Wake Forest™
School of Medicine

Office of Continuing Medical Education

HANDOUT AND RESOURCE GUIDE FOR TEACHERS/AUTHORS
OF CME ACTIVITIES

In an attempt to facilitate continued learning, the Office of Continuing Medical Education (OCME) asks all teachers/authors to prepare handout materials for CME activity participants. The OCME collects and consolidates them into a comprehensive syllabus for distribution. Please have the following materials ready by the assigned deadline:

♦ *Full Disclosure:*
The OCME requires full disclosure of any real or apparent conflict(s) of interest that have a direct bearing on the subject matter of a CME activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products/services are related to the subject matter of the educational topic. This also pertains to relationships with any commercial supporter(s) of the CME activity. A teacher/author's second slide/bullet point should be a listing of his/her disclosure information, which includes any changes/additions/deletions since completing the OCME Full Disclosure Statement.

♦ *National Faculty Education Initiative:*
The National Faculty Education Initiative (www.NFEInitiative.org) was developed by the Alliance for CME and the Society for Academic CME, in collaboration with the Association for American Medical Colleges. Its goal is the help faculty understand the differences between certified CME and commercial marketing/promotional programs using case-based content to cover federal regulations, accreditation and professional standards, and one's roles and responsibilities when presenting in certified CME.

♦ *Slides:*
Reproduce a copy of any PowerPoint slides. PDF documents are acceptable. Check for readability, e.g. size, shading, etc.

♦ *Articles:*
Submit copies of important journal articles. In the event a teacher/author wishes to submit an article that he/she did not author, to comply with copyright laws, he/she must get written permission from the author to use the article.

♦ *Bibliography:*
Include a bibliography of relevant articles, resources, and other peer-reviewed documents as content validation.

♦ *Post-Presentation Self Assessment:*
Provide sample cases/questions with annotated answers that the learner should be able to answer at the conclusion of the presentation/after reading the CME material.

♦ *Other:*
Add additional materials and resources that may be beneficial to participants since they are known to reference syllabi at a later date.