

MERC Program Hosting Workshops at Your Medical School Information Sheet

1. What expenses are involved when a medical school hosts MERC workshops for local faculty?

As a medical school sponsoring MERC workshops for local faculty, the medical school is responsible for costs associated with:

- Facilitator transportation
- Facilitator lodging and meals
- Facilitator Honorarium (\$750 per workshop)
- Licensing fee (\$250 per workshop)
- Program materials

2. What is the workshop fee for MERC workshops hosted at medical schools?

At AAMC venues the fee is \$50/workshop for anyone interested in taking them; AAMC/MERC waives the \$50 workshop fee for programs offered at medical schools, although \$250 per workshop is charged as a licensing fee. The school is free to charge what they feel fair to offset costs.

For individuals wanting to enroll in the certificate program and receive a certificate upon completion, there is an additional \$100 fee, which individuals pay upon completion of six (6) workshops. Most schools make this the responsibility of participants, but that is a local decision.

3. What are the requirements for earning a certificate through MERC?

Participants must complete six workshops of their choice. In addition, there is a \$100 certificate fee, as described in #2 above.

4. How do we go about preparing a schedule of programs for our school?

What has worked well so far is if the local program planners put together a “dream schedule” in terms of dates and presentation topics (see separate file *MERC Program Request Information*). Then, we will work to identify possible presenters for each workshop. Once we have a commitment of presenters for the workshops on the specified dates, communication is left to the local program planners to take over coordination with the presenters.

5. Are all of the MERC workshops 3-hours in length?

Yes.

6. Do any of the workshops require any special arrangements?

Yes, the workshop focusing on Searching the Medical Education Literature is largely a hands-on learning experience, and requires a computer lab and local health sciences librarian.

MERC will coordinate to provide a facilitator. What works best is if a local health sciences librarian can also attend the session to provide an overview of the local resources and work with the presenter to assist participants. It is also an opportunity for faculty to become acquainted with one of their local health science librarians.

Also, because this is a hands-on learning experience, this workshop works best when offered in a computer lab setting or at least where faculty have wireless internet access, so that faculty can bring a laptop and participate in actual searches of various databases.

7. Are there enrollment limits for the workshops?

The minimum enrollment is 8 and the maximum enrollment is 25

8. What is the current honorarium for MERC faculty?

Currently, the honorarium is \$750 for each MERC workshop. This does not include the cost for travel and lodging.

9. How are participants in the MERC programs tracked?

We have a standard MERC registration form that can be used for registering participants; this form conforms to the information required for the MERC tracking database.

In addition, an attendance form for each workshop can be used to monitor attendance of specific workshops towards earning a certificate. It is the responsibility of the sponsoring organization to monitor attendance at each workshop and provide this information to AAMC so that it can be included in the MERC database, so that we can keep individual records up-to-date. Individuals must complete 6 workshops and register for the MERC certificate in order to become eligible for a certificate.

10. Can MERC workshops be recorded for other uses or individuals who cannot make the session?

MERC workshop materials are provided only to workshop participants; they cannot be included in paper or electronic form for distribution to others at the institution. MERC workshops cannot be video or audio recorded without prior arrangements with MERC.

11. Does the AAMC provide CME credits for participants of the MERC workshops?

AAMC does not provide CME credits for MERC workshops.

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