Frequently Asked Questions for Managing Activities in MiCME

Activity Information Reports

Q. What is the Activity Information Report?

A. Activity information reports provide an overview of the entire activity for courses and RSS activities.

Q. When should I share the Activity Information Report with participants?

A. Before the activity begins. Be certain that all conflict of interest identification and management has been completed prior to running the report.

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

A. Before the activity begins. Be certain that all conflict of interest identification and management has been completed prior to running the report.

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 and then go back in later and enter the correct title.

Promotional Materials

Q. Can I copy and past the QR code onto my own promotional materials instead of using the Activity Information Report?

A. No, the entire activity 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?

A. 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. If the educational planner has a conflict, then the department chair will need to become the COI Manager.

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 Manage to every session?

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