

The University of Tennessee College of Medicine (UTCOM) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing Medical Education for physicians. The UT Graduate School of Medicine (UTGSM) is a regional medical campus of the UTCOM in Memphis. The UTGSM is based in Knoxville, Tennessee. Within the UTGSM is the office of Continuing Education and Professional Development (CEPD), which is charged with the management of the ACCME accreditation for the Knoxville campus. The CEPD is also accredited by the Academy of General Dentistry (AGD) to provide continuing education for dental professionals.

All conference planning relative to CE activities which are certified for AMA PRA Category 1 Credit™ or dental education must be coordinated by and through the office of CEPD. Responsibilities between the CEPD, the Course Directors and Coordinators can and do differ depending on the type and scope of the activity. All ACCME-certified and AGD educational activities are expected to be planned, implemented, and evaluated in compliance with ACCME Essential Areas and their Elements, ACCME Standards for Commercial Support, AGD Policies and the CEPD Policies and Procedures.

CME Documentation Checklist:

Documents required with the completed application (medical or dental education) before an activity can be publicized:

- Complete medical or dental application (>45 days prior to the activity – both found here <https://www.highmarksce.com/univoftenn/>)
- Gap analysis and needs assessment with references
- Detailed agenda and timeframe
- COI disclosure from all planning committee members
- Draft of evaluation/testing mechanism
- Draft of marketing piece(s) and/or screenshots

Documents required before the activity occurs:

- Disclosure Forms completed by all presenters
- Final copy of all marketing materials and/or screen shots that include the proper **accreditation statement***
- Written or Proof of Verbal Disclosure*** listing all speakers and planners relevant relationships to commercial interests and also if there are no relationships
- Written or Proof of Verbal Disclosure*** listing all companies that provided grants
- Letters of agreement for grants from ACCME or AGD-defined commercial interests (signed by both parties)
- Handout materials and presentation slides from speakers with relevant relationships for CEPD review
- Completed **Content Review Form*** for each presentation, approved by course director
- Evaluation Form containing **questions about commercial bias and presenter disclosures***

Documents required within two weeks of the activity:

- Participant sign-in sheets
- Completed **Excel file*** containing each attendee listed with their profession
- Summary of evaluations and/or testing results
- Spreadsheet listing all disclosures and any proof of resolution of conflicts of interest
- Financial reconciliation (if grants were received)

***Forms and/or wording provided by the CEPD office**