

Lecture/Seminar Approval Guidelines

Please, read the Final Order carefully and ask questions if you do not fully understand the requirement.

Per the terms of the Final Order you shall present a one (1) hour lecture/seminar on a topic specified in the Final Order. The Order specifies how much time you are allowed in which to meet this requirement; either the institution or the type of institution at which the lecture/seminar must be presented; and, may specify the audience to whom the lecture/seminar must be presented.

You are required to submit a written plan of your presentation to the Compliance Officer for approval prior to its performance. This plan should include:

- Lecture request include when, where and to whom you will make your presentation
- Outline of the lecture and/or PowerPoint presentation
- Letter from facility acknowledging the ability present

Upon receipt of your written plan the Compliance Officer will forward an approval package to the Chair of the Probationer's Committee of the Board of Medicine for consideration. You will be notified in writing of the Chairperson's decision.

On or before the due date, you must submit to the Compliance Officer a letter from the Risk Manager of the approved medical facility documenting that the lecture/seminar has been completed.

If you have any questions regarding this requirement, please contact the Compliance Officer.

Send your plan and documentation of completion to:

**Medical Quality Assurance/Compliance Management Unit
HMQAMS/Bin C-76
4052 Bald Cypress Way
Tallahassee, FL 32399-3251**

**Telephone Number (850) 245-4268
Fax Number (850)488-0796
Email: MQA_MedicalComplianceOfficer@doh.state.fl.us**