

#### General Requirements

This continuing medical education (CME) activity is certified for 1 *AMA PRA Category 1 Credit*<sup>™</sup>. All CME certified activities must be developed to address a physician need as identified by a demonstrated gap in practice towards which the activity is directed. Once the professional practice gap is identified, the reason for the gap should be explained as due to the target audience's lack of knowledge, competence, or performance. Based on the reason for the gap, a goal for the activity should be developed to address this gap. This goal should be articulated in terms of changing the learners' competence, performance, or patient outcomes. The format and content of the activity must relate directly to the activity goal and be supported by specific and measurable learning objectives that are designed to help achieve the activity goal.

#### Statement of Need

The Statement of Need should answer the question "What conditions, issues, or problems exist that make it necessary or advantageous for physicians to participate in this activity?"

#### Purpose of Activity

Is this activity designed or intended to:

- (1) Improve Competence (ability to apply knowledge to practice), or
- (2) Improve Performance-in-Practice (actual implementation of strategies/procedures presented), or
- (3) Improve Patient Outcomes (actual measured quality data or anecdotal reporting)

#### Identification of Practice Gap

A practice gap is the discrepancy between desired performance and actual performance. The practice gap must be identified in order to define the learning objectives and measure a change in current practice.

#### Learning Objectives

Learning objectives form the outline of the content and link the practice gap to the content. Learning objectives inform learners of the expected results of participation in this activity. The objectives should be specific, actionable, and measurable, and state changes the learners will make in practice or a competence they will develop.

#### Case Description

- Provide a title for the submission, list all authors and their affiliations, and include an email address for the corresponding author.
- Limit authorship to no more than 4 authors per activity.
- Adhere to the word limit of 250 words for the description of the case (does not include questions). No abstract is required.

#### Images/Figures

- Please follow the figure requirements specified in the *AJT* Instructions to Authors documentation.
- Figures must be a minimum of 300 dpi and may be color or black and white.
- All figures must be original and unpublished.
- We encourage inclusion of 2 images, with a maximum limit of 3, depending upon space constraints.
- Images may include but are not limited to endoscopic, histologic, radiographic, operative, or patient photographs. Please see the *AJT* Instructions to Authors information regarding Protection of Patients' Right to Privacy.
- Figures can be reproduced for the answers and discussion of the test questions with additional arrows to denote important findings. If this is desired by the authors, please submit two versions of the image(s), one for the case and a second for the answers and discussion with the appropriate arrows.

### **Post-Test Question/Answer Formats**

- For content to be considered for the CME program, 4-6 multiple-choice questions (single best answer out of five choices) that highlight the most important areas of the case/image, particularly those that highlight an impact on general practice, must be submitted with the other materials.
- The post-test should be designed based on what the activity is intended to do (improve competence, performance, or patient outcomes), and should be aligned with the activity's objectives. There must be at least one question directly related to each objective.
- Please provide the answers, along with a brief summary for each test question, after the last test question. Your summary should explain why this is the correct answer. Please include references but limit them to no more than 3 per activity. Not all submissions will require references but some may need them to support the answers to the self-assessment questions.
- Limit the answers and discussion of the questions to 500 words (for the online CME activity).

The journal's CME program adheres to similar question writing policies of the American Board of Internal Medicine (ABIM). You can view the ABIM recommendations here for reference:

<http://www.abim.org/about/examInfo/developed.aspx>

A few points to keep in mind when authoring the questions are as follows:

- The questions should focus on what the physician is expected to know after viewing the images without access to additional medical resources or references.
- Incorrect answers should be designed to reflect plausible options.
- The correct answer must be uncontroversial, evidence-based, and a better choice than the incorrect answers.

The CME activity platform also has the opportunity to provide additional feedback upon selecting the correct answer. For each question, you must submit a 1-2 sentence response rationalizing why the answer is correct. These sentences often can be pulled directly from the article content.

### **Author Checklist**

Each activity must be submitted along with the items detailed in this checklist. Please adhere to these instructions as failure to do so will result in your manuscript being unsubmitted.

- Completed disclosure form for each author
- Statement of Need
- Purpose of Activity
- Identification of Practice Gap
- Learning Objectives
- Case Description
- Images and/or Figures
- Questions
- Answers, along with correct answer rejoinders and optional image(s) with identifying arrows