ADMINISTRATIVE INSTRUCTIONS
FOR CONFERENCE DIRECTORS AND STAFF
AMA PRA Category 1 Credit™ for Regularly Scheduled Series

All required documentation must be received in the CME Office no later than 60 days after the activity in order to be eligible for CME credit.

For each session of your CME Activity:

1. Have the CME Accreditation Statement displayed at every session of your program.

2. Attendance (Two Options):
   a. Attendance Sheets
      • Provide the Attendance Roster at the activity.
      • Make sure all CME ID’s and names of attendees are legible. PLEASE PRINT
      • Have participants not currently registered with CME register themselves online at: www.cme.med.wayne.edu.
   b. Call-In Attendance
      • Have participants follow instructions given for the Clancy Call-In system.
      • Complete all items below and forward required documentation to CME or email the materials weekly to njennett@med.wayne.edu.

3. Commercial Relationship Disclosure Responsibilities: (Prior to Presentations)
   • It is the responsibility of the Activity Director to obtain and review a Disclosure of Commercial Relationships form from anyone in a position of control of the content of the activity (speakers, planning committee members, journal club, tumor board and case conference participants).
   • Disclosure forms should be collected once yearly and are valid for 12 months.
   • Commercial Relationship Disclosure should be done whether or not there is commercial support for the activity.
   • All potential conflicts of interest listed on Disclosure forms must be resolved prior to the educational activity.
     • How to Resolve Conflicts of Interest:
       • Presentations should be reviewed by the Activity Director, Planning Committee or CME in advance and may be required to be changed or eliminated. Documentation of the review and resolution must be submitted to CME. (See the Commercial Relationships form.)
   • All commercial relationships (or lack thereof) must also be disclosed.
     • Written Disclosure: Completed forms must be displayed PROMINENTLY or placed on top of attendance sheets when using a clipboard.
     • Tumor Boards, Journal Clubs and Case Conferences (closed conferences): The Activity Director must compile disclosure information of all regular participants and disclose this information periodically.

4. Commercial Support Disclosure:
   • It is the responsibility of the Activity Director to obtain an Agreement & Acknowledgement of Commercial Support from all commercial supporters.
• The Activity Director must, either verbally, in print or on a powerpoint slide, communicate to the audience any commercial support involved with the activity.
• The method of disclosure and the text of what was disclosed must be submitted in writing to the CME Office.

5. Summarize the Evaluation forms

6. Post Session Materials to be sent to CME - Attach:
   • CME Coversheet
   • Commercial Relationship Disclosure forms – (Faculty, Moderators, Planning Committee)
   • Promotional Piece (listing speaker, objectives CME accreditation statement)
   • Attendance Rosters (if not using Clancy Call-In)
   • Method of Disclosing Commercial Relationships to the Audience
   • Evaluation Summary / Case List with Action Recommendations (Remove patient identifiers)
   • Commercial Support Letters of Agreement (Exhibits / Grants) (if applicable)
   • Method of Disclosing Commercial Support to the Audience

7. Make copies of the completed Session Packet for your files.

8. Email or mail complete package to: Division of Continuing Medical Education
   9A UHC, 4201 St. Antoine
   Detroit, MI 48201
   Attn: CME Attendance
   
   **Important:**
   All attendance rosters that do not have the Cover Sheet completed and required documentation are out of WSU SOM CME and ACCME compliance. They will be returned to the Activity Director. Credit cannot be awarded until ALL of the required documentation is received by the Division of CME.

   Use of the Clancy Call-in System does not eliminate the requirement to send CME post-program materials.