

# Pain Management and Opioids: Balancing Risks and Benefits

## AOA CO\*RE REMS COURSE 2020 HOST TASKLIST

**\*Please note ALL host tasks listed below must be completed in order for hosts to receive payment.\***

**AOA will supply the following program material as soon as we confirm our speaker:**

- Needs assessment
- Speaker bio/ cv
- Speaker disclosure form
- Speaker Confirmation Letter
- CO\*RE REMS presentation
- Paper Learner Assessment Forms (aka posttests) and/ or link to electronic Assessment
- Recommend a trained speaker
- Supply logo and sample language for marketing

### **HOST TASKS and RESPONSIBILITIES:**

- Review, sign and return AOA CO\*RE REMS Letter of Agreement to confirm course and acceptance of award
- Secure a meeting room to accommodate expected attendance
- Provide audio/visual equipment sufficient for a PowerPoint slide presentation
- Sponsors must communicate exact course location and any change in logistic to AOA Public Health Team and Speaker
- Identify a method of tracking and reporting attendance at the CO\*RE REMS course, such as sign-in sheets, downloading online course registration lists, etc.
- Market Program
  - AOA will supply sample language and logos
  - ***Course must be offered **FREE** of charge and should not be scheduled as the last program or on the last day of the conference.***
- Provide copies of marketing material used to promote the course, e.g., brochures, flyers, conference schedules, etc.
- Confirm whether you will administer Learner Assessments (aka post-test and evaluation) online or by paper
  - **NOTE: If paper forms are used, hosts will be responsible for entering the data from the forms into Survey Monkey within 60 days of the course; AOA will supply a link for you to use**
- If using paper forms, print and distribute the appropriate number of Learner Assessment Forms (aka post-test) for your audience
- Confirm receipt of Assessment Form or
- Confirm receipt of link to electronic Learner Assessment if using electronic forms

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## AOA CO\*RE REMS COURSE

### 2020 HOST TASKLIST

- Confirm receipt of REMS presentation
- Contact speaker to ensure that s/he has hotel reservations, meeting location, and an onsite contact
- Apply for CME with all appropriate accreditors
- Return ALL of the following to the AOA, separated out from other sessions at your meeting:**
  - REMS course Attendance Roster or documentation of course attendance
  - REMS Learner Assessment forms (if using paper)
  - Confirmation that REMS Learner Assessment Data has been entered into Survey Monkey (if using paper forms)
  - Copy of AOA CME Roster used to report CME credits; rosters can be generated from TRACME if needed
  - Speaker Evaluations