Avera Interprofessional Continuing Education

August 2021 Monthly Updates
AveraContinuingEducation@avera.org

Can you believe school starts already this month? Where did summer go? Fall is always such a busy time at Avera and none busier than having 65% of the system merge to Expanse with Avera St. Mary's and Avera McKennan regions switching in October.

Change is the word for 2021 and it holds true for the CE program at Avera as well! Hang on for the wild 2021 ride as we gear up to be compliant with the new "Standards for Integrity and Independence in Accredited Continuing Education" as well as submitting our application for Joint Accreditation on October 1st. August 2nd kicks up off with required fields in Avera CE Application removed to streamline process, September 1st the disclosure switch occurs then on to January 1st with having evaluations being completed within 30 days of the activity.

Join us for an informational webinar on all these changes on September 8th from 9-10!

Upcoming dates to be aware of:

October activity CE applications due on August 31st	CE Portal Down for updates: 8/6-8/9 and 9/1-9/3	Disclosure Switch: September 1st

Get Ready: Planner Appreciation MOVED to February 2022!

Reminders

Joint Provider Applications	RSS Parent Applications	Enduring Materials End
If you are collaborating with any company outside Avera you must have a Joint Provider contract in place and signed by all parties with the submission of your activities. Joint provided activities require an Avera VP sponsor unless they are with an Avera Managed facility.	Parent Applications are due on October 31st. We recommend not adding committee/faculty until after September 1st. For Tumor boards and case conferences we will have a sample application for you to follow!	Not forever, of course! All applications that have been submitted in 2021 have an end date of December 31, 2021 so that we can be compliant with the new standards starting January 1, 2022!

3 Helpful Hints

Event Planning	Do a Quality Check- Required Fields Removed	Word Count and Character Limits
Are you planning to have an in-person or virtual event in 2022? Connect with averacontinuingeducation@avera.org to get your date reserved on the event calendar and see if you qualify to have a CE Event Consultant work with your planning committee! We recommend 9-12 months of planning for a seamless event!	We have heard you! The "required" field requirement was causing more work arounds. All fields are still required, you just can now fill out your application as you go. Don't forget to do a quality check before submitting your applications for review! Common items missing are the "Planning Form" and "Test Questions". An incomplete application will be returned and must be resubmitted prior to the submission due date to be eligible for CE Credit.	We know, it can be hard to be brief when you have so many good things to say about your education! There are many areas in the application with word count or character limits- and they really are limits. It actually will not allow us to approve your application on our end if it is too long. If you think it might be too long, you can put that section in Word, click on the "review" tab, and then on word count, which will also tell you your character count!

Changes to Avera CE Portal or Application

Disclosures	Date Change When Approved	Webinar September 8th
The disclosure form will switch to the new form on September 1, 2022 to be in compliance with the new standards. This will "wipe out" all old disclosures and we will need updated disclosures from everyone. Please plan to submit applications you are currently working on prior to September 1st or you will need to collect new disclosures.	We all are tired of change, but sometimes you need to change your date, time, or location. Just send an email to averacontinuingeducation@avera.org with the name of your activity, APF number if you have it, and information that needs to change.	We are here to help you through this change process and will be communicating to frequent committee and faculty to complete a disclosure. Join us for the update Webinar on September 8, 2021 from 9-10am to see the changes in action and answer any questions you may have!

Adding a Speaker or Planner	Registration Pages	Book us for your RSS Meeting
There is always room for just one more- and that includes when you already have an approved application! If you need to change/add a speaker or committee member just fill out the "Add a Planner or Faculty Member Form" found on the CE Planner Resource Tab of the Avera CE Portal! Make sure you still get a disclosure prior to role assignment. You can do this by pulling a Disclosure Report. They don't know how to complete a disclosure? Never fear! We have a how to guide for that here too!	Are you planning to have registration page for a series or upcoming event? Applications must be approved before a registration page can go live. We can do a "Save the Date" page while you are working on this. We also need 14 business days once the registration design information has been finalized to build out your registration site.	Invite us to come to your September or October meeting(s) to help you get your disclosures. We are happy to explain and help get people through the new disclosure process! Email mailto:averacontinuingeducation@avera.org