

**Instructions for Texas Pediatric Society CME Proposal Form
2019 TPS Annual Meeting**

I. **Deadline**

Deadline to submit proposals for the 2019 meeting is **January 8, 2019 by 8:00 am.**

II. **General Instructions**

Only proposals that are complete and submitted electronically on the proposal form will be considered for presentation.

III. **Needs Assessment/Gap Analysis** (Character Limit of 1400 –Including Spaces):

Proposals responsive to the attached needs assessment report have a higher chance of acceptance. The report includes responses from the 2018 annual meeting evaluations and the 2019 Needs Assessment member survey.

This section documents the perceived “gap” or “need” for this presentation and should include dates of new guidelines, “gaps” in the knowledge of practitioners, patients and/or parents, etc. A basic needs analysis is required for the initial submission to be considered complete and may be revised following acceptance of the proposal. Gap analysis frequently references the literature and represents “what’s new” or “what’s different.” See samples below.

Gap or Needs Analysis – EXAMPLES:

“New guidelines for asthma risk assessment, evaluation and management were released in 2007 and many practitioners lack training in office spirometry. It is estimated that < 10% of primary care practitioners have access to office spirometry. The participant in this workshop will demonstrate an understanding of the new guidelines and will gain “hands-on” experience in administering and interpreting office spirometry. Guidelines for referral and information on purchasing equipment will also be discussed.”(NHLBI, Asthma Guidelines, 2007) **OR** Less than 30% of _____ receive the indicated _____ vaccine despite 2007 CDC and ACIP recommendations for this vaccine on a universal basis. Participants in this session will understand the universal recommendation for this vaccine and describe barriers in their own practices to providing it. The facilitator will address ways to overcome barriers including parental consent, rates of common side effects, etc. (Smith, Pediatrics, 2008: vol 34)

Gap Analysis References – EXAMPLE:

Geoffrey R Norman, Susan I Shannon, Michael L Marrin – The Need for Needs Assessment in Continuing Medical Education BMJ. 2004 April 24; 328(7446): 999-1001

Typically, references that would be appropriate to quote are no older than 5-10 years and are “evidence based”- guidelines, systematic reviews or other high quality articles suggesting a change in practice.

IV. **Active Learning Strategies:** Modern adult learning theory, strategies and evidence for best practices in learning call for reduced lecture time and increased active learning; therefore, sessions lasting longer than an hour must utilize an active learning strategy during at least 33% of session duration. Suggested formats include: table top exercises, a “game” like jeopardy, small group interaction with reporting back to large group.

Proposals for the active learning component for sessions lasting > 1 hour must be briefly described in the proposal and the “handout” or exercise or activity must be submitted along with the call for materials to the syllabus.”

V. **Speaker Expenses/Honoraria**

A **speaker honorarium of \$500 per CME hour is offered to defray registration or travel expenses.** The honorarium is prorated up or down based on the length of the session. If more than one (1) speaker is participating in the CME presentation they will share the honorarium. Our honorarium does not cover travel and associated expenses for out of state speakers.

VI. **Ethics Credit**

To qualify for Ethics Credit the topic must discuss and/or apply moral values and responsibilities in the areas of clinical practice and/or research.

VII. **Webinar Topics**

If you (your speaker) would be willing to present the topic as a 1-hour post-annual meeting webinar if it is not accepted for the 2018 annual meeting program, please check this option on the proposal form. Dates and honorarium will be discussed with the speaker upon completion of the selection process. Note, this option will require the speaker to develop pre and/or post meeting test.

For More Information Contact: Amy White, CAE | TPS Director of Special Programs | Amy.white@txpeds.org | 512-370-1519

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