



Application for Certification for AMA PRA Category 1 Credit™ Regularly Scheduled Sessions

This application form is designed to facilitate the planning, implementation, and evaluation of RSS activities that will comply with the *Essential Areas and Standards* of the Accreditation Council for Continuing Medical Education. A Regularly Scheduled Session (RSS) activity is defined by the ACCME as an activity that:

- is planned as a series that involves multiple sessions or meetings
- occurs on an ongoing basis (weekly, monthly, or quarterly)
- is primarily planned by and presented to the accredited organization's professional staff

Examples of Regularly Scheduled Sessions include departmental or divisional grand rounds, tumor boards, case conferences, journal clubs, etc. RSS activities can be offered either as directly sponsored, or jointly sponsored activities (www.accme.org). Just as with other types of learning activities designed for physicians, RSS activities must comply with ACCME standards in order to qualify for CME certification.

- Please review this application carefully and be sure to complete all sections.
- Be sure to attach all required documentation (e.g., evidence of learning needs), and be sure to obtain all required speaker disclosures and signatures.
- Include verification of payment of \$500 annual application fee. Your application is incomplete and will not be reviewed without this documentation.
- Several handouts are included (e.g., identifying educational needs, writing effective learning objectives) to assist you in preparing this planning document
- Additional information that may be helpful in completing this application may be found at our website (www.cme.uab.edu) and the Alliance for CME (www.acme-assn.org).

If you have questions during the process of completing this application, please contact our office and we will be happy to provide assistance.

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**APPLICATION CERTIFICATION FOR AMA PRA Category 1 Credit™
FOR REGULARLY SCHEDULED SESSIONS**

Title of CME activity: PM&R Grand Rounds

Sponsoring Department/Division: Physical Medicine and Rehabilitation

Check one: **Renewal of existing program** **New application**

I. Activity Information

Please describe the CME activity:

- a. Frequency: Weekly Usual location: CPM Auditorium
(weekly, monthly, or quarterly)
- b. Day and time: Friday @ 12:00 Duration: 1 Hour
- c. Estimated attendance: 65 Is this activity appropriate for non-faculty physicians? Yes No

Who is **primarily** responsible for planning, developing, conducting, and evaluating this CME activity on an ongoing basis? (Note: this is usually a physician or faculty member). If co-hosted with another Division or Department, list name(s) of other individual responsible for planning the activity.

Course Director: Yu-Ying Chen, MD, PhD **Title:** Assoc. Professor

Dept/Division/Campus address: PM&R SRC 515

Email: yychen@uab.edu Phone: 934-3320

Who is the staff person primarily responsible for the operational and administrative support of the certified activity?

Departmental Contact Person: Stephanie Agro **Title:** Residency Coordinator

Dept./Division/Campus address: SRC 190

Email: sagro@uab.edu Phone: 996-6685 Fax: 996-7887

Is there a planning committee (other than those listed above) **responsible for determining the content for this event?**

Yes No

If **yes**, please provide the following information:

Name	Title	Dept/Affiliation	Email
J. Scott Richards, PhD	Dir. Of Research	PM&R	Richards@uab.edu
DeLisa West, PhD	Asst Prof	PM&R	westde@uab.edu
Paige Roy, MD	Asst Prof Asst. Program Director	PM&R	pcroy@uab.edu
2 Resident Volunteers also serve, they are yet to be determined for this year.	Residents	PM&R	TBA

II. Educational Planning and Design – ACCME Essential Area 2 Elements 2.1; 2.2; 2.3; 3.3

Who is the target audience for this certified activity? (Please ✓ check all that apply)

- Departmental Faculty
 - Fellows
 - Residents
 - Medical Students
 - Other Health Sciences Students
 - Nurses
 - Allied Health Professionals
 - Community Physicians
 - Other Staff Members that work with relevant topics or interests
-

What are the **educational needs** of the target audience that are addressed by this activity? *See handout on needs assessment.*

1. Gaps in knowledge and skills related to identifying published research on evidence-based practice
2. Gaps in knowledge and skills related to updates on translational research related to PM&R
3. Gaps in knowledge and skills related to critically evaluating relevant published literature and research designs related to PM&R
4. Gaps in knowledge and skills related to data analysis and statistics, including concepts and rationale
5. Gaps in knowledge and skills related to use of library resources, literature searches and working with grants
6. Gaps in awareness, knowledge and skills in identifying ethical issues in research

How were those learning needs **identified** by your department/division? (Please ✓ check all that apply)

- Literature review
- Ongoing census of diagnoses made by the physicians on your staff (e.g., hospital admission or discharge diagnoses)
- Survey of target audience by use of questionnaire or interviews
- Input from experts and authorities in the field
- Previous CME activity evaluation data
- Periodic discussions in departmental meetings
- Data from outside sources (public health statistics)
- Other methods used or additional explanation: Formal and informal requests from members and staff

Note: Supportive documentation and other materials that clearly demonstrate evidence of needs identified above are required to be turned in with your application– list your attachments here:
Literature References / Example from Annual Survey / CME Survey summary from last year / Annual Program Meeting and Review Slides / Resident Retreat Minutes / Email example of attending reaching out to speakers after a knowledge gap was identified.

Identify 3-5 learning objectives you hope to achieve through this CME activity. Your objectives should be clearly connected to identified educational needs. Objectives may relate to knowledge, competence, or performance and may include changes in problem solving, attitudinal changes, or improved understanding of complex relationships. Example 1: "Following these conferences, participants will be better able to discuss new treatment modalities and indications". Example 2: "Following these conferences, participants will improve the quality of their physician-patient communication". *See handout on learning objectives.*

1. Following these activities, participants will show increased knowledge and skills related to identifying published research on evidence-based practice
2. Following these activities, participants will demonstrate increased knowledge and skills related to updates on translational research related to PM&R
3. Following these activities, participants will show increased knowledge and skills related to critically evaluating relevant published literature and research designs related to PM&R
4. Following these activities, participants will demonstrate increased knowledge and skills related to data analysis and statistics, including concepts and rationale
5. Following these activities, participants will have increased knowledge and skills related to use of library resources and grant research
6. Following these activities, participants will show increased knowledge and skills in identifying ethical issues in research

How will these objectives be communicated to the audience? (Examples include flyers, announcements, etc.).

These objectives are announced via email at the beginning of each year as our regular series begins. Then email announcements are sent out each week detailing the upcoming presentation and providing any materials they may need to review ahead of time. A breakdown of each presenter's individual objectives is also included. Scheduled presenters provide up to date information on research, literature, and new methodology related to PM&R topics.

How is this CME **activity structured** (type of education format) to achieve these overall learning objectives?
(Please ✓ check all that apply.)

- Lectures
- Case studies
- Panel discussion
- Hands-on practicum, lab or simulation
- Bedside rounds or similar observation and discussion of patients
- Interactive workshop
- Video presentation
- Other

III. Evaluation and Outcomes – ACCME Essential Area 3 Element 2.4

How will you measure whether changes in knowledge, competence, performance or patient outcomes have occurred? Evaluation or outcome measures should relate to knowledge, competence, or performance and may include changes in problem solving, attitudinal changes, or improved understanding of complex relationships.

All participants are given materials ahead of time to review before the presentation and time is provided after every presentation for discussion of the topic and how it pertains to PM&R and their practice. The Grand Rounds committee has decided to start providing evaluation sheets for each presentation starting in July. Annual evaluations are also used to determine the effectiveness of the series including knowledge provided, instructional quality and influence on their practice / research.

IV. Financial Disclosure – ACCME Standards for Commercial Support Standards 1-3

Attach all completed, signed financial disclosure forms for all planners listed above and all presenters known at this time.

It is important to note that financial disclosure of each planner and presenter is required, even if the conference does not receive commercial support. All individuals in a position to control course content of this CME activity must disclose any relationship with a commercial interest that benefits the individual in any financial amount and has occurred within the past 12 months.

How will you communicate both planner and presenter disclosure to participants at each conference? (**REQUIRED—MUST CHECK AT LEAST ONE**)

- In writing as a hand-out to the participants
- By announcement when planners and presenters are introduced
- As a slide before the presenter speaks

PLEASE NOTE that a written record of financial disclosure using the CME standardized form must be kept regardless of how the financial disclosure is communicated to the audience.

V. Commercial Support & Letters of Agreement (LOA) – ACCME Standards for Commercial Support Standards 1-3

Will this activity receive commercial support (financial or in-kind grants or donations) from a company such as a pharmaceutical or medical device manufacturer? No Yes

If yes, what form does the support take? money services food Other: _____

If yes, is the support provided: on a program-by-program basis in support of a series of programs Other: _____

If yes, how is the support disclosed to the audience? _____

Please attach copies of all letters of agreement documenting the commercial support your conference will receive. All letter of agreement executed with commercial entities must be routed and approved through appropriate university channels.

VI. Acknowledgment

I understand and agree to the terms set out in this agreement for *AMA PRA Category 1 Credit™*.

Course Director Signature: _____ **Date:** _____

Following processing of this application, a letter will be sent to the primary planner indicating the certification decision and describing required next steps. The Division of CME will work closely with your department to assist you in complying with the *Essential Areas and Standards* of the Accreditation Council for Continuing Medical Education in the conduct of these certified CME credit activities.

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Application complete? Yes No

If no, describe disposition: _____

Action: Approve Reject

If rejected, describe reasons: _____

Application Fee Received? Yes No **How verified?** _____

Reviewer's name: _____ **Date of review :** _____

Approval signature: _____ **Date of approval:** _____