

POST-ACTIVITY CHECKLIST

Continuing education credit will not be awarded for activities that do not provide the requested documents.

Please provide the following information at least four (4) weeks after the activity.	
Activity: Society for Vascular Surgery Patient Safety Organization - Regional Meeting	
Start time:	End time:
Date:	Region:
Meeting materials <input type="checkbox"/> Speaker presentation slides and/or supplemental materials. <input type="checkbox"/> N/A. There were not any materials for this activity, or the speaker wishes to not share their information due to propriety reasons. DMU respects that decision; however, I understand the information may be requested during an audit.	
Final agenda. The agenda must include the speaker(s), case presenter(s), and/or moderator(s) credentials, title, and organization. Please indicate if you're NOT requesting continuing education credit for a particular session. <input type="checkbox"/> I confirm the agenda provided on the pre-activity checklist is unchanged. <input type="checkbox"/> There was a change to the agenda provided on the pre-activity checklist. An updated copy is included with the changed sections highlighted. If a speaker(s), case presenter(s), and/or moderator(s) was added to the agenda, they completed the conflict of interest disclosure form prior to the activity start date. If the form was not received, I understand credit will be forfeited for that session.	
Proof disclosure of relevant (or none) COI was made at the activity. Select all that apply below and include documentation. <input type="checkbox"/> Marketing materials <input type="checkbox"/> Presentation slides <input type="checkbox"/> Verbally by the moderator <input type="checkbox"/> Welcome/housekeeping PowerPoint slides (attached) <input type="checkbox"/> Other:	

Please use the checklist for every activity as it includes all of the necessary continuing education information required for accreditation. All required documentation must be returned to Des Moines University at cme@dmu.edu according to the timeline above. This form is for tracking purposes only. The activity director or coordinator should keep a copy of this form with the activity file. Records must be kept on file for six years from the date of the continuing education activity.