

## Online Reviewer Form Instructions

CPD is switching from a paper/pdf reviewer form to an online form. The form is largely the same, with a few important changes. The process for submitting the reviewer form has also changed.

- When a speaker indicates on their disclosure form that they have disclosures, the email you receive will come with a link to the online reviewer form rather than an attached pdf. This email can be forwarded to the program chair to complete the reviewer form.
  - If necessary you can complete the form on behalf of the program chair, but they should still be the one doing the review.
- If any of the below options is chosen, the presentations slides that were reviewed must be attached to the form when it is submitted.

- This individual's financial interests ARE related to the content of the activity, but patient treatment options are not addressed in his/her presentation or instructional materials.
- This individual's financial interests ARE related to the content of the activity and patient treatment options are discussed. I have reviewed the presentation/instructional materials and found them to be evidence-based and free of bias or advertising messages.
- This individual's financial interests ARE related to the content of the activity.

- When the program chair has completed the form a notification will be sent to CPD.
- For the remainder of AY18 (June 30) the notification email will be forwarded to the coordinator so they know the form is complete and CPD will save the form for our records.
- **For RSSes-** Starting in AY19 (July 1), CPD will upload the reviewer form to the quarterly report in the application portal. The coordinator must check the portal no later than one week prior to the talk to ensure that the reviewer form has been completed. It is the coordinator's responsibility to follow up with the CPD office to ensure that a reviewer form has been completed and received. If a reviewer form is not received before the talk occurs, it may lose CME certification.
- **For Courses -** Starting in AY19 (July 1), CPD will upload the reviewer form to the speakers section of the application portal. The coordinator must check the portal no later than one week prior to the talk to ensure that the reviewer form has been completed. It is the coordinator's responsibility to follow up with the CPD office to ensure that a reviewer form has been completed and received. If a reviewer form is not received two weeks prior to the activity start date, it may lose CME certification.