Instructions: Claiming CME/CE Credits for the 2019 TQIP Annual Scientific Meeting and Training
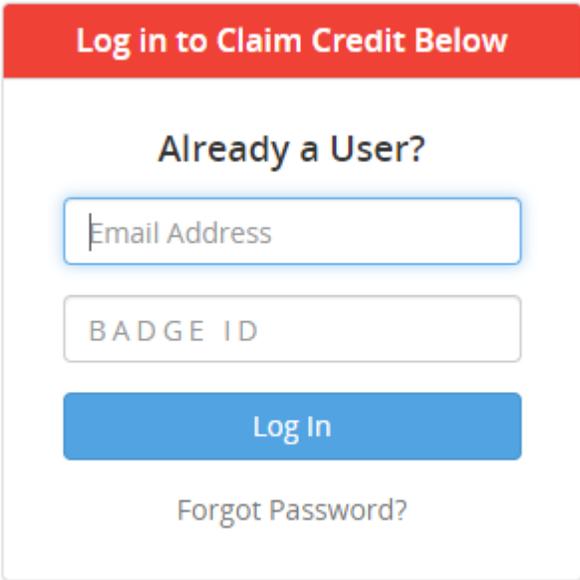
1. Click this link to login: https://www.eventscribe.com/magnet2/login.asp?EventKey=TAEKGBTZ
   Login to the system using your email address and Badge ID. Please make sure you are using the same email address that you used to register for the 2019 TQIP Annual Meeting. Your Badge ID can also be found in your registration confirmation email.

2. Read and sign the Privacy Consent form. Cadmium CD, our software provider, requires this notice to be in compliance with GDPR regulations.

□ I have reviewed the privacy notice below and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at https://cadmiumcd.com/mydata.

_____

Please type your full name on the line above.

3. Select your Credit Type by clicking on 'Select Credit Type' task.

CREDIT CLAIMING INSTRUCTIONS

Welcome to the 2019 TQIP Annual Scientific Meeting and Training Credit Claiming Site. Please follow the instructions below to claim your credit. You must complete each task in order to access the next one.

1. Select Credit Type
2. Complete individual session evaluations for the sessions you've attended
3. Complete the Overall Evaluation
4. Print, download, or email your CE/CME Certificate (depending on the credit type you selected) and Certificate of Attendance

TASKS (You have 1 left to complete out of a total 1 assigned tasks)

❌ Select Credit Type (task is due Wednesday, December 18, 2019)

4. Once you have selected your credit type, additional tasks will appear in the "Tasks" section. If you select "CE" credit type, you will see an additional task to enter your Nursing License Number. **You must complete each task in order to access the next one.**

TASKS (You have 5 left to complete out of a total 6 assigned tasks)

✅ Select Credit Type

❌ Nursing License Number (task is due Wednesday, December 18, 2019)

❌ Select Sessions Attended and Complete CE Evaluation Questions (task is due Wednesday, December 18, 2019)
0.00 CE Credits claimed

❌ Complete Overall Evaluation (task is due Wednesday, December 18, 2019)

❌ Download / Print CE Certificate (task is due Wednesday, December 18, 2019)

❌ Download / Print Certificate of Attendance (task is due Wednesday, December 18, 2019)

5. **(CE Users Only)** Complete the "Nursing License Number" task. If you do not have a Nursing License Number, please write "N/A" when completing this task.

NURSING LICENSE NUMBER   [Update]

Enter your Nursing License Number below. Please enter "N/A" if not applicable.

Nursing License Number

* Nursing License Number

[   ]

6. Click the "Select Sessions Attended and Complete Evaluation Questions" task. Expand each day to view the sessions available for credit.

Saturday, November 16th	Expand ⌄
8:30 AM – 11:30 AM (3)	⌄
1:00 PM – 2:30 PM (1)	⌄
3:00 PM – 4:00 PM (1)	⌄
4:15 PM – 5:45 PM (5)	⌄

7. To claim credit, click "Start Evaluation" for each session you attended.

Saturday, November 16th			Collapse ⌃
8:30 AM – 11:30 AM (3)			⌃
8:30 AM – 11:30 AM	BTS01: TQIP Basics for Trauma Program Managers and Directors	2.25 Credits	Start Evaluation
8:30 AM – 11:30 AM	BTS02: TQIP Basics for Trauma Registrars	2.25 Credits	Start Evaluation
8:30 AM – 11:30 AM	BTS03: TQIP Academy	2.25 Credits	Start Evaluation
1:00 PM – 2:30 PM (1)			⌃
1:00 PM – 2:30 PM	GS01: Opening Session	1 Credit	Start Evaluation

8. Adjust the time slider to indicate the time you spent in the session, if needed. If you are claiming full credit, there is no need to adjust the time. Click the green "Submit" button to proceed to the session evaluation questions.

GS01: Opening Session
Saturday, November 16th
1:00 PM – 2:30 PM

1:00 PM   2:30 PM

1 / 1.00 CE Credit

Close   Submit

9. Rate each speaker and complete the session evaluation questions. When you have completed the evaluation, click the blue "Submit" button at the bottom of the page to return to the "Select Sessions Attended and Complete Evaluation Questions" task.

COT Update
Eileen Bulger, MD, FACS
Harborview Medical Center

Individual Speaker Evaluations

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The speaker was engaging. (Required)	●	○	○	○	○

Session Evaluation:

	Much more than expected	More than expected	As expected	Less than expected	Much less than expected
How much did you learn from this session? (Required)	●	○	○	○	○

	Excellent	Good	Neutral	Fair	Poor
Please provide an overall rating for this session: (Required)	●	○	○	○	○

Comments: Skip ☐

Enter response here...

Submit

10. Repeat this process for each session you attended and wish to claim credit for.

11. Once you have completed all of the individual session evaluations for each session you attended, click "Submit to Complete Task."

SELECT SESSIONS ATTENDED AND COMPLETE CE EVALUATION QUESTIONS

Submit to Complete Task

Expand each day to view the sessions available for credit. To claim credit, select the sessions you attended and complete the evaluation questions.

Once you have completed the individual evaluations for the sessions you attended, please click the "Submit to Complete Task" button above to proceed to the Overall Evaluation.

12. Click the "Complete Overall Evaluation" task. **Note: Do not proceed to this task until AFTER you have finished attending, evaluating, and claiming ALL credit for the 2019 TQIP Annual Scientific Meeting and Training.**

TASKS (You have 3 left to complete out of a total 6 assigned tasks)

✅ Select Credit Type

✅ Nursing License Number

✅ Select Sessions Attended and Complete CE Evaluation Questions
   1.00 CE Credit claimed

❌ Complete Overall Evaluation (task is due Wednesday, December 18, 2019)

❌ Download / Print CE Certificate (task is due Wednesday, December 18, 2019)

❌ Download / Print Certificate of Attendance (task is due Wednesday, December 18, 2019)

13. Complete the required questions in the Overall Evaluation, and click the blue "Submit" button at the bottom when complete.

14. To access your CE or CME Certificate and Certificate of Attendance, click on the "Download/Print CE (or CME) Certificate" and "Download/Print Certificate of Attendance" tasks.

15. At the top of your certificate you will have the option to print, save as a PDF, or email your certificate (certificate will be emailed to the email address you logged in with). Please note: the Certificate of Attendance is the same for all attendees, for both CME and CE credit-types.

If you have questions about credit claiming for the TQIP Annual Meeting please contact TQIP staff at acstqipmeeting@facs.org or 855-278-7982.