

⌘ **PROCESS FOR OBTAINING CONTINUING EDUCATION CREDIT** ⌘
DRM WEB CONFERENCE – INFORMATION FOR HOSPITAL SITE CONTACT

We are pleased to be able to provide AMA PRA Category I Credits™ and Contact Hour Credits for all attendees who wish it for this 11th DRM Web Conference. The process for managing the paperwork is a necessary, if cumbersome process. Hopefully, as it becomes more familiar, the process will seem easier. For any questions or clarification, please contact: Martha Grady, CE Credit Contact, via email: marthagrady@earthlink.net, or phone: 802-878-8897

1. Hospital site contact receives packet of materials from Vermont Oxford Office prior to Web Conference. Materials will be emailed prior to session, and handouts will be available for download prior to the conference if too large to send via email.
- ONE MASTER COPY OF EACH OF THE FOLLOWING: (copies to be made by each site contact for that center's attendees.)
 - *Instructions for Obtaining Continuing Education Credit* (site contact to distribute these instructions to all who wish to receive Continuing Education Credit)
 - *Evaluation Form*
 - *Dated MD/CME CREDIT Sign-up Form* – for those attendees who want CME credit
 - *Dated RN/CONTACT HOUR Signup Form* – for those attendees who want nursing contact hour credit
 - Nursing Contact Hour Certificates – for distribution at the end of the session
 - Web Conference Agenda, Objectives for Session, and Disclosure Statement.
2. Site Contact makes copies and distributes the following to each attendee at the beginning of the session:
 - *Instructions for Obtaining Continuing Education Credit*
 - *Evaluation Form*
 - *Interest Disclosure Statement*
 - *Web Conference Agenda and Objectives.*
 - *Handouts*
3. PLEASE- ask everyone to sign in, and emphasize that NAMES MUST BE LEGIBLE TO RECEIVE CREDIT. Include a TYPED list of names for each physician, in order to be sure there are no spelling errors.
4. Site contact distributes RN Certificates to those attendees wishing nursing contact hour credit following the conference in exchange for the Evaluation forms. Please collect the CONTACT HOUR Attendance Form, as well as all the other forms, and forward to the Vermont Oxford Network Office at the end of each session. It is recommended that you retain a copy of the completed attendance form for your center's files. Please remind everyone that names MUST BE LEGIBLE.
5. For those RRTs wishing credit, most states will accept either CME or Contact Hours for fulfilling continuing education requirements. If you have a question, or need more detailed information, please email Martha Grady (marthagrady@earthlink.net).
6. **** Following presentation:** return all completed materials to Martha Grady at the Vermont Oxford Network (33 Kilburn Street, Burlington, VT 05401: MD/CME Credit Sign-up Sheets, RN/Contact Hour Sign-up Sheets, *Evaluation* Forms.
PLEASE NOTE: We recommend you review the evaluations for any comments relevant to your own site before you send them on to us, e.g. "would like lunch", "problems with sound", "screen too small", etc.
7. CME (AMA PRA Category I Credits™) Certificates will be mailed to the Hospital Contact for distribution after materials have been received from all centers.