

These are the roles and responsibilities of the CME activity director

The activity director is responsible for the following activity tasks:

If a live activity, select dates that do not conflict with national or regional meetings, other similar programs or religious holidays.

Complete the CME Activity Application and Planning form, including initial preparation of the activity and budget template.

Appoint and convene a planning committee. Document that a planning process is used that links identified educational needs with an activity stated purpose and learning objectives.

Document a needs assessment for the activity that identifies an educational gap for a target audience, using multiple sources and methods. Include documentation of need, such as, literature, reviews, planning committee minutes and past meeting evaluations summary.

Write learning objectives that describe a specific outcome(s) in terms of an improved learner behavior or practice.

Design an educational curriculum that addresses the identified educational gap.

Designing and Implementing a Needs-Based Continuing Medical Education Activity

Assure the curriculum and individual faculty presentations are unbiased, balanced and do not discuss a specific product or drug by its trade name.

Suggest and assist in the development of appropriate activity evaluation tools.

Select and recruit faculty experts as speakers.

Ensure all faculty disclosure information is obtained and disclosure forms are signed and returned prior to the activity start date. Identify and resolve any real or potential conflicts of interest.

Validate clinical content personally or delegate this responsibility to an “independent clinical reviewer”. Assure content is robust, unbiased, and evidence-based and addresses the specific learning objectives.

Ensure that all commercial support is used appropriately and in accordance with ACCME and hospital policies.

Attend the activity to monitor content, ensure compliance with disclosure requirements and to observe faculty and learner performance.

Provide a summary statement of program effectiveness once the activity has ended. The statement should state if the learning objectives were achieved and if follow-up activities should be planned or physician practice improvements to be implemented, as a result of the activity.