

Guam Memorial Hospital Authority Education Department
Continuing Medical Education/Continuing Education Program
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CE ACTIVITY PROPOSALS

Please turn in the following checklist of documents, via electronic format to Renee Veksler, the Acting Education Department Coordinator. CE proposals are forwarded to the CE coordinator for consideration.

1. Signed Faculty disclosure document
2. Completed Needs Assessment Form
3. Current Curriculum Vitae
4. Disclosure statement of funding sources and budget
5. Copy of powerpoint presentation and handouts, or lecture notes if there is no powerpoint.

Our fees: If you wish to request for Continuing Education contact hours for conferences, please be informed that our fee is \$10/contact hour. Fees are not required for mandatory Guam Memorial Hospital in-house skills updates and inservices.

All fees and documents need to be submitted at least one week before the date of the CE offering. Payment can be made through the GMHA cashier at the first floor, and the receipt brought to the Education department. The receipt can also be faxed, but call or send an e-mail to Renee to confirm that it was received.

The CE Coordinator has developed 5 main criteria for activity consideration:

- 1) Target audience
- 2) Needs Assessment
- 3) Speaker Qualifications
- 4) Satisfied Disclosures and resolved conflicts
- 5) Participation in Planning

GMHA is accredited by the California Board of Registered Nursing to provide Continuing Education for nurses.

Revised: 1-27-2009