MiCME™

Frequently Asked Questions
for Managing Activities

Activity Announcements & Activity Information Reports

Q. What is the difference between the “Activity Announcement” and the “Activity Information” report?

A. Activity announcements are for RSS activities and provide info regarding dates (sessions) of activities. Activity information reports provide an overview of the entire activity for courses.

Q. Do I need to make sure participants see the "Activity Announcement" or the Activity Information" report?

A. Yes, they contain information required for CME credit including information regarding relevant financial relationships & the number of credits that will be awarded. The QR code is used to claim attendance.

Q. When should I share the activity announcement or activity information report with participants?

A. Before the activity begins. Just be sure that all conflict of interest management has been completed prior to running the report.

Q. If I include an attachment of the activity announcement or activity information report, do I still need to include the required CME information in the text of my emails?

A. No.

Case-based Topics

Q. How should I list my case-based session topics if I don't know them in advance?

A. Label them as topics Case Presentation, Journal Club, M&M, etc if you are unsure of the topic.

Promotional Materials

Q. Can I copy and paste the QR code onto my own promotional materials instead of using the MICME announcement?

A. No, the entire activity announcement or information report should be used. Please attach them as a pdf to distribute with your own promotional materials, or provide copies to the participants the day of.

Q. Do I still need to copy OCME&LL staff on my promotional emails?

No, as long as the sessions are in MiCME, you do not need to copy OCME&LL staff.

Conflict of Interest Identification and Management

Q. How should I use the Conflict of Interest Management Report?

A. Use this report to monitor whether presenters have completed their COI management. Blank columns mean the forms are incomplete. Follow up with presenters to remind them to complete. If a "yes" response is in the "Relevant" column, there is a conflict of interest that needs to be managed by the COI manager.

Q. One of the presenters has a conflict of interest. Now what?

A. Use the COI manager link for the session to assign the COI manager. This will usually be the faculty planner or co-planner for the activity, as long as that person does not have any conflicts themselves.

Q. Does MiCME notify the COI Manager that there are conflicts to review?

A. No, you will need to contact the COI manager to let them know action is required.

Q. Do I assign a COI Manager to every session?

A. No, only assign a COI manager when a presenter indicates they have a relevant financial relationship in the COI tool.

MiCME™

Frequently Asked Questions
for Faculty Planners

Conflict of Interest Identification and Management

Q. I asked a presenter to complete their COI Identification and Management before the activity. They refused, saying that they will avoid discussing any topics that concern their financial interest. Is this a problem?

A. Yes, this presents a problem in accredited CME. Even if a presenter does not **feel** conflicted, if they have financial relationships relevant to the activity, they are conflicted.
It is essential that all individuals in a position to influence the activity (eg. through choice of presenters, topics, and/or content) undergo conflict of interest identification and management to prevent the introduction of bias. They must review all of their existing financial relationships and indicate if any of them are relevant to the proposed activity, topics, or content. All relevant financial relationships must be reviewed by the conflict of interest manager for the activity, and managed appropriately. Faculty planners are responsible for ensuring conflict of interest management occurs. Individuals who do not complete this process for a CME activity may not plan or present content for that activity.

Q. How often do I need to complete the "My Financial Relationships" form?

A. Annually. If you are a UofM faculty member, the form auto-populates with the information from M-inform, University of Michigan's financial reporting system.

Q. I'm an Educational Planner. Why am I being asked to complete the Conflict of Interest Identification Tool form over and over again when I've already done it once?

A. Financial relationships may change over time or an individual's financial relationships may not be relevant to the content of one CME activity, but may be relevant to the content of another. It's important to indicate whether your relationships are relevant to the content that is being planned or presented. The COI Identification Tool form must be completed for every activity you are planning and every lecture you are presenting.

Q. What is a Conflict of Interest (COI) Manager?

A. A COI manager reviews financial relationships relative to each individual's proposed role in the activity to ensure their relationships have no influence on the CME activity. The COI manager performs this review in advance, decides on a management plan, and then when possible, monitors all aspects of the activity to ensure compliance.

Q. Who acts as the Conflict of Interest (COI) Manager?

A. The educational planner should be assigned as the COI manager for the activity if this person has no financial relationships of their own. If the educational planner has relevant financial relationship(s), another individual (without conflicts) must be identified to perform conflict of interest management for all other individuals involved in the activity.

Attendance Claiming

Q. Can my admin enter my attendance for me?

A. Yes, but only if this person is also the activity coordinator for the CME activity. Personal admins cannot enter attendance on behalf of the physicians they support.

Q. What do I use a QR code for?

A. Learners can use the QR code to claim attendance.
Open the camera function on your smart phone and scan the QR code.
Enter your credentials into the MiCME login and the system will record the attendance.

Evaluations

Q. Do I have to complete an evaluation to receive credit?

A. No, but an evaluation form is always available. Feedback from participants regarding an activity's effectiveness is an important indicator of the activity's success in improving care and affecting patient outcomes. Feedback also helps guide the development of future activities.

Website: micme.medicine.umich.edu
Email: OCME-LL-Support@med.umich.edu
Phone: 734-936-1671

MICHIGAN MEDICINE
Office of Continuing Medical Education and Lifelong Learning