



Frequently Asked Questions for Faculty Planners in MiCME

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 smartphone 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.

Conflict of Interest Identification and Management

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 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. 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.

