Policy on CME Activity Records

STO maintains detailed documentation of each CME activity, including:

- Planning process
- Documentation of educational need and gap analysis
- Prospective changes in learner competence or performance or patient outcomes to be affected by the activity
- Choice of format
- Those involved in the planning, their financial relationships, any potential conflicts of interest, and their resolution
- Those chosen as faculty for the activity, their financial relationships, any potential conflicts of interest, and their resolution
- The writing process and communication between faculty and authors on subject matter and presentation
- Activity content
- Pre- and post-assessments
- Review of content by peer reviewer(s) or others
- Communication regarding content edits
- Disclosure of planner/faculty financial interests
- Disclosure of commercial support

Post-activity review

- Learner evaluations
- Reports derived from evaluations
  Documentation of discussion among STO staff [including the Director of CME, Education Council, section editors, and STO staff involved in CE planning, implementation, and evaluation] regarding insights gained from the evaluations that could inform future activities.
- Any program-wide changes suggested by the activity evaluation results

These records are maintained digitally on the STO server, organized by year and activity type. They are readily available and often consulted in the creation of subsequent activities. The Director of Programs and Compliance is responsible for the maintenance of all documents within the STO database to ensure compliance with the ACCME criteria including the *Standards for Integrity and Independence.*