

**Application for Continuing Medical Education  
Regularly Scheduled Series (RSS)**

Revised June 2024

Completed applications are due the first of the month prior to your RSS.  
*For example, July RSS applications are due June 1 or the first workday of the month.*  
Handwritten and incomplete applications are not accepted.  
Please contact the CME office if you have questions.

**APPLICANT INFORMATION****Name of Annual RSS:**  
(Organization/Department)**Activity Director:****ACTIVITY INFORMATION****Activity Title:****Speaker(s) Name and Title:** *Submit a signed disclosure and CV of each person listed with the application.***Description:** *Briefly explain the topic and set expectations for your learners.***Educational Objectives:** *Identify what you expect the learners to achieve during this activity? Minimum of 3.**See AAMC Writing Learning Objectives at <https://www.cmich.edu/academics/colleges/college-of-medicine/education/cme/application-documents>***After participating in this session, attendees should be able to...***(example: differentiate, examine, formulate, assess, explain, etc.)***Date:****Begin Time:****End Time:****Location:****In Person**

Facility Name: \_\_\_\_\_

Building Location/Room: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Virtual (Webex, Teams, etc)**

<p><b>CME Credit Requested:</b> <i>AMA PRA Category 1 Credit™:</i> _____ Credits are designated in quarter hour (15 minute) increments, such as 1.0, 1.25, 1.5, 1.75</p>
<p><u>Maintenance of Certification (MOC) and/or Continuing Certification (CC)</u> are available from ABMS Boards collaborating with the ACCME. Visit the <a href="#">ACCME webpage</a> to review the MOC requirements.</p> <p>If this activity applies and the requirements can be met, please specify the ABMS Board you would like MOC/CC credit.</p> <ul style="list-style-type: none"> <li>American Board of Anesthesiology (ABA)</li> <li>American Board of Internal Medicine (ABIM)</li> <li>American Board of Orthopaedic Surgery (ABOS)</li> <li>American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)</li> <li>American Board of Pathology (AB Path)</li> <li>American Board of Pediatrics (ABP)</li> <li>American Board of Surgery (ABS)</li> </ul>
<p><b>Recording:</b></p> <p>Is this CME activity suitable for recording / livestreaming?      Yes      No</p> <p>Does the speaker agree to have the event recorded for educational purposes as an enduring material.      Yes      No</p> <p><i>If the speaker agrees to recording the event, our office may contact you and/or the speaker if the activity is selected to become an enduring material.</i></p>
<p><b>Learners:</b> Who may attend:      Open to All      Limited to Certain Participants</p>
<p><b>Target Audience:</b> <i>check all that apply</i></p> <p>MD/DO      Advanced Clinical Practitioner (RN, NP, PA)      Pharmacist      Social Worker</p> <p>Other:</p>

### EDUCATIONAL INFORMATION

**Practice Gap:** *A practice gap refers to a problem that exists in practice, or an opportunity for improvement in knowledge, skill, and/or practice. See [Guidelines for CME Planning and Applications](#) to assist in completing the following sections.*

**State the professional practice gap(s) of your learners on which the activity was based.**

*Examples: Lack of knowledge in prescribing opioids or Substance Use Disorder; improve care coordination; better communication with patients and families; introduce new HIV treatments.*

**Educational Need(s). What is the reason for the professional gap(s)?** *Select all that apply.*

Select the educational need(s) and describe what has been determined to be the cause of the profession practice gap(s).

Knowledge / does not know

*(example: To provide learners with the knowledge needed to have an evidence-based approach to treating GI infections.)*

Competence / does not know how

*(example: Will enable learners to recognize common GI infections based on the information and knowledge provided.)*

Performance / does not do  
(example: Will assist learners in utilizing first line therapies in treating common GI infections.)

**Designed to Change**

Explain what competence, performance, or patient outcome this activity was designed to change.

**Competencies.**

Select the desirable physician attribute(s) this activity addresses.

**ACGME/ABMS**

Patient Care and Procedural Skills	Interpersonal and Communication Skills
Medical Knowledge	Professionalism
Practice-Based Learning and Improvement	Systems-Based Practice

**Institute of Medicine**

Provide Patient-Centered Care	Quality Improvement
Work in Interdisciplinary Teams	Utilize Informatics
Employ Evidence-Based Practice	

**Interprofessional Education Collaborative**

Values/Ethics for Interprofessional Practice	Interprofessional Communication
Roles/Responsibilities	Teams and Teamwork

Other: List and Describe:

**DOCUMENTATION SOURCES**

**What sources were used to support the gap(s)/needs assessment.** *Check all that apply.*

**Expert Needs**

- Clinical Practice Guidelines
- New Diagnosis/Treatment Methods
- Professional Society Guidelines
- Peer -Reviewed Literature
- Research Findings

**Observed Needs**

- Medical Record Analyses
- Database Analyses
- QA Audit Data Analyses
- Morbidity and Mortality Data
- Epidemiologic Data
- National Clinical Guidelines

**Participant Needs**

- Needs Assessment Survey
- Focus Panel Discussions and Interviews
- Previous Related Evaluations
- Other Physician Requests

**Environment**

- Public Health Initiatives
- Government Regulations and Mandates
- Industry Press

Provide the source and link to sources used to identify the gaps:

**List the Documentation Resources/References used to support your presentation content.***Minimum of 3. If textbook references are used, refer to exact pages.***Please answer the following questions regarding the clinical content of the education. If your topic is non-clinical, you can skip this section.**

1. Are recommendations for patient care based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options?    Yes    No
2. Does all scientific research referred to, reported, or used in this educational activity in support or justification of a patient care recommendation conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation?  
Yes    No
3. Are new and evolving topics for which there is a lower (or absent) evidence base, clearly identified as such within the education and individual presentations?    Yes    No
4. Does the educational activity avoid advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning?    Yes    No
5. Does the activity exclude any advocacy for, or promotion of, unscientific approaches to diagnosis or therapy, or recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients?    Yes    No

**Learner Evaluation****How do you plan to evaluate / assess changes in learner's competence, strategies, performance and/or patient outcomes?**

Evaluation	Post Test	Written Responses	Survey
Audience Response System	Simulation	Pre and Post Test	Quiz
Case Discussion	Other:		

**How will you determine objectives were met?**

**Describe** how you will discuss with learners the changes they intend to make to their strategies, performance and/or patient care that will result from this activity and **list** those changes below:

**Financial Information**

**Commercial Support:** Will this activity accept commercial support from an [ineligible company](#)?    Yes    No  
If yes, a Letter of Agreement for Commercial Support must be submitted with your application. Please contact our office for further instructions.

**Mission Statement**

*Central Michigan University College of Medicine Continuing Medical Education is committed to fostering an environment rich in professional development opportunities for physicians and interprofessional healthcare teams as they pursue lifelong learning in medicine. Based on the context of desirable physician attributes and competencies, we provide state-of-the-art, evidence-based, innovative, and impactful healthcare education and research to improve physician knowledge, competence, performance and, ultimately, patient health and outcomes.*

Does this activity meet our Mission:      Yes      No

Comments:

**Commendation Information - Optional****Does this activity Promote Team-based Education?**

*Engages Teams, Patients/Public, Students of the Health Professions*

If yes, please describe:

**Does this activity Address Public Health Priorities?**

*Advances Data Use, Addresses Public Health and Collaborates Effectively*

If yes, please describe:

**Does this activity Enhance Skills?**

*Optimizes Communication Skills, Optimizes Technical/Procedural Skills, Creates Individualized Learning Plans, Utilizes Support Strategies*

If yes, please describe:

**Does this activity Demonstrate Educational Leadership?**

*Engages in Research/Scholarship, Supports CPD for CME Team*

If yes, please describe:

**Does this activity Achieve Outcomes?**

*Improves Performance, Improves Healthcare Quality, Improves Patient/Community Health*

If yes, please describe:

Email completed application, in PDF format, to [cmedcme@cmich.edu](mailto:cmedcme@cmich.edu)

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