**UC San Diego CME**

**Content Requirements & Guidelines for**

**Syllabus Intro Pages (aka “front matter”)**

**\*IMPORTANT: All materials must be reviewed by the CME office prior to printing and/or distribution.**

Please email materials to cpdaccreditation@health.ucsd.edu for review.

A minimum of 3 business days is required for all reviews.

**Checklist**

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| **DONE** | **REQUIREMENT** | **COMMENTS** |
| **[ ]**  | **Activity Title,** **Date & Location(required)**  | Include activity title, date and location prominently. |
| [ ]  | **UC San Diego School of Medicine Logo (required)** | UC San Diego School of Medicine Logo is required on front cover. *If you need the logo, request from CME office.* |
| **[ ]**  | **Sponsor Listed (required)** | The University of California San Diego School of Medicine *must* be listed as the accrediting sponsor. *Please seek assistance from CME if a jointly provided activity.* |
|  |  |  |
| **[ ]**  | **Course Description (required)** | List a description which tells the potential participants what you would like them to know about your program, e.g. highlight topic areas. |
| **[ ]**  | **Target Audience****(required)**  | Identify the types of health professionals specifically targeted (i.e., primary care physicians, cardiologists, neurologists, etc.) for this activity. |
| **[ ]**  | **Learning Objectives (required)** | Include course learning objectives from approved CME activity application. Should be listed as: “At the conclusion of this activity, the participants should be able to:”* Insert objectives
 |
| **[ ]**  | **Needs Assessment with practice gap(s) (required)** | Include needs assessment for the activity including a paragraph summarizing the practice gaps. |
| **[ ]**  | **Program Agenda/Schedule (required)**  | Please be sure to list times with AM/PM designation, names of presentations, and presenter names. |
| **[ ]**  | **Planning Committee/****Course Director/Faculty List (required)** | List course director(s)/planning committee separate from the UC San Diego Faculty and visiting Faculty. Please list all faculty with title and affiliations. See example below on page 5 of this document. |
| **[ ]**  | **Disclosure Statement** **(required)** | The below statement below is required:It is the policy of University of California San Diego School of Medicine Continuing Professional Development to ensure that the content of accredited continuing education and related materials is accurate, balanced, objective, and scientifically justified. Education must be free of the influence or control of ineligible companies, and protect learners from promotion, marketing, and commercial bias.  All persons in a position to control the content of accredited continuing education must disclose all financial relationships held with ineligible companies, prior to assuming a role in the activity. Those relationships deemed relevant to the education are mitigated prior to the activity through one of the following strategies, depending on the nature of relationship and the role of the person: 1) divesting the financial relationship, 2) altering the individual’s control over content, and/or 3) validating the planning decisions and/or content through independent peer review. All relevant financial relationships are mitigated prior to the activity and mitigation strategies and necessary steps for implementation are communicated to individuals prior to them assuming their role in the activity. Persons who refuse or fail to disclose are disqualified from participating in the activity. Activities are evaluated by participants and peer reviewers to determine if the content was free of bias and met acceptable scientific standards. This information is considered in future activity planning. ***All relevant financial relationships and the nature of those relationships are noted below. All relevant financial relationships have been mitigated.*** |
| **[ ]**  | **Summary of Conflict of Interest Disclosures** **(for all persons involved in activity)****(required)**  | This is a summary of all disclosures that were collected. Please place after the Disclosure Statement, which should be placed after the complete planning committee/speaker/faculty list.

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| --- | --- | --- |
| **Faculty Member Name** | **Role in Activity** | **Name of Ineligible Company(ies)/Nature of Relationship(s)** |
| Phillip Johnson | Course Director | Takeda/Consultant  |
| Emily Smith  | Faculty | Abbott/ Paid Research  |

Persons in control of content of this educational activity who are not specifically identified by name above, such as (but not limited to) course directors, faculty, CME staff, planners, editorial staff, peer reviewers, and CME committee reviewers do not have any relevant financial relationships.This educational activity may contain discussion of unlabeled and/or investigational uses of agents that are not approved by the FDA. Please consult the prescribing information for each product. The views and opinions expressed in this activity are those of the faculty and do not necessarily reflect the views of the University of California San Diego School of Medicine.*Refer to the example included below on pages 5-6 of this document. If you need help with this, please contact CME Office.*  |
| **[ ]**  | **Accreditation Statement (required)** | There are 2 types of ACCME accreditation statements Direct or Joint. The Direct statement is used if UC San Diego directly sponsors the activity. The Joint statement is used if UC San Diego and another organization are jointly providing the activity. **Direct:**The University of California San Diego School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.**Joint:**This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of University of California San Diego School of Medicine and (name of nonaccredited provider). The University of California San Diego School of Medicine is accredited by the ACCME to provide continuing medical education for physicians.*Please check with CME Office if you need clarification on what statement to use.* |
| **[ ]**  | **Credit Designation Statement** **(required)** | AMA credit designation statement is required for all accredited activities:  The University of California San Diego School of Medicine designates this [learning format] for a maximum of **[number of credits]** *AMA PRA Category 1 Credit*(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.Statement notes: * *AMA PRA Category 1 Credit™* must be italicized.
* The AMA credit designation statement must be in a separate paragraph from any other statements.
* The ACCME approved learning formats include Live Activity, Internet Live Activity, Enduring Material, Journal-based CME Activity, Test-Item Writing Activity, Manuscript Review Activity, PI CME Activity and Internet Point-of-Care Activity.
* **[number of credits]** should be in bold lettersand the approved number of credits will be included in your approval letter.
* Other specialty credit designation statement(s) may also be listed if approval has been received from the responsible accrediting agency.
 |
| **[ ]**  | **Cultural & Linguistic Competency and Implicit Bias: (required)** | This is a California state requirement (regardless of location of activity) and the subject of Cultural and Linguistic competency should be incorporated in to your activity:**Cultural & Linguistic Competency and Implicit Bias**: Continuing medical education (CME) providers are required by state Assembly Bills 1195 and 241, and the [**standards**](https://www.cmadocs.org/cme/cme-standards)created by the California Medical Association (CMA), to include components that address cultural and linguistic competency and implicit bias in CME activities. The planners and presenters of this activity has been asked to provide meaningful consideration of these standards in the selection and presentation of content.  Additional information and resources are available on the [**UC San Diego CME website**](https://medschool.ucsd.edu/education/cme/tools/Pages/Cultural-Competency.aspx).  |
| **[ ]**  | **Commercial Support Acknowledgement** **(if applicable, required)** | If the activity received commercial support (direct and/or in-kind), the source of all support from commercial interests must be disclosed to learners. “Direct” support is monetary donation in the form of an educational grant. “In-kind” support is Non-monetary resource(s) provided by a commercial interest in support of the educational activity.Notes:* Fully executed letter of agreements (LOAs) are required in order to acknowledge the commercial supporters.
* Acknowledgement of commercial support should simply list the company name and may not include any product-specific advertising. “We acknowledge support from the following companies” (and include company name), is one way of doing.
* Disclosure must never include the use of a corporate logo, trade name or a product-group message of an ACCME-defined commercial interest.

See example below and please contact CME office for any questions. Acknowledgement should be listed in the first few pages of your syllabus. \ |
| **[ ]**  | **Exhibitor Acknowledgement** ***(if applicable)*** | List all exhibitor names as applicable.  |

**Syllabus content requirements/“front matter/intro pages” example:**



### *Promoting Behavior Change in Diabetes:*

### *A Skill Building Program for Health Care Professionals*

### January 22-23, 2023

### San Diego, California

### **This program is a small group, case-based curriculum that will provide participants with a review of the latest research in behavioral diabetes and present a new model for understanding motivational issues in diabetes. This will be followed by a series of interactive case-based discussions where participants will learn how to more effectively identify the critical obstacles that contribute to problematic self-care and how to prioritize those obstacles as a plan for intervention is developed. The program will then focus on the introduction and practice of brief interventions for addressing patient barriers, once again relying on a case-based approach towards acquiring the necessary confidence and skills**

This course is designed for health care professionals that treat patients with diabetes including endocrinologists, primary care physicians, nurse practitioners, physician assistants, nurses, registered dieticians, pharmacists, certified diabetes educators, and other healthcare providers wishing to work more effectively with their patients to promote better medication adherence and more successful self-management.

At the completion of the conference, participants should be able to:

* Describe the complex role of motivation in diabetes self-care.
* Demonstrate the use of diabetes-focused action planning strategies.
* Describe the key strategies for providing the ongoing support and resources needed to make self-management doable over the long-term.

**Program Schedule/Agenda**

*Understanding Patients’ Self-Care Problems*

8:00 AM Introductory remarks and case overview

8:45 BDI operating principles

10:15 Break

10:30 Understanding patient obstacles: A case-based approach &

 Overview of the critical diabetes care obstacles

12:00 PM Lunch

*Key Intervention*

1:00 Intervention strategy #1: Recognizing and appreciating the patient’s perspective

Intervention strategy #2: Assessment of obstacles and determining the key barrier for each patient

Intervention strategy #3, Discussing metabolic results as a means to re-frame patients’ perspectives on diabetes and promote patient engagement

2:30 Break

2:40 Intervention strategy #4: Congratulations vs. criticism

 Intervention strategy #5: Testing in pairs, a new/old approach to SMBG

 Review of the first day: Participant questions, comments and feedback

4:00 PM Adjourn

**Faculty/Presenter List**

Phllip Johnson, MD

Clinical Professor in Psychiatry

University of California San Diego School of Medicine

**Emily Smith, MD**

Director of Clinical & Educational Services

Behavioral Diabetes Institute

**Disclosure Summary**

It is the policy of University of California San Diego School of Medicine Continuing Professional Development to ensure that the content of accredited continuing education and related materials is accurate, balanced, objective, and scientifically justified. Education must be free of the influence or control of ineligible companies, and protect learners from promotion, marketing, and commercial bias.  All persons in a position to control the content of accredited continuing education must disclose all financial relationships held with ineligible companies, prior to assuming a role in the activity. Those relationships deemed relevant to the education are mitigated prior to the activity through one of the following strategies, depending on the nature of relationship and the role of the person: 1) divesting the financial relationship, 2) altering the individual’s control over content, and/or 3) validating the planning decisions and/or content through independent peer review. All relevant financial relationships are mitigated prior to the activity and mitigation strategies and necessary steps for implementation are communicated to individuals prior to them assuming their role in the activity. Persons who refuse or fail to disclose are disqualified from participating in the activity. Activities are evaluated by participants and peer reviewers to determine if the content was free of bias and met acceptable scientific standards. This information is considered in future activity planning. ***All relevant financial relationships and the nature of those relationships are noted below. All relevant financial relationships have been mitigated.***

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**Accreditation**

The University of California San Diego School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The University of California San Diego School of Medicine designates this live activity for a maximum of **7.0** *AMA PRA Category 1 Credits*™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**Cultural & Linguistic Competency and Implicit Bias**:

Continuing medical education (CME) providers are required by state [Assembly Bills 1195](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200520060AB1195) and 241, and the **standards**created by the California Medical Association (CMA), to include components that address cultural and linguistic competency and implicit bias in CME activities. The planners and presenters of this activity has been asked to provide meaningful consideration of these standards in the selection and presentation of content.  Additional information and resources are available on the UC San Diego CME website (cpd.ucsd.edu)

**Commercial Support Acknowledgement *(if applicable)***

We would like to thank the following companies for providing educational support of this activity:

Boehringer Ingelheim Pharmaceuticals, Inc.

Dexcom, Inc.

**Exhibitor Acknowledgement *(if applicable)***

We would like to acknowledge the following companies and organizations for exhibiting at this conference.

* Insert company name here