

Tumor Board, M&M, Case Conference Coordinator Checklist

Pre-Activity Planning

Verify that Activity Director, Activity Coordinator, and all planning committee members have completed the online disclosure form.

Complete roster cover sheet

Was an educational grant received to support this activity? If yes, a LOA is required and the LOA has to go through the Symplr system for approval and signature. A fully executed agreement is required prior to the start of the activity. The Office of CME needs a copy of the fully executed agreement.

Send out flyer/email about upcoming activity. Include the accreditation statement, disclosure & disclosure statement, and designation statement. Copy your CME Coordinator on this email.

Activity Day

Prior to the start of the activity, launch intro powerpoint &/or have printed flyer posted with the following information:

Date of Activity

Name of the Activity

Objectives

Accreditation statement

Designation statement

Disclosure statement

Disclosure information of activity director, activity coordinator, planning committee members

If commercial support was received

Towards the end of the activity, provide the activity code so individuals can register their own attendance.

Post Activity

Send a print copy of the roster cover sheet and checklist to the CME Office within 3 business days of the activity.

Completed by: