

Continuing Medical Education
<http://cme.uthscsa.edu>
E-Mail: cme@uthscsa.edu

<date>

Name/Title
Institution
Address
City/State/Zip

Dear [redacted] :

Thank you for agreeing to serve on our faculty for the upcoming continuing medical education activity title [redacted] which will be held on [redacted], at [redacted] in [redacted]. The CME activity is sponsored by Department of [redacted], [redacted] of [redacted]. The details of this educational activity, which you should take into consideration in preparing your presentation, are as follows:

- Your presentation is titled: [redacted]
- Scheduled start and end time of your presentation: [redacted]
- Your honorarium for this presentation is: \$ [redacted] plus expenses. These expenses may include coach airfare, hotel accommodations, food and beverages, and airport transportation. (PLEASE NOTE: Expenses for a travel companion are not covered.)
- Overall activity objectives:
 1. Describe the indications and discuss principles for use of external fixation in diabetic foot and ankle pathology including trauma and reconstructive surgery
 2. Apply monolateral, hybrid and circular external fixation devices
 3. Discuss principles and techniques for soft tissue reconstruction of traumatic and diabetic foot and ankle wounds
 4. Describe the indications and discuss principles of current orthobiologics, bone growth stimulation and negative pressure wound therapy treatments for difficult closure of traumatic and diabetic foot wounds
 5. Understand the basic non-invasive vascular laboratory testing and diagnosis for peripheral vascular disease
 6. Understand the decision-making process for endovascular versus open bypass surgery

7. Review the most current devices and treatments for lower extremity vascular reconstruction
 8. Review the most common treatments for venous stasis dermatitis and insufficiency
 9. Implement a multidisciplinary team approach to the overall treatment of diabetic foot and ankle pathology
- The target audience for this activity is designed to meet the unique educational needs of podiatrists, orthopedists, vascular surgeons and technicians, pedorthists, physical therapists, residents, fellows, and other health care professionals.
 - The commercial supporters for this activity are: xxx, xxx, xxxxxxxxxxxx, xxxxxxxxxxxxxxxr, and xxxxxx.

Identified Gaps in Knowledge, Competence, Performance or Patient Outcomes

The planners for this activity have conducted a thorough needs assessment based on identified gaps in knowledge, competence, or performance, and synthesized this information that now serves as the foundation for all aspects of activity design including preparation of learning objectives, choice of educational format(s), and the selection of appropriate outcomes assessment tools.

Prioritized Universal Physician Competency Goals Identified by National Authorities

CME providers hold a responsibility to assure that to the extent possible every CME activity contributes toward national physician attributes that have been developed by the American Board of Medical Specialties relative to maintenance of certification, the Institute of Medicine, the Accreditation Council for Graduate Medical Education (ACGME) relative to physicians in residency programs, and other national authorities. You will be asked to review these universal competency goals and assure us that content you develop relates to these goals whenever possible.

Educational Methods that Enhance Potential to Achieve Desired Results

Adult learning literature is clear that changing behaviors requires multiple interventions and other reinforcement methods to bring sustained change. The purpose of CME is to bring change in behavior. Therefore, in planning the format for this activity, you are required to utilize as many interactive processes as possible to reinforce learning. Consider utilizing case studies, audience response systems (if available), ancillary tools and practices that provide support to help learners attain intended results—either distributed at the activity or online post-activity—including such items as algorithms, patient compliance handouts, office staff management tools, etc., and reflection moments at the end of your presentation to give learners an opportunity to write down take-away points and notes on how they plan to implement new knowledge and strategies.

Educational Outcomes Measurements

The planners for this activity have indicated that the end-goal for this CME intervention is <improved competence><improved performance-in-practice><improved patient outcomes>. Therefore, this activity will be measured to determine if <that><those> <goal><goals> <was><were> reached. Potential outcomes for CME

can be only be (1) increased competence (defined as knowledge with the strategy to use that knowledge in patient care), and/or (2) improved performance-in-practice, and/or (3) improved patient outcomes. Please note that transmittal of knowledge alone is no longer an acceptable CME outcome. The content of presentations should be developed with the knowledge that one or more of these CME outcomes will be measured.

ACCME Standards for Commercial Support

Presenters or authors of CME must fully comply with the ACCME *Standards for Commercial Support of CME* as well as the provisions of the federal statutes concerning acceptance of grant funds from industry. As our faculty, you are required to do the following:

- Disclose any significant personal financial interests or relationships that you and your spouse/domestic partner may have within the past 12 months with the commercial supporter(s) of this activity or the manufacturer(s) of any commercial interest that are discussed as part of your presentation. If you are engaged in promotional presentations on behalf of the supporters of this activity on the same topic of your presentation, you must clearly disclose this information to us so that we may resolve this conflict of interest.
- Design a presentation that is independent, objective, scientifically rigorous, balanced and free of commercial bias.
- Assure that scientific studies utilized or referenced in your presentation are from sources acceptable to the scientific and medical community.
- Be certain that patient care recommendations you suggest are acceptable to the medical community, are based on evidence acceptable to the profession, and do not recommend any unscientific modalities or those not supported by evidenced based sources.
- Not accept auxiliary funds from the commercial supporters of this activity related to your work as our faculty; please advise us if you are contacted by a commercial interest in this regard.

Therefore, we ask that you complete the *Financial Disclosure Form* that is attached to this letter. The Office of Continuing Medical Education will use this information to (1) determine if a conflict exists, (2) resolve the conflict by initiating a peer review process or advise you of other methods of resolving these conflicts, and (3) make this information transparent to learners. In accordance with ACCME rules, your completed form must be returned to us by <day of the week/month/day/year>. Please note that these new rules require all CME providers to disqualify planners or presenters who do not comply or report a conflict that is irresolvable.

Content Validation

To comply with more intense public scrutiny of CME and in compliance with the ACCME's Content Validity Value Statements, UT Health Science Center San Antonio School of Medicine, Office of Continuing Medical Education has developed a Policy on Content Validation. A reviewer¹ may assess your PowerPoint slides and handout materials for three metrics: (1) fair balance, (2) the scientific objectivity of studies mentioned in the materials or used as the basis for content, and (3) appropriateness of patient care recommendations made to learners. If there are concerns identified by the reviewer, you will be contacted with these concerns for potential revisions. Therefore, please note that your slides and handouts will be due to Office of CME **NO LATER THAN** <day of the week/month/day/year>, to allow for content review and preparation of handouts. Once slides are approved, there should not be *major* changes in their content as they will be printed in handout materials.

Compliance with HIPAA Regulations

Health Insurance Portability and Accountability Act of 1996 (HIPAA) rules require that subjects appearing in video clips or other media must provide a written release for their likeness to be used. Should you decide to utilize case studies or video vignettes with such images, written releases must be on file with Office of Continuing Medical Education.

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Thank you for your cooperation in following the rules of the ACCME and UT Health Science Center San Antonio School of Medicine, Office of Continuing Medical Education. We look forward to collaborating with you in the development of a CME activity that positively impacts on our learners' competence, performance-in-practice, and patient outcomes in the public interest.

Sincerely,

Marissa E. Howard
Acting Director
Office of Continuing Medical Education

MH/initials of CME staff member who updated the letter

¹ The content reviewer is a physician independent from the presenter with specialty expertise in the subject matter of this activity that will review your presentation materials.