

## **Planning Meeting agenda:**

Ask how series is going and their format.

Review requirements for the board in question and best fit for their series depending on format.

ex) Treatment Planning Conferences are great for case discussion  
evaluation components for ABIM MOC

- Provide board guidelines, as needed

Notes from meeting will become worksheet to be used for audit purposes

- Content reviewers (if required by board)

- Subspecialties that apply to content

- Copy of evaluation tool (if required by board)

## **Print out:**

Professional practice gap:

Content reviewers

- Who

- Will review what?

- Documentation to UUCME (form or email to CME Office)

Evaluation:

- Mechanism, tool

- Scoring

- Feedback to learners

- Documentation to UUCME (form or email to CME Office)

Statements to learners

- Permission to share

Sub-specialty: area of interest, for series to mark

Signature Sheet releasing their data to be reported to board