

	<b>Continuing Medical Education Program (CME)</b>			
	Chapter	N/A	Effective Date	August 15, 2013
	Policy	<b>CME Planning Process</b>	Approved By	CME Committee and Medical Executive Committee
			Policy #	7

## 1.0 Purpose and Scope

The intent of this policy is to delineate the formal process for planning a CME activity. The CME Program is responsible for ensuring that all our directly and joint sponsored CME activities are high quality, appropriate for physician needs, and comply with the Elements and Criteria set forth by the Accreditation Council for Continuing Medical Education (ACCME), the American Medical Association (AMA), and the Rhode Island Medical Society (RIMS).

## 2.0 Policy Statement

CME activities are meant to foster the continuing professional development of physicians and other health professionals. Educational programs are not simply meant to provide “education for education’s sake”. Rather, the educational offerings are intended to increase competency, improve performance in practice, and improve patient outcomes.

The Roger Williams Medical Center’s CME Program establishes a formal planning process to assist applicants plan CME activities that are compliant with accreditation criteria, scientifically rigorous, balanced, and objective. Furthermore, the activity must be appropriate in depth and scope for the intended physician audience.

## 3.0 Procedures

The CME Administrator must be contacted and needs to be involved at the start of the planning process. New activity proposals are evaluated to make sure that they are consistent with the CME Program’s mission, goals and objectives. The CME Administrator will be available for ongoing consult and guidance.

Applicants play a first-hand role in the completion of the application, particularly in identifying Practice Gaps, Educational Needs, Desired Outcomes and Learning Objectives. The CME Planning Application is the primary vehicle used to direct and organize the planning process so that all important program planning elements are addressed and ACCME requirements are met.

At its most basic, there are four Phases in the successful execution of a CME activity;

1. Phase I – Pre-planning meeting with the CME Administrator (this is mandatory)
2. Phase II – Application completion and submission with all required support documentation
  - a. Notably this phase includes identifying professional practice gaps supported with a Needs Assessment, determining content and learning objectives,

- selecting faculty presenters, choosing appropriate educational format and methodologies, and selecting an Outcomes Measurement tool(s)
  - b. Supporting documentation submissions, i.e. Needs Assessments, Faculty Disclosures, Content Validations, Speaker Agreements...
- 3. Phase III – Application/presentations submission for review, further modifications/additions, approvals
- 4. Phase IV – Promotion and execution of activity

Post activity, evaluations and Outcomes Measures are collected, and final budget reconciliation occurs.

#### **4.0 Revision History**

N/A

Date	Description of Change

#### **4.0 Appendices**

N/A