

KH CME Liaison Designation and Role

A KH 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 KH CME Program Coordinator regarding their CME event(s). 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 a 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 works consistently with the CME Program Coordinator to ensure 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:
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 KH CME Coordinator. The CME Coordinator sends information to the KH CME Executive Group (EG) for review/approval. The EG may need to change wording of objectives to ensure compliance with ACCME suggested measurable wording.

Lack of response from the proposed speaker may require a 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. Prepare Sign-in Sheet(s) to include participant name, credentials, and email addresses. The CME code should appear on the: a) sign-in sheet provided at every CME event where designated, and on the b) CME Disclosure Slides provided to the Liaison by the CME Coordinator
5. Attendees will be prompted to complete an on-line evaluation when obtaining their CME credit by accessing the “Obtain Credit for Event” link provided on the CME webpage. The

attendee will need to have the specific CME Code tied to each event provided to the Liaison by the CME Coordinator.

Liaison Responsibilities During and After the Cat.1 Activity

1. Set-up the conference registration (table)/ process including:

- Display Notice of Disclosure(s) – printed and added to a sign holder at any entrance into the conference room, (e.g., both sides of the Dean Amphitheater); or displayed on the screen **prior to** any educational presentation. It will include the CME activity code provided by the CME Coordinator.
- Post Sign-in sheets at each entrance of the conference room. The Sign-in sheet will include the CME activity code provided by the CME Coordinator.
- Instruct the speaker regarding the AV set-up and assist 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.
- Assists with use of the hand-held microphones for the question/answer period if applicable and any other logistical matters at the event, itself.

2. Retrieve the sign-in sheets and forward to the CME Coordinator at the conclusion of the activity. The Liaison does a head-count and reports this to the CME office on the sign-in sheet. Completed sign-in sheets confirm participant registration and should be sent **within 24 hours** to the CME office to ensure participants' eligibility for 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.

3. Make copies of content-approved handouts, as applicable and forward one copy to the CME Coordinator for filing.