



CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

OFFICE OF CONTINUING MEDICAL EDUCATION		
NUMBER:	4.0	
SUBJECT:	Planning/Design	
ORIGINATION DATE:	4/96	
CURRENT REVISION DATE:	2/00	
PAGE:	1	OF 1

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CONTENT DESIGN:

1. The selection and organization of content, and decisions about educational formats are based upon the most effective and efficient methods of meeting the stated objectives of the CME activity.
2. The types of learning methods appropriate for the group and subject are indicated in the planning process.
3. Course faculty is selected by the physician planning group based upon the expertise in the field, and the resources available to fulfill objectives defined for that activity. The CME committee or its designated planning group reviews curriculum vitae.
4. Learning aids such as the syllabus, are reviewed by EVMS Office of Continuing Medical Education prior to the activity.
5. About 30 minutes to 1 hour is allowed for audience and faculty interaction at the end of the program.
6. Promotional brochures or flyers are mailed to the target audience, and posted as appropriate.
7. Enduring materials for self-directed learning are developed through the EVMS-Office of CME.

BUDGET:

1. All expenditures and revenue are documented in a course budget.
2. Guest faculty receives reasonable honoraria in addition to hotel, meals and transportation reimbursement. EVMS faculty does not receive honoraria, but are recognized through a letter of appreciation. When appropriate, EVMS faculty is reimbursed for necessary hotel, meal and transportation expenses.
3. Program expenses at off-site locations will include meals or light refreshments for the participants.