

WAPI's Annual Interdisciplinary CME Conference

2/14/2019

WAPI PLANNING PROCESS

WAPI plans to conduct a live seminar as our seminars are multidisciplinary and this gives an opportunity to have a robust discussion and question and answer session.

WAPI starts with the CME Committee whose members are chosen for their

- Academic Appointments, have a record of research and publication, associated with medical Associations.
- Private Practice Experience

The CME committee depending on our CME Needs assessment identify and based on that criteria decide on topics for the current years CME program. Once the Topics are selected the CME committee members search for the speakers for these topics.

For the selection process they consider speakers with:

- Record of research and publication.
- Academic appointments.
- Affiliations with medical associations.
- Have a Past history of positive evaluations.
- Evaluation of any potential conflicts of interest?

Once the Speaker agrees to speak the Project Manager of the CME activity (Director of WAPI) takes over. Each speaker is informed about

- Financial Disclosure
- Outcome assessment Methodology to achieve Moore 5 criteria-
- Pre and post multiple choice questions
- Commitment to change
- Case based assessment
- Curriculum Vitae

The project manager makes sure all criteria are fulfilled by the speaker before the CME activity, if for some reason the speaker is unable to comply, we choose a different speaker who fits the criteria.

Project Plan: Timeline

DATE	Tasks to complete	Responsible
1-Dec	CME Committee members selected by Sanjiv Parikh MD Venue Reservation	Sanjiv Parikh MD
1-Jan	Select Theme / number of Speakers and Time for each speaker	Sanjiv Parikh MD / CME Committee
31-Jan	Complete Program Agenda with Objectives / Q &A	Sanjiv Parikh MD / CME Committee
28-Feb	Complete Topic Info / itemized budget for CME	Usha M Reddy MD
31-Mar	CME Objectives / Practice gap Analysis / Expected Outcomes Planning Process/ Outcome assessment / Evaluation tools / Potential barriers / conflict of Interest resolution / CME Brochure / Flyer	Usha M Reddy MD
1-Apr	Submit Application to UW	Usha M Reddy MD
15-Apr	Web & Facebook update / Start Applying for Grants	Usha M Reddy MD
15-May	Complete Applying for Grants / Web & Facebook update / start campaign	Usha M Reddy MD
30-May	Speaker Name / Affiliation/Disclosure / CV	Usha M Reddy MD/ Sanjiv Parikh MD CME committee
15-Jun	Apply for Exhibit Space Grants	Usha M Reddy MD
30-Jul	Recheck Grant Status / prepare Financial update	Usha M Reddy MD
15-Sep	PowerPoint Presentations from Speakers for submission to UW/ Peer Review form CME committee for speakers to be submitted to UW Prepare for outcome survey / Event preparation / Put PowerPoint and survey on web for final CME / Volunteer list / Attendees List	Usha M Reddy MD
10-Oct	CME day Activities / Money collection / prepare for exhibits / Prepare Outcomes for submission / Complete Financial reconciliation	Sanjiv Parikh MD / CME Committee

How your organization will ensure that activities and tasks will be delivered on time and within budget.

All Tasks related to CME are divided between the CME Committee members,

Volunteers with skills used Microsoft Word and Excel are recruited to help with paperwork.

Volunteer WAPI members help in advertising the CME Conference

2019 CME Committee		
Name	Title	Affiliation
Usha M Reddy MD	Executive Director / Project Manager	WAPI

Every Attempt is made to keep the program within budget and if it goes beyond budget those involved with program development, and management will volunteer their services and / or WAPI covers for the extra expenditure.

Responsibilities of a Project Management function assigned to the execution of this program is designated to Usha M Reddy, Director of WAPI.

This is our 18th CME and we have been able to stay within our budget with a \$50-dollar fee for Participation

Usha M Reddy

Usha M Reddy MD

Executive Director, Washington Association of Physicians of Indian Origin

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WAPI, an organization that is driven by the consensus of its members that has the following mission:



To provide an umbrella organization to bring together American Physicians, Dentists and Allied Healthcare Professionals of Indian Origin, defining Indian in the broad sense of Indian Ancestry; to provide a conduit to strive to be an exemplary strong ethnic group of professionals with a mission to serve the community by their expertise, cultural heritage and charitable work; to provide high educational and social services to its members. We envision this to be a collegial organization with actively participating members, who believe in its mission and are willing to further its cause.