

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.