# **INSTRUCTIONS FOR CME & MOC, PART 4 CREDIT**



Dear HOPE curriculum participant:

Thank you for your interest in the HOPE Project! In this user guide you will find the following instructions:

- How to earn and claim CME credits
- ✓ How to earn and claim MOC, part 4 activity credit
- ✓ How to join the HOPE Project
- How to navigate through the HOPE Project website "troubleshooting"

## How to earn and claim CME units

Any provider wishing to earn MOC, Part IV activity credit, <u>must</u> first complete <u>all</u> modules for which you will also receive continuing medical or dental education units. To view the modules and earn CME unit credit you must do the following:

- Complete the registration pre-test (appeared when you <u>first</u> logged on to the HOPE Project website)
- Complete <u>all</u> questions to <u>all</u> pre-test and post-test quizzes for the modules. You <u>may not</u> skip any question or quiz.
- 3. View the <u>entire</u> module video/slideshow.

The following table shows the breakdown for credit by module or video

MODULE	CME Credits			
Introduction to HOPE Project	0.5 hours			
Expert Committee Recommendations	1.25 hours			
Behavioral Counseling	0.75 hours			
Motivational Interviewing	0.5 hours			
Building a System to Implement Obesity Guidelines	0.5 hours			
Advocacy and Childhood Obesity	0.75 hours			
Oral Health & Obesity	0.5 hours			
Advanced Parenting	0.5 hours			
Cultural Sensitivity Overview	0.25 hours			
Cultural Sensitivity – Latino	0.5 hours			
Cultural Sensitivity – African American	0.5 hours			
Cultural Sensitivity – Native American	0.25 hours			
Cultural Sensitivity – Asian/Pacific Islander	0.75 hours			
Role Play Videos	0.75 hours			
BMI Video	0.25 hours			
TOTAL	10.5 hours			

The HOPE Project Team will send out completion certificates via email to providers earning continuing education units.

<u>Accreditation:</u> Rady Children's Hospital-San Diego is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians.

<u>CME Credit</u>: Rady Children's Hospital-San Diego designates this educational activity for a maximum of <u>10.5</u> AMA PRA Category 1 Credit(s) TM. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Dental Credit: January 27, 2009 Dental Provider # 10.5-2756-09-010

## How to earn and claim MOC, Part IV activity credit

Starting **September 1<sup>st</sup>, 2010**, the HOPE Project is allowing providers to earn MOC, Part 4 activity credit.

In order to receive MOC, part 4 activity credit you must:

- Complete all HOPE modules (for which they will receive CME credit) and then the specified MOC activity.
- There will be 2 quality improvement cycles and 3 data collection cycles (involving 10 patient charts each) for this MOC activity.
- The timeline for this activity is as follows:
  - Performance of all HOPE modules with accompanying CME credit followed by performance of initial data collection
  - A quality improvement project and second data collection to be performed over a minimum of 3 months
  - A subsequent quality improvement project and final data collection to be performed over a minimum period of 1 month
- Data collection will occur online at each specified time point
- Validation of completion will be sent to participants within 7-10 business days upon completion of the final data entry and notification of the HOPE Project Team.
- For specific directions regarding this MOC activity you can then click on the "Maintenance of Certification, Part IV Activity" module and go through the audio supported tutorial.
- You can also email at <u>hopeproject@ucsd.edu</u>

#### How to join the HOPE Project Group

In order to access the curriculum, you will need to complete some initial simple steps. This guide outlines how to set up an account with Knoodle and how to then access our website.

You will first need to send us an email asking us to enroll you into the group. We will then ask you to join and you will then receive an email from (<u>no-reply@Knoodle.com</u>) regarding your user account activation. Click on the [Log in to the HOPE website to activate your account] link to activate your account.



Once you have created an account, you will receive a confirmation screen like the one shown below.



You will need to enter your first and last name, email address, preferred user ID, and password (see screen below) to set up a user account.

Select the "I have read and agree to the Knoodle Terms and Conditions" checkbox then click the Create New Account button

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To access the HOPE Project, go to the Groups section of the website and search for HOPE or click the HOPE icon directly from the Featured Groups section at the top of the page.

After you click on the HOPE Curriculum, you will see details about the HOPE Project.

HOPE Curriculum Project
The HOPE project is a multidisciplinary, healthy living counseling curriculum to educate clinicians on how to recognize obesity and its co-morbidities and how to promote healthy weight among children and their families.
<u>Funding</u> : This project was made possible by a grant from the Vitamin Cases Consumer Settlement Fund. Created as a result of an antitrust class action, one of the purposes of the Fund is to improve the health and nutrition of California consumers.
<u>Accreditation:</u> Rady Children's Hospital-San Diego is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians.
<u>CME Credit</u> ; Rady Children's Hospital-San Diego designates this educational activity for a maximum of <u>10.5</u> AMA PRA Category 1 Credit(s) TM. Physicians should only claim credit commensurate with the extent of their participation in the activity. <u>Dental Credit</u> ; January 27, 200 9 Dental Provider #10.5-2756-09-010
The HOPE Project qualifies for Maintenance of Certification Part IV credit and has been approved by the American Board of Pediatrics
Group ID: GP00000027
Group Link: http://hope.app.knoodle.com/main/groups/HOPE_PROJECT
JOIN THIS GROUP
THE HOPE PROJECT
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You must select "Join this Group" which will send a request to the HOPE Project Team.

You must now complete the registration form. You **<u>must</u>** answer all questions in order to be eligible to receive continuing education units.

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You are now an official member of the HOPE Project Group. For future visits to the HOPE Project website, use the following link: <u>http://hope.app.knoodle.com/main/groups/HOPE\_PROJECT</u>

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### How to navigate through the HOPE Project website

As a reminder, in order to begin the program on the website, you will need your pre-assigned login and password which you should have received via private email. A listing of the assigned login and password for each registered participant at your residency program has also been sent to your program coordinator. Please contact your program coordinator if you have deleted or misplaced your login information.

You may join the HOPE project via the following link: <u>http://hope.app.knoodle.com/main/groups/HOPE\_PROJECT</u>

After login, the following welcome screen will be displayed. You can view lessons individually (chose featured lessons on the right hand side. Alternatively, you can select topics, where related lessons and materials are listed together. There are a total of 18 power point lectures for a total of 10.5 medical or dental education credit. These credits will be assigned to you under your own specific login. Therefore it is important that you login under your assigned login and password for education credit.

To select a lesson module, click on the accompanying picture frame.



When you select a topic, the following screen will be displayed:



From this topic summary screen, lessons can then be selected. Supplementary materials can be selected for view from the bottom listing. When you select a lesson, you will initially be directed to the following module introductory screen where you will receive some basic information on the module.

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lesson and PowerPoint presentation.



To begin the PowerPoint presentation, you must click on the Play arrow button (indicated by yellow arrow). **The loading of the lesson is dependent on your internet connection speed and may take a few minutes.** Prior to each presentation, you will be asked to perform a *mandatory* knowledge pre-test (see screen shot below). You must perform the pre-test the **first** time you see the presentation. Thereafter (i.e. every visit after the 1<sup>st</sup>), you may merely hit the "Skip" button at the end of the pre-test.

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Once in the presentation, to replay or jump to any particular slide, you should click on a slide in the slide bar (indicated by the green arrow). Supplementary materials (noted by the purple arrow) are also available for view under the dual screen/slide selection bar. To view and download, you should click on the named file.



Please note that evaluation is an important component of HOPE and necessary for ACGME requirements. Prior to each module, a mandatory pre-test will appear (discussed above). You will need to complete the pre-test before you are given access to the module lesson. After each module, you will be asked to perform a mandatory post-test. **Participants must complete the post-test to receive** education credit for the module/lesson.

#### **Troubleshooting**

To return to the main HOPE page, it is best to navigate within the HOPE site **using your browser's back button** as shown by the **green** arrow in the image below.



Alternatively, you may select GROUPS from the top bar (as imaged above by the **red** arrow). If you select this, you will then see the following image (see below). Select the HOPE Curriculum Image (shown by the **purple** arrow) to return to the main page.

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