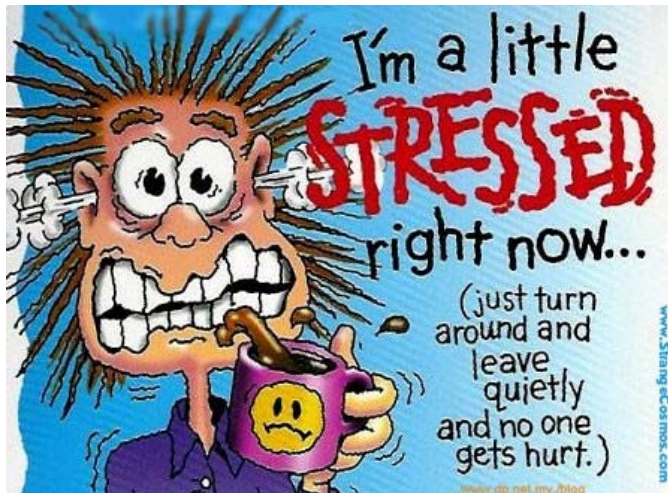# Meeting Resources for Residents

Thursday, August 29, 2019

This packet can be viewed/downloaded on the CDS website at:

http://www.chicagoderm.org/assets/docs/MonthlyMtg/Resources/residents%20information%20packet-2019_2020.pdf

Meeting Planning Resources

With the aim to keep everybody on an even keel, the following items are offered for your comfort and, hopefully, assistance . . .

Please note . . . the deadlines listed here are very firm in order to accomplish the hundreds of individual tasks necessary for a smoothly running meeting. *Thank you* for being mindful of this.

Contents

- ✓ Meeting schedule for 2019 - 2020 academic year

- ✓ Key dates for meeting planning

- ✓ Instructions for residents
  – Protocol books
  – Posters
  – PowerPoint for case presentations and MOC questions

- ✓ Overall checklist for meetings

- ✓ Policy Statement - Patient privacy and HIPAA compliance

- ✓ MOC question guidelines from ABD

Chicago Dermatological Society
MONTHLY MEETING SCHEDULE - 2018/2019

1 - September
Host: Loyola University
Location: Stephens Convention Center, Rosemont
Date: Wednesday, 9/11/2019
Speaker: Stephen E. Wolverton MD; Indiana University
Topic:

2 - October
Host: University of Illinois at Chicago (Fretzin Lecture)
Location: Gleacher Center, Chicago
Date: Wednesday, 10/23/2019
Speaker: Keyvan Nouri, MD; University of Miami
Topic:

3 - November
Host: Northwestern University (Bluefarb Lecture)
Location: Gleacher Center
Date: Wednesday, 11/13/2019
Speaker: Theodore Rosen, MD; Baylor College of Medicine
Topic:

4 - December
Host: University of Chicago (Lorincz Lecture)
Location: Gleacher Center
Date: Wednesday, 12/4/2019
Speaker: Amy McMichael, MD; Wake Forest Baptist Medical Center
Topic:

5 - January/February
Host: IDS Coding/Practice Management Conference
Location: Stephens Convention Center; Rosemont
Date: TBD

6 - April
Host: Stroger - Cook County Hospital (Barsky Lecture)
Location: Gleacher Center
Date: Wednesday, 4/15/2020
Speaker:

7 - May
Host: Rush University (Malkinson Lecture)
Location: Gleacher Center
Date: Wednesday, 5/06/2020
Speaker: Misha Rosenbach, MD; University of Pennsylvania

8 - IDS/CDS Presidents' Conference
Host: Joint Conference & Awards Luncheon
Location: Stephens Convention Center, Rosemont
Date: Wednesday, June 2020
Speakers: TBD

CDS Monthly Conference – *Key Dates*
2019 - 2020

NOTE: These are "drop-dead" dates! No extensions.

Host/Location	Meeting date	Protocol deadline **by 8 a.m. this date** Wed. Before	Poster deadline *by 10 a.m. this date* Friday before	MOC questions *submitted to CDS* Monday before 8:00 a.m.	Cases PPT *If using polling system* Monday before 8:00 a.m.
Loyola Rosemont	9/11/2019	Wed., 9/4/2019	9/6/2019	9/9/2019	9/9/2019
UIC Gleacher Center	10/23/2019	Wed., 10/16/2019	10/18/2019	10/18/2019	10/18/2019
Northwestern Gleacher Center	11/13/2019	Wed., 11/6/2019	11/8/2019	11/11/2019	11/11/2019
U of Chgo Gleacher Center	12/4/2019	Wed., 11/27/2019 *Thanksgiving 11/28!*	**Wed.,** 11/27/2019 *Thanksgiving*	12/2/2019	12/2/2019
Coding/Prac Mgmt (IDS) Rosemont	TBA Jan or Feb 2020	n/a	n/a	n/a	n/a
Stroger/CCH Gleacher Center	4/15/2020	Wed., 4/8/2020	4/10/2020	4/13/2020	4/13/2020
Rush Gleacher Center	5/6/2020	Wed., 4/29/2020	5/1/2020	5/4/2020	5/4/2020
CDS/IDS Joint Conference & Awards Luncheon Rosemont	TBA June 2020	n/a	n/a	n/a	n/a

Chicago Dermatological Society

10 W. Phillip Rd., Suite 120 ❖ Vernon Hills, IL 60061-1730
(847) 680-1666 ❖ *Fax:* (847) 680-1682
Email: Rich@RichardPaulAssociates.com ❖ www.ChicagoDerm.org

CDS Monthly Conference
Protocol Book & Resident Cases Powerpoint

Residents at the "host" institution play an important role in assuring a successful CDS monthly conference. In particular, production of the protocol book, posters and the case presentations PowerPoint are key factors. Please pay particular attention to the following steps. As always, if you have any questions, please ask! However, check the resources we've provided first as most meeting logistics probably are already covered there. Also, 1st and 2nd year residents should pay careful attention to meeting planning so they are familiar with the process if they are put in charge of these logistical tasks as seniors.

This information can be found on the CDS website at:
http://www.chicagoderm.org/meeting-planning-resources

Protocol Books

- Cases should be written up in the usual format (refer to previous protocols).
- The cases should be compiled into a *single* document that is page numbered. Add a table of contents as the first page. The second page (back side of the TOC) should be *blank*. CHECK THAT THE PAGE NUMBERS MATCH! It is easy to get out of order if edits or other changes are made after the table of contents is created.
- Be sure that the entire document is carefully proofread!!! Fix typographical errors or other corrections *before* you finalize and submit the document to the CDS office. **Changes are <u>not</u> possible after the cases are submitted for printing.**
- Save the document (table of contents and cases) as a single PDF file. <u>Do not</u> send in Word format or as multiple files. Send via email to Rich Paul by the deadline for your meeting. Refer to the timeline document distributed to the chief residents; it also is posted on the CDS website (see "Meeting Planning Resources" under the Quick Links on the home page). This deadline is important as it affects production of the meeting materials and other critical logistical steps. We have been making all of the cases available to search for key words on the CDS website. Thus, please create the PDF document directly from your word processing document... *don't* print to paper and scan it. This way, the ability to search the document will be preserved.
- CDS will add the cover page, meeting program, CME credit statement and speaker information to what you submit before printing.
- Please note that we will print your cases *exactly* as you send them. Once we receive the cases, it is not possible to make any changes. Check your document before sending it, and if an attending needs to review the information, please get that done before submitting the cases to CDS.

Posters

- Beginning in 2017, CDS centralized the printing of posters.
- Generally speaking, the deadline for submitting your posters will be the Friday before your meeting. Refer to the timeline chart for specific dates. **If you miss this date, then YOU will need to produce the posters.**
- Posters should be submitted in a PowerPoint file. MAKE SURE YOU SET THE SLIDE SIZE TO "CUSTOM" WITH A 24" X 36" SIZE. If you can, please combine the posters into <u>ONE</u> file.
- Send the PowerPoint file with all of your slides to the CDS office by the deadline. The posters will be brought to the meeting and prepared for display. Your department staff/residents are free to take the posters with you at the end of the meeting.

Continued next page

PowerPoint Show for Case Presentations and MOC Questions

If you plan to use the audience polling system for *any* of your slides, then the following steps are required. Otherwise, prepare the PowerPoint as you see fit.

- Prepare your case presentations and assemble them into <u>one</u> single PowerPoint file.   We realize this probably will be a very large file.
- For all of the polling slides, put the *question* in the "title" section of the slide and the *potential responses* in the bullet portion.
- **Use the "enumerated" bullet format, <u>not</u> "dots."** The polling software looks for enumerated bullets and automatically sets up the slide to poll the audience.
- **Make sure all of the slides have been proofread and are "final"** *before* **submitting.** This means you should have conducted your practice sessions and reviewed the content with attending faculty *first*. **Once we are "on site" at the meeting, changes and corrections are NOT possible;** this is exceedingly disruptive and could very well ruin the overall presentation. We really mean it . . . even so, every year there's always a resident who wants to make a last-minute change. ☹ Don't be "that person."
- Send the final PowerPoint file to the CDS by **noon on the Monday** before the conference. This allows us to test your show and the polling slides before we get to the meeting. Also, we appreciate getting a list of the slide numbers with polling questions so we can quickly check the formatting.
- Because this will be a large file, use the CDS "Hightail" uploading account –
    https://spaces.hightail.com/uplink/RichardPaulAssociates
    The instructions you'll find at this web address are easy to follow, and the service is very reliable. We ask that you **<u>DO NOT</u>** use Dropbox, Google Drive, or other file transfer apps.

Chicago Dermatological Society

10 W. Phillip Rd., Suite 120 ❖ Vernon Hills, IL 60061-1730
(847) 680-1666 ❖ *Fax:* (847) 680-1682
Email: Rich@RichardPaulAssociates.com

Updated: July 2019

Monthly Meeting Checklist

X = primary responsibility
C = consultation
Also, see footnotes at end of checklist

Task	Assigned to . . .		
	CDS staff	CDS President	Derm Department
1. Initial Meeting Planning • Determine meeting dates and locations • Appoint primary contact(s) at the host institution	X X -	X X -	X X X
2. Book meeting space • determine location (Gleacher/Rosemont/Other) • lecture hall for residents and general session • meeting room for IDS and CDS board meetings • area(s) for registration • exhibitor tables (if permitted) • slide viewing area • patient viewing area	X ↓	C ↓	C ↓
3. Invite/confirm speakers & topics; provide speaker contact info to CDS staff	C	X	X
4. Follow-up w/speakers re: presentation titles, travel, hotel, CME information, etc. (see footnote)	X	C	C
5. Prepare CME application & supporting materials	X	C	
6. Prepare & distribute meeting announcements & registration materials & post on website	X		
7. Speaker dinner • select location & decide guest list (give to CDS staff) • make reservation • invite guests	 X X	X C	 X
8. Meeting Registrations • process incoming registrations • send confirmations with parking info & map • prepare name badges	 X X X		
9. Catering order (see footnote)	X		

Task	Assigned to . . .		
	CDS staff	CDS President	Derm Department
10. On-site meeting logistics (see footnote)			
• prepare handouts *(see below for protocol book)*	X		
• prepare posters *(see below)*	X		X
• room set-up (lecture, registration, exhibits, committee meetings)	X		
• tables for registration, exhibitors, etc.	C		X
• slide viewing *(see below)*	C		X
• patient viewing *(see below)*	X		
• on-site meeting registration location	X		
• place to serve lunch	X		C*
• audio/visual (equipment, technician)	X		C
• audience response system (optional)	X		
• catering order	X		X
• send case PowerPoint file to CDS office no later than noon the day before the meeting *(only if you are using audience polling system)*			** if at school*
11. Slide Viewing			
• location for slide viewing (& shipping, if needed)	X		C
• ship microscopes to meeting location	X		
• provide extension cords/powerstrips for microscopes	X		
• set up microscopes			X
• prepare slides			X
• pack up microscopes at conclusion of meeting	X		X
• arrange for shipping microscopes back to storage	X		
12. Patient viewing			
• Select/invite patients			X
• Arrange for viewing site	X		X
• Determine reimbursement/stipends & disburse $ *	X		X
• Manage flow of CDS members at patient viewing location on day of mtg			X
13. Protocol book (see footnote)			
• prepare cases & table of contents			X
• format in PDF & transmit to CDS office (deadline is **8 a.m. on Wednesday,** 1 week before meeting; *MUST BE ON TIME!*)			X
• combine index, cases, speaker & CME information into final booklet; print; assemble & transport to meeting	X		
• post on CDS website	X		
14. Posters			
• design content of posters			X
• finalize in PowerPoint format to be printed in a 24x36 finished size			X
• print posters	X		
• bring posters and mounting boards to conference	X		
• set up posters at conference			X
• pack up posters at end of meeting	X		X

Task	Assigned to . . .		
	CDS staff	CDS President	Derm Department
15. Send department grant to cover meeting cost such as patient expenses, photos, etc. (see footnote)	X		C
16. Post-meeting tasks • tabulate evaluation forms & prepare report • submit CME sign-in sheets & other documents to the joint sponsor • pay bills for catering, meeting venue, dept. reimbursement • send speaker reimbursement & honorarium • send thank you letter/email to speaker	X X X X X	 C	 C

FOOTNOTES – Refer to the item number on the checklist

4. CDS staff will work with the speaker on travel arrangements, hotel, etc. **The derm department should not make any hotel reservations or book airfare unless specifically requested to do so by CDS.**

9. CDS will consult with the "host" department to determine whether the live patients need to be included in the catering order.

10. Depending on the location, on-site logistics and the responsibilities for these items may vary. If the meeting is taking place at the host institution, then the derm department will be more involved in booking meeting space and on-site setup. For those meetings at the Gleacher Center or Rosemont, CDS will take the lead but will consult with the department.

13. Protocol book – The host department is responsible for creating the case reports and a table of contents. The final document must be in PDF format, preferably in a single file; however, the cases and table of contents can be sent in two files if necessary. **Be sure to proofread and double-check the page numbering before sending to CDS. Once the cases are sent, you should assume that no changes can be made!** The cases/table of contents are due to CDS no later than 8 a.m. 1 week before your meeting (i.e., the Wednesday before the conference). THIS IS A FIRM DEADLINE. CDS will complete the formatting and will add the program, speaker and CME information. We will print, assemble and post the finished protocol book on the CDS website.

15. CDS "grant" – at some point before the conference, CDS will send the department a stipend to cover the costs of any live patients, preparation of slides, and related expenses. If these expenses exceed the grant amount, the department is responsible for the overage. If the costs come in under, then the department can keep the surplus money. CDS will cover the actual meeting expenses, including the meeting space, catering, transportation of microscopes, A/V, meeting production, speaker travel, etc.

Chicago Dermatological Society
Patient Privacy and HIPAA Compliance

Purpose

The purpose of this policy is to reaffirm the intent of the Chicago Dermatological Society (CDS) to appropriately safeguard patient privacy with respect to CDS conferences, publications and its website, and also to adhere to HIPAA requirements. All CDS members are expected to be aware of and conform to all regulations concerning patient privacy when attending a conference or utilizing any materials produced by CDS which contains any form of patient information which could be considered to be Protected Health Information.

Background

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict health care providers and others to use and disclose protected health information (PHI). Protected health information means information that is created or received by an entity and relates to the past, present, or future physical or mental health condition of a patient; the provision of health care to a patient; or the past, present, or future payment for the provision of health care to a patient; and that identifies the patient or for which there is a reasonable basis to believe the information can be used to identify the patient. Protected health information includes information of persons living or deceased.

Some examples of PHI are:
- Patient's medical record number
- Patient's demographic information (e.g. address, telephone number)
- Information doctors, nurses and other health care providers put in a patient's medical record
- Identifiable images of the patient
- Conversations a provider has about a patient's care or treatment with nurses and others
- Information about a patient in a provider's computer system or a health insurer's computer system
- Billing information about a patient at a clinic
- Any health information that can lead to the identity of an individual or the contents of the information can be used to make a reasonable assumption as to the identity of the individual

Policy

The CDS takes seriously compliance with HIPAA regulations and safeguards concerning protected health information. Accordingly, the Chicago Dermatological Society has adopted the following provisions:

1. Case descriptions included in clinical conference "protocol books" and posters may not include information that could potentially identify a particular patient.

2. Photos of patients will not be published in clinical conference handout materials, including the protocol book.

3. To the extent possible, posters, slide presentations and videos displayed at CDS clinical conferences should avoid using photos that display a patient's full face or other features that could identify a particular patient. When a full-face photo must be used for clinical/educational reasons, the photo must be altered as much as possible to disguise the identity of the patient.

4. At all times, all attendees of CDS clinical conferences must adhere to appropriate behavior that respects the patient's right to privacy. <u>Taking personal photos of posters or other displays, images included in general session lectures/presentations, and live patients at CDS conferences is strictly prohibited. Making audio recordings of any session at a CDS conference also is prohibited.</u>

5. Attendees may not share materials distributed by CDS as part of the clinical conference or on its website with others who are not participating in the conference or who are not members of the CDS.

6. It is the responsibility of the "host" department partnering with CDS for a clinical conference to obtain all appropriate patient waivers and/or informed consent regarding the patient's participation in the CDS conference, including presentation of their case and display of posters or photos.

7. CDS will include a copy of its patient privacy policy in every meeting packet, and it will display a poster reiterating this policy at the entrance to live patient and poster viewing areas.

Richard Paul

From: Zuziak, Pamela [mailto:PZUZIAK1@hfhs.org]
Sent: Friday, March 06, 2015 1:06 PM
To: Richard Paul (richardpaul@dls.net) <richardpaul@dls.net>
Cc: Zuziak, Pamela <PZUZIAK1@hfhs.org>
Subject: ABD MOC Self-Assessment Questions from the Chicago Dermatological Society
Importance: High

Dear Richard Paul,

Many thanks to you for developing self-assessment activities for ABD Maintenance of Certification credit. The feedback we have received is positive. To try to ensure a consistent quality of the activities, experienced item writers from ABD read through the submitted questions before approval. Reviewers may simply suggest ways that items may be written more clearly, but there are certain problems that invariably result in an item's being returned for rewriting.

Many of the problems could be averted if item writers would review this very brief list <u>before</u> they start to write their questions.

Dear self-assessment item writers:

Thank you in advance for preparing self-assessment questions. To be approved, questions should, at a minimum, adhere to the instructions below.

Items for self-assessment SHOULD

- be of relevance to and tailored to the needs of the practicing dermatologist
- be focused around a concept / teaching point
- contain a discussion of why the correct answer is correct and the incorrect answer is incorrect (either narrative or short bulleted list)
- have associated references

Items SHOULD NOT

- test trivia
- have a "Which of the following is a true statement?" format
- contain "all of the above" or "none of the above" as an option
- have fewer than 5 options (When 5 plausible options do not exist, it may be acceptable to have 4.)
- be "hinged" to the answer of a related item (In hinged items, information in a preceding item clues the answer, or answering the item correctly requires answering a preceding item correctly.)

More information about item writing is available on the ABD website.

While the above list is not comprehensive, it covers the most common problems. The standards for item writing that ABD uses are essentially the standards developed by the National Board of Medical Examiners and serve to ensure a uniform and fair experience for the participants.

<u>We ask that you distribute this information to all question writers in advance of their starting to work on their questions.</u>

Thank you.

Pamela Zuziak
MOC Program Coordinator
American Board of Dermatology
1 Ford Place
Detroit, MI 48202-3450
313-874-1090
pzuziak1@hfhs.org ⚲ find a cure
www.abderm.org
The ABD is on Facebook: www.facebook.com/ABDermatology

American Board of Dermatology
Question Writing Guide

For:

Certifying Examination
In-Training Examination
Maintenance of Certification Modules
Pediatric Dermatology Examination

View this document on the CDS website at:
http://www.chicagoderm.org/assets/docs/MonthlyMtg/Resources/moc%20question-writing%20guide.pdf