

# KHN CME Liaison Designation and Role

A KHN CME Liaison (herein called the Liaison) is a contact person from an institutional group that designs and conducts a CME activity. The Liaison collaborates with the KHN CME Program Coordinator regarding their CME events. These activity-designing groups may include clinical departments and hospital administration, committees and institutes. These groups can collaborate with the CME Program in their design, support and conduct of group-related Cat.1 CME activities. Some of these activities are organized as Regularly Scheduled Series (RSS).

The directors, chairs or their designated physician planners or appointed planner of CME-designing groups may propose topics and speakers, design the educational events, and request approval for their proposed activities to the Program Executive Group.

The Liaison Person works consistently with the CME Program Coordinator to assure proper communication, planning, implementation and documentation of group-designed AMA PRA Category 1™ CME activities.

## Liaison Responsibilities Prior to Conduct of a Cat.1 CME Activity

- 1 Inform the CME Program office about all activity plans including completion of the on-line application instrument on-line at the CME intranet website:

Intranet: CME web or Internet:

<http://www.ketteringhealth.org/ketteringmeded/cme/>

- 2 Notify speakers using the on-line “planner’s forms attached” process/forms. Emails may also constitute contact with planners and confirmations, etc. Forward any changes to the KHN CME Coordinator. The Coordinator sends information to the KHN CME Executives Groups (EG) for review/approval. The EG may need to change wording of objectives to assure compliance with ACCME suggested measurable wording.

Lack of response from the proposed speaker requires an appropriate communication from the activity-designated physician planner.

- 3 After activity approval by the CME Program Executive Group, a confirmatory letter (or email) should be sent to the speaker using the on-line speaker letter.
- 4 Evaluation instruments for each Cat.1 event are provided on the CME website.

Completed sign-in sheets confirm participant registration and should be sent within 24 hours to the CME office to assure participants’ CME credit. The CME Liaison confirms the attendance sheet by signing it where designated. It is acceptable to sign-in for attendees if initialed by Liaison beside the printed name.

On-Line evaluations are provided at “**Obtain Credit for Event**”. The attendee will need to have access to the specific CME Code provided for each event provided to Liaison by the CME office. The code will be on the: a) sign-in sheet provided at every CME event where designated, and b) disclosure notice

### **LIAISON Responsibilities During and After the Cat.1 Activity**

#### **1. The set-up at the conference registration (table) process includes:**

- Notice of disclosure(s) – is printed and added to a sign holder at any entrance into the conference room, both sides of the Dean Amphitheater. It will include the CME activity code.
- Sign-in sheets are available at each entrance of the conference room. The Sign-in sheet includes the CME Code provided by the Coordinator when the event is approved.
- A Moderator form is to be signed by the activity or session Moderator.
- A Content Approval Form must be signed by the planner (or the Liaison) once the content of the presentation is reviewed and approved before the event.
- A Speaker evaluation of the program is to be signed by Speaker and forwarded to the CME Coordinator.
- The Liaison instructs the speaker regarding the AV set-up and assists where needed. If there is an AV problem that cannot be worked out, the Liaison is instructed to call BMET or I.S. for help.
- The Liaison assists with use of the hand-held microphones for the question/answer period if applicable.
- The Liaison retrieves the sign-in sheets and forwards to the CME office at the conclusion of the activity. The Liaison does a head-count and reports this to the CME office on the sign-in sheet.
- The Liaison reports to the CME Coordinator or designee any problems with the AV, set-up or need for additional forms or assistance.
- The Liaison makes copies of content-approved handouts as applicable and forwards one copy to the CME Coordinator for filing..

#### **2. OFF-SITE LIAISONS**

- Notify CME Coordinator of desire to view/obtain credits for live KMC event(s). Get CME Code at that time and add to the sign-in sheets.
- Liaison is responsible for set-up of AV at least 30 minutes prior to the approved CME event, this includes off-site Liaisons. Those Liaisons need to contact the originating venue if there is a problem with the set-up, video, audio, etc. The Dean Amphitheater Booth is – 937/395-1025. Once the event begins – the presentation is not to be interrupted for set-up or problem solving from a different location.
- Confirm sign-in sheet registration and fax to CME Office – **937/522-7436 – within 24 hrs after the event.**

**Liaison duties  
Update 10-10-14**