Center for Continuing and Outreach Education

COURSE MATERIAL CHECKLIST
LIVE NON-WEB ACTIVITIES

COURSE CODE:

INSTRUCTIONS: Before forwarding the material for review, verify that the following information appears on the material, the material has been copy edited, and then initial and date on page 6. Attach this checklist to the document to be reviewed.

COVER/FIRST PAGE
- Activity Title
- CME/CE-Certified Type of Activity
- Activity Date/Time
- Activity Location
- Providership Statement

CME ONLY OR CME/CE
- DIRECTLY PROVIDED: Provided by Rutgers School, Department and the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences
- JOINTLY PROVIDED: Jointly Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Joint Provider
- CO-PROVIDED: Co-Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Co-Provider

A Jointly Provided Activity is one in which Rutgers works with an institution or organization that is not ACCME-accredited in the planning and implementation of a CME activity. A Co-Provided Activity is one in which Rutgers works with another ACCME-accredited provider in the planning and implementation of a CME activity.

CPE ONLY
- DIRECTLY PROVIDED: Provided by Rutgers School, Department and the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences
- JOINTLY PROVIDED: Jointly Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Joint Provider

A Jointly Provided Activity is one in which Rutgers works with an ACPE and/or non-ACPE accredited provider(s) in the planning and implementation of a CPE activity.

CNE ONLY
- DIRECTLY PROVIDED: Provided by Rutgers School, Department and the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences
- CO-PROVIDED: Co-Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Co-Provider

A Co-Provided Activity is one in which Rutgers works with an approved and/or non-approved provider of nursing education in the planning and implementation of a CNE activity.

Collaboration Statement (if applicable)
This activity was developed in collaboration with Partner(s).
There may be instances when activities are developed in collaboration with a partner(s) who is not considered to be a joint provider. For example, Rutgers may partner with multiple state agencies in the development of an activity. In these instances, these institutions/organizations/agencies should be named as collaborative partners.

- Appropriate Rutgers Logo and Joint/Co-Provider/Educational Partner Logo, if applicable
  - Multiple Rutgers logos are not permitted

Grantor Acknowledgement

This activity is supported in part by an educational grant(s) from Grantor(s).

- If registration fees are being charged, or the grant is not covering the cost of an activity, include “in part” in the acknowledgement statement.
- This acknowledgement is made only once in any piece, and should be done so on the cover or first page if no cover is used.
- Logos of a commercial interest on any CCOE materials or websites are not permitted.

INSIDE/CONSECUTIVE PAGES

- Statement of Need
  - Description of educational need

- Program Description & Overall Goal
  - Description of activity and overall goal. Why would the target audience want to participate in this activity? How will it impact clinical practice?
  - For CPE Credit, the type of activity, i.e., knowledge-based, application-based, or practice-based, must be specified.

- Method of Participation
  - A full description of all requirements established by the provider for successful completion of the activity and subsequent awarding of credit (e.g., passing a post-test at a specified proficiency level, completing an activity evaluation form, participating in all sessions or certain combinations of sessions which have been designed as a program package, etc.) Must include statement of when and how certificate will be awarded.

- Target Audience
  - This activity is designed for Target Audience.
  - The target audience should be based on the groups of individuals for whom a need was identified.
  - List any prerequisites.

- Objectives
  - Upon completion of this activity, participants should be better able to: List Objectives
  - Objectives must be measurable and be written in terms of expected results.

- Faculty w/degree, title and affiliation
  - Activity Director
  - Planning Committee
  - Faculty
Detailed Agenda

Accreditation and Credit Designation Statement(s)

- The accreditation and credit statements must be in separate paragraphs.

**CME**

- DIRECTLY/CO-PROVIDED: Rutgers, The State University of New Jersey is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

- JOINTLY PROVIDED: This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Rutgers, The State University of New Jersey and Joint Provider. Rutgers, The State University of New Jersey is accredited by the ACCME to provide continuing medical education for physicians.

- Rutgers, The State University of New Jersey designates this live activity, enduring material, or PI CME activity for a maximum of X AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**CPE**

- Rutgers, The State University of New Jersey is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

- The ACPE logo must be used in conjunction with the accreditation statement.

- This course ACPE # 0374-XXX-XX-XXX-X qualifies for X contact hours (X CEUs) of continuing pharmacy education credit.

**CNE**

- Rutgers, The State University of New Jersey, Center for Continuing and Outreach Education is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Provider Number P173-12/12-15.

- This activity is awarded X contact hours. (60 minute CH)

- In general, partial credit will not be awarded to nurse learners. If an is activity multi-hour or multi-day, and it is appropriate to offer partial credit, the following statement must appear after the CNE credit statement:

- Nurses should only claim those contact hours actually spent participating in the activity.

- The three statements above must be three separate paragraphs.
resolved all potential and real conflicts of interest through content review by a non-conflicted, qualified reviewer. This activity was peer-reviewed for relevance, accuracy of content and balance of presentation by CE Peer Reviewer.

Disclosure Disclaimer

In accordance with the disclosure policies of Rutgers and to conform with ACCME and FDA guidelines, individuals in a position to control the content of this educational activity are required to disclose to the activity participants: 1) the existence of any relevant financial relationship with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, with the exemption of non-profit or government organizations and non-health care related companies, within the past 12 months; and 2) the identification of a commercial product/device that is unlabeled for use or an investigational use of a product/device not yet approved.

Financial Disclosure Declarations

☐ Activity Director
☐ Planning Committee
☐ Faculty
☐ Peer Reviewer
☐ Planners (Rutgers and Educational Partner Staff, if applicable)

Relationships:

Name has disclosed the following relevant financial relationships: nature of relationship, company(ies); nature of relationship, company(ies), etc.

No Relationships:

Name has no relevant financial relationships to disclose.

- Planners (Rutgers and Edu Partner Staff) should be listed with the titles and affiliations. For example: CCOE staff members TITLE NAME, TITLE NAME, have no relevant financial relationships to disclose.

Off-label/Investigational Use Disclosure

☐ This activity contains information of commercial products/devices that are unlabeled for use or investigational uses of products not yet approved. Product(s) is/are not included in the labeling approved by the US FDA for the treatment of disease(s).

(If off-label usage is NOT mentioned, the following sentence must be used.)

☐ This activity does not contain information of commercial products/devices that are unlabeled for use or investigational uses of products not yet approved.

Content Disclaimer

The views expressed in this activity are those of the faculty. It should not be inferred or assumed that they are expressing the views of any manufacturer of pharmaceuticals or devices, or Rutgers, or Joint/Co-Provider.

It should be noted that the recommendations made herein with regard to the use of therapeutic agents, varying disease states, and assessments of risk, are based upon a combination of clinical trials, current guidelines, and the clinical practice experience of the participating presenters. The drug selection and dosage
information presented in this activity are believed to be accurate. However, participants are urged to consult all available data on products or procedures before using them in clinical practice.

Rutgers and Joint Provider (or Co-Provider) reserves the right to modify the activity content and faculty if necessary.

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☐ Grievances

For questions or concerns regarding this activity, please contact the Center for Continuing & Outreach Education at phone number or by email at email address.