

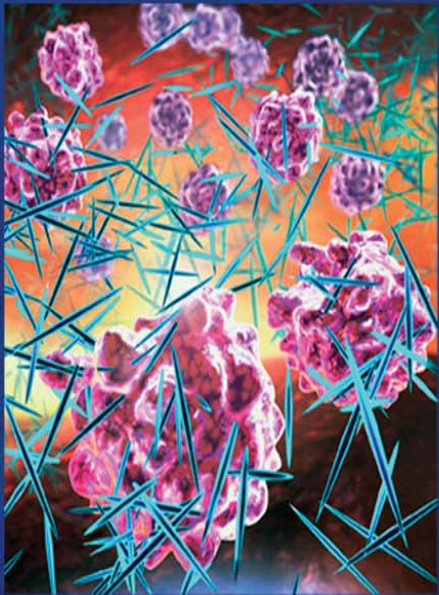
A CONTINUING MEDICAL EDUCATION CERTIFIED BROADCAST/WEBCAST

# Gout:

The Forgotten Inflammatory Arthritic Disease

## Site Coordinator's Manual

SATELLITE BROADCAST & WEBCAST



*This activity is jointly sponsored by the University of Michigan Medical School in partnership with Quintiles Medical Education; and is co-provided by Global Education Group and Quintiles Medical Education.*



A Complimentary CME  
Activity  
(1 hour)



# TABLE OF CONTENTS

About this Guide	Page 3
About The Program	Page 3
Intended Target Audience	Page 3
Learning Objectives	Page 3
Panel Members	Page 4
Satellite Information	Page 5
Webcast Information	Page 8
CME/CE Credits Awarded	Page 9
How to Obtain Credits	Page 9
Materials Returned After the Program	Page 10
Conflict of Interest	Page 10
Discussion of Off-Label Use	Page 10
Participant Registration Information	Page 11
Important Contact Information	Page 11
Viewing Room Requirements	Page 12
Site Equipment	Page 12
Technicians	Page 13
Your Role as Site Coordinator	Page 13
Checklists	Page 15
Participant Sign-In Sheet	Page 16

## ABOUT THIS GUIDE

This comprehensive guide provides you with all of the necessary instructions for running a successful course.

## ABOUT THE PROGRAM

Gout is a common form of inflammatory arthritis that is associated with elevated serum uric acid levels resulting from decreased renal excretion and/or overproduction. The ensuing deposition of monosodium urate crystals in tissues can lead to significant joint and/or renal injury if the disease is unrecognized or left untreated. Treatment of gout involves symptom relief and prevention of acute attacks in the short term, and uric acid lowering therapy to address the underlying cause and prevent disease progression in the long term. Management of this chronic disease entails commitment from the patient and requires patient-physician communication to optimize treatment selection and outcomes.

This educational activity will review the pathophysiology and criteria for the diagnosis of gout. Current therapeutic options for treatment and prevention of acute attacks, and long-term management of hyperuricemia will be discussed.

This activity will offer both a live broadcast and webcast during the first air date, and additional re-broadcast dates. A link to the programs webcast will be available on the [Gout](#) program information page located on CRM Healthcare's website at [www.crmhealthcare.net/programs/gout](http://www.crmhealthcare.net/programs/gout).

**This series is being sponsored by the University of Michigan Medical School in partnership with Quintiles Medical Education; and co-provided by Global Education Group., and is supported by an educational grant from Takeda Pharmaceuticals North America, Inc.**

## INTENDED AUDIENCE

This activity is intended for physicians, pharmacists, nurses, and other health care professionals who treat patients with gout.

## Educational OBJECTIVES

Upon completion of each of these activities, participants should be able to:

- Discuss the pathophysiology of hyperuricemia for a better understanding of the symptomatology and treatment options in patients with gout
- Recognize the clinical and laboratory criteria for diagnosis of acute and chronic gout

- Differentiate among current treatment options for the long-term management of patients with gout
- Apply a patient-centered negotiation to individualize long-term management

## **PANEL MEMBERS**

### **David Foss, NP**

Family Nurse Practitioner  
DTF Health Professionals  
Boise, Idaho

### **Louis Kuritzky, MD**

Clinical Assistant Professor  
Department of Community Health and Family Medicine  
University of Florida College of Medicine  
Gainesville, Florida

### **Eric Mizuno, MD**

Clinical Assistant Professor  
Department of Medicine  
Northwestern University Medical School  
Chicago, Illinois

# SATELLITE INFORMATION

This satellite information is for sites that will be viewing the program via satellite downlink. If your site will be accessing the program on the web, please note the Trouble Line e-mail address is for the webcast only. **The satellite number will not apply to webcast viewers.** The webcast will be available at [www.crmhealthcare.net/programs/gout](http://www.crmhealthcare.net/programs/gout) .

All technical equipment should be checked by the technician before the broadcast day and directly prior to the broadcast. The technician must be present throughout the broadcast should any problems arise with the equipment.

If you have any questions or need more technical information **before** the broadcast, please contact Gwen Pond at 469.484.9451.

If you have technical difficulties on **the day of** the broadcast call the **Trouble Line Number at 212.962.1722.**

Due to the nature of satellite technology, satellite information may change. If any changes occur, an urgent fax will be sent to all sites to update them on the changes.

## Satellite Broadcast – Tuesday, October 27, 2009

Time Zone	Test Time	Broadcast Time
Eastern	11:45 AM – 12:00 PM	12:00 – 1:00 PM
Central	10:45 – 11:00 AM	11:00 AM – 12:00 PM
Mountain	9:45 – 10:00 AM	10:00 – 11:00 AM
Pacific	8:45 – 9:00 AM	9:00 – 10:00 AM

### Satellite Coordinates: C-Band

Satellite: AMC – 6 C12 (9MHZ)

Downlink Frequency: 3949

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### Trouble Numbers:

Satellite Broadcast Trouble Line: **212.962.1722**

## **Re-Broadcast – Thursday, October 29, 2009**

<b>Time Zone</b>	<b>Test Time</b>	<b>Broadcast Time</b>
<b>Eastern</b>	<b>12:45 PM – 1:00 PM</b>	<b>1:00 – 2:00 PM</b>
<b>Central</b>	<b>11:45 AM – 12:00 PM</b>	<b>12:00 AM – 1:00 PM</b>
<b>Mountain</b>	<b>10:45 – 11:00 AM</b>	<b>11:00 AM – 12:00 PM</b>
<b>Pacific</b>	<b>9:45 – 10:00 AM</b>	<b>10:00 – 11:00 AM</b>

### **Satellite Coordinates: C-Band**

Satellite: AMC – 6 C12 (9MHZ)

Downlink Frequency: 3949

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

## **Re-Broadcast – Tuesday, November 3, 2009**

<b>Time Zone</b>	<b>Test Time</b>	<b>Broadcast Time</b>
<b>Eastern</b>	<b>2:45 – 3:00 PM</b>	<b>3:00 – 4:00 PM</b>
<b>Central</b>	<b>1:45 – 2:00 PM</b>	<b>2:00 – 3:00 PM</b>
<b>Mountain</b>	<b>12:45 – 1:00 PM</b>	<b>1:00 – 2:00 PM</b>
<b>Pacific</b>	<b>11:45 AM – 12:00 PM</b>	<b>12:00 – 1:00 PM</b>

### **Satellite Coordinates: C-Band**

Satellite: AMC – 6 C12 (9MHZ)

Downlink Frequency: 3949

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

## **Re-Broadcast – Wednesday, November 4, 2009**

<b>Time Zone</b>	<b>Test Time</b>	<b>Broadcast Time</b>
<b>Eastern</b>	<b>11:45 AM – 12:00 PM</b>	<b>12:00 – 1:00 PM</b>
<b>Central</b>	<b>10:45 – 11:00 AM</b>	<b>11:00 AM – 12:00 PM</b>
<b>Mountain</b>	<b>9:45 – 10:00 AM</b>	<b>10:00 – 11:00 AM</b>
<b>Pacific</b>	<b>8:45 – 9:00 AM</b>	<b>9:00 – 10:00 AM</b>

### **Satellite Coordinates: C-Band**

Satellite: AMC – 6 C12 (9MHZ)

Downlink Frequency: 3949

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

## **Re-Broadcast – Thursday, November 5, 2009**

<b>Time Zone</b>	<b>Test Time</b>	<b>Broadcast Time</b>
<b>Eastern</b>	<b>12:45 PM – 1:00 PM</b>	<b>1:00 – 2:00 PM</b>
<b>Central</b>	<b>11:45 AM – 12:00 PM</b>	<b>12:00 AM – 1:00 PM</b>
<b>Mountain</b>	<b>10:45 – 11:00 AM</b>	<b>11:00 AM – 12:00 PM</b>
<b>Pacific</b>	<b>9:45 – 10:00 AM</b>	<b>10:00 – 11:00 AM</b>

### **Satellite Coordinates:**

Satellite: AMC – 6 C12 (9MHZ)

Downlink Frequency: 3949

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

# WEBCAST INFORMATION

For viewing the webcast you will need the proper set up for projection from the computer or a large monitor for viewing. The computer will need to have access to the internet to view the webcast at [www.crmhealthcare.net/programs/gout](http://www.crmhealthcare.net/programs/gout).

**Video Projection:** For groups under 75, we recommend two monitors that are at least 26" each. For rooms that seat more than 75 people, a projection television system is recommended. While screen size will depend on the size of the room and the anticipated number of participants, the minimum size screen we recommend is 6' by 8'.

## Webcast – Tuesday, October 27, 2009

Time Zone	Webcast Time
Eastern	12:00 – 1:00 PM
Central	11:00 AM – 12:00 PM
Mountain	10:00 – 11:00 AM
Pacific	9:00 – 10:00 AM

### Webcast System Requirements for PC Users

- Windows based PC
- Windows 95, 98, ME, NT 4.0, 2000 Professional, XP Home, or Professional
- Pentium II, 233MHz or faster
- at least 64MB RAM
- Internet Explorer 6.0 and up
- Windows Media Player 9.0 or higher
- Real Player G2 or higher
- 384k broadband Internet connection for video

### Webcast System Requirements for Mac Users

- Mac OS X
- Real Player version 10 for Mac OS X
- Firefox web browser, version 1.5 or better for Mac
- Internet connection

This activity will be available as an Enduring Webcast on October 28, 2009.

# CME/CE CREDITS AWARDED

## ACCREDITATION

### Physicians

The University of Michigan Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The University of Michigan Medical School designates this educational activity for a maximum of *1.0 AMA PRA Category 1 Credit™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

### Pharmacists



Global Education Group (Global) is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. Global Education Group designates this continuing education activity for 1 contact hour (0.1 CEUs) of the Accreditation Council for Pharmacy Education. Universal Activity Numbers 0530-9999-09-001-H01-P and 0530-9999-09-001-L01-P. This is a knowledge-based activity.

### Nurses

This educational activity for 1.0 contact hour is provided by Global Education Group. Global Education Group is an approved provider of continuing nursing education by the Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

## HOW TO OBTAIN CREDIT

### Broadcast Viewers

All participants must complete the pre-test, sign-in sheet, read the educational objectives, review the broadcast in its entirety, and complete the evaluation.

### Webcast Viewers

Participants should register online and complete the pre-test, read the educational objectives, review the webcast in its entirety, and complete the evaluation.

Upon completion of this activity as designed, participants will receive a certificate of credit within 3-4 weeks awarding *AMA PRA Category 1 Credit™*, 1.0 contact hour (0.1 CEUs) of ACPE, or nursing credit. All other health care professionals will receive a certificate of completion.

Estimated time to complete this activity as designed is 1 hour.

# MATERIALS RETURNED AFTER THE PROGRAM

The following program materials need to be returned following the program to SCEPTER™:

- Program pre-test
- Registration sign-in sheets.
- Program Evaluation

*As a precaution, please make a duplicate copy of all materials before sending them in. It is essential that we have this documentation to ensure CME/CE credit to the attendees.*

**Mail documents to:**

Sharine Newby  
SCEPTER™  
8 Skyline Drive  
Hawthorne, NY 10532  
Ph: 914-829-4170  
[CMEGR@Quintiles.com](mailto:CMEGR@Quintiles.com)

**Fax document to:**

SCEPTER™  
1-866-401-4145

## CONFLICT OF INTEREST

It is SCEPTER™ policy that participants in CME activities should be made aware of any affiliation or financial interest that may affect the speaker's presentation(s). Each speaker has completed and signed a conflict of interest statement. The faculty members' relationships will be disclosed in the course syllabus.

## DISCUSSION OF OFF-LABEL USE

Because this course is meant to educate physicians with what is currently in use and what may be available in the future, there may be "off-label" use discussed in the presentations. Speakers have been requested to inform the audience when off-label use is being discussed.

# PARTICIPANT REGISTRATION INFORMATION

All participants, whether site coordinators or individuals are requested to register prior to the program. To register go to [www.crmhealthcare.net/programs/gout](http://www.crmhealthcare.net/programs/gout), in the Programs section click on the “Read More” link located under the brief Gout information. This will take you to a complete description of the program, click on the “Register Here” link to register.

Prior to the program, a PDF file (reproducible copy) of the participant handout and program materials can be downloaded by site coordinators, or individual viewers from <http://www.crmhealthcare.net/programs/gout>.

## Site Coordinators

The program materials should be reproduced and provided for each participant. Please follow these instructions for all participants:

- All participants must complete the program pre-test, sign in on the sign-in sheet to confirm their program attendance and contact information. Please have attendees verify the correct spelling of their names and make changes accordingly
- Electronic templates for sign-in sheets can also be downloaded from the <http://www.crmhealthcare.net/programs/gout> website

Once participants have signed-in and completed the program pre-test, please provide him/her with their handout materials which includes information on how each participant can obtain continuing education credits

# IMPORTANT CONTACT INFORMATION

For continuing professional education/accreditation questions, please contact Sharine Newby at SCEPTER™ via phone or email.

- Telephone: 914-829-4170
- Email: [CMEGR@Quintiles.com](mailto:CMEGR@Quintiles.com)

For all other questions prior to or after the broadcast, please contact Gwen Pond via phone or email.

- Telephone: 469.484.9451
- Email: [gpond@crmhealth.com](mailto:gpond@crmhealth.com)

# VIEWING ROOM REQUIREMENTS

All technical equipment should be checked by the technician before the day of the broadcast and again on the day of the broadcast. The technician should be present throughout the broadcast to assist with any problems that may arise with the equipment.

## Viewing Room Materials:

- Comfortable seating for all participants
- Appropriate signage. (Please ensure that there are no commercial promotional materials displayed or distributed in the same room immediately before, during or immediately after the educational activity)
- Food and beverages (Optional)

# SITE EQUIPMENT

1. **Satellite Equipment:** Your site must be equipped with a steerable C-Band digital domestic satellite receiver or “downlink.”
2. **Computer:** If your site is viewing the program as a webcast you will need the proper set up for projection from the computer or a large monitor for viewing. The computer will need to have access to the internet to view the webcast at <http://www.crmhealthcare.net/programs/gout>.
3. **Video Projection:** For groups under 75, we recommend two monitors that are at least 26” each. For rooms that seat more than 75 people, a projection television system is recommended. While screen size will depend on the size of the room and the anticipated number of participants, the minimum size screen we recommend is 6’ by 8’.
4. **Audio Equipment:** You will also need an audio system for your site. Your audio system should include a microphone and speakers. Be sure to discuss any audio needs with the technician.
5. **Telephone:** You will need a phone available during the original broadcast for participants to who will want to call in questions during the Q&A session of the broadcast.
6. **Technician:** It is critical that you get a commitment from your facility to have a technician available throughout the conference. The technician should have the room prepared and ready prior to the broadcast. Make sure you have the technician’s home and beeper number in case of emergency.

# TECHNICIANS

You will need someone who knows how to run the equipment for the day of the broadcast. Typically, this person works for the facility or the local audio/visual company you have hired. Confirm with them that they have recently used the broadcast satellite.

**The technician must on on-site at least thirty minutes prior to the broadcast to test the equipment.** The technician should be on-site during the entire broadcast to handle any technical problems that may arise.

We will have a central Troubleshooting Number for the day of the broadcast.

The responsibilities of the technician include:

- Turning the satellite receiver to the correct channel on the day of the broadcast
- Setting up any needed audio or video lines from the satellite receiver/tuner to the video projector and audio system. Make sure that the audio can be heard in all areas of the room
- If your site is viewing this program as a webcast, be sure all computer equipment is set up for viewing and that internet access is available. A link to the program webcast will be available at <http://www.crmhealthcare.net/programs/gout>. An access number is not required to view the webcast but you are requested to register (only one registration required per viewing site for large groups)
- Ensure that the room is dark enough for the video projection

# YOUR ROLE AS SITE COORDINATOR

We greatly appreciate your help and involvement in this important Satellite Broadcast and Webcast presented by the University of Michigan Medical School in partnership with Quintiles Medical Education; and co-provided by Global Education Group.

As a host site coordinator, you will help ensure a successful educational experience for those who attend this event at your site. You will be the link between your participants and SCEPTER™.

If you regularly perform these types of activities in your facility, much of the information in this manual will be familiar to you. If you are a “newly recruited” host site coordinator for this event, or have never been involved in a Satellite Broadcast before, we suggest you review the entire manual for help and information on how to prepare a host site for participants. Keep in mind that you will need to undertake a variety of tasks in preparing to host this event, including:

- Helping to promote the satellite broadcast and webcast

- Ensuring the viewing room is well equipped to accommodate participants prior to the day of the broadcast
- Making sure all video, audio and/or computer equipment is tested
- Handling registration of local participants
- Reproducing participant program materials
- Greeting program participants, and distributing program materials to each participant

This site manual is meant to be a thorough reference for you. You will probably not have to perform all the tasks outlined in the manual.

If you need additional information regarding CME/CE accreditation, please contact Sharine Newby at SCEPTER™ at 914-829-4170. If you need any additional technical information or assistance regarding this event **before** the airdate, please feel free to contact Gwen Pond at 469.484.9451.

# CHECKLISTS

## What Needs to be Done – One Week Before the Broadcast

- Review the broadcast registration materials and participant syllabus information to ensure that needed materials have been received and duplicated.
- Confirm the room setup.
- Arrange for registration table outside or near the conference room. Make sure that you have the proper signage and supplies (pens and pencils).
- Confirm refreshment arrangements (Optional).
- Make certain that the facility information desk and security have been informed of the program

## What Needs to be Done – The Day Before the Broadcast

- Confirm Audio/Visual/Computer details with technical support staff at your facility.

## What Needs to be Done – The Day of the Broadcast

- Setup registration table.
- Distribute program pre-test and syllabus materials to attendees as they register.
- Make sure that attendees are seated 15 minutes prior to the program's start.

## What Needs to be Done – Post-Broadcast

- Return the participant materials to SCEPTER™ by mailing to:  
Sharine Newby  
SCEPTER™  
8 Skyline Drive  
Hawthorne, NY 10532  
CMEGR@Quintiles.com  
**- Or -**  
**Fax document to:**  
SCEPTER™  
1-866-401-4145

