



## **ROLES AND RESPONSIBILITIES OF MEMBERS OF THE CME COMMITTEE**

It is the mission of Nicklaus Children's Hospital to "inspire hope and promote lifelong health by providing the best care to every child". To that effect, Nicklaus Children's Hospital is committed to advance the knowledge and support physician competence and performance in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice. Continuing Medical Education (CME) is one of the major ways in which Nicklaus Children's Hospital supports its overall mission.

The role of the CME Committee is to provide oversight, leadership, coordination and direction to the individual Program Chairs for all of the CME functions identified by the NCH CME Department.

### **1. Roles and Responsibilities of the CME Committee Members**

- Review the CME programs provided by Nicklaus Children's Hospital
- Ensure that ACCME criteria are met, including documentation, evaluation, and freedom from commercial bias are followed by all activity Chairs, and Coordinators in the planning and implementation process.
- Provide feedback and guidance to the CME staff on programs, scientific content, and processes
- Identify Program Chairs for new proposed programs provided by the institution
- Review the content of each program as presented by the Program Chair and provide feedback
- Provide developmental assistance to the Program Chairs in areas of educational process, appropriate formats, topics of interest for discussion, and framework
- Review the CME program needs assessments and program evaluations and use the data in planning future programs, identifying speakers, setting up content, and bridging gaps
- Assist the Program Chair in identifying effective speakers
- Serve as a resource for Best Practices in program creation

### **2. Membership**

The CME Committee consists of:

- CME Committee Chair
- CME Activity Chair & Coordinators Representatives
- GME and UME training programs representatives
- Faculty representatives (Generalists and Specialists) CME Staff representatives
- Patient-Family representative
- Medical Education Department CME Specialist, e-Learning & Web design
- Department of Medical Education Administrative Director

Adhoc members (e.g. marketing, outreach, Physician Liaison, SimLab, Librarian, Research Institute, etc..) will be invited depending on needs