

Required Elements for Syllabi/Brochure of Certified CME Activities

Final draft must be approved by SJRMC CME.

Basic, Required Elements	What to Insert (if applicable)
<input type="checkbox"/> Sponsored by	St. Joseph's Regional Medical Center
<input type="checkbox"/> Presentation Statement	The SJRMC Department/Division of _____ presents...
<input type="checkbox"/> Activity Title	Provide full name of activity.
<input type="checkbox"/> Speaker(s) Name	List full name, degree, and organizational affiliation for all faculty (speakers, panel members, authors, etc).
<input type="checkbox"/> Speaker(s) and Planning Committee Members Disclosures	If nothing to disclose please provide a statement to that effect.
<input type="checkbox"/> Commercial Support Statement (if applicable) Note: commercial supporters cannot be listed until there is a fully executed grant letter of agreement signed by SJRMC CME and the company.	Commercial Support Acknowledgment This CME activity is supported by an educational grant(s) from _____. Note: in-kind support must also be acknowledged and include the name of the company and the name of the product(s) donated (i.e., Terason provided a t3000 ultrasound system and a clinical application specialist)
<input type="checkbox"/> Activity Date, Time, and Location	Note: if the activity is for several dates (i.e., June 12 – 16, 2006), the time does not need to be listed.
<input type="checkbox"/> Statement of Need	State the rationale for the activity, i.e., why is the activity being held?
<input type="checkbox"/> Target Audience	Who should attend this activity?
<input type="checkbox"/> Learning Objectives – provide at least 3 objectives using the proper verbiage	Learning Objectives At the conclusion of this activity, participants should be able to: <ul style="list-style-type: none"> •
<input type="checkbox"/> Accreditation/Designation Statement Note: Please include this statement on the syllabus for SJRMC Directly Sponsored Activities	St. Joseph's Regional Medical Center is accredited by the Medical Society of New Jersey to provide continuing medical education for physicians. St. Joseph's Regional Medical Center designates this live activity for a maximum of (number of credits) <i>AMA PRA Category 1 Credit™</i>

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<input type="checkbox"/> Instructions on How to Receive Credit	Example: In order to receive CME credit, participants must sign-in, review the CME information (accreditation, learning objectives, faculty disclosures, etc.) and attend the CME activity. Participants should also complete the activity evaluation form and return it to the appropriate representative following the CME activity.
<input type="checkbox"/> Evaluation	SJRMC CME Evaluation template must be used.
<input type="checkbox"/> Faculty Handouts (if applicable/available)	Please submit faculty handouts to SJRMC CME for review.