

## CME ACTIVITY PROPOSAL

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The Stanford Center for CME (SCCME) evaluates new activity proposals to ensure that they are consistent with the CME mission. We also ensure there are sufficient resources to support the proposed activity and the Stanford Department/ Division requesting the CME activity is prepared to financially backstop activity deficits. Upon acceptance of the proposal, a CME manager will be assigned to your course and will provide you with the required CME Application as well as other documents that must be completed for CME certification. If you have not already done so, please visit our website (<https://med.stanford.edu/cme/planning-services.html>) and familiarize yourself with the current CME policies, planning process and course leadership responsibilities.

### Course Director(s) Name(s):

*If the Course Director has a conflict of interest with regard to the subject matter of the CME activity (i.e. has financial relationships with commercial interests that produce, market, resell or distribute health care goods or services consumed by, or used on patients that will be discussed), a physician Co-Course Director or Planner with no relevant conflicts must be designated.*

Department/Division:

Mailing Address:

Phone/Email:

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1. Activity name/description:
2. Planning Committee Members: *Note that planners with a relevant conflict of interest must excuse themselves from planning activity content related to the conflict.*
3. Proposed date(s) and length of activity (e.g. one day or multi-day activity): *Note that a lead time of at least 12 months is required for conferences/workshops.*
4. Target audience (level of experience, areas of expertise, geographical location): *Note that the activity must be designed for practicing physicians, not trainees or allied health professionals.*
5. CME Activities sponsored by Stanford are meant to foster the continuing professional development of physicians. These activities are not simply meant to provide “education for education sake.” Rather the educational activities are intended to increase competence and/or performance. All CME activities must be based on the professional practice gap(s)/issues of the physician learners. The identified gap(s)/issues can be expressed as the difference between what actually occurs and what ought to occur to give the best care possible to patients. Please state the gap(s)/issues upon which this CME activity will be based:
6. What are the sources of documentation of the identified practice gap(s)/issues, i.e. patient care indicators, quality assurance, literature review, formal physician surveys, course evaluations from previous activities, recent advances, etc? Please be specific.
7. What are the desired results of the activity? CME activities must be designed to change physician competence and/or performance. What new strategies will learners be able to apply to their practices and/or what new skills will they have as a result of attending the CME activity?
8. For conferences and workshops: Proposed venue or type of venue required including number and size of meeting rooms needed.
9. Number of participants expected:
10. Expected cost and sources of funding for the CME.
11. Do you intend to request either financial or in-kind commercial support? If yes, please explain.