

The Life of an Accredited Course

Begins with as application created in Cloud CME by the planning committee at <https://upenn.cloud-cme.com/Application.aspx> and a signed budget. The budget is synonymous with the application.

Application fields

Basic Information	Activity name, type of credit offered, target audience, special state-required designations, activity type and format, hosting division, synopsis, description, credit amount, date, times, location, and target audience.
Planners and Faculty	Planning committee members, their disclosures and proposed faculty members
Gap and Needs	Gap analysis, needs assessment, barriers (provider, team, patient, system and others, MOC credit type offered, patient safety, and registration (open vs. limited)
Objectives and Learning Outcomes	Learning objectives, AOA objectives, ANCC learning outcomes, ACPE Pharmacist and Pharmacy Tech, and joint accredited objectives, outcomes, and competencies.
Commercial Support	List of commercial support companies and amounts (This information is handled outside of Cloud now since the application cannot be altered after approved)
Files - upload/download	Any additional documents to be submitted are uploaded here. (i.e., needs assessment, documentation, agenda, etc.)
Comments	Any comments that do not fall in one of the categories above.
Return To Applications List	

Application Review

Office of Continuing Medical and Interprofessional Education will review the application, inform the planning committee of any adjustments/revisions that are needed to be made to make the application approved. Once an application is approved, it cannot be altered.

Application Approved

The agenda and faculty are confirmed. The course URL is created. Marketing materials are composed, i.e. images are collected, brochure compiled, e-blasts, save-the-dates, banners created.

The webpage is created with the course overview, target audience, objectives, registration fees, location, types of credit offered & amount, cancellation policy, schedule, faculty, brochure, and hotel accommodations (if any). Most of the information is imported from the application. The rest of the information is added to the course in the activity manager.

Setup	Date/Time	Overview	Needs Assessment & Barriers	Specialties	Credits & Sessions (21.00)	Marketing	Budget	Competencies	Objectives	ACCME Commendation Criteria	MOC	Curriculum	Faculty (37)	Agenda (53)
Tests	Evaluation	Registrants (48 - \$1,325.00)	Owners	Publishing	Documents	Notes	Application	Followups	Search Flags	Metrics				

All is of the materials listed above are reviewed by planning committee/course directors prior to becoming active for the public. Registration is open to the public.

Commercial Support/Exhibits

The commercial support grid is set up with the companies suggested by course directors/planning committee containing company names, contacts/web portals, previous years approvals, amounts to request and any notes that may be pertinent to the submission of the grants.

The commercial support documents are compiled; brochures with/without faculty (some companies want to see which faculty are speaking and others do not), the budget is formatted for the information that they request, LOA's and LOR's, are created. Once documents are final, they are then submitted via portal or e-mail depending on the company requirements.

Since the commercial support and exhibits are separate an exhibitor agreement and a LOR is created. Exhibit requests are submitted to the web portal or representative, depending on the requirements.

As commercial supporters and exhibitors are confirmed, they are tracked in the excel spreadsheet. As the money is received in various forms, it is entered in the master grid for quick reporting to the course directors and entered into Cloud for record keeping for PARS submission.

Faculty

The speakers are contacted via Cloud CME for their disclosure information. Presentations are requested.

Presentation Reviews/ Conflict Resolution

Once presentations are received in Cloud CME, the peer review committee is alerted and reviews them for conflicts and content validity. The system automatically sends an email to those denoted as peer reviewers that a presentation has been received with conflicts for review containing a link to the peer review form.

Presentation Review without Conflict

Presentations that are submitted by a faculty member without conflict are still reviewed the same way.

Approval Options

-- Select --

Approved as submitted

Approved with reviewer changes

Approval pending; email to faculty

Not Approved

Post Course Documentation

Missing exhibitor fees are collected. Commercial support is reconciled along with expenses. Assessment results are composed along with the evaluation, statistical report, faculty letters. Commitment to change is collected 90 days post course.