Standards for Case Presentations

Introduction
Case presentations are an integral component of clinical practice and continuing medical education. Cases offer clinically based applications that incorporate the theoretical and scientific bases of medicine. In order for this valuable, educational format to meet the standards for AMA Category 1 credit, the activities must adhere to the following criteria:

- **Educational Preplanning**
  Moderators should plan each session a week or two prior to the activity. A theoretical/scientific framework for case discussions must be incorporated into each session. At least one case per session must reflect a comprehensive review of the case with its scientific and theoretical bases. The case may highlight a particular dilemma in diagnosis or treatment, or define a classic presentation for a specific clinical problem. A brief written summary of the case (insuring confidentiality) should be distributed to attendees; it serves as an excellent handout as well. In addition to the theoretical/research-based information, a list of pertinent references for the highlighted case must accompany the case summary.

- **Speaker Information**
  Each moderator should submit a CV or biosketch and a completed Faculty Disclosure form before the program occurs. If the same individual will be serving as the moderator for the whole year, he/she need only complete the Faculty Disclosure form once. If the moderator for Case Presentations changes, this new moderator should complete the Faculty Disclosure form. All speakers from outside the Affiliate organization must also comply with these requirements.

- **Commercial Support**
  The Office of Continuing Medical Education realizes that many Affiliates receive commercial support money to offset CME costs. The CME/Program Director and the commercial company representative must complete and sign a Letter of Agreement if money is received for a speaker’s honorarium, travel, etc. The letter of agreement must be forwarded to the Office of Continuing Medical Education for signature by the Director. A copy of the Letter of Agreement must be on file. Many companies use their own Letter of Agreement and that is an acceptable substitute. The Office of Continuing Medical Education requires that such Letters of Agreement are submitted to the Office for review prior to use.

- **Program Budget:**
  A budget must be completed for each CME program, whether or not commercial support or money from a hospital account offsets costs. Money spent for fliers, refreshments, speaker honoraria and travel, etc. must be reflected in the budget. If no money is spent for the program a $0.00 should be listed on the "budget" line of the CME Checklist. For further information regarding CME activity budgets, please contact the Office of Continuing Medical Education.

- **Program Evaluation:**
  Each CME activity must be evaluated. Examples of program evaluation used by the Office of Continuing Medical Education provided upon request.