

**January 2023**

**Happy New Year**

 **Announcements**

## **Conflict Of Interest Disclosure Form**

Beginning today, January 3rd, there is a new WMed CE Disclosure form. We have streamlined WMed's internal Conflict of Interest form with WMed's CE Disclosure form. For non-WMed coordinators, instructors, speakers, planners, etc., the process will change minimally, with just a few more questions added. For WMed employees, an email will be sent from our Research Integrity Officer with more information including the deadline for completing the form.

## **Learner-Focused Objectives**

The time is here! **A new RSS Objective Writing resource from the Office of Continuing Education can be found [HERE](#).** We are aware that objectives with verbs such as *discuss*, *review*, *understand*, and *know* may have been approved in the past. However, since we've been granted reaccreditation from JA (effective July 30, 2022), we're working to improve all objectives so that they are learner-focused and measurable.

## **CE Training Sessions**

Save the date! All coordinators are invited to attend the upcoming sessions. If you need the invitation for one of the January sessions, please let us know. Links to join the additional virtual Teams trainings will be sent closer to each session.

### **Creating Strong Objectives for RSS Activities**

January 4 @ 10:00 AM | [Virtual Teams meeting](#)

### **Creating Strong Objectives for RSS Activities**

January 17 @ 2:00 PM | [Virtual Teams meeting](#)

### **Navigating the CloudCME RSS Dashboard**

February 6 @ 11:00 AM | [Virtual Teams meeting](#)

### **CE Activity Coordinator Strategies**

March 1 @ 1:00 PM | [Virtual Teams meeting](#)

### **Marketing Materials for CE Events**

April 14 @ 9:00 AM | [Virtual Teams meeting](#)

## **Copy Feature Unavailable for Parent Applications**

Due to the recent CloudCME update, copying applications will no longer be beneficial. All new applications, as of Friday, December 16<sup>th</sup>, will be impacted by the application updates and a new application will need to be created, rather than creating a copy. We strongly recommend you read through the new application thoroughly since questions are being added or revised.

## Evaluation Reports: SharePoint Site and Frequency

As a part of assessing outcomes for WMed CE activities, we have implemented a **Sharepoint site** for easy distribution of CE evaluation data and summaries. An invitation was sent in mid-December which provided access to a folder that is set up specifically for your activity. In the folder, the WMed CE Office will save any and all raw data reports, summaries and helpful instructions for 2023 evaluations.

Additionally, we are asking for your preferences in regard to when those evaluation summary reports will be created. A summary for each session? A summary for each month? Quarter? Please email [kelsey.caras@med.wmich.edu](mailto:kelsey.caras@med.wmich.edu) with your preference for each of your activities.



## Calling All Coordinators

Do you have an idea for an activity, course, or conference that you'd like to offer credit for? Are you currently offering an activity that is not eligible for credit? The Office of Continuing Education would like you to share your ideas with us! Let's work together to offer CE credit for your new and existing activities.

## Creating Child Sessions

Now that we are in 2023, **please make sure you are creating child sessions from your 2023 parent application.** You can verify this by checking the activity code in the "ID" column of the RSS Dashboard or the activity name in the "Series" column.

If you need a refresher on how to add, delete, or modify child sessions, please review the resources in Help for Coordinators section of our [help page](#).

If you have not received an approval notice for a pending 2023 RSS activity application, please email the CE Office at [ce@med.wmich.edu](mailto:ce@med.wmich.edu).

## Faculty Compliance Standards for Accredited CE

The Office of Continuing Education has created a resource for coordinators and faculty regarding compliance standards for accredited CE activities. Please review the following resource: [Faculty Compliance Standards for Accredited CE](#)