



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Office of Continuing Medical Education

Paul L. Foster School of Medicine

CME Operating Policy and Procedure

OP: Membership in CME Activity Planning Committee

PURPOSE: The purpose of this policy is to provide guidance to activity planning committee directors and members, and staff of the Office of Continuing Medical Education (CME) on the structure and membership of activity planning committees.

REVIEW: This policy will be reviewed Sept. 1 of every odd-numbered year by the director for CME. If a revision to the policy is recommended, the CME Committee will review and approve changes.

POLICY/PROCEDURE:

1. Policy

It is the policy of the Office of CME to plan and deliver education for the health care team. This committee shall have the final authority to control the content of CME activities.

2. Procedures

- a) Each CME activity will be planned and produced based on a learner-centered continuous improvement model of CME. The educational activities shall address physicians' needs in real-world clinical care, research health care administration, ethics or other areas of medicine.
- b) The CME activities shall be designed to improve competence by teaching strategies for translating new knowledge into action; performance (what they actually do in practice); or patient outcomes.
- c) The activity planning committee director (course director) shall be a content expert in the area of the educational activity.
- d) A staff member from the Office of CME shall serve as the coordinator of the planning committee to ensure accreditation requirements and CME policies are met.
- e) The activity planning committee may include members from various health professions to foster intraprofessional continuing education (IPCE).
- f) The activity planning committee may include and are encouraged to have patients and members of the general public.

3. Restrictions

Employees of commercial interests, as defined by the Accreditation Council for Continuing Medical Education (ACCME), may not serve on the planning committee, except in the specific situations allowable under ACCME accreditation criteria.