



EASTERN VIRGINIA I
MEDICAL SCHOOL]

CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

OFFICE OF CONTINUING MEDICAL EDUCATION

NUMBER: 7.0

SUBJECT: CME Committee Membership
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SUBJECT: CME Committee Membership and Responsibilities

The committee is comprised of physicians who serve in an advisory role to the Dean by recommending policy, developing programming, designating credit and monitoring the quality of the EVMS sponsored activities. Physician issues dealing with CME are also discussed and acted upon by the committee. The cornerstone of an effective CME committee is strong physician support and this is ensured by the following:

1. Identification of physicians who have an interest in education and encourage appointment to the CME Committee.
2. Selection of Committee members who represent the major clinical departments will be encouraged.
3. The Dean of the Medical School will assign selection of the CME Committee with recommendations from the Associate Dean for Continuing Medical Education.
4. The CME Committee consists of:

Chairman

Vice Chairman

Physicians and faculty from departments of the Eastern Virginia Medical School

Physicians from the community who are faculty of EVMS

Associate Dean for Continuing Medical Education

Director of Continuing Medical Education

CME Coordinator

Responsibilities

The Eastern Virginia Medical School CME Committee oversees all continuing medical education activities approved through the Office of Continuing Medical Education.

Committee members:

- Designate CME activities for Category 1 credit.
- Help formulate policies and procedures pertinent to CME.
- Participate in long and short term planning efforts.
- Participate in individual activity development.
- Assist in CME needs assessment and review
- Assist in CME evaluation
- Provide a liaison between CME staff, departmental faculty/staff, and community health care facilities.

Committee members meet the fourth Tuesday of each month, except December.