Applications on Cloud CME

Medical Education Office

What is Cloud CME?

Cloud CME is a one stop shop solution for all accredited CPD activities.

The features include:

Online Application - Form for accreditation

Access for teaching faculty – disclosures, conflict of interest resolution
Educational Rounds – RSS Dashboard – for Administrators
Financials – income and expenses **auto-populated to accreditation bodies**
Participants – registration, evaluations, certificates –
Mobile App from the App Store
Forms – pre-built electronic and customized templates
Attendee portal – reporting attendance to generate credits for activities
Commercial Support – electronic form to declare financial and in-kind support

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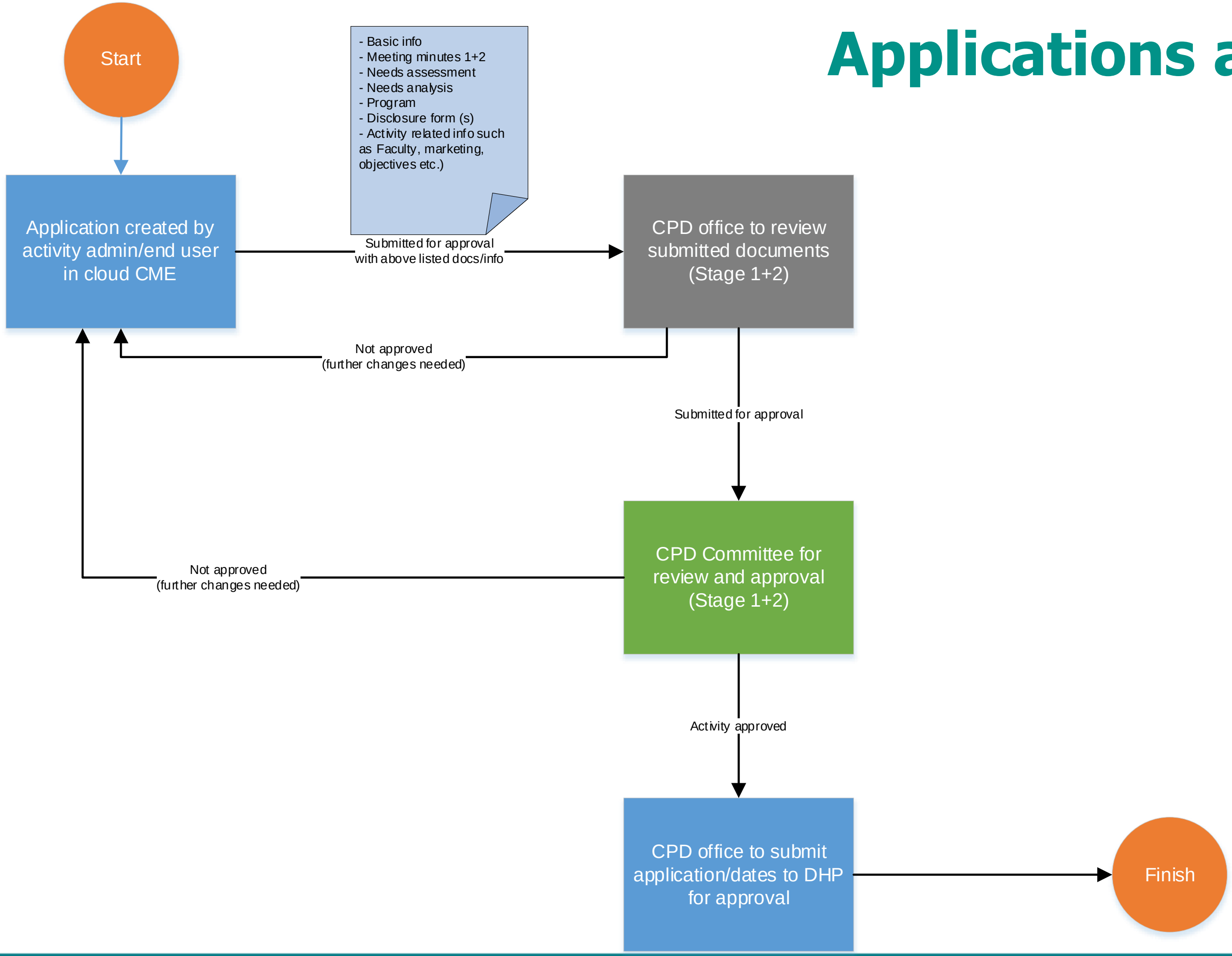
APPLICATIONS

Applications approval process



TIMELINE FOR APPLICATIONS

- **5 to 10 weeks before the activity**
  Submit a new application at least 5 weeks prior to the start date or first session date. Allow more than 10 weeks for large conferences if they involve sponsorship and large numbers of international speakers.
- Automated email notifications are sent to planners, admin, faculty to complete profiles and disclosures. Everyone must register on the Cloud.
- Electronic approval process with comments for applicants.
- Applications will be APPROVED or REJECTED.
- Disclosures must be submitted prior to the activity.
  Allow a minimum of 2 weeks for COI resolution.
  Allow a minimum of 1 week without COI.

Overview of the Application Process

Plan your activity

1. **Form a Scientific Planning Committee (SPC)** that represents your target audience.
2. **Document 1:** Carry out a needs assessment/use internal data on educational gaps.
3. **Document 2**: Download the *Content Review Checklist from Cloud CME resources page* and discuss it during a planning meeting.
4. **Documents 3 & 4**: Minutes of the first and last planning meeting.
5. **Document 5**: Program Brochure/Agenda.
6. **Schedule a meeting with the CPD OFFICE (if help is needed). Otherwise start the new application**
7. Bring Documents 1, 2, 3, 4, 5 and your laptop to the meeting.
8. Start new application via https://sidra.cloud-cme.com/application.aspx

Complete your application online

1. Use the application link above to complete the remaining sections of the application form on planners, objectives, competencies, commercial support. Each section once submitted is locked, under file uploads/downloads it creates a PDF of each section.

Submit the application for review only once when complete. The application is now locked for review. You will receive emails about the progress. – the CPD Office approves or rejects

1. Reviewers write their comments online for applicants on improvements.
2. Reviewers/approve or reject to unlock the application to allow changes.

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Planning to accredit a new educational activity?

1. **Prepare the documentation**: Continuing education is a planned activity; you need to have the following documents ready when you meet with the CPD Office:

   Document 1: *Needs Assessment Form*
   Document 2: *Content Review Checklist for SME* – subject matter experts
   Documents 3 & 4: Minutes of first and last planning meeting
   Document 5: *Program Brochure* – contains statements, learning outcomes, topics

2. **Make an appointment with CPD Office. Meet face to face (or via MS teams).**
   Bring your laptop.
   Bring your 5 documents.
   Electronic Application Form has 5 sections. It may take 30 to 50 minutes to complete.
   During the meeting you will fill in section 1 – the Pre-Application.
   After the meeting you will fill in sections 2-5 on Planners and Faculty; Objectives, Gaps and Needs; Competencies; and Commercial Support.

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After the Meeting – Complete the Online Application Form

1. **The Pre-Application is completed**
   Continue completing the other tabs. You can see all your documents in the grey tab “Files upload/download”. There is a PDF of each tab saved there.
2. **Submit your application only when you have completed all the tabs**. Do not click submit until that time, this is a frequent error. You will receive an email. Your application is now locked. We can unlock it by rejecting your application, this allows you to make changes. All versions are saved for version control.
3. **The CPD Committee will review your application**. You will see the comments in the Comments tab. There will be one final comment that summarizes what reviewers have said about improvements. Take note of the changes.
4. **The application has been approved or rejected**. You will receive an email. We need to reject the application to unlock it for you to make changes.
5. **Make the changes and submit.** The CPD office will process your application and submit to the DHP for accreditation. Versions of all documents and your application are saved.
6. **Return to Applications List** (bottom grey tab) to log out of the application.

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Completing the CPD Application – ONLINE

1. **Office Review**: Documentation review with comments for your action, this will unlock your application so you can complete it.

2. **Applicant completes** the application form. Tabs are:
   Planners and Faculty
   Objectives, Gaps and Needs
   Competencies
   Commercial Support (will require agreements with sponsors and exhibitors)

3. **Once you submit a form it locks it.** You cannot go back and make changes. You can check all your documents in file upload/download. A PDF will be created for each tab there. Provide a version of the brochure (version 1,2,3 etc.) so we can select the final version for review.

4. **CPD Committee Review:** comments will appear in the comments box to tell you about your application progress and any changes you may be asked to make.

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Application approval or rejection

1. **Approval:** there are no further changes needed.

2. **Rejection:** further changes, minor to major, are required and the application has to be rejected to unlock if for editing by you, the applicant. This is most often the case and you will receive an email to inform you about this. You can go ahead and make the changes, upload corrected versions of documents. Submit again and it will be either approved or rejected.

3. Every action on the online application form means you will get an email to inform you.

4. You will be the ‘owner’ of your activity.

5. Once approved, you will then be able to work on the admin side which means recording attendance for your activity dates. You will be able to add more sessions for educational rounds and workshops, but this means you will be the nominated coordinator.

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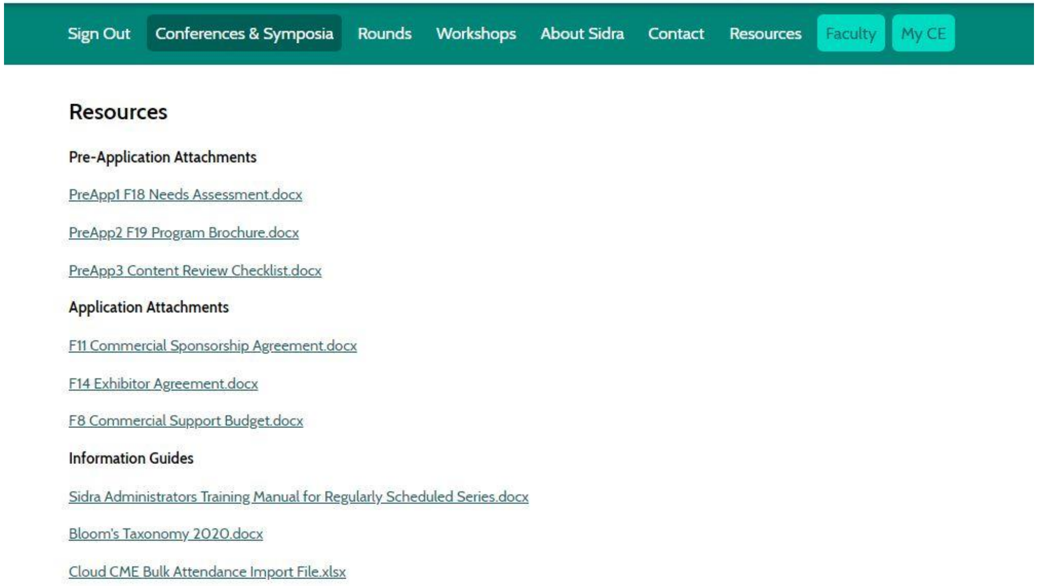
You can find document templates on **“Resources”** on the CloudCME Portal.

https://sidra.cloud-cme.com/



Document 1
Needs Assessment

A needs assessment is a training needs analysis of the target audience, it focuses on learning needs/gaps. It addresses specific topics that are designed to fill the learning gaps.

New Applications: Involve your learners and collect their comments about their specific learning needs, use clinical incident report data or data from audits. Use one or more methods as per table on the next slide. Use your educators and their view of the learners' learning needs. Use the literature to document new information on the topics you want to cover.

Re-applications: You need to analyze the evaluations from the entire course in previous year/s. What did you learn to improve the learning activity? What did you change?

Complete form Needs Assessment.

Needs Analysis Methods

Audit of patient records	Focus group discussion	Quality unit data
Current research	National guidelines	Regulatory requirements – QCHP – Joint Accreditation
Database analyses	Needs assessment survey	Request from healthcare staff
DATIX clinical incidents	Patient feedback	Requested by the institution
Department leadership	Peer reviewed literature	Specialty society guidelines
Departmental quality metrics	Planning committee member views	Feedback from patients
Evaluation results from previous years' activities	Sidra hospital performance data	Any other data

Document 2
Content Review Checklist

1. Learning objectives from Needs Assessment
2. Feedback from previous learners and teachers
3. Activity title and description
4. Pre and post activities?
5. Format, topics and sessions
6. Awarding credits – Partial credits?
7. Content aligns with learning objectives
8. Curriculum is based on the latest evidence
9. Curriculum in based on industry standards
10. Learning materials have been developed
11. Content for slides follow best practice guidelines?
12. Evaluations measure the knowledge, skills and performance?
13. Reporting changes in learners and changes to patient outcomes – how and who will report back to the CPD Office?

Documents 3 & 4

Minutes of 2 meetings

AGENDA ITEMS

1. Needs assessment results
2. Educational content planning – what to include
3. Discussion on how the curriculum will be evidence-based; references to literature and society guidelines
4. Discussion on the best format and length
5. Target audience – who is it aimed at?
6. Evaluations – how will the activity be evaluated? Who will do the analysis and report back at the end of the activity year?
7. Admin support – identify person/s and tasks
8. Content review checklist: discuss your responses, are you providing partial credit?

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Document 5
Program Brochure or Agenda

- Educational content for the whole workshop, course, conference, symposium is available
- Educational content for the first two sessions are available for educational rounds and journal clubs
- Content needs to match the learners' educational gaps
- Content needs to match the learning outcomes
- Learning outcomes are based on what learners should be able to know or do as a result of the activity – use Bloom's Taxonomy
- Content needs to be evidence-based. Refer to literature and national/society guidelines
- Educational planners assess/modify the content
- Educators are selected to deliver the activity
- Use F18: Program Agenda - it contains mandatory statements and logos

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Disclosures and Conflict of interest

Disclosures must be submitted prior to the running the activity. We recommend at least 2 weeks prior.

If a presenter/planner etc. nominates a conflict of interest in a disclosure, peer reviewers will be assigned to try and resolve the conflict. Conflicts must be resolved prior to each activity. This is an electronic process and you will be kept informed of the outcome.

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