



CONTINUING MEDICAL EDUCATION POLICIES: GME and Faculty Affairs and CME Office Staff Responsibilities in CME Activity Planning and Implementation

Responsibilities of GME and Faculty Affairs and CME Office Staff in the Planning and Implementation of Continuing Medical Education (CME) Activities

Background

The Tilman J, Fertitta Family College of Medicine (TJFF COM) is committed to providing the highest quality continuing medical education activities to our full-time faculty, voluntary faculty and community physicians. TJFF COM is currently not an accredited CME provider (as of April 2023) and is pursuing provisional accreditation from the Accreditation Council for Continuing Medical Education (ACCME). In the interim, TJFF COM is entering into a Joint Providership agreement with St. Joseph Medical Center who is accredited by the Texas Medical Association.

TJFF COM anticipates growth in the types of continuing medical education activities offering CME credit and in the volume of activities. Additional staff will be added to specifically manage accreditation requirements of all continuing medical activities that are jointly or directly provided.

Responsibilities of GME and Faculty Affairs staff, CME staff in CME Activity Planning and Implementation

TJFF COM staff in the Offices of GME and Faculty Affairs and CME are responsible for oversight of all accreditation requirements including but not limited to:

- Adhering to timelines for providing CME credit to educational activities
- Reviewing and processing credit applications
- Providing planning documents to the Joint Provider by deadline when applicable
- Ensuring that all accreditation standards and requirements are met and implemented
- Communicating with the Continuing Medical Education Committee (CMEC) and scheduling/documenting committee meetings
- Ensuring proper evaluation of activities
- Initiating needs assessments at the request of the CMEC and/or at established intervals
- Communicating with the ACCME in a timely manner and by deadline



TJFF COM staff in the Offices of GME and Faculty Affairs and CME **will not** be involved in the following activities related to CME program planning and management for other TJFF COM departments or for educational activities that are jointly provided when provisional accreditation status is reached:

- Acquiring meeting space
- Recruiting faculty/speakers
- Acquiring and overseeing IT support
- Acquiring and managing food/beverage
- Negotiating contracts
- Managing registration revenue in the absence of a learning management system (LMS)
- Managing onsite activities including registration services
- Managing web hosting
- Reconciling program budget

EFFECTIVE DATE: January 1, 2023

APPROVAL DATE: January 1, 2023

REVIEW DATE: December 1, 2028