



## *Joint Sponsorship with the OOF*

### **CME CHECKLIST for AUDIT**

All documents (*label with the CHECKLIST number*) must be submitted electronically to the Ohio Osteopathic Foundation (OOF) for audit purposes. Email completed documentation to [cme@oanet.org](mailto:cme@oanet.org).

**Before the program**, you must submit the following to the OOF to determine type of credit and number of hours:  
(Any questions, refer to the [AOA manual on the guidelines for osteopathic category 1-A programs](#))

1. A description of the practice gap analysis process and procedure used in determining the content and topic of the program (include any supporting document).
2. A copy of the CME program brochure or agenda distributed to participants at the CME program to validate the following speaker information:
  - a. Copies of all program speakers' (in chronological order) curriculum vitae or bio-sketch defining their qualifications for involvement in the CME program.
  - b. A copy of each speaker's Disclosure Declaration Statement in chronological order.

**Next, gather:**

3. A copy of the CME credits requested by the CME Sponsor for each participating physician in accordance with the attestation document and specialty credits.
4. A copy of the program administration evaluation document and the total number of evaluation documents returned by conference attendees. Provide two copies of the program evaluation documents that were returned by conference attendees, or a completed electronic evaluation/summary.
5. A statement indicating the total number of attendees, and the number of attestation forms returned by conference participants.
6. A statement reflecting the distribution of program evaluation document. (e.g., the beginning of the program, random survey, etc.)
7. A policy statement on managing grievances relative to the returned program administration and evaluation document (s).
8. An outcomes measurement of the effectiveness of a program shall be conducted. No CME shall be awarded for this activity. This can be conducted by survey following the program or by a simple question or series of questions such as "List at least one thing you learned from this activity", or "will you implement anything learned from this activity into your practice? If so, what and how? If not, why not?" as a component of your program evaluation.
9. A. Provide practice gap analysis per program topic  
B. A statement relative to how topics and/or speakers were selected in direct response to practice gap analysis procedures.
10. If the program was commercially supported, the following additional items must be submitted:
  - a. A copy of the formal written agreement between the CME Sponsor and each Commercial Supporter reflecting that activity (program) is educational and not promotional. Written agreements must adhere to AOA standards for commercial support.
  - b. Proof that commercial support is appropriately acknowledged in any printed promotional materials.
  - c. A brief statement regarding all funding arrangements, include how funds received from commercial supporters were expended, how speakers were paid, i.e., if speakers were directly funded by a third-party agent (someone besides the AOA CME Sponsor/Provider). (Attach copy of the funding arrangement between the CME Sponsor and the third-party agent.)
  - d. A statement indicating how disclosure of potential conflict of interest regarding each speaker was given to the participants.