

# WAPI's Annual Interdisciplinary CME Conference

Click or tap to enter a date.

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

### PREPARATION FOR CME EVENT

#### Milestone 1: *1 year before Event: November of previous Year*

##### To be Completed by date:

###### Sanjiv Parikh

Book venue for meeting-Sanjiv Parikh

#### Milestone 2: *10 months before event December of Previous Year: CME Committee/Usha*

##### To be Completed by date:

###### CME Committee/Usha

President names the CME committee:

Select Theme / number of Speakers and Time for each speaker

Email Gov Body on info of CME, Theme, Talk time, previous survey

CME committee to narrows down and confirms Program Agenda

Start confirming speakers and obtain Topic Info & CV from speakers

Obtain latest application for CME sponsorship from UW

#### Milestone 3: *9 months before Event: Complete acquiring all info for application-CME Committee/Usha*

##### To be Completed by date:

###### Complete acquiring all info for application-CME Committee/Usha

CV of CME Committee members

CV of all Speaker

Topic Info from all Speakers

Financial Disclosure CME Committee

Info for Grants Pharma

Signature on file CME Committee

#### Milestone 4: *8 months before Event*

##### To be Completed by date:

###### Complete and Submit Application Along with attachments for CME & fees to UW : Usha M Reddy

Budget timeline Grants

CME Brochure /

CME Flyer

CME Objectives /

CME Sign in

Conflict of Interest resolution /

Evaluation Form

Evaluation tools /

Expected Outcomes

Itemized budget

Mission Statement CME

Needs Assessment

Online CME Evaluation

Outcome Assessment Methodology

Planning Process/

Potential barriers /

Practice gap Analysis /  
Program Agenda  
Feedback Methodology  
Timeline CME  
Topic Info  
Verbal Disclosure

#### Milestone 5: 7 - 5 months before Event

##### To be Completed by date:

###### Usha M Reddy

Upon Approval by UW, activity number  
Submit Financial Disclosure CME Committee  
Submit Financial Disclosure Speakers  
Mail faculty guidance to all Speakers  
IRS 501  
Current W9  
Web & Facebook, LinkedIn update /  
Start Applying for Grants  
Start maintaining Exhibit Status & grant Log  
Survey Monkey  
Prepare Registration for CME  
Start CME campaign -info / registration to all members and colleagues

#### Milestone 6: 4 months before Event

##### To be Completed by date:

###### Usha M Reddy

###### Financial

Apply for exhibit space  
Continue CME campaign  
Continue updating Exhibit Status & grant Log  
Start collecting info on Reps for exhibit space  
Apply for exhibit space grants  
Prepare Exhibit Space Requirements  
Invitation  
Application,  
Receipt

###### CME Accreditation: Usha M Reddy

Prepare Survey Monkey  
Registration

#### Milestone 7: 3 months before Event

##### To be Completed by date:

###### Usha M Reddy

###### Financial: Usha M Reddy

Send info to UW regarding Grants and Exhibit Space  
Continue updating Exhibit Status & grant Log  
CME Accreditation: Usha M Reddy

- Final Power Point Reminder to Speakers
- Survey Monkey - prepare for CME-Usha M Reddy
- Evaluation Survey
- Registration detail
- Pre & Post questionnaire with feedback
- Continue CME campaign / monthly reminder

#### Milestone 8: *2 months before Event*

##### To be Completed by date:

###### CME Needs: Usha M Reddy - paper work to UW

- Continue CME campaign / biweekly reminder
- Continue updating Exhibit Status & grant Log
- Speaker PowerPoint Presentation to UW
- all Financial disclosures to UW
- Peer Review signed by CME committee
- Conflict of Interest Resolution forms for Speakers and CME Committee
- all Financial disclosures to UW
- ltr\_of\_agreement-Commercial Source

#### Milestone 1 week before Event

##### To be Completed by date:

###### Finalize with Swedish: Sanjiv Parikh

- Room Arrangements
- Audio Visual Needs
- Menu
- Evening Social

###### Pre CME meeting: CME Committee/Usha

- Assign Volunteers
- President Welcome Speech
- Confirm which doctors will introduce speakers
- Confirm who will give gifts
- Plan on gifts
- Plan on evening Social
- Who is getting Computers

#### Milestone 10: *3 days before event*

##### To be Completed by date:

###### Final Check of Event: Usha M Reddy

- Volunteers
  - Let volunteers know their assignments
  - Confirm Printing assignment
- Update web
  - Registration
  - Instruction
  - Evaluation
  - PowerPoint Presentation

CV of Speakers  
CME Objectives

### Milestone 9: *Day of CME Event*

#### To be Completed by date:

Usha M Reddy / CME Committee/ Volunteers

Print and bring to Event: Dhara

Print Program Agenda x 50

Print Instructions x 50

Print Evaluation Forms x 5

Bring In Box/tags/Cr slips/Pens/forms etc.

Registration Desk: Dhara / Annette / Nandita

Set Up and Run Event Registration

Sign-in attendees, collect dues & instructions

Signatures for post PayPal CME Vendor Acknowledgement document

Course attendance verification

Gifts: Nandita

Gifts for each speaker with cards, Check

Give it to CME committee in a timely fashion

CME Needs: Usha

Bring pre & post questionnaires with answers x 5

Print Event Registration Sheet with PayPal info

CME Event: CME Committee

Welcome by President

Moderating CME Event - CME Committee

Timing of Speakers-Raksha

Getting Verbal disclosures signed by CME committee-Raksha

Evening Social: Sanjiv and Nandita

Welcome by Sanjiv

Finger food-Sanjiv and Nandita

### Milestone 10: *1 week after event*

#### To be Completed by date:

**Complete Post Event Activities: Usha M Reddy**

Complete minutes of Meetings

Complete Event Report & Survey for Record

Thank You Email to Sponsors

Thank You Email Report to General Body

Thank You Email to Gov Body & Volunteers

Welcome Email to New Members

File away sign in sheets,

File away Event report etc.

Mail event report and minutes to Gen Body

**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 18<sup>th</sup> 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

Email: admin@wapiusa.com, Phone: 425 301-6317

*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.*

