



# CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

<b>OFFICE OF CONTINUING MEDICAL EDUCATION</b>	
<b>NUMBER:</b>	<b>6.0</b>
<b>SUBJECT:</b>	<b>Regularly Scheduled Conferences</b>
<b>ORIGINATION DATE:</b>	<b>4/96</b>
<b>CURRENT REVISION DATE:</b>	<b>6/03</b>
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## **SUBJECT: Regularly Scheduled Conferences**

1. Regularly scheduled conferences such as grand rounds and cancer conferences are approved on the basis of common needs and goals for each session for a one year period.
2. Initial Application for Category 1 Designation is to be presented to the committee at least 90 days before the first session is scheduled. For regularly scheduled conferences currently taking place with Category 1 credit, a 60-day time frame for CME Committee review is encouraged.
3. An Application for Designation of Category 1 Credit with attached listing of topics, objectives and speakers for at least the first three months of the schedule is presented to the CME Committee for review and credit designation.
4. Additional schedules and documentation for each series are due at least by the 15<sup>th</sup> of the month for the following month. This is required for accurate documentation and promotion of the sessions.
5. Within 30 days of the session date, follow up documentation of evaluation summary, attendance record, and evidence of disclosure having taken place are required in the Office of CME.
6. Regularly scheduled conferences must be at least 60 minutes in length for 1 category 1 credit.
7. Case discussion presentations require compliance with the “Case Presentation Standards” policy and use of the corresponding documentation forms.

**The CME Committee will grant annual credit upon receipt of a completed 3 month schedule. Additional schedules are to be submitted by the 15<sup>th</sup> of each month for the following month.**

### **EVALUATION/IMPROVEMENT**

1. Series are audited regularly for compliance with the ACCME Essentials and Elements and Policies, including the Standards for Commercial Support.
2. Performance data is collected and shared with the series course director, with an emphasis on improvement in results.
3. A plan for improvement is developed and implemented for each series.
4. ACCME Letters of Agreement must be in the Office of CME prior to the session whenever funds are contributed in support of CME.