SOM OP:  60.11, CME Activity Planning Committee Membership

PURPOSE: The purpose of this policy is to provide guidance to course directors, planning committee members, and CME staff on the structure and membership of activity planning committees.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Managing Director for Continuing Medical Education. 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 Department of CME to plan and produce continuing medical education activities by physicians for physicians.

2. **Procedures.**
   a. Each CME activity will be planned and produced by physicians. This shall include the identification of educational needs and learning objectives; selection and presentation of content; selection of presenters; and selection of educational methods.
   b. CME activities may be multidisciplinary in nature. However, the primary purpose must be to close practice gaps among the physician target audience.
   c. The course director shall be a TTUHSC faculty physician. He or she can be paid faculty or clinical volunteer faculty. At least one other physician shall be a member of the activity planning committee. He or she may be paid faculty, clinical volunteer faculty, or a community physician.
   d. The project manager from the Office of CME shall be a member of the planning committee to ensure accreditation requirements and CME policies are met.
   e. Practitioners of other healthcare disciplines may serve on CME activity planning committees if their roles are to assist with closing the practice gaps of physicians.

3. **Restrictions.** Individuals who do not control content may not serve on planning committees for CME activities.