

**Continuing Medical Education-UVA RSS**  
**Checklist for CME Documentation for Grand Rounds and Case Conferences**  
(For your use only-not a required CME office document)

PLEASE SEND **IMMEDIATELY AFTER** ALL ACTIVITIES (within 30 days after the event) in ONE email to: **RSS Email Dropbox** or [Online\\_Evaluations@hscmail.mcc.virginia.edu](mailto:Online_Evaluations@hscmail.mcc.virginia.edu) and include this template in the body of your email:

**Email Template:**

UVA Speaker? **Yes or No**

Number of credits/hours of education for this event: **(1-?)**

Disclosures attached for: **(first and last name of speaker(s) with credentials)**

Specific Topic/Title Presented:

**Documentation after each grand rounds:**

- Copy of email flyer  containing the disclosures of the speaker(s) and planning committee members.
- Speaker Disclosure   
If a **NON-UVA speaker** please include a CV or biosketch
- For Grand Rounds/lectures- Copy of PowerPoint presentation/handout saved 9 slides to a page in .pdf and **minimum size-for publishing online** (so it is less than 5 MB) If you do not have Adobe Professional leave the PowerPoint in its original form. (pptx)
- For Case Conferences- Case Summary or copy of PowerPoint presentation
- Attendance Excel spreadsheet  in Excel format unless attendance is done online
- Verification of Disclosure (VOD) form  Note: This form is **not required** if an email flyer was sent before the conference that included the speaker(s) and planning committee's disclosures.
- Expenses (speaker expenses- honorarium, travel, photocopying, catering) If there were expenses for this conferences they should be listed on the **RSS Speaker Conference Expense and External Funding Form**  If there are no expenses please say so in the body of the email "There were no expenses associated with this conference"

**NOTE:** It is the requirement of the Dept/Divisions to keep their sign-in sheets in their own files for attendance verification.