



CME ACTIVITY PLANNING FORM - SAMPLE FOR RSS CME PROG. DIR./COORDINATORS FOR ONE ON ONE MEETING - TO BE DELETED* - 9/20/2022

Find Disclosures

- Basic Information
- Planners and Faculty**
- Gap and Needs
- Objectives and Learning Outcomes
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- Commendation Criteria
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- Files - upload/download
- Comments
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Approval

Instructions: Click the sections of the application to review. Add comments below. Supporting files may have been uploaded and if so, are available in the File

Planners and Faculty

Planning Committee and Faculty/Speakers

Complete the table below for each person on the planning committee and for each faculty/speaker. Include email, full name, degree, profession and their role on the planning committee.

Instructions: The fields in red are required. Enter a valid email address first. If the email address belongs to a user with an active account, we will populate any completed information from their profile. If they have a disclosure on file that is valid for the activity, the Disclosure field will contain that information. If it is blank, they either do not have a disclosure, or their most recent one is invalid for this activity. The system will email them a request to update or complete their disclosure.

Note: after you save this form, it does not automatically update as Planners/Faculty complete their disclosures. To trigger an update, click the green plus sign on one of the Planner/Faculty sections below to create a new section. Enter a fake email address and click Tab - this will trigger the rule to run again and check for updated disclosure information. Once updated, you can click the red minus sign to remove the section with the fake email address, then click Save and Continue to save the updates.

To add more planners or faculty, click the green plus (+) sign. To remove a planner or faculty, click the red minus (-) sign.

Qualified Planner +

Email * First and Last Name *

Degree * Profession *

Title Department or Affiliation

uploads area.

Approve
 Reject

Role in Planning Content *

Will this faculty/planning committee member be limited to a non-clinical (i.e., communication, leadership, ethics, etc.) subject only? *

Yes
 No

i The disclosure field below is for use by the system and is not editable, please do not attempt to enter information into the field.

Disclosure Information

Medical Staff Services - Continuing Medical Education
 2121 Santa Monica Blvd.
 Santa Monica, CA 90404
 Tel. (310) 829-8290
 Email: MedicalStaffServices2@providence.org

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