



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.

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 needs assessment (for each topic in the program) process and procedure used in determining the content and topic of the program (include any supporting documents).
- _____ 2.) A copy of the CME program brochure or agenda distributed to participants at the CME program.

Next, gather:

- _____ 3.) Copies of the curriculum speakers' (in chronological order) curriculum vitae or bio-sketch defining their qualifications for involvement in the CME program.
- _____ 4.) A copy of each speaker's signed Disclosure Declaration Statement in chronological order.
- _____ 5.) A copy of the CME credits requested by the CME Sponsor for each participating physician in accordance with the attestation document and specialty credits.
- _____ 6.) 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.
- _____ 7.) A statement indicating the total number of attendees, and the number of attestation forms returned by conference participants.
- _____ 8.) A statement reflecting the distribution of program evaluation document. (e.g., the beginning of the program, random survey, etc.)
- _____ 9.) A policy statement on managing grievances relative to the returned program administration and evaluation document (s).
- _____ 10.) A copy of the program outcomes questionnaire and the total number of outcomes questionnaire documents returned by conference attendees. Provide two copies of the outcomes questionnaire documents that were returned by conference attendees, or a completed electronic evaluation/summary. (Within 14 days and no later than 30 days)
- _____ 11a.) Provide needs assessment per program topic.
- _____ 11b.) A statement relative to how topics and/or speakers were selected in direct response to needs assessment procedures.

If the program was **commercially supported**, the following items must be submitted:

- _____ 12a.) A copy of the formal written agreement between the CME Sponsor and each Commercial Supporter reflecting that activity (program) is educational and not promotional.
- _____ 12b.) Proof that commercial support is appropriately acknowledged in any printed promotional materials.
- _____ 12c.) 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.
- _____ 12d.) A statement indicating how disclosure of potential conflict of interest regarding each speaker was given to the participants.