



CME/GME Learning Management System Transition

Office of Continuing Medical Education
Training Session 2

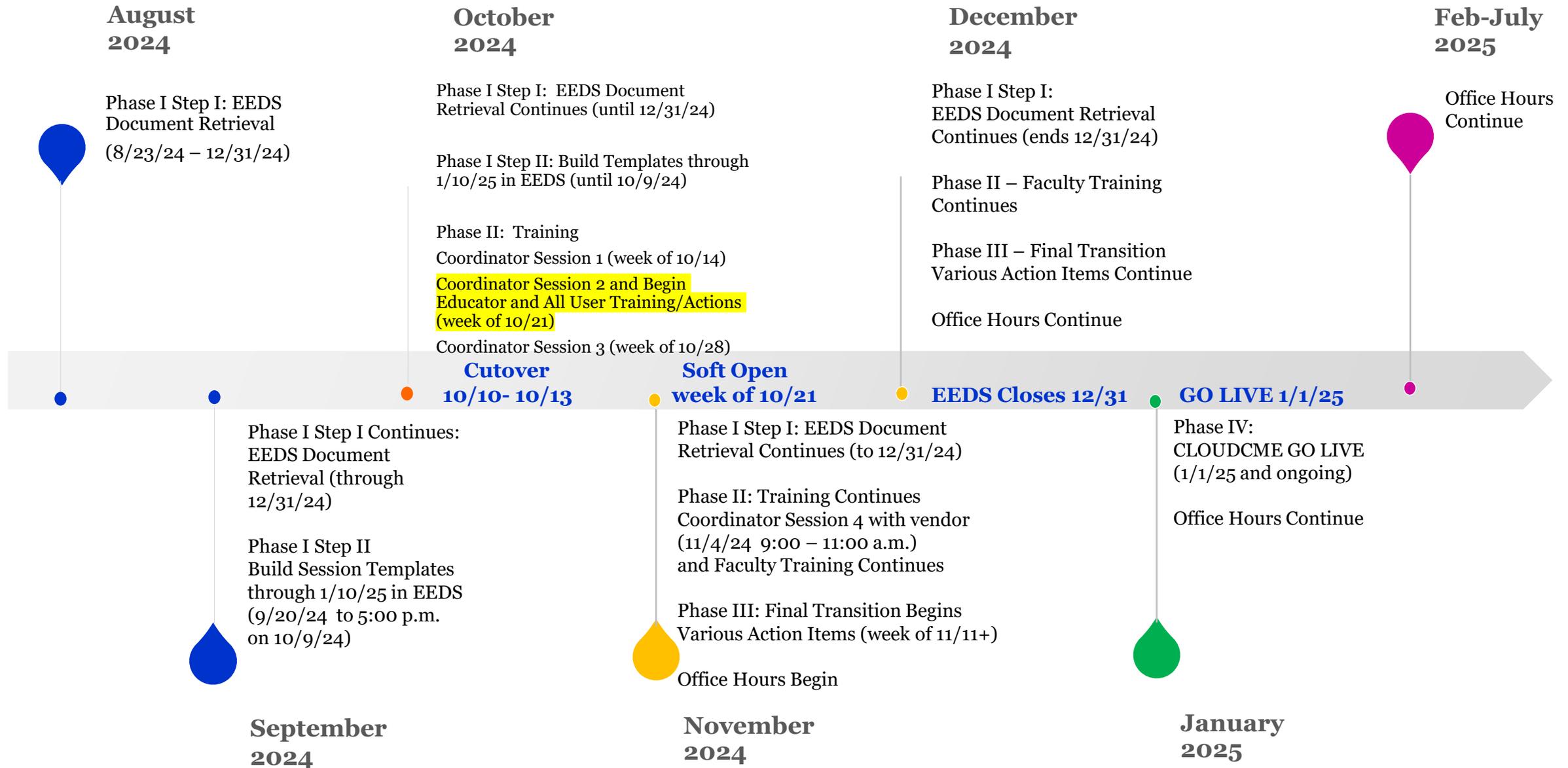
CME/GME Learning Management System Transition Training Session 2

- Introductions
- Housekeeping
 - Recordings of Training Sessions
 - Location of Recordings and PPTs
 - Q & A for Today's Session
- Audience composition
- Train the Trainer Approach

Communication Avenues

- OCME Guidance Emails
- Timeline
- Updated Checklist (emailed 10/14/24)
- Q&A Document
 - Will be posted and updated on CloudCME Help Page routinely
- Training Guides (on Help page)
- Office Hours – beginning 11/5/24
- CloudCME Questions (not answered in Help Guides) & Technical Issues
 - Complete *Request CloudCME Support Form* to obtain assistance
 - Please use form to access the OCME team vs. emailing
 - Access to vendor is limited – OCME needs information in request form to submit issue tickets

HealthStream-CloudCME Department Implementation/Transition Timeline



Checklist

Phase I Step I			
Completed	Start Date	Due Date	Action Item
<input type="checkbox"/>	8/23/24	12/31/24	Retrieve needed documentation out of EEDS
Phase I Step II			
Completed	Start Date	Due Date	Action Item
<input checked="" type="checkbox"/>	9/20/24	5:00 p.m. on 10/9/24	Create RSS session templates in EEDS for all activities through 1/10/2025 AND Delete any session templates already created beyond 1/10/2025
Phase II: Training			
Completed	Start Date	Due Date	Action Item
<input checked="" type="checkbox"/>	10/15/24	11:00 a.m. to 12:00 p.m.	Manager/Supervisor/Coordinator Training #1 (two options – select & attend one)
	10/16/24	2:00 p.m. to 3:00 p.m.	
<input type="checkbox"/>	10/21/24	Complete by 11/30/24	Departments train all internal UCD system users (MDs, Residents, Fellows, Clinicians, Coordinators, etc.) to update/enter profile, consent and submit AND Departments train all internal UCD Educators (Course Chairs, Planners, Speakers, Moderators, etc.) to complete disclosure form in CloudCME
<input type="checkbox"/>	10/22/24	11:00 a.m. to 12:00 p.m.	Manager/Supervisor/Coordinator Training #2 (two options – select & attend one)
	10/23/24	2:00 p.m. to 3:00 p.m.	
<input type="checkbox"/>	10/29/24	11:00 a.m. to 12:00 p.m.	Manager/Supervisor/Coordinator Training #3 (two options – select & attend one)
	10/30/24	2:00 p.m. to 3:00 p.m.	
<input type="checkbox"/>	11/4/2024	9:00 a.m. to 11:00 a.m.	Manager/Supervisor/Coordinator Training #4 with Vendor (one option only, 2 hours)
Phase III: Final Transition Items			
Completed	Start Date	Due Date	Action Item
<input type="checkbox"/>	10/16/24	No later than EOD 12/6/24	Departments finalize and submit all 2024 sessions in EEDS for approval from CME if credit requested. (Speakers with conflicts must have presentation uploaded)
<input type="checkbox"/>	11/5/24	All UCD learners to complete by 12/31/24	Departments train all learners on pairing mobile phone for texting attendance and downloading the CloudCME app for additional functionality



Phase III: Final Transition Items (Cont'd)			
Completed	Start Date	Due Date	Action Item
<input type="checkbox"/>	11/11/24	No later than EOD 12/13/24	Departments finalize Jan 2 through Jan 10, 2025 sessions in CloudCME for approval (all CME & GME courses). (Speakers for CME courses with conflicts must have presentation uploaded)
<input type="checkbox"/>	11/11/24	No later than 12/20/24	Departments train all UCD learners on actions to take when attending January 2025 CloudCME courses
<input type="checkbox"/>	12/13/24	Ready 5 days prior to activity date	Departments build sessions for Jan 11-June 30, 2025
PHASE IV – GO LIVE IN CLOUDCME 1/1/25			

Checklist - Action Items

- Action Item: EEDS Document Retrieval

Opened: 8/23/24 Due: 12/31/24

Applies to: Departments

Location: EEDS

Retrieve departmental items needed such as

- Evaluations from activities
- Learner external credits
- Reports

Checklist - Action Items

- Action Item: Complete Profile

Opened: 10/21/24 Due: 11/30/24

Applies to: All CloudCME Users

Location: <https://ucdavis.cloud-cme.com>

Help Guide: [Create/Update Profile](#)

Key points:

- If UCDH employee already has an EEDS account – they will have a skeleton profile in CloudCME. Employee MUST still log in via SSO and complete. **Confirm the transferred skeleton profile contains the correct name, email and other information. If name and/or email are incorrect, please notify OCME and refrain from updating the profile further until receiving notice from OCME to proceed.** If name and email are accurate, but other info is incorrect, simply update, consent and submit.
- If UCDH employee did not have an EEDS account – Sign in **via Kerberos** and complete a profile.
- Everyone should consent at bottom of profile before submitting (critical for Surgery ABS Diplomats attending Surgical Academic Forum).
- There is no report available to departments to determine profile completion.

Checklist - Action Items

- Action Item: Complete Disclosure

Opened: 10/21/24 Due: 11/30/24

Applies to: CME Educators

(e.g. Course chairs, co-chairs, planners, speakers, facilitators, moderators, etc.)

Location: <https://ucdavis.cloud-cme.com>

Help Guide: [Complete/Update a Disclosure](#)

- Two pathways:
 - Via Faculty Tab (when signed into Activity Portal)
 - Via Disclosure Tile (from home page)
- Coordinators with Faculty Tab displaying do not need to complete disclosure

CME/GME Learning Management System Transition

Training Session 2

- Objectives
 - Expand knowledge of CloudCME terminology
 - Identify Learner and Faculty Educator RSS processes in CloudCME
 - Distinguish new and similar processes to support Learners and Faculty Educators

Terminology in CloudCME

- System User = Coordinators, Administrators, Educators, Learners
- Faculty = Educator
 - e.g. Course Chairs, Co-chairs, Planners, Speakers/ Presenters, Moderators, Facilitators, etc.
- Learner = Anyone attending an educational activity

Reminder: An individual can have one or more roles. All roles apply to UCD employees, as well as guests external to UCD.

Terminology in CloudCME (continued)

- AP = Attendee Portal (CloudCME Home Page)
- Couse Director = Course Chair

CloudCME Attendee Portal (AP)

- URL <https://ucdavis.cloud-cme.com/>
- Sign in
- Learner & Faculty Educator Tabs
- Faculty Educator Tiles

UC DAVIS HEALTH Continuing Medical Education << Back to UC Davis CME

SIGN IN LIVE COURSES WEBINARS ON-DEMAND COURSES RSS LEARNING FROM TEACHING CONTACT US

HELP

Education Building UC DAVIS HEALTH SYSTEM

WELCOME TO THE UC DAVIS, HEALTH OFFICE OF CONTINUING MEDICAL EDUCATION LEARNING PORTAL

As a **learner**, you can access information about courses offered, register to attend, and manage your learning needs.

If you are an **educator** or **planner**, you can browse resources, (complete disclosures), and submit courses for CME consideration. Once you have signed in please complete your profile for full functionality of the system.

New User

If you do not have an account with us, please click the button below to create one.

Sign Up Now

Course Consultation
UC Davis, Health Employees Only

Course Request Form
UC Davis, Health Employees Only

Educator Resources

Disclosure Form
UC Davis, Health Employees Only

UC Davis Health
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cmereg@ucdavis.edu
<https://health.ucdavis.edu/welcome/>

Powered By CloudMED

Regularly Scheduled Series Processes for Learners

For
CME and GME (Non-CME) Activities

[SIGN OUT](#)

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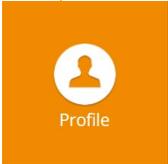
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[MY CME](#)

Learner Tabs & Features

- MY CME Tab



- Profile (AKA: account)

- All Users must have a profile
 - Profile can be completed via the Attendee Portal or the CloudCME app on mobile phone



- Transcript

- Learner can retrieve own transcript
 - Coordinator can retrieve transcript on behalf of learner from Administration-Reports



- Evaluations and Certificates (Different)

- Post-course evaluations are located here
 - When an evaluation is mandatory, learner must complete it to generate their certificate



- Registrations and Receipts

- Shows the courses for which they are registered and receipts for any courses paid to attend

Learner Tabs & Features

- MY CME Tab (continued)



- Claim Credit (Different)
 - Learner must log their attendance within five days of activity to get credit and/or attendance
- Three ways in order of preference:
 - Texting attendance using activity code provided – **preferred method**
 - Scan QR code with CloudCME app (cannot use camera on phone)
 - Claim credit via the Attendee Portal (AP) using activity code provided
- Coordinators
 - Do not manually record attendance within five-day window
 - Use manual record attendance feature only when absolutely necessary after five-day window. Note, learner can only claim credit via Attendance Portal (AP) using activity code provided
 - Coordinators cannot award credit

Learner Tabs & Features



– External Credits

- Optional feature
- Learner completes form and uploads certificates awarded for courses outside of UCD CloudCME system.
 - E.g. UC Learning, external organizations, etc.
- Only Learner can upload (coordinator cannot upload on the learner's behalf) (Different)
 - Note: External credits currently in EEDS did not transfer to CloudCME



– Tests

- Learner goes here to complete tests required with associated activity



– Syllabus

- Learner goes here to view any uploaded syllabus associated with the activity

Regularly Scheduled Series Processes for Faculty Educators

For
CME and GME (Non-CME) Activities



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Faculty Educator Tab Features

- MY CME Tab
 - Profile (required for everyone) (Partially Different)
 - Faculty Educators must complete their profile in CloudCME
 - Profile can be completed via the Attendee Portal (AP) or the CloudCME app on mobile phone
 - Faculty Educator must complete their profile before completing disclosure form
 - Coordinators (Different)
 - For new external faculty, coordinators can initiate a profile/account shell through the 'Add Member' feature, however Faculty Educator must still sign-in and complete the profile
 - Do not use the 'Add Member' feature for UCD employees --- Faculty Educators need to sign on with UCD Single Sign-On (SSO) to complete their profile

Regularly Scheduled Series Processes for Faculty Educators

For
CME and GME (Non-CME) Activities



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Global Tasks

Activity Tasks

1 Peer Reviewer Tasks

1 Upcoming Presentations

Faculty Educator Tab Features

- Faculty Tab: Will display for anyone who held an educator and/or planner role in EEDS in the past
 - Global Tasks
 - Disclosure
 - Where Faculty Educator completes and/or updates their disclosure form
 - Disclosure form needs to be completed in CloudCME system by Faculty Educator
 - Coordinator cannot complete disclosure for educator
 - Activity Tasks
 - Where Faculty Educator will complete Consent to Record and/or perform Content Review (aka: Content Validation) form, when assigned
 - Peer Reviewer
 - Where Faculty Educator completes the Conflict of Interest Mitigation Process, when assigned by OCME
 - Upcoming Presentations
 - Where speakers upload their presentations
 - Coordinators can upload presentations on behalf of faculty educator through different pathway

Faculty Educator Tile Features

Course Consultation – where Faculty Educator requests a consult for a new course

Course Request Form:

- Where Faculty Educator completes a request form for a new course
- Two Evaluation options for activities (Different)
 - CME Questions
 - CME Questions plus System Speaker Questions (see next slide)



CloudCME System Speaker Evaluation Questions

Speaker 1

Knowledge about subject matter

Excellent Very Good Good Fair Poor N/A

Prepared and organized

Excellent Very Good Good Fair Poor N/A

Ability to communicate well

Excellent Very Good Good Fair Poor N/A

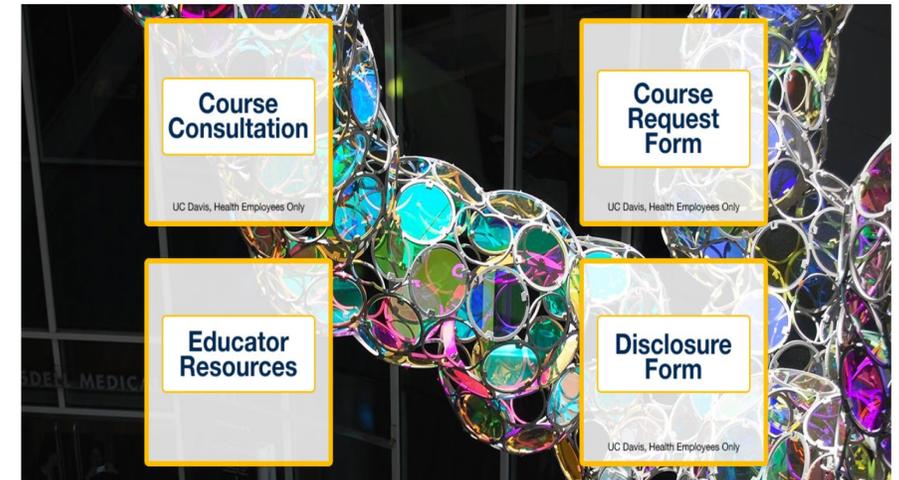
Overall strength of presentation:

Excellent Very Good Good Fair Poor N/A

Faculty Educator Tile Features

Educator Resources – directs Faculty Educator to other resources related to educational courses on OCME website

Disclosure Form – another pathway of where Faculty Educator completes their financial disclosure form



Questions

Action Items and Next Session

- New PPT for Use with Educators and Learners
 - Will be sent to all administrative users via email
- Current Action Items:
 - Complete/Set Up CloudCME Profile with Consent (due 11/30)
 - CloudCME Faculty Educator Disclosures (due 11/30)
 - EEDS document retrieval (due 12/31)
- Next Session
 - Coordinator RSS Processes & Dashboard
- URL <https://ucdavis.cloud-cme.com/>