

Continuing Medical Education Committee

Description

The Continuing Medical Education Committee (CME) is advisory in nature and serves to help ensure that the organization's continuing medical education program meets or exceeds the Standards, Criteria and Policies of the [Accreditation Council for Continuing Medical Education \(ACCME\)](#) and the [American Medical Association's](#) rules for their [Physician's Recognition Award \(AMA PRA\)](#).

Alternatively called a CME Advisory Committee, its purpose is to provide input and guidance on the strategic direction of the CME program.

Activities

- Review and recommend policies for the CME Program. Serve as an advisory resource to staff for any CME program-related grievances. Review and recommend the CME Mission Statement and its subsequent revisions on an annual basis.
- Review and approve sessions and proposals against CME eligibility criteria.
- Review the annual report and self-analysis of the CME Program and its effectiveness in meeting the CME Mission. Discuss this report and recommend improvements to the process, if needed.
- Retrospectively review/evaluate CME activity outcome measurements/results to determine the impact of CME programming
- Peer review of content of CME activities, if requested and falls within expertise.
- Provide general guidance and advice on clinical areas of interest and recommend expansion of program regarding topics and types of educational methodology utilized to deliver education to prospective participants.

Office of Continuing Medical Education

The Office of Continuing Medical Education (OCME) is the administrative unit responsible for day-to-day operations and ensuring compliance with the [ACCME Accreditation Requirements](#) (Criteria, Policies, and the Standards for Integrity and Independence in Accredited Continuing Education), as well as other regulations and policies as they relate to the provision of CME.

SAMPLE AGENDA

- I. Call to Order
- II. Review of Minutes
- III. New Business:
 - a. Appointment of Committee Chair/Co-Chair
 - b. Collection of Committee Disclosures
 - c. Committee Training on ACCME Standards/Criteria
 - d. Development of or Annual Review of CME Mission Statement
 - e. Development of and/or Review of Organizational CME Policies/Procedures
 - f. Needs Assessment
 - g. General CME Topic Selection for the Year
 - h. Overall CME Program Evaluation (Annually or at least once per accreditation term)

