

Online CME
Instruction
Manual

Society for Pediatric Sedation®



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Introduction

Thanks for taking the time to consider becoming an author for The Society for Pediatric Sedation® (SPS) online CME program. This instructional manual is meant to guide you through the process of submitting an online CME proposal, developing the CME content, and navigating the peer-review process. The goal of the online CME program is to support the greater mission of the Society which is to be the international multidisciplinary leader in the advancement of pediatric sedation by promoting safe, high quality care, innovative research and quality professional education.

The development and publication of online CME material is a multi-step process that may take several months to complete. Each step in the process takes several weeks. The steps in the process are listed below and described in detail in the pages that follow:

1. Approval of an online CME proposal
2. Development of preliminary educational material (PEM)
3. Approval of PEM.
4. Audio recording and resubmission of audio-recorded slides (ARS) for review and approval by the Editorial Board.
5. Submission of ARS to Vanderbilt University School of Medicine for CME accreditation.
6. Conversion of ARS to Flash format and upload to the SPS website for online access.

Approval of an on-line CME proposal

Proposals may be developed by individuals and submitted to the editorial board for review and approval or may be developed by the editorial board. A final proposal should include the authors name and credentials along with the proposed title and objectives. Proper creation of educational objectives is details on page 6, under “*CME Requirements.*” Proposals are regularly reviewed by the editorial board. Accepted proposals will be assigned to a member of the editorial board who will assist in navigating the remainder of the process.

Developing online CME content

All online CME material must be developed using the official SPS online CME PowerPoint slide template. The entire presentation will need to be audio recorded and have an accompanying written transcript. The combination of the PowerPoint slides and the written transcript comprise the preliminary educational material (PEM). A separate instruction manual is available to assist with the

audio-recording process. *Prior to audio-recording the slides*, the slides and written transcript should be submitted for peer-review by the editorial board.

The role of the editorial board peer-review is to ensure that the entirety of the topic is well covered in the presentation. Common recommendations from the editorial board might include inclusion of additional studies and or data missing from the PEM. Recommendations will be returned to the author is revision is required.

Once the PEM have been reviewed and approved, the slides should be audio recorded. Audio-Recorded Slides (ARS) will be uploaded to the SPS website for approval by the editorial board. A link to upload the ARS will be provided by the editor. Following approval by the editorial board, the entire activity will be sent to Vanderbilt University Medical Center for CME accreditation.

Following CME accreditation, the ARS will be converted to a Flash™ format by The Society for Pediatric Sedation® and uploaded to the SPS website where they will be available online. All approved activities will be accredited for a period of two years. During this time they will only be viewable and available to the SPS membership. At the conclusion of the accreditation period, the CME activity will be moved in the "Retired Activities" section of the website (which is in the public domain). The entire presentation will remain available for online viewing in this section; however, CME credit will no longer be available.

CME requirements

All online courses will be eligible for CME credit (AMA PRA Category 1) provided by Vanderbilt University School of Medicine. Most courses will be awarded 1 credit, available for 2 years after initial issuance.

All speakers must:

- Fill out a financial disclosure form
- State their disclosures within the introductory slides
- Refrain from using trade names and/or company logos
- Disclose off label use of drugs or devices discussed in the presentation
- Describe at least 3 objectives for the talk. Non-specific verbs such as appreciate, learn, know or understand should be avoided.

All speakers agree that the content of their presentations:

- Will be based on the educational needs of physicians, will promote improvements or quality in healthcare, and will be free of commercial bias for or against a product/service.
- Will include patient treatment recommendations that represent standard of care and use of best evidence, and provide a balanced view of therapeutic options

- Will refer to, report, or use research that is scientifically objective and methodologically sound.

All presentations will be reviewed and approved prior to becoming publicly available.

Copyright

SPS will own the copyright to all developed lectures.

In general, small amounts of copyrighted material may be used without obtaining permission but is subject to the “Fair use” provision of US Copyright law (see Appendix). Material used from scientific publications should be referenced. Consider using images in the public domain.

Format

Courses should be prepared using PowerPoint. See separate instructions for making of presentation.

There is a requirement for “interactivity” within the presentation. This may be fulfilled by 2 to 3 questions embedded within the presentation, which the learner must answer before proceeding further.

References should be placed on the penultimate slide.

The last slide will contain a link to the Vanderbilt CME website.

Post test Questions

The author must provide 5 multiple choice questions based on the material covered in the talk, along with the answer key. An explanation of the answers is not needed.

These are hosted on the Vanderbilt CME website

Learners must obtain an 80% pass rate on the post test questions to obtain CME credit.

Appendix

Section 107 of US Copyright Law contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

FAQ

Examples