



Joint Sponsorship with the OOF

CME CHECKLIST for AUDIT

All documents (*label with the CHECKLIST number*) must be submitted electronically to the Ohio Osteopathic Foundation (OOF) for audit purposes. Email completed documentation to Teri Collins at TCollins@OhioDO.org.

Before the program, you must submit the following to the OOF to determine type of credit and number of hours. Keep in mind that AOA guidelines now require 50% of the total educational credits be presented by an osteopathic physician. (Any questions, refer to the [AOA manual on the guidelines for osteopathic category 1-A programs](#))

1. Provide practice gap analysis per activity.
 - a. A description of the practice gap analysis process and procedure used in determining the content and topic of the activity or program (include any supporting documents).
 - b. Osteopathic Distinction – [Practice gap analysis includes alignment of at least one activity learning objective to osteopathic core competency and/or osteopathic tenet](#)
2. A copy of the CME program brochure or agenda distributed to participants at the CME program to validate the following speaker information:
 - a. Copies of all program speakers' (in chronological order) curriculum vitae defining their qualifications for involvement in the CME program. Partial credit is awarded based on the percentage of CVs provided during the document survey review. (e.g., 5 CVs provided from a total of 10 speakers yielded 4 points) All fractions are rounded down.
 - b. A copy of each speaker's Disclosure Declaration Statement in chronological order. Partial credit is awarded based on the percentage of the disclosure statements provided during the document survey. Additionally, provide a statement indicating how disclosure of potential conflict of interest regarding each speaker was given to the participants.

Next, gather:

3. A copy of the CME credits entered into traCME by the CME Sponsor to verify that the data was entered into traCME and reported within the one year time limit.
4. A copy of the program administration evaluation document and the total number of evaluation documents returned by conference attendees. Provide an overall summary of the completed evaluations for that program.
5. A policy statement on managing grievances relative to the returned program administration and evaluation document(s).
6. An outcomes measurement of the effectiveness of a program shall be conducted. No CME shall be awarded for this activity. This can be conducted by survey following the program or by a simple question or series of questions such as "List at least one thing you learned from this activity"; or "will you implement anything learned from this activity into your practice? If so, what and how? If not, why not?" as a component of your program evaluation.
7. If the program was commercially supported by an ineligible company, the following additional items must be submitted:

The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. (Attach copy of the funding arrangement between the CME Sponsor and the third party agent.)

 - a. Proof that commercial support is appropriately acknowledged in any printed promotional materials.