



Knoxville-based UT Graduate School of Medicine office of Continuing Medical Education and Professional Development (CEPD) supports the continuing medical education mission of the university's accredited parent organization, UT College of Medicine Health Science Center in Memphis.

The continuing medical education mission of the UT College of Medicine is to improve the health of Tennesseans through its CME activities designed for faculty, physicians, and healthcare professionals in the region. Based on the standards developed by various accrediting organizations, these activities are expected to produce measurable results in competence, performance, and/or patient outcomes.

CME Documentation Checklist

Documents required with the completed CME certification application (before activity can be publicized):

- Demonstration of gap analysis and needs assessment
- Detailed agenda and timeframe
- Names, CVs and completed *Disclosure Forms** from all planning committee members
- Draft of evaluation/testing mechanism
- Draft of marketing piece(s) and/or screenshots

Documents required before the activity occurs:

- Final copy of all marketing materials and/or screen shots
- Post-marked copy of marketing materials (if applicable)
- Letters of agreement
 - 1. *Department/Organization**
 - 2. Speakers
 - 3. Commercial supporters (signed by both parties)
- Disclosure Forms** signed by all presenters
- Handout materials and presentation slides
- Signed *Content Review Form** for each set of handouts or slides
- Evaluation Form containing *questions about commercial bias and presenter disclosures**
- Written Disclosure** form to be given to each participant and/or *Verbal Disclosure Script** to be read onsite

Documents required within two weeks of the activity:

- Participant sign-in sheets
- Individual *Credit Request Forms**
- Completed *transcript excel file** with each attendee listed and the hours they obtained
- Summary of evaluations and/or testing results
- Financial reconciliation (if needed)

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

Revised 11-11-11