



2026-2027 In-Hospital Series Renewal Proposal

In-hospital series are planned by and presented to the organization's professional staff to improve patient care. In-hospital series generally target the same audience over the whole series. These series are also known as grand rounds, journal clubs, case conferences, and morbidity and mortality rounds.

We have shortened this form to make renewals easier. Please use the 2025-2026 proposal as your reference to complete this form. The 2025-2026 Proposal for your series is located in your series 2025-2026 Final Check-in session. The fees remain the same as last year.


This form asks for the essential logistical and educational information needed to provide credit for your series.

Contact Mass General Brigham Continuing Professional Development (MGB CPD) at mgbcpd@mgb.org with any questions.

Series Details


1. Name of the Series *

2. Hospital or Entity *

Select your answer 

3. Series Start Date *

Please provide the expected date of the first session.



4. Day(s) of the Week the Sessions Take Place *

Check all that apply.

Monday

Tuesday

Wednesday

Thursday

Friday

5. Session Start Time *

Examples: (8:00 AM, 12:00 PM, 1:30 PM)

6. Session Duration *


1 Hour

2 Hours

Other

7. Session Occurrence/Frequency *


Please indicate how often your sessions take place.

Select your answer 

8. Session Frequency - additional details

Provide additional detail as needed. (e.g., first Tuesday, every Monday, 2nd and 4th Wednesday, etc.)

9. Activity Format *

Select your answer 

Course Directors, Coordinators and Planners

This form includes space for one director, coordinator, and planner. There will be an option to upload a document with additional directors, coordinators, and planners. We encourage you to include trainees (residents or fellows) as planners or reviewers for your series.

10. Name and Credentials of Course Director *

Please include credentials (e.g., Alison Smith, MD). CPD needs credentials to confirm planners for all requested credits are represented.

11. Course Director Email *

Please enter an email

12. Does this course director need admin access to the series website? *

13. Name and Credentials of Course Coordinator *

Please include credentials (e.g., Alison Smith, MD). CPD needs credentials to confirm planners for all requested credits are represented.

14. Course Coordinator Email *

Please enter an email

15. Do you want to add additional course directors, coordinators, or planners? *

Reminder: All professions receiving credit must have a corresponding planner to represent the profession. (For example, a series offering nursing credits must include a nurse as a planner.)

Yes

No

16. Please upload a file with any additional course directors, coordinators, or planners

Please use this link to download a file that can be uploaded with the additional contacts:

<https://bit.ly/43qhm0e>

17. What method will you be using for the speaker disclosures in your series - will you be using on-line disclosures or the pdf version of disclosures or a combo of both? *

This method can be changed at a later date during the academic year

On-line disclosures

PDF disclosures

Combo disclosures (on-line & pdf)

Changes from the 2025-2026 proposal

Please answer the questions below based on your 2025-2026 series proposal. The proposal is located in the 2025-2026 Final Check-in session on the learning management system. Please review the 2025-2026 proposal available in the series final check-in session and confirm there are no changes.

18. Are there any changes to the 2025-2026 proposal for Credits Being offered, MOC or Risk? *

Yes - at least 1 area has changed

No - All areas remain the same

Credits Being Offered

For each credit type you are offering, there must be a planner who represents the profession. Having a representative from the profession review the activity and offer input from their profession's perspective meets this requirement.

The first 2 credit types (e.g., physicians and nurses) are included in the series accreditation fee. Additional credit types are \$350 per profession.

19. Credits Being Offered *

- Physicians
- Nurses (includes Nurse Practitioners)
- Psychologists
- Social Workers
- Pharmacists (includes Pharmacy Technicians)
- Physician Assistants
- Optometrists
- Dentists
- Dieticians
- Athletic Trainers

Maintenance of Certification (MOC)

We can provide MOC for boards participating in the ACCME "CME That Counts for MOC" collaboration. For more information about the collaboration, visit <https://www.accme.org/cme-counts-for-moc>.

The fee to add this credit is \$500.

20. Are you interested in offering MOC for this series? *

- Yes
- No
- Not sure (MGB CPD will contact you to answer your questions about MOC)

21. Please select MOC *

Please check all that apply.

- ABA Lifelong Learning
- ABA Patient Safety
- ABIM Medical Knowledge
- ABIM Patient Safety
- ABOHNS Self-Assessment
- ABOHNS Patient Safety
- ABPath Lifelong Learning
- ABP Lifelong Learning & Self-Assessment
- ABS Accredited CME
- ABS Self Assessment
- ABOS Accredited CME
- ABTS Accredited CME
- ABTS Patient Safety
- ABTS Self Assessment

22. Did you select ABIM, ABP, ABOHNS, ABS (self Assessment) or ABTS (self Assessment)? *

Yes

No

23. Which evaluation and feedback method(s) will you use? *

Series requesting MOC for ABIM, ABP and ABOHNS credits have an evaluation and feedback requirement. You can meet this requirement using one or more of the options listed below. For a full list of evaluation and feedback options, please see the ACCME Maintenance for Certification Program Guide, <https://www.accme.org/cme-counts-for-moc>, page 23. You will need to send copies of feedback summaries provided to learners to mgbcpd@mgb.org.

Please select all methods you plan to use. If you select "other," MGB CPD must approve the method.

Written responses with evaluation and feedback done during meeting. Feedback provided using chat during the session or by email after the session.

Written responses with 2x/year evaluation or after every session. Evaluation completion is mandatory for anyone claiming credit and MOC feedback is provided by course director as email summary or as discussion during one of the sessions.

24. Are you interested in offering Quality Improvement MOC with your series?

The fee to add this credit is \$750.

Yes (MGB CPD will contact you to explain the process)

No

Not sure (MGB CPD will contact you to answer your questions)

Risk

25. Are you requesting Risk Management for this series? *

10 Risk Management credits are required every licensing cycle. Morbidity & Mortality (M&M) sessions are the only sessions that automatically meet the criteria for Risk Management in Massachusetts. For all other options, a form to determine risk credit will be required.

- Yes, this is an M&M series.** Use this option if all sessions are M&M. M&Ms automatically meet the criteria for Risk Management in Massachusetts.
- Yes, for all sessions in the series.** Use this option if all sessions in the series meet risk management requirements, but not all sessions are M&M.
- Yes, for some of the sessions in the series.** Use this option if you anticipate some of the sessions in the series will meet risk management requirements.
- No.** Use this option if you anticipate none of the sessions in the series will meet risk management requirements.

26. Risk Management Topics *

Risk management study can include instruction on any of the items in the list below.

Please check topics you plan to discuss in the series.

- Medical Ethics
- Medical Legal Issues/Malpractice
- Quality Assurance
- Improving Patient Relations
- Review/Improvement of Non-Economic Aspects of Practice Management
- Implicit Bias in Healthcare
- End of Life Care
- Opioid Education and Pain Management
- Physician Burnout

Changes from the 2025-2026 proposal (continued)

Please answer the questions below based on your 2025-2026 series proposal. The proposal is located in the 2025-2026 Final Check-in session on the learning management system. Please review the 2025-2026 proposal available in the series final check-in session and confirm there are no changes.

27. Are there any changes in the Professional Gap, Educational Need, Types of Changes Planned, Specialties of intended learners, and/or Learning Objectives? *

No – All areas remain the same

Yes

28. Please check any area with changes from 2025-2026 proposal *

Professional Practice Gap

Education Needs

Type of Change Planned

Specialties of Intended Learners

29. Please state the changes *

(4000 character limit)

Learning Objectives

Learning objectives describe what participants should be able to do after participating in this activity to improve the care of patients.

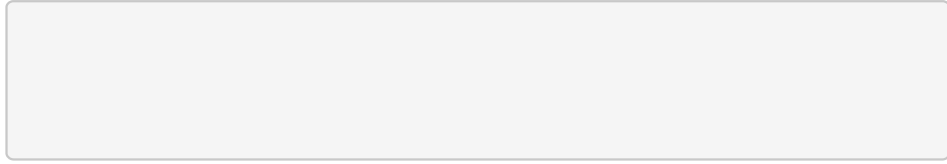
- The learning objectives need to be in measurable terms. (Please use this list: <http://bit.ly/3XjcG8J>.)
- If the series is providing credit for more than 1 profession, at least one learning objective must represent the team.
- List 3-5 learning objectives below.

30. Learning Objective 1 *

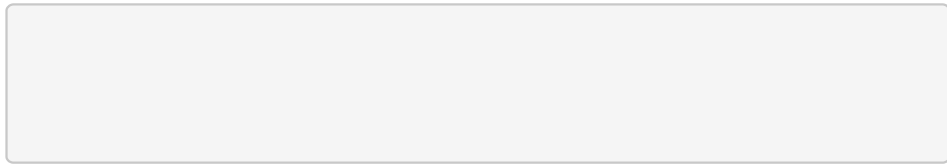
31. Learning Objective 2 *

32. Learning Objective 3 *

33. Learning Objective 4

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34. Learning Objective 5

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Evaluation

You DO NOT need to have an evaluation after every session tied to participant credit in the LMS.

Here is the link to a sample evaluation: <https://bit.ly/4ieJYxC>

35. Evaluation Frequency *

- 2x year (recommended)
- After every session

Systemwide Access to Series

MGB makes non-confidential series open to all MGB staff. Any MGB staff member can find the link to participate in an upcoming session on the Systemwide Grand Rounds Vitals page.

<https://partnershealthcare.sharepoint.com/sites/VitalsSystemwideGrandRounds>.

We have now built a library with all series recordings, also for systemwide access. Learners may text credit for up to 6 months after the session date. Learners may text credit for viewing the live or recorded version of the

36. My series is confidential *

- Yes – all sessions are confidential
- Yes – some sessions are confidential; some are non-confidential and are open to all MGB staff
- No – all sessions are non-confidential and are open to all MGB staff

37. Please explain why all of the sessions in your series are confidential. *

NOTE: Your series will be automatically excluded from the systemwide access project.

38. Please explain why some of the sessions in your series are confidential. *

NOTE: The systemwide site and recording library will include ONLY your non-confidential sessions.

39. Are you recording your sessions? *

A copyright & consent form will be required for speakers if you are recording.

NOTE: The systemwide site and recording library will include ONLY your non-confidential sessions.

Yes

No

40. Please provide the name of the recording contact person *

Who is the contact person for CPD to contact about the recordings?

41. Please provide the email for the recording contact person.

*

42. What is the current link to view the recordings for your series?

Please enter a URL

43. Accreditation for Recordings *

Learners may text the credit code for **up to 6 months after the session date to receive credit for a recorded session**. There is no additional fee.

Series requesting credit for an enduring version of the series available until June 2027 must request additional accreditation. If you would like to request accreditation for the enduring/recorded version of your series through June 2027, there will be an additional fee. The additional fee will be the same as for the live series. For example, if the fee for your live series is \$2,750, the fee for the enduring version will be \$2,750. You will be required to send us copies of the recordings so that we can build the accredited enduring activity.

Please select an option below for accreditation for your recordings.

Accreditation for 6 months after each session date. Credit is

44. Alumni Access to Series *

MGB CPD is collaborating with the Mass General Brigham Alumni Association to offer educational opportunities to alumni of Mass General Brigham training programs. Alumni can view and sign up for upcoming sessions on the Alumni Association Network. Alumni must create an account and receive approval to participate in the network. GME staff verifies alumni status before approving the account. Confidential series are excluded from this initiative. Series will be listed here: <https://cpdlearn.massgeneralbrigham.org/alumni/>

- Yes – please list this series on the Alumni Network
- No – please DO NOT list this series on the Alumni Network
- Not sure – I need more information

45. Public Promotion of Series or Sessions *

MGB CPD is developing a site to offer a library of recordings of sessions outside of our system. The purpose of this initiative is to grow recognition of MGB Education and to disseminate the excellent education content to audiences outside of our system. Speakers will opt in to allowing a recording of their session to be shared outside of MGB. Speakers will be required to provide a copyright and consent form. The recordings will be available for free. Credit will not be included. Confidential series are excluded from this initiative.

- Yes – please include this series in the content library for learners external to MGB.
- No – please DO NOT include this series in the content library for learners external to MGB.
- Not sure – I need more information

Additional Details

Please use this section to add any additional questions or details needed to build your site.

46. Please provide any additional details

Payment

We will calculate your fee and transfer the payment when your series is approved. Receipt is available upon request.

For fees, please see the call for proposals email or visit this link:

<https://bit.ly/3DFW8RE>

Reminder: Commercial Funding is not allowed for in-hospital series.

47. Please provide the Company ID (formerly GL) *

e.g., 0100, 1200, 2200

The value must be a number

48. Please provide the Grant ID or Cost Center *

Grant ID Examples: GR0020765, GR0017192

Cost Center Examples: MGB530, PH1479

Submission

By submitting this form, you attest that you will abide by all MGB CPD policies and the ACCME Standards for Integrity and Independence

[\(https://accme.org/rules/standards/\)](https://accme.org/rules/standards/)

49. Your Name *

50. Today's Date *

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