

Cancer Treatment in North Carolina: **Patient Centered Care** **Presenter Agreement**

If you have questions, please contact Jon Powell at jonpowell@unc.edu or 919-445-1000.

This Agreement is made between the UNC Cancer Network and _____.

I. Engagement

The speaker shall present the following lecture as part of the UNC Cancer Network *Cancer Treatment in North Carolina: Patient Centered Care* lecture series.

Proposed Title:

Proposed Description:

Date:

Time: 12:00 – 1:00 PM (We ask that you arrive not later than 11:45 AM.)

Location: ITS Manning, Room 3200

II. Terms of Cancellation

In the event the speaker desires to cancel the engagement, the speaker agrees to provide notice to the UNC Cancer Network a minimum of (45) days prior to the scheduled engagement date. If this occurs, we will ask the speaker to provide the names of alternative speakers, if possible, to deliver a lecture on the same or a related topic.

III. Speaker Contact Information

The information included below will be used for communications during the lecture planning process. Fill in any missing information and make any corrections that are needed.

Speaker Name/Credentials:

Title(s):

Mailing Address:

Phone:

Campus Box:

Email:

Administrative Support Contact Name:

Administrative Support Contact Phone:

Administrative Support Contact Email:

IV. Lecture Format

UNC Cancer Network Telehealth Lectures are streamed live and recorded in our studio in ITS Manning (211 Manning Drive, Chapel Hill, NC 27599), Room 3200 and broadcast to hospitals, cancer centers, and provider practices across the state of North Carolina. The lecture will be hosted by a UNC Cancer Network staff member. As a speaker, you agree to appear on camera. Within the hour allotted for the lecture, the speaker is given 45-50 minutes to present content and the last 5-10 minutes is reserved for a question and answer period. We like to incorporate interactive polling within the lecture presentation and the speaker is asked to collaborate with UNC Cancer Network staff to develop the content of polls prior to the date of the lecture. The lecture will be recorded and made publically available in the *UNC Cancer Network Online Video Lecture Library* at the conclusion of the lecture. **Please Note:** Our YouTube Channel does **NOT** permit comments or rankings.

Do you agree to have a video recording of your lecture posted on YouTube, as a part of a UNC Cancer Network YouTube collection?

YES NO

V. Lecture Audience and CE Credit Offerings

Cancer Treatment in North Carolina: Patient Centered Care lectures

This series of lectures is focused on putting theory into practice for those responsible for the direct care of cancer patients (nurses, advanced practice nurses, radiology and radiation oncology technicians, social workers, dietitians, physical therapists, speech therapists, etc.). Special attention will be given to equip nurses and allied health professionals with tools they need to be successful when caring for cancer patients.

Credits Available:

- 1.0 American Nurses Credentialing Center (ANCC) contact hour (CNE) from the UNC School of Nursing
- 1.0 contact hour from the UNC Eshelman School of Pharmacy (ACPE)
- 1.0 Category A credit from the American Society of Radiologic Technologists (ASRT)

VI. Enduring Materials (Self-Paced, Online Courses)

Realizing that attending a regularly scheduled live lecture does not always fit with everyone's schedule, we offer a recording of the live lecture in our Learning Portal (learn.unccn.org). Anyone may watch the lectures in our Learning Portal, but to receive credit for participating in this asynchronous learning activity, a participant must complete a 10-question assessment based on the lecture content with a score of 80% or higher and complete a lecture evaluation.

VII. Required Lecture Materials and Timeline for Submission

The following items are needed by the established deadlines for use in publicity efforts and to ensure CNE, ACPE, and ASRT credit approval timelines are met. All required forms are provided in a single electronic file. All materials should be submitted to the UNC Cancer Network Continuing Education Specialist, Jon Powell (jonpowell@unc.edu) by the due date.

Required Forms

Due Date:

Disclosure Forms

Disclosure forms are used by CNE, ACPE, and ASRT accrediting organizations to identify and resolve any potential conflicts of interest.

- **UNC School of Nursing Center Conflict of Interest Form**
Required for lectures that offer ANCC contact hours (CNE).
- **Lecture Description and Learning Objectives**
Required for lectures that offer ANCC contact hours (CNE) and ASRT credit.
- **UNC Eshelman School of Pharmacy Speaker Disclosure** and the **Active Learning Plan**
Required for lectures that offer ACPE credit.

Please note that some of the above forms need duplicate information. To save time, the presenter can fill in just the *UNC School of Nursing Center Conflict of Interest Form* and the *Lecture Description and Learning Objectives* and then give the UNC Cancer Network permission to use this information on the other forms and to sign only these forms with the presenter's digital signature.

**YES, I give UNCCN permission to
fill in additional forms on my behalf**

**NO, I would rather fill in
all of these forms myself**

Recording Release Forms

These forms are needed by UNC Health Care or the UNC School of Medicine.

- **UNC Health Care Employee Consent and Release Form**
The UNC Health Care consent form allows an employee to be photographed, video recorded, audio recorded, and/or interviewed. (For UNC Employees ONLY)
- **UNC School of Medicine Non-Employee Recording Release Form**
The UNC School of Medicine consent form allows a non-UNC employee to be recorded and guarantees the speaker's right to retain copyright privileges over the content provided. (For non-UNC Employees ONLY)

Curriculum Vitae

A current CV is required for approval by CME and CNE accrediting organizations.

Presentation Materials

Presentation File with References

Due Date:

The complete slide deck to be used during the lecture is required for the accreditation approval processes (CNE and ACPE). We are able to accommodate PowerPoint or Keynote presentations in our studio. Complete citations for major references used in the presentation are required. This information can be included on slide(s) at the end of the presentation or submitted as a separate document.

Collaboration on Creation and Approval of Assessment Questions for Enduring Materials (Self-Paced, Online Course)

Due Date:

A video recording of the lecture will be made available as enduring material in our Learning Management System. CNE, ACPE, and ASRT Credit will be offered to participants upon successful completion of an assessment. In collaboration with the UNC Cancer Network staff, a 10-question assessment will be created based on the lecture content. Input in developing the assessment questions is appreciated. Speaker approval is required before the enduring material goes live.

VIII. Lecture Handout

For each lecture, we like to provide our participants with a handout that includes the slides that are used during the lecture for note taking and reference. This handout is made available in PDF format and includes a header and footer noting the presentation date, and the disclaimer “For educational use ONLY.”

**Do you agree to have your presentation slides
available in a participant handout?**

YES NO

IX. Publicizing the Lecture

As a means to increasing turnout for your lecture, we ask for your help in publicizing the presentation.

**Would you share your lecture’s flyer
with colleagues and others in your department?**

YES NO

**Would you share information about your lecture
on Twitter, LinkedIn, FaceBook or other social media?**

YES NO

If you mark “Yes” to both or either of these questions, we will send you the flyer and lecture information (including a registration link) for your publicity recipients.

Who can we contact in your department office who would be willing to further disseminate flyers and lecture details?

What other groups (whether affiliated with UNC or not) should we contact in order to publicize your lecture?

We will send the flyer and lecture information (including a registration link) to those individuals/groups that you indicate can help with publicity efforts.

X. Lecture Evaluation

Lecture participants must complete an online evaluation in order to receive CNE or ASRT credit. The evaluation asks participants to rate their level of satisfaction with the presentation delivery and content. A summary report of the evaluation responses will be provided to the speaker 2-3 weeks after the lecture.

ACCEPTANCE

Please sign and date below and return this agreement to Jon Powell (jonpowell@unc.edu) by

Electronic signatures are accepted.

Signature

Date