


<p><b>Name of Policy:</b> <u>CME Activity planning process.</u></p> <p><b>Policy Number:</b> 3364-81-12-206-01</p> <p><b>Approving Officer:</b> Provost and Executive Vice President for Health Affairs</p> <p><b>Responsible Agent:</b> Associate Dean for Continuing Medical Education</p> <p><b>Scope:</b> UT Faculty, Staff, Students and Joint Sponsors</p>	 <p><b>Original effective date:</b> 10/1/09</p>				
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(A) Policy statement

Specific planning processes and organizational criteria must be followed when presenting a CME activity approved for Category 1 AMA PRA credit. All activities must be planned and implemented with the full knowledge of the UT CME Director or Associate Dean.

(B) Purpose of policy

To maintain compliance with the ACCME Essential areas and Elements, and Standards for Commercial Support of CME, and to meet documentation criteria for Category 1 AMA PRA approved activities.

(C) ACCME Essential Area 2: Educational Planning

The provider must use a planning process(es) that links specific needs related to gaps in knowledge, competence or practice with a desired result in its development of all CME activities. It must communicate the purpose or objectives of the activity so that the learning is informed before participating in the activity. It must present CME activities in compliance with the ACCME's policies for disclosure and commercial support.

(D) Procedure

Establishment of planning committee to oversee that the activity meets the ACCME requirements and Standards for Commercial Support. Each planning member must complete a UT CME disclosure form. The planning processes must be established and documented to receive Category 1 AMA PRA credit for a CME activity (live, enduring, regularly scheduled series or other format).

- (1) Complete an application form and submit to the UT CME office at least 30 days prior to the activity.

- (2) Identify needs related to gaps in knowledge, competence or practice appropriate for physicians' scope of practice.
- (3) Develop learning objectives that link that will narrow the gap between current and optimal clinical outcomes and link the identified need with the desired result.
- (4) Identify speakers based on their expertise on the topic and present content that is evidence-based and free of commercial bias. All speakers must disclosure relevant financial interests prior to the activity occurring.
- (5) Ensure that all relevant relationships with commercial interests are disclosed by all involved in planning the content. The planning committee will assist in resolving any conflicts of interest that arise. Ensure that all disclosure is made to the learners prior to the activity.
- (6) Develop a budget and process for handling income and expenses (if applicable). Responsible for ensuring educational grants are handled according to ACCME Standards for Commercial Support and exhibits are located in an area separate from the educational activity.
- (7) Based on the need, the committee analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the activity.

<p>Approved by:</p> <p><u>/s/ jpg</u> Provost and Executive Vice President for Health Affairs</p> <p><u>10/9/09</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>CME Advisory Committee Director, Continuing Medical Education Associate Dean of CME</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>A-10-12-00001-0206 CME Planning Process (former Health Science Campus CME policy, previously updated December 2005)</i></li> </ul> <p>Initial effective date: 10/1/09 Review/Revision Date: 10/1/09 Next review date: 10/1/12</p>
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