

*Paul L. Foster School of Medicine*

*CCME Operating Policy and Procedure*

**SOM OP: Committee on Continuing Medical Education (CCME)**

**PURPOSE:** The purpose of this policy is to provide guidance on how the Committee on Continuing Medical Education will operate.

**REVIEW:** This policy will be reviewed on September 1st of each odd-numbered year by the Director for Continuing Medical Education. If a revision to the policy is recommended, the Committee for Continuing Medical Education will review and approve changes.

**POLICY/PROCEDURE:**

**Policy** It is the policy of the Office of CME to convene and host a committee on Continuing Medical Education, defined by the Texas Tech University Health Sciences Center, Paul L. Foster School of Medicine’s (PLFSOM) Faculty bylaws, Article IX. C. 7.

**Procedures**

1. **Representation**: Membership shall consist of one representative from each PLFSOM department. In addition, other stakeholder entities may each have one representative. Examples of other stakeholder entities include, but are not limited to, UMC, other TTUHSC-El Paso Schools, residents or a representative from the Office of Graduate Medical Education, medical students or a representative from the Office of Student Affairs.
2. **Responsibilities of members:** Representatives function to ensure that the PLFSOM CME Program meets the mission and vision of the department, and to serve as liaisons among departments, the institution, and the Office of Continuing Medical Education.
3. **Nomination process:** Each departmental representative shall be appointed by the departmental Chair to serve on the CCME. To achieve and maintain key input from other stakeholder entities, additional members can be appointed by the Dean or Faculty Council, or they may be invited by the CCME itself.
4. **Term of members:** Representatives’ two-year terms shall begin September 1, unless they are replacing a member who is not completing their 2-year term. In the latter case, the new member’s term will expire on the date scheduled for the member they are replacing. Multiple successive terms are allowed.
5. **Attendance:** To assure balanced and continuing representation, any representative who misses 2 consecutive CCME meetings will need to send a representative on their behalf or will be replaced by his/her appointing authority.
6. **Officers, and terms:** Officers shall consist of a Chair and a Vice Chair who must be current members of the Committee on Continuing Medical Education. The Chair shall conduct meetings in coordination with the Office of CME Sr. Director. The Vice Chair shall serve in the absence of the chair. Officers shall serve two-year terms, with a limit of one additional successive terms.
7. **Elections of Officers:** Election of officers shall be held in June or July of each year; unless an unexpected vacancy becomes open. In the case of an unexpected vacancy an election for this position will take place at the next scheduled CCME meeting. The newly elected officer will serve out the remainder of the term of previous office holder.
8. **Meetings:** The CCME shall meet every other month (six times per year) unless members determine that insufficient business exists to justify a meeting. However, meetings shall take place a minimum of four times per year (quarterly). Special meetings may be requested by CCME members, Faculty Council or the Dean. Members will be notified of meetings by e-mail
9. **Quorum and voting:** A quorum shall consist of 50% of members. Decisions shall require a simple majority of the quorum.
10. **Reports:** Meeting Minutes for each CCME meeting will be taken and kept by the Office of CME. Also, An annual report of the Office of CME activity will be compiled and approved by the Office of CME Sr. Director and CCME Chair and reported to the PLFSOM Faculty Council.