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Guidelines for SYNCHRONOUS ONLINE CME/CPD Activities

Final Program and Brochure must include:

- Name of the Institute organizing online CME/CPD activity
- Logo of the organizing institute
- Name and logo of collaborating institution/s (if any)
- Title of Activity
- Type of Activity (Webinar, Videoconferencing, etc.)
- Date/s of Activity
- Timings of Activity
- Facilitators (Short Resume of all)
- Moderator (Name and designation, if any)
- Name of organizer and his/her department
- CME/CPD Focal Person of institute/organization
- Expected Number of Participants
- Platform of Activity (use of software for conducting the activity)
- Learning Objectives (also identify ways of sharing)
- Feedback Form highlighting:
  - Whether learning objectives were met
  - Effectiveness of teaching strategies
  - Participants identify potential impact of activity on their practice
  - Participants identify if the activity is non-commercial or it shows inappropriate bias
- Pre and post tests & Results (participant's pre-existing knowledge and something new was learned from the CPD experience)

  After the tests, copies of results must be provided to CME coordinator.

Sponsored Activity

If the activity is sponsored, copy of a written agreement with terms and conditions (signed by CPD provider and sponsor) is required alongwith evidence of promotional material to check whether product is not being promoted and sponsorship was received only for financial purposes.

Rationale of Conducting the Activity (to be provided by organizer)

CPD provider must determine:

- How common is the need among the target audience?
- How many different assessment sources indicated this need?
- How significantly will the unfulfilled learning need hinder health care delivery?
- How directly is the need related to actual physician performance?
- How likely is it that a CPD activity will improve behavior?
- Are sufficient resources available to effectively address this topic?
- How receptive will the target audience be to a session on this topic?

Attendance of Participants

Attendance of participants in online learning activities is not as easy as compared to face to face learning activities.

1. What is the mode of taking attendance of participants?
2. What is the minimum required duration of online activity attended to fulfill award of CPD hours?

UHS Access to Activity

The UHS CME Coordinator must have complete access to the activity to login anytime during the session to confirm its proceedings and number of attendees. It is the responsibility of the provider to coordinate with CME coordinator, UHS for login requirements.

Recording of the ONLINE Activity

Applicants must submit the recording of the online activities to UHS CME Coordinator

E-Certification template

The template of e-certificates of attendance must include:

- Title of the activity (must be same as in application)
- Date of activity
- Type of online activity
- Name and logo of UHS (Approved CME Hours provider)
- Name of VC of UHS
- Name of Official of CME Organizer
- Name of CME organizer

Note: It is mandatory that the template of certificate must be approved by CME/CPD Committee of UHS before distribution.

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