. I understand that if I refuse to disclose relevant financial relationships with commercial interests, I will be disqualified from any role involved in the planning, management, presentation, or evaluation of this Series.
☐Agree ☐Disagree

The content and/or presentation of the information with which I am involved will promote quality or improvements in healthcare and will not promote a specific proprietary business interest or a commercial interest.
☐Agree ☐Disagree

Content for this activity, including any presentation of therapeutic options, will be well balanced, unbiased, and to the extent possible, evidence based. Opinions that are not supported by evidence or are supported by limited or preliminary evidence will be so identified.
☐Agree ☐Disagree

I have not and will not accept any honoraria, additional payments, or reimbursements for this CME activity beyond that which has been agreed upon directly with the Course Director.
☐Agree ☐Disagree

I understand that the Course Director may need to review my presentation and/or content prior to the activity, and I will provide educational content and resources in advance as requested.
☐Agree ☐Disagree

If I am presenting at a live event, I understand that a CME Coordinator may be attending the event to ensure that my presentation is educational, and not promotional, in nature. If I am providing recommendations involving clinical medicine, they will be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research I refer to, report, or use in support of justification of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, and analysis.
☐Agree ☐Disagree ☐N/A

If I am discussing specific healthcare products or services, I will use generic names to the extent possible. If I need to use trade names, I will use trade names from several companies when available, and not just trade names from any single company.
☐Agree ☐Disagree ☐N/A

If I have been trained or utilized by a commercial entity or its agent as a speaker (e.g., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way with this activity.
☐Agree ☐Disagree ☐N/A

If I am presenting research funded by a commercial company the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.
☐Agree ☐Disagree ☐N/A

First Name: Last Name:

☐ I agree with the above statements and give permission according to the conditions outlined.
☐ I have carefully read and considered each item on this form and have completed it to the best of my ability.

Date submitted:

☐ No further action required.
☐ Further action required.

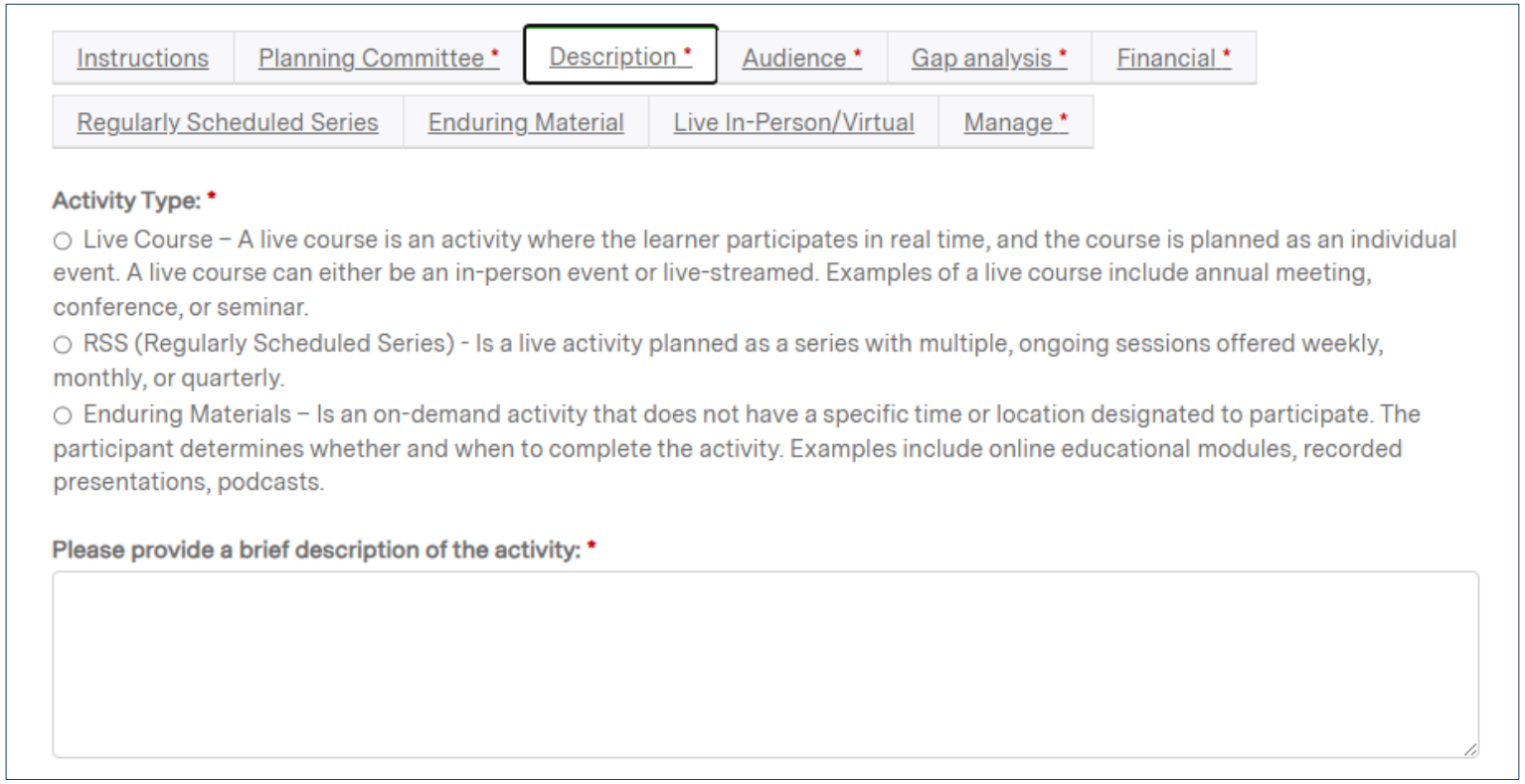
Course Director Signature: Date:

FOR CME OFFICE USE ONLY-CONFERENCE:

Templates are available on Ethos under Resources -> RSS Coordinator Resources

Description

Choose the activity type and write a brief description. Be as general or specific as you want.



Description ex: This is a monthly journal club for case management nurses to review and discuss relevant, peer-reviewed, evidence-based journal articles to enhance our clinical knowledge and expand our nursing practice.

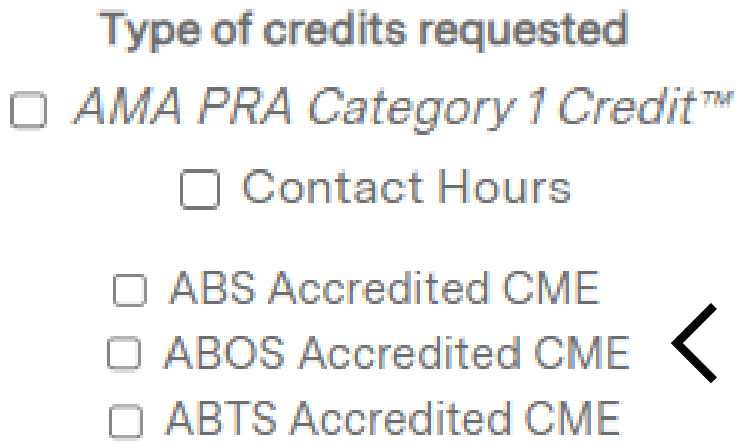
Description

For an RSS activity, the start date will be the first day of the year (01/01/XXXX) or the first day of your session and the end date will be the last day of the year (12/31/XXXX) or the last day of your session.

Include the start and end time of your sessions.



Requesting the type of credit(s), *AMA PRA Category 1 Credit* and Contact Hours will always be selected.

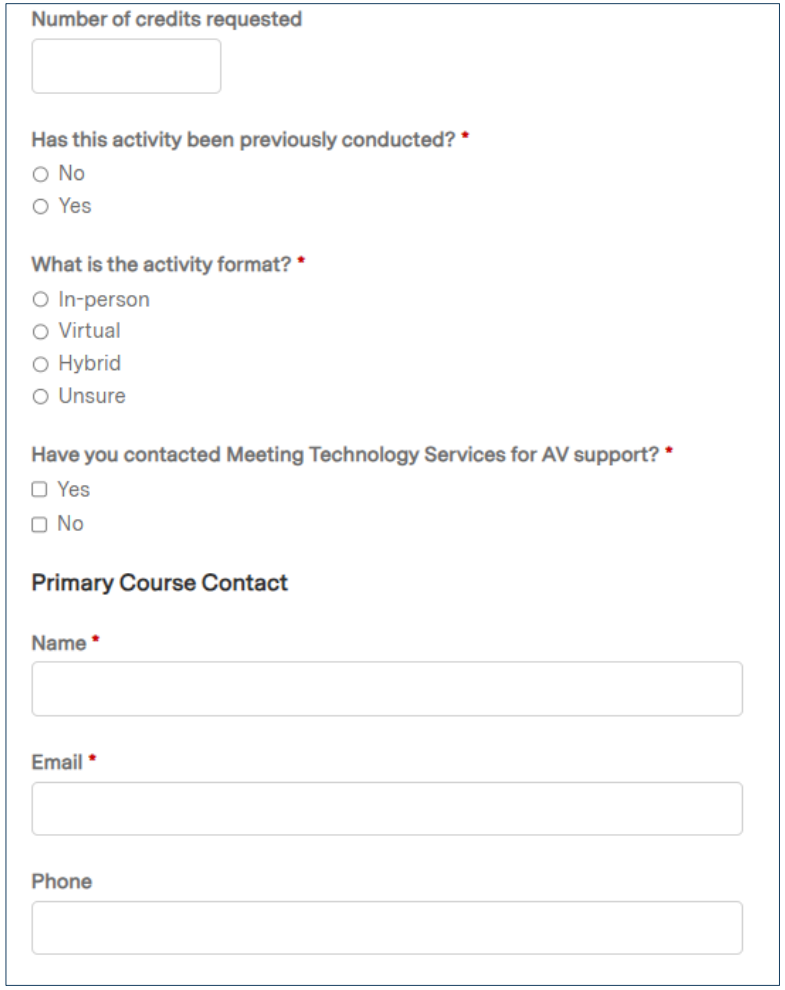


These three types of credit, Maintenance of Certification, are earned for physician's specialty board certification.

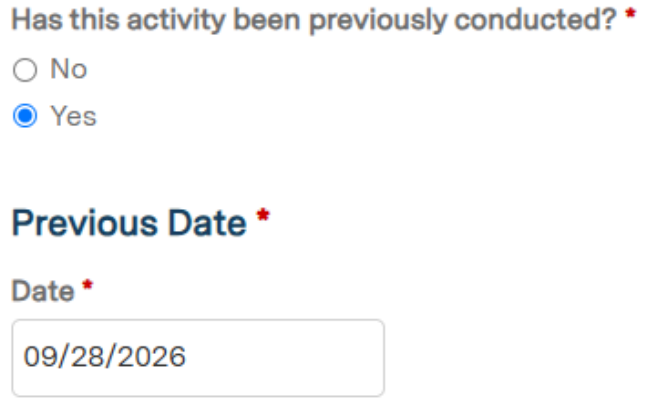
Description

The number of credits requested will represent the length of an individual session.

Ex. For 1-hour sessions; the number of requested credits Is 1.0. For 45-minute sessions; the number of requested credits is .75. For 30 minute sessions; the number of requested credits is .50.

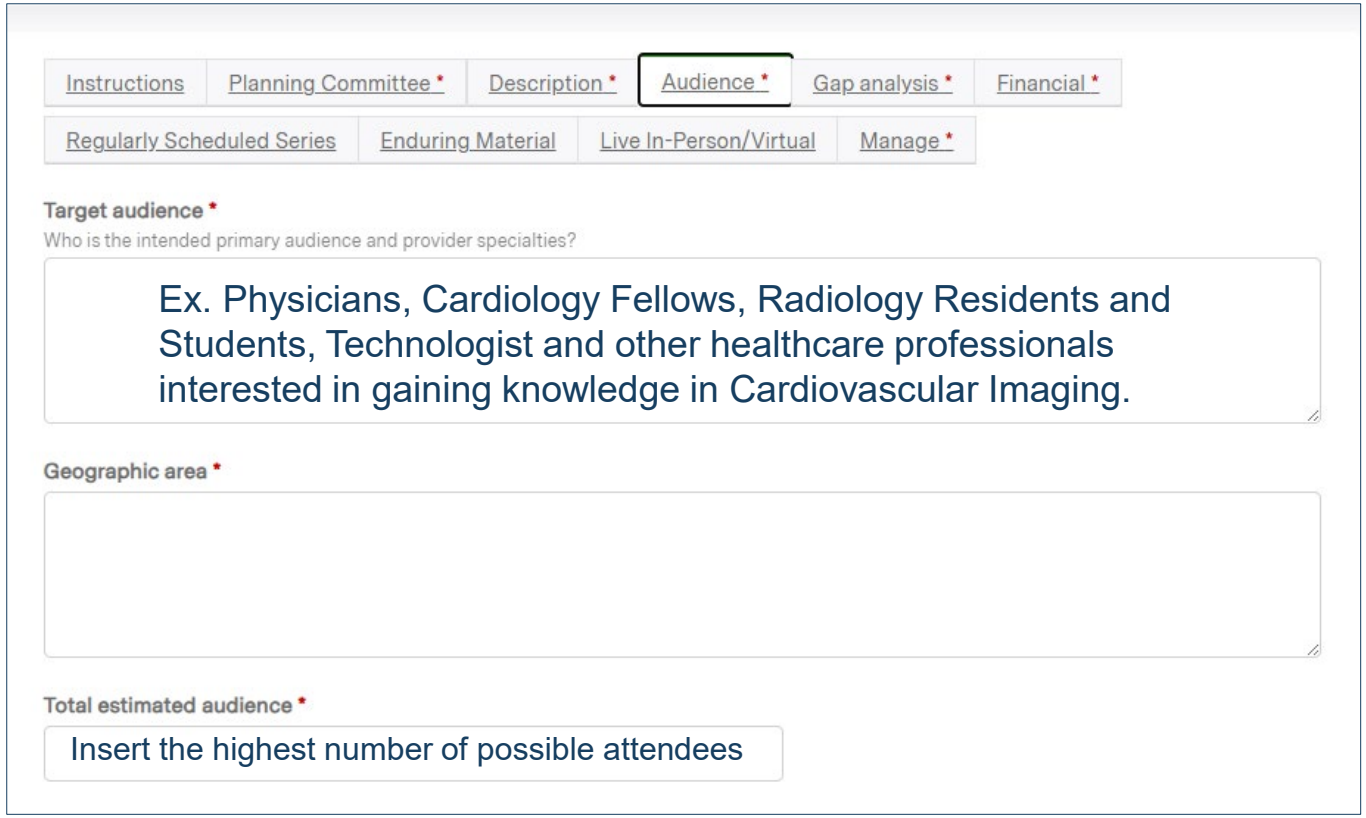


If your activity has been previously conducted; insert the date of the most recent RSS session held.



Audience

Target audience - would include your primary audience and their specialties.
Geographic area - input the primary location(s) of attendees within the organization of AHN.

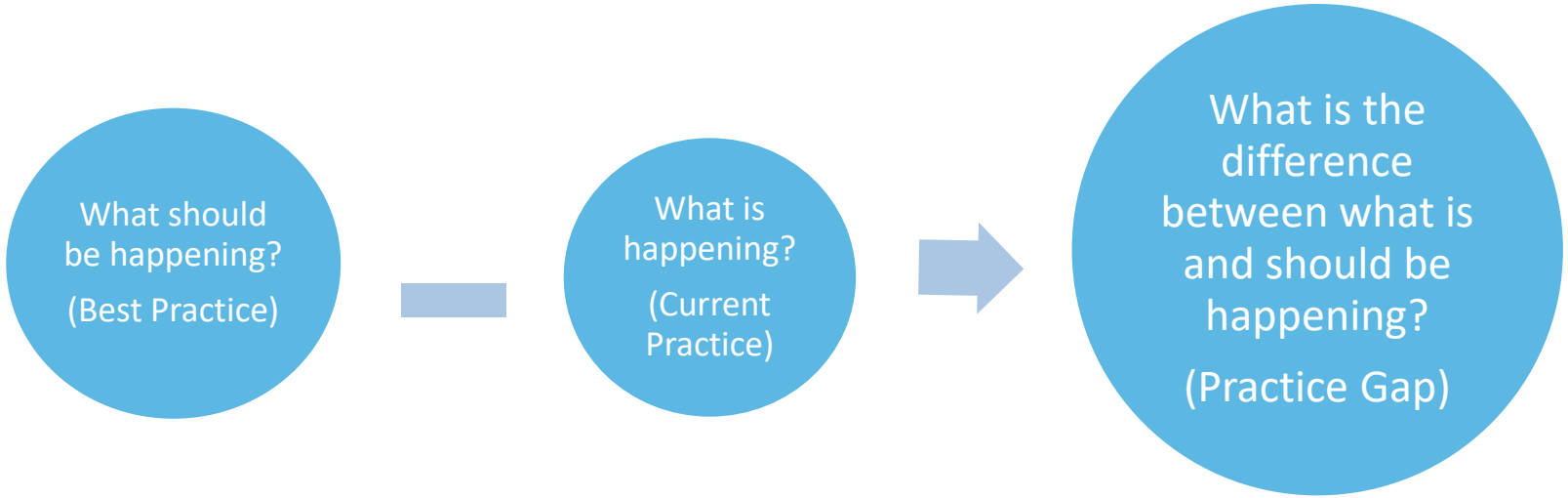


An RSS is primarily planned by and intended for the accredited organization's own professional staff. Generally, targets the same audience over the whole series

Gap Analysis

Practice Gap: Defined as the difference between what the learner/practitioner's *current* state of knowledge, competence, and/or performance, and what the *ideal* or *desirable* state is.

For an RSS, keep the practice gap **general**.



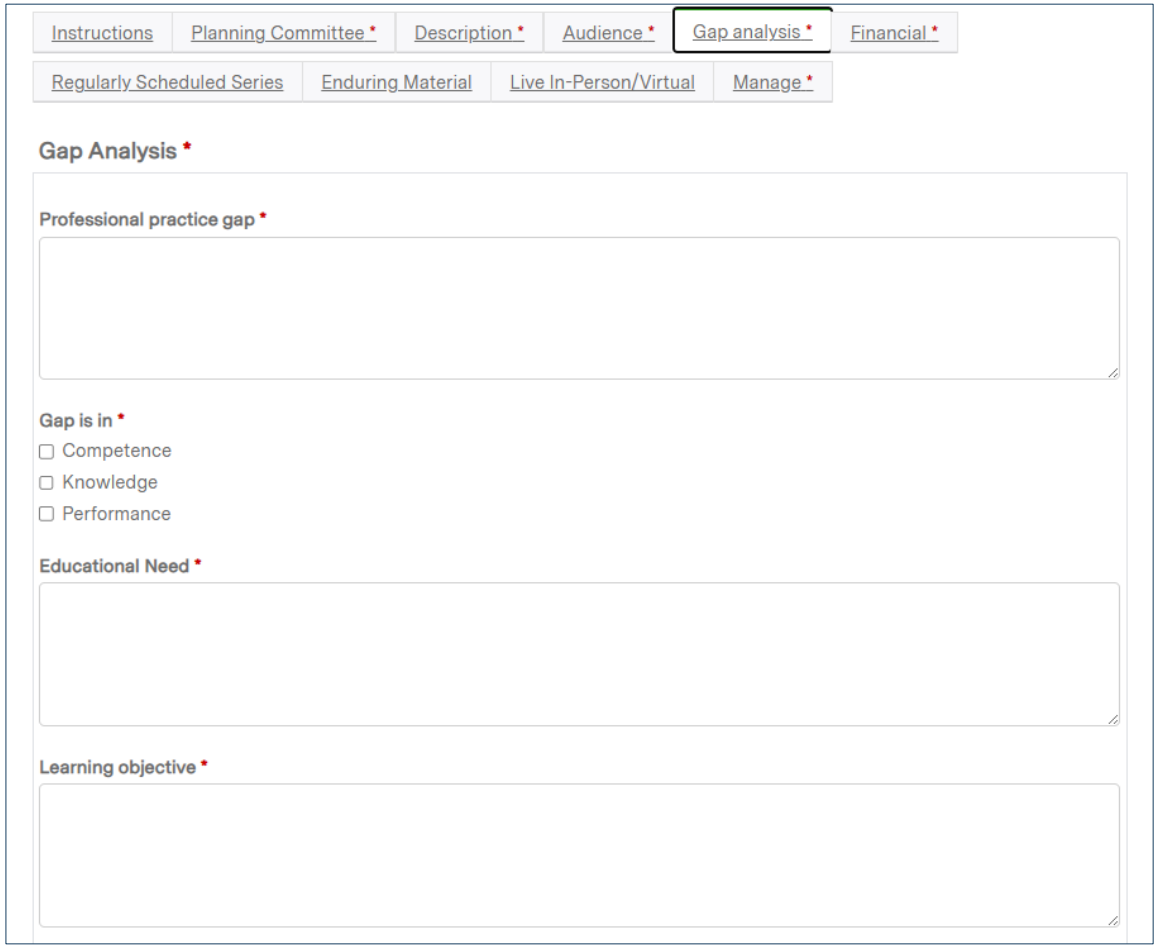
Example of a Professional Practice Gap: "Close a gap in understanding and management of various anesthesiology diagnosis, techniques, tools, and treatments to enhance patient outcomes."

Gap Analysis

‘Gap is in’: refers to the problem which the practice gap can theoretically be solved through education and/or training.

- ***Knowledge gap*** – learners don’t know something
- ***Competence gap*** – learners don’t know how to do something
- ***Performance gap*** – learners are not doing something in practice

The **Educational Need** identifies how the training will address the practice gap.



Gap Analysis: Learning Objectives

Learning objectives: Include **3 to 5 specific**, measurable learning objectives that describe what participants will be able to do after the activity.

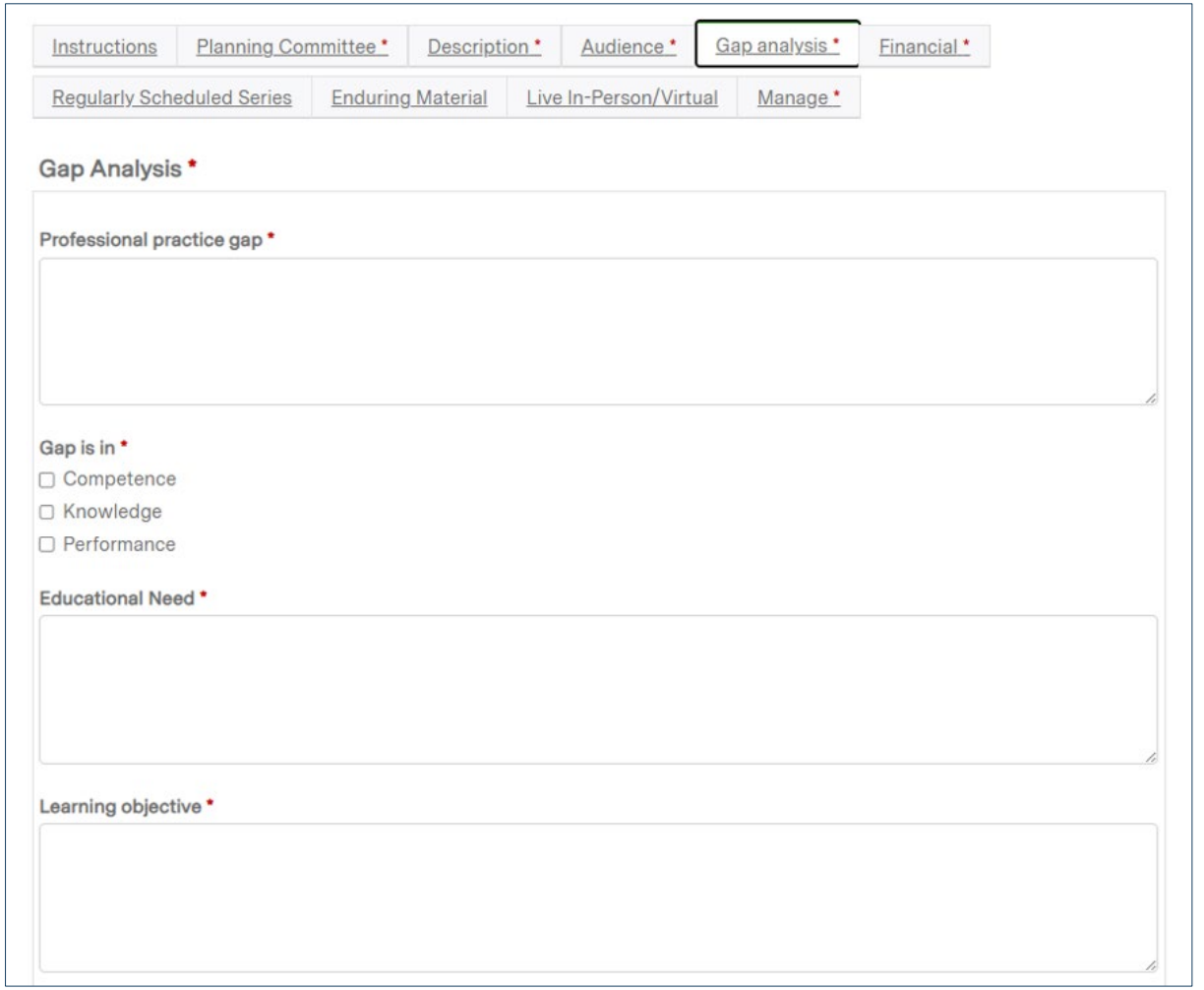
AVOID using vague verbs such as understand, know, or learn. These are **NOT** measurable.

VERBS that can used to measure changes in COMPETENCE

Analyze	Compare	Design	Differentiate	Evaluate	Plan
Assess	Contrast	Develop	Distinguish	Formulate	Recommend

VERBS that can used to measure changes in PERFORMANCE

Apply	Diagnose	Examine	Integrate	Manage	Prescribe
Counsel	Employ	Incorporate	Interpret	Perform	Utilize



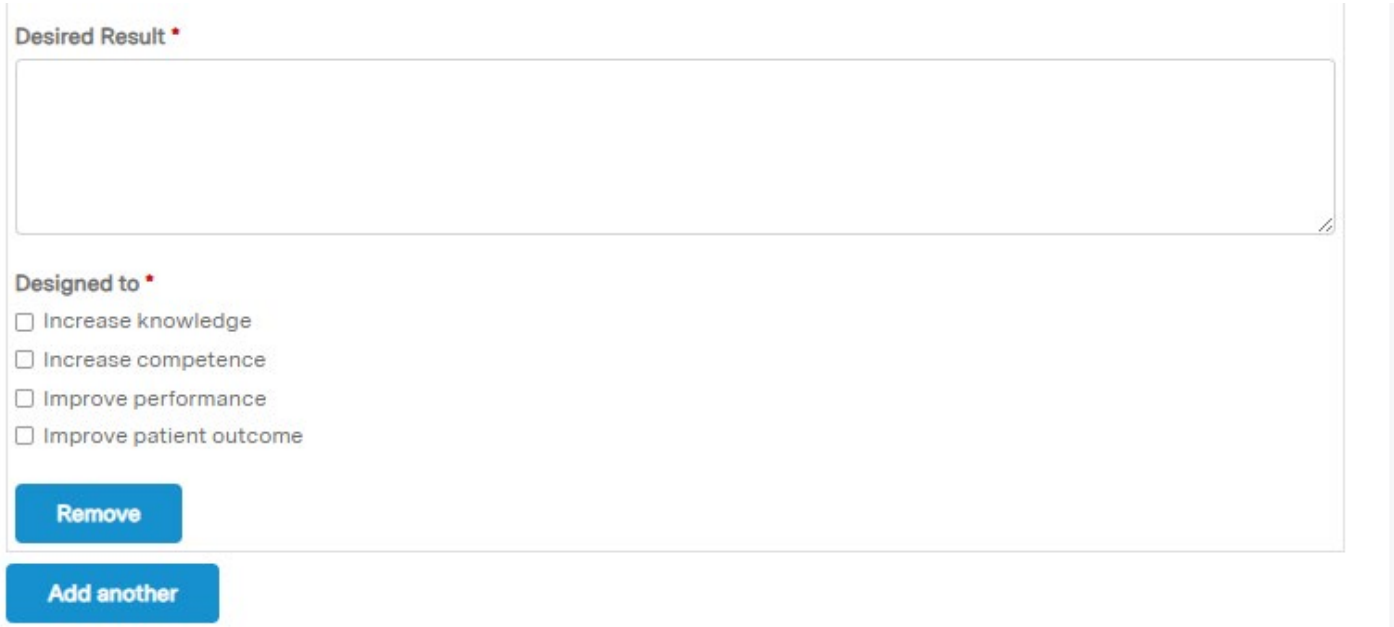
List of Measurable Verbs Used for Learning Objectives and Outcomes Resource located on Ethos under Resources -> RSS Coordinator Resources

Gap Analysis

Desired Result - refers to the specific educational objective or professional improvement goal that an ongoing education program aims to achieve for its participants.

Designed to - refers to how the recurring sessions aim to build professional skills such as,

- increase knowledge
- increase competence
- improve performance
- improve patient outcome



Gap Analysis

Identify potential barriers, share how those barriers will be addressed, and how you plan to use the evaluation data.

What potential barriers do you anticipate learners may have incorporating these new objectives into practice? *

Describe how you will attempt to address these barriers in the educational activity. *

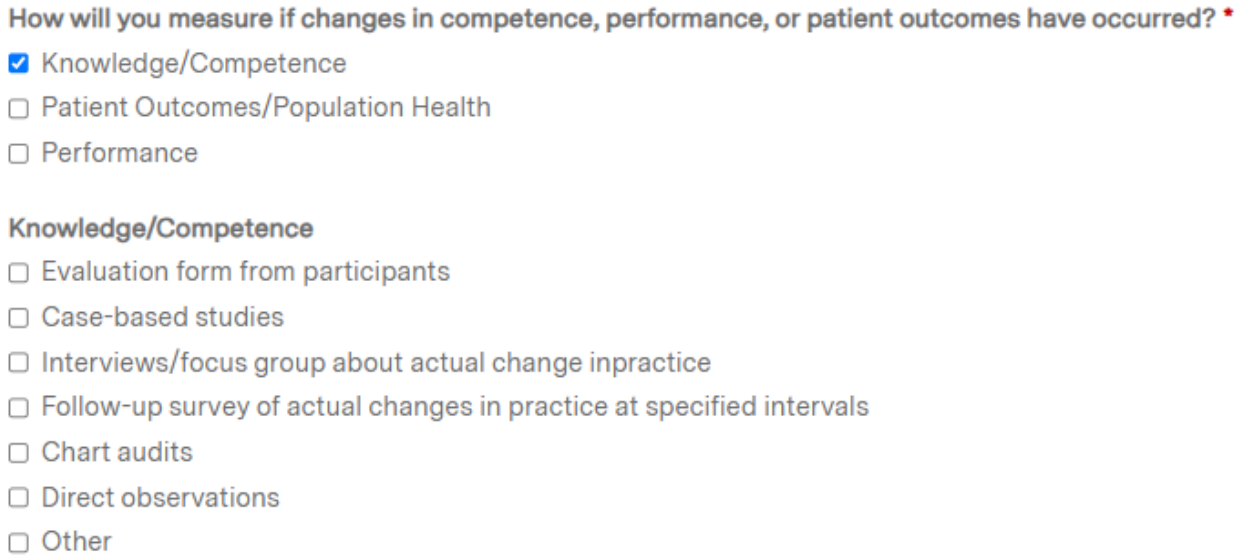
How do you plan to use the evaluation data provided post-course? *

Gap Analysis

Best practice when making a choice on ‘how to measure change’ - **Knowledge/Competence**.

If the RSS series you manage collects data that measures changes in Patient Outcome/Population Health and/or Performance, feel free to choose those options.

You will need to choose how that data will be collected. For example, under Knowledge/Competence, we measure changes through Evaluations.



An agenda is not required, but if one is designed for your RSS, please feel free to upload

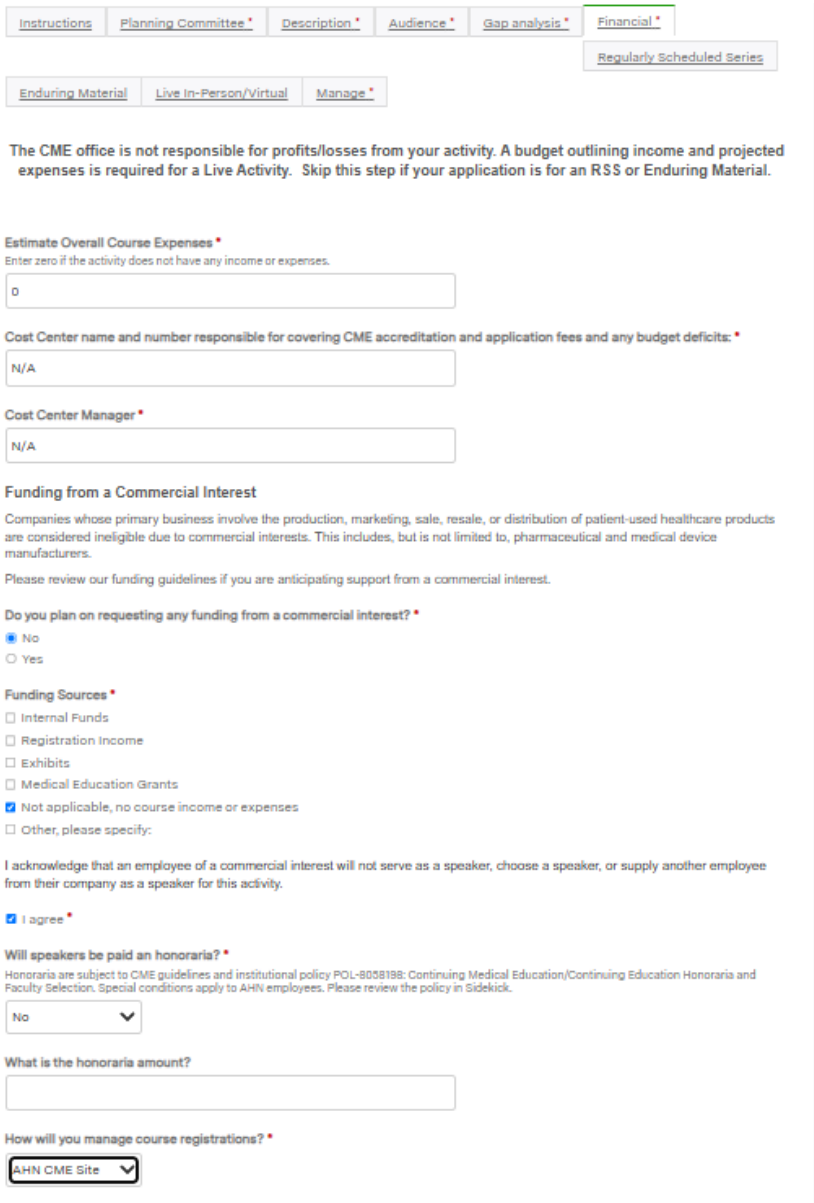


Financial

An example of a completed financial tab for an RSS application.

If your department provides an honoraria, please indicate the funding source.

Course registration will always be managed through AHN CME Site.



Instructions | Planning Committee * | Description * | Audience * | Gap analysis * | Financial *

Regularly Scheduled Series | Enduring Material | Live In-Person/Virtual | Manage *

The CME office is not responsible for profits/losses from your activity. A budget outlining income and projected expenses is required for a Live Activity. Skip this step if your application is for an RSS or Enduring Material.

Estimate Overall Course Expenses *

Enter zero if the activity does not have any income or expenses.

0

Cost Center name and number responsible for covering CME accreditation and application fees and any budget deficits: *

N/A

Cost Center Manager *

N/A

Funding from a Commercial Interest

Companies whose primary business involve the production, marketing, sale, resale, or distribution of patient-used healthcare products are considered ineligible due to commercial interests. This includes, but is not limited to, pharmaceutical and medical device manufacturers.

Please review our funding guidelines if you are anticipating support from a commercial interest.

Do you plan on requesting any funding from a commercial interest? *

- (•) No
- ( ) Yes

Funding Sources *

- [ ] Internal Funds
- [ ] Registration Income
- [ ] Exhibits
- [ ] Medical Education Grants
- [x] Not applicable, no course income or expenses
- [ ] Other, please specify:

I acknowledge that an employee of a commercial interest will not serve as a speaker, choose a speaker, or supply another employee from their company as a speaker for this activity.

- [x] I agree *

Will speakers be paid an honoraria? *

Honoraria are subject to CME guidelines and institutional policy POL-8058198: Continuing Medical Education/Continuing Education Honoraria and Faculty Selection. Special conditions apply to AHN employees. Please review the policy in Sidekick.

No

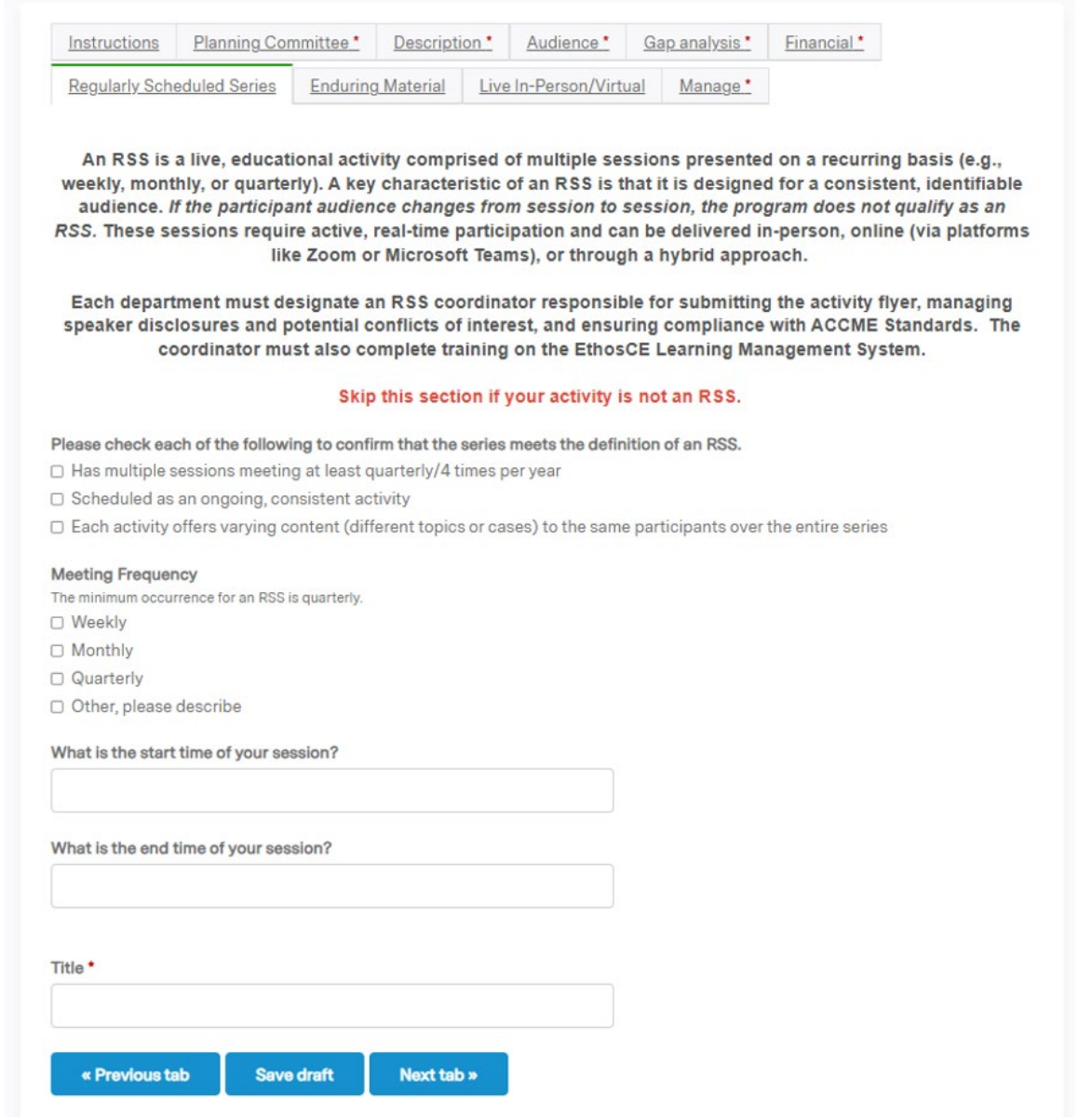
What is the honoraria amount?

How will you manage course registrations? *

AHN CME Site

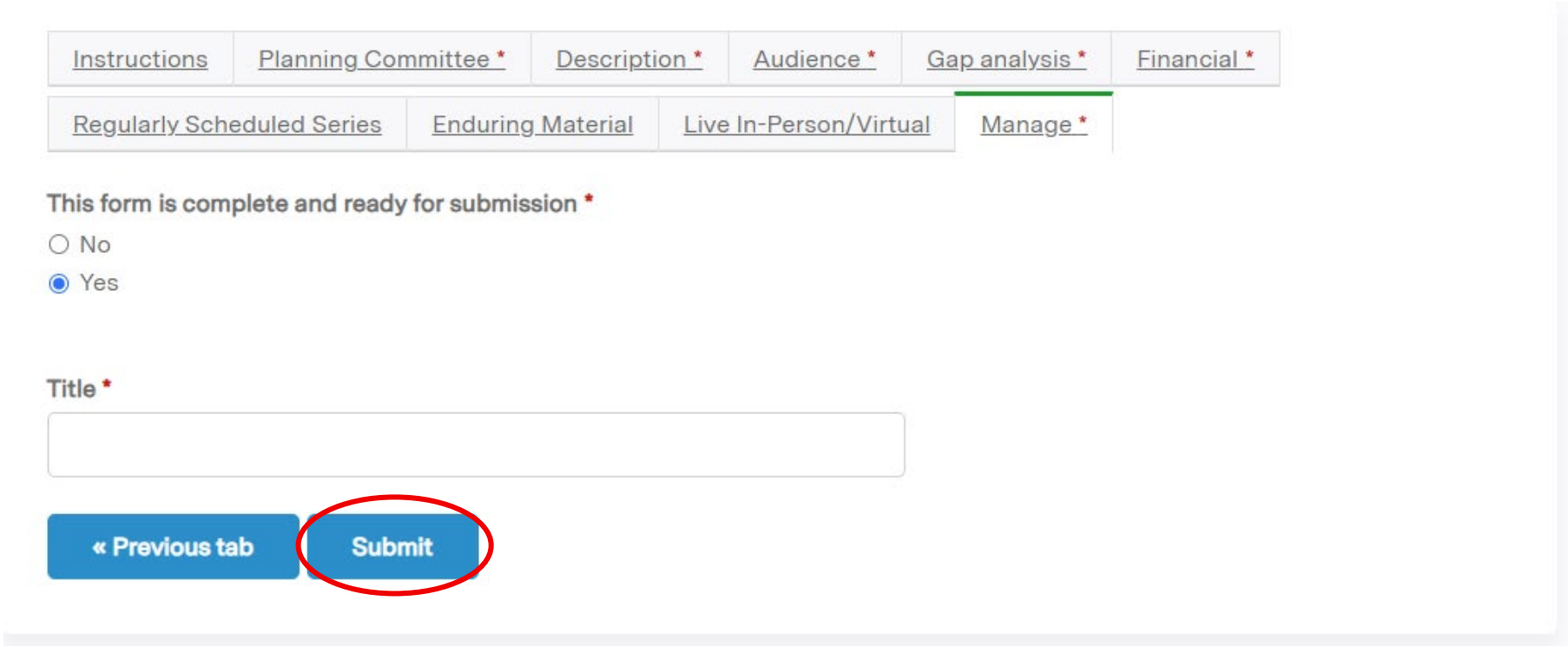
Regularly Scheduled Series

- Check **ALL** three boxes to confirm your activity meets the definition of an RSS.
- Choose the meeting frequency of your RSS.
- Input the start and end time for the sessions.
  - For example, start time 6:30 am – end time 7:30 am
- You title will auto populate throughout the application.



Manage

Final steps in submitting the application: Mark “Yes” that the form is ready for submission. Click “Submit”.



References:

https://blog.amwa.org/how-do-you-identify-a-practice-gap-for-cme-activities

https://northwestern.cloud-cme.com/about/resources?P=1200

https://www.facs.org/media/przprq1j/practice_gap_guidelines.pdf

https://upenn.cloud-cme.com/assets/UPENN/activities/85537/What%20is%20a%20Regularly%20Scheduled%20Series%20or%20RSS.pdf

Accreditation Council for Continuing Medical Education (ACCME®) and American Medical Association (AMA) Glossary of Terms and Definitions. 2021.

https://med.emory.edu/education/cme/rss-planning-guide.html

Resources:

https://accme.org/resource/ce-educators-toolkit/

https://accme.org/rule/identify-mitigate-and-disclose-relevant-financial-relationships/

Questions?

Contact CME office:

General Inquiries: ahncme@ahn.org

Paige Kizior: Paige.Kizior@ahn.org

Login Issues:

CME Support: ahncme@ahn.org

AHN