



OPAHEC CME Training Fact Sheet

The Oregon Pacific Area Health & Education Center supports healthcare related trainings within the state of Oregon. We will work with your organization to provide support for CME trainings within your locations. Our goal is to focus on rural and frontier communities; however, we can support trainings in urban areas as well.

Planning Process:

1. Identify a target audience: Physicians, Pharmacists, Nurse Practitioners, Physician Assistants, Nurses, etc.
2. Work with the appropriate partner/colleague to recruit a *speaker* to conduct the training.
3. OPAHEC works with the *speaker* to obtain CME approval by the Samaritan Health Services CME Committee. OPAHEC needs at least **6 weeks** for the internal Samaritan Health Services CME approval process and requires the following documentation:
 - a. Signed Conflict of Interest Disclosure and Resolution Document
 - b. Speaker's curriculum vitae
 - c. Presentation Materials including any slides and handouts
 - d. Promotional material(s) (flyers, brochures, etc.) :
 - i. OPAHEC requires the following to prepare the flyer:
 1. Picture
 2. Short bio (3 – 4 sentences, no more than 140 words)
4. Once all documentation has been received, OPAHEC facilitates the Samaritan internal CME approval process.
5. Upon approval for CME, promoting the training can officially begin!
6. All services provided by OPAHEC are at no charge and CME credits are free.

