Duties of CME Coordinator.

Procedure for Application

1. Three year rotation-first year will be observation and learning, second year will do application with prior year coordinator as a consultant, third year will do application with the next cycle coordinator acting as an observer.
2. PCOG secretary will notify coordinator of the time line of the application. Usually it is April time frame.
3. First step is to close out prior years application-requires post meeting survey and financial info from the prior meeting. Linda does most of this but must make sure it is done.
4. Obtain from ACOG new current application form. Check for new requirements that ACOG or ACCME have put into place which may not have existed prior.
5. Linda fills out demographic info. Cut and paste info that doesn't change, i.e. mission statement, etc.
6. Linda will sent list of presentations to you. It includes title, authors and abstract.
7. Prepare letter to authors requesting needed information along with extensive instructions. The better the explanation, the better the information will be and therefore require less modification.
8. Linda sends the above via email to all authors. As needed information comes in, it is sent to the coordinator to cut and paste into the application. Coordinator needs to make sure it meets the CME requirements. If not, Coordinator needs to change or modify the above. This takes some creativity along with some personal research at times.
9. Several questions on the application require meeting specific answers about specific presentations. This usually is several paragraphs.
10. Syntax needs to fit the application.
11. The application is forwarded to the industrial support representative and then on to meeting committee for signage.
12. Coordinator then stands by to answer ACOG questions and/or supply additional information.
13. If the presentation's author does not supply the needed information, the coordinator needs to supply this based on the abstract. This is uncommon.
14. It takes about 20 hours total if done right the first time.