Interprofessional Continuing Education
Roles and Responsibilities

Interprofessional Continuing Education Department	**Conference Course Director and Planning Committee**

- IPCE will join all conference planning committee meetings to ensure compliance with accreditation standards and help guide the application process.
- IPCE provides required elements for marketing of a Save The Date.
- Ensure applications are submitted and approved.
- Initiate grant applications or commercial support agreements. **Due to accreditation standards, this must be done through IPCE.**
- Once the application is approved, IPCE will provide the Planning Committee with accreditation statement(s) for inclusion on marketing pieces.
- Proofing of all marketing pieces to ensure compliance with accreditation standards.
- Creation of CloudCME registration site for attendees + weekly distribution of registration/attendance reports.
- Creation and copying of Agenda Packet
- Exhibitors:
  ○ Once the exhibitor has agreed to come, IPCE will send appropriate exhibitor agreements. All paperwork must be received and countersigned by IPCE prior to event.
- Distribute speaker paperwork. IPCE will communicate directly with speakers regarding disclosure, Letter of Agreements (LOA), speaker recording releases, and PowerPoints.
- Conflict of Interest mitigations for speakers and planners with relationships with ineligible companies.
- Provide Planning Committee with registrant/confirmation email template, disclosure page, claim for credit forms, and accreditation announcements.
- Proof all day of materials (including PowerPoints) to ensure compliance with accreditation standards.
- Attend the event as QI consultant to audit the event.
- Attend a debrief of the conference 2 weeks post event.
	- Complete an Intake form to obtain approval to apply for credit from IPCE's Education Review Committee (ERC)
	- Establish regular planning committee meetings and disseminate meeting minutes. Planning Committee meetings will include members of the IPCE team.
	- Identify and invite all speakers.
	- Finalize agenda and submit CE application.
	- Arrange for any guest speakers travel and transportation logistics. Contact Intermountain Travel for help with off-site hotel contracts and room capacities for hospital education centers.
	- Create marketing pieces and marketing plan.
	  ○ All marketing pieces require approval of IPCE prior to distribution.
	- Secure room reservations for Intermountain Health campus locations/hotel contract for off-site locations.
	- Arrange catering.
	- Arrange AV support.
	  ○ Create and manage virtual platform, i.e., Teams meeting link (if hybrid or virtual meeting).
	- Collect faculty bios for moderator packet.
	- Prepare conference signage (i.e. directional signs, exhibitor signage, table-top signs).
	- Exhibitor
	  ○ Identifying and inviting potential exhibitors.
	- Distribute registrant/confirmation email (IPCE will provide template).
	- Distribute disclosure page to all attendees prior to the event (IPCE to provide).
	- Distribute claim for credit to all attendees prior to the event (IPCE to provide).
	- Coordinate committee/speaker/attendee gifts (if applicable) adhering to Intermountain Health policies.
	- Onsite staffing and support day of event. This includes staffing the registration table for the entire event.
	- Announcement of accreditation standards at beginning of meeting (IPCE to provide).

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- Create online evaluation in CloudCME.
  o Distribute evaluation results 2 weeks post-event to planning committee.
- Finance
  o Reconcile all revenue (if applicable)
  o Prepare final bill for IPCE services.
	- Review of evaluation results (IPCE will provide 2 weeks post-conference).
	- Schedule debrief following conference to review evaluation results with full committee. IPCE will attend all debriefs.
	- Thank you letters to speakers/exhibitors (if applicable).
	- Creation of conference name badges and day of materials.
	- Finance
	  o Reconcile all expenses.
	  o Pay all invoices and honorariums.
	  ▪ Honorariums are subject to Intermountain policy.
	  ▪ W9 is required for payment of all honoraria. A Physician Payment Form (STARK) is required if paying a physician.