

MY TASKS & FACULTY GUIDELINES

NOTE: Updated August 2026

My Tasks Tab

My Tasks may contain four sections (including Peer Review, as applicable):

Global Tasks

Activity Tasks

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Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show.

Status	Task Name	Expiration Date	Date Completed
Update	Upload Photo	Wednesday, December 23, 2026	Tuesday, December 23, 2025
Update	Disclosure of Financial Relationships	Saturday, August 7, 2027	Friday, August 7, 2026

Global Tasks: Tasks that apply to all activities and can be completed at any time (uploading a photo, bio, Disclosure of Financial Relationships, CV). These tasks expire by the date shown.

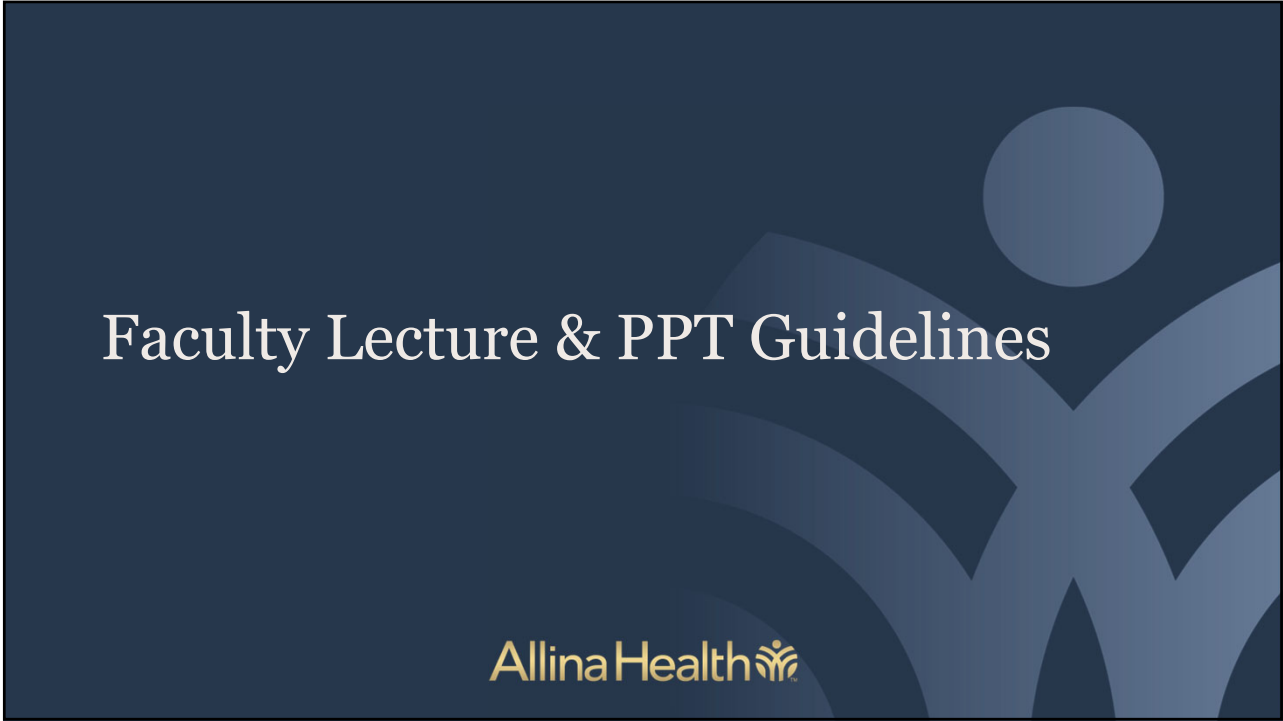
Activity Tasks: Tasks that are specific to an individual activity and due date (audio visual requirements, presentation release, objectives, references).

Upcoming Presentation: This area displays assigned presentation tasks for a specific activity. Here faculty can upload presentations, download previous presentations, view requested revisions and upload revisions.

Peer Reviewer Tasks: Tasks related to the peer review process. Peer Reviewers can download presentations, submit suggested revisions and approve/deny presentations.

FACULTY LECTURE & PPT GUIDELINES

We ask that you review and adhere to the Faculty lecture & PPT Guidelines put in place for all ACCME/ANCC activities.



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Your Lecture and PPT Must Adhere to the Following Guidelines

HIPPA, Diversity/Equity/Inclusion, AI, Content Validation & ACCME Standards of Fair Balance and Scientific Rigor

<i>HIPPA</i>	We ask that you ensure any material provided for the course or presented will be compliant with all HIPAA requirements. All content will be properly De-Identify Health Information.
<i>Diversity , Equity & Inclusion</i>	Please take the following into consideration when developing or delivering your education. Providing a fair and just opportunity for <i>all</i> to be as healthy as possible by: - Delivering equitable education/care that does not vary by aspects such as race, ethnicity and language; - Providing education/care that is responsive to the whole person, including dimensions of culture, language, sexual orientation, gender identity, and ability; and - Identifying, understanding and addressing disparities (and their social/economic determinants).
<i>AI Disclosure Guidance</i>	ACCME's updated guidance on the responsible use of AI in accredited CE calls for greater transparency when AI tools are used in the creation of educational content. Specifically, ACCME recommends that providers: - Disclose the name, version, and date of use of the AI tool involved - Describe the purpose for which AI was used (e.g., drafting, data analysis, assessment creation)

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Your Lecture and PPT Guidelines Continued...

HIPPA, Diversity/Equity/Inclusion, AI, Content Validation & ACCME Standards of Fair Balance and Scientific Rigor

ACCME Policy on Content Validation

All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. Providers are not eligible for ACCME accreditation or reaccreditation if they present activities that promote recommendations, treatment or manners of practicing medicine that are not within the definition of CME or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients.

ACCME Standards

When preparing your presentation please keep in mind the items below to stay in compliance with ACCME standards:

Fair Balance

Presentations should be free of commercial bias for or against any product. Statements about products should be objective and be based on scientific methods generally accepted in the medical community. To facilitate fair balance, speakers should:

- Disregard any attempts by commercial supporters to influence the content of their presentation (to include selection of topics and/or speakers).
- Use generic, rather than trade names of products.
- When using data from unpublished studies on file with a commercial entity, confirm that the study methodology is sound, and be prepared to produce the study if requested to do so by the planning committee or Office of Accreditation.

Scientific Rigor

All clinical recommendations are presumed to reflect current scientific thought and to be evidence.

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Title Slide – Page 1

Date

Faculty Name & Credentials

Place of Employment

Company logos should be limited & logos of ineligible companies are not allowed.

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Include Your Individual Lecture Objectives. Written using measurable verbs as such:

List ...
Explain...
Compare...

Resource Link:

<https://www.utica.edu/academic/Assessment/new/Blooms%20Taxonomy%20-%20Best.pdf>

DISCLOSURE POLICY AND STATEMENTS

Each activity may choose to provide the disclosure statement in a different way, working with the Office of Accreditation – it may be within the individuals PPT, handout, or PPT loop for the activity.

It must match that of what you completed within CloudCME -Disclosure of Financial Relationships.

Your activity contact will guide the appropriate placement.

SAMPLE

DISCLOSURE POLICY AND STATEMENTS:

Allina Health, Office of Accreditation intends to provide balance, independence, objectivity, and scientific rigor in all of its educational activities and will adhere to the ACCME's Standards for Integrity and Independence in Accredited Continuing Education. The ACCME defines an ineligible company as "any entity" whose primary business is producing, marketing, re-selling, or distributing health care products/services used by or on patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined ineligible company. Any individual in a position to control the content of a CE activity, including faculty, planners, reviewers, or others are required to disclose all relevant financial relationships with ineligible entities (commercial interests) that have existed WITHIN THE LAST 24 MONTHS, even if it has now ended. All relevant financial relationships/conflicts of interest have been mitigated prior to the commencement of the activity.

FACULTY NAME	DISCLOSURE DETAILS
Name, Credentials Title Allina Health St. Paul	Nothing to disclose – 01/01/2026 Or Honoraria-Janssen (Any division) (Relationship has ended) Honoraria-AstraZeneca (Any division) (Relationship has ended) 12/14/2025

LAST FEW SLIDES OF PRESENTATION

1. List of References (if not done throughout presentation).

2. Disclosure of Artificial Intelligence (AI) if used in content development:

- Disclose the **name, version, and date of use** of the AI tool involved
- Describe the **purpose** for which AI was used (e.g., drafting, data analysis, assessment creation)

Generative AI tools, especially those that are open-source or publicly accessible, introduce additional risks beyond educational content accuracy, including regulatory, intellectual property (IP), and confidentiality vulnerabilities (Masters, 2023; Ensign, Nisly, & Pardo, 2024). As this field evolves, so will guidance from the accrediting bodies, as responsible AI integration into CE requires flexibility, transparency, integrity, and accountability, all of which remain core to the values of accredited continuing education.

SAMPLE DISCLOSURE OF ARTIFICIAL INTELLIGENCE (AI) USE:

Artificial Intelligence (AI) was used to assist in the preparation of portions of this educational **activity/lecture**. All AI-generated or AI-assisted content was independently reviewed, edited, and approved by the speaker/faculty author, who accepts full responsibility for the accuracy, completeness, scientific validity, and clinical appropriateness of the final material. The accredited provider's review was limited to accreditation, independence, and compliance requirements and does not supersede the faculty member's responsibility for content. No PHI or PII was entered into the AI platform.

Microsoft Copilot (GPT-based AI assistant) – data analysis

3. Contact Me information

THINGS TO KEEP IN MIND

- Dark backgrounds look nice on computers but not large screens.
- We do not provide printed presentation to attendees; they are required to download and print themselves IF they choose to do so. And the planning committee will make decision on what is published for the activity.
- Most attendees will print from home computers, so keep that in mind when developing your presentation for posting.

We Recommend:

- Limiting the background on the handout version, clean and simple
- Eliminate extra picture/graphics
- Printable in Black & White

Office of Accreditation CME Mission Statement



The Continuing Medical Education (CME) program at Allina Health supports our organizational mission to serve our communities by providing exceptional care as we prevent illness, restore health, and provide comfort to all who entrust us with their care. Guided by our values of compassion, integrity, excellence, and teamwork.

Our CME activities are offered in a variety of engaging formats designed to enhance and equip clinicians and care teams with education that is high-quality, unbiased, evidence-based, and up to date. Each activity is developed to strengthen clinical competence, enhance real world performance, and contribute to measurable improvements in patient care outcomes.

The expected outcome of our CME Program is to increase the number of learners who plan for and implement meaningful changes in their clinical practice, by making improvements across competence, performance, and patient outcomes, while consistently being guided by Allina Health's compass and system balanced scorecard. We measure achievement of these outcomes through continually reviewing evaluation data, participant feedback, and metrics across the CME portfolio. Continuous evaluation informs ongoing refinement of our educational activities to ensure relevance, effectiveness, and quality improvement.

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OUR COMPASS



Mission	Why we exist	We serve our communities by providing exceptional care as we prevent illness, restore health and provide comfort to all who entrust us with their care.			
Vision	Where we're going	Allina Health is our community's most trusted health ally, where all people can access expert specialty and preventive care when, where and how they need it.			
Values	What's most important	 Compassion We serve with empathy & kindness	 Integrity We work honestly & ethically	 Excellence We deliver best-in-class care	 Teamwork We are all part of one care team
Promise	How our experience feels	All together better.			
Strategy	How we will get there	Become a regional destination for expert specialty and preventive care driven by distinctive clinical programs and market-leading experience.			

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*Thank you and we look forward to
your presentation at the activity!*