ROLES AND RESPONSIBILITIES OF
MEMBERS OF THE CME COMMITTEE

It is the mission of Miami Children’s Hospital (MCH) to advance the knowledge and support the competency and physician performance in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice through educational support of its high-quality continuing medical education (CME) Program.

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

1. Roles and Responsibilities of the CME Committee Members
   - Review the CME programs that are sponsored by MCH
   - Ensure that ACCME guidelines, documentation, evaluation, and requirements are followed by all programs, program Chairs, and Coordinators.
   - Provide feedback and guidance to the CME staff on programs, scientific content, and process issues
   - Identify Program Chairs for new proposed programs sponsored 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, types of formats which have proven successful, topics of interest for discussion, and framework
   - Review the needs assessments and program evaluations and use the data in planning future programs, identifying speakers, setting up content, and bridging the gaps
   - Assist the Program Chair in identifying effective speakers
   - Assist the CME Committee Chair in providing the needed data, guidance, and feedback in preparing progress report and annual summary for accreditation
   - Serve as a resource for Best Practices in program creation

2. Membership
   - The CME Committee consists of:
     - CME Committee Chair
     - Chief Medical Officer and/ or designee
     - Program Chairs for the previous and current year programs and RSS
     - GME representatives of the training programs
     - CME Staff representatives

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