

Speaker and Regularly Scheduled Conference (RSC) Checklist

Educational Need identified by RSC Application. ON File in CME

RSC or Event: _____

Date of Event: _____

CME Form 6/21/2005

	Date Completed	Notes	Funds Column
Faculty Host/Chair/Moderator			
Financial SUPPORT			
Pharmaceutical Company			
Local Representative		Need Business Card	
Educational Grant		Check No.	
Letter of Agreement			
Grant Request Letter			
BUDGET			
The LECTURE			
Presentation Title:			
Clinical Need identified		What educational need?	
PEER REVIEW PROCESS of lecture content (after receipt of slides)		Event Chairperson needs to preview Presentation. Also verified by Event Evaluation.	
Learning Objectives			
Expected Outcome for participants			
SPEAKER			
Speaker Name and Title			
Address			
Phone, Fax			
Email			
Speaker: AV Needs			
Speaker: Confirmation (ltr or email)			
Speaker: CV received & reviewed			
Speaker: Disclosure			
Speaker: Conflict of Interest ___ YES ___ NO		Use Checklist if YES.	
Speaker Honorarium		See Honorarium Policy	
Speaker: Independent Contract			
Speaker: Lodging		Ramada <input type="checkbox"/> Radisson <input type="checkbox"/> Confirmation No.	
Speaker Slide Presentation		Need copy by email for Peer Review Process/handout	
Speaker Travel Form			
Speaker Travel Itinerary			
Speaker Travel Map			
Speaker Thank you			
ACTIVITY EVALUATION			
Evaluation		CME Provides format per event or annually	
Evaluation Received			
Evaluation Sent to Speaker, Dept, Company			
Activity Location			
Room Assignment			
AV provided ___ YES ___ NO			
FOOD Service			
CME Admin/Recording Fee per event		\$300 RSC \$400 Special	

CME Policy 9/2002, Validation of Clinical Content

Statement 1: All the recommendations involving clinical medicine in a CME activity must be based on the evidence that is accepted within the profession of medicine as adequate justification for their indication and contraindications in the care of patients

Statement 2: All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Statement 3: The CME activities do not promote recommendations, treatments or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients.