



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 60.11, **CME Activity Planning Committee Membership**

PURPOSE: The purpose of this policy is to provide guidance on the structure and membership of continuous medical education (CME) activity planning committees.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Managing Director for Continuing Medical Education. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** It is the policy of the Office 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. If possible, 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.