



American Osteopathic College of Occupational and Preventive Medicine

CME COMMITTEE (COM-03)

Effective Date: _____

Next Review Date: _____ Reviewer(s): _____

Dates of Revisions: _____

1. Purpose. The Committee is charged with the responsibility of overseeing, planning, coordinating and evaluating all CME activities of the AOCOPM.
2. Objectives. The CME Committee is responsible to provide activities which promote the development of excellence through education and training in the fields of aerospace medicine, correctional medicine, disability & impairment evaluation medicine, preventive medicine / public health, occupational medicine / environmental medicine, and undersea hyperbaric medicine. The educational activities will be consistent with the vision and mission of the College. Furthermore, the committee will:
 - 2.1. Develop an educational plan to support the long-range plan of the college and to meet educational needs of the membership.
 - 2.2. Plan and oversee CME conferences
 - 2.3. Plan and implement a comprehensive needs assessment strategy.
 - 2.4. Establish an overall theme with written educational goals and objectives, consistent with the needs assessment for each CME program.
 - 2.5. Identify and document specific needs assessment and supporting bibliographical citations for each topic area, lecture and learning module.
 - 2.6. Set and maintain the highest educational standards.
 - 2.7. Utilize state-of-the-art teaching methods when possible.
 - 2.8. Develop program themes.
 - 2.9. Develop program content and assist in the implementation of all CME programs.
 - 2.10. Review speaker evaluations and make recommendations.
 - 2.11. Recommend conference sites/hotels and be informed of site selection.
 - 2.12. Review budgets and financial statements for all CME programs.
 - 2.13. Review and make recommendations for all promotional and written materials for all CME conferences.
 - 2.14. Provide for the selection of an appropriate speaker for the Riland Memorial Lecture.
 - 2.15. Evaluate all special courses.
 - 2.16. Conduct other such duties as directed by the Board of Trustees.
3. Composition. The Committee shall consist of ten (or more) members to include:
 - 3.1. Program Chair(s) for regular and special courses. Division Chairs and Vice Chairs and two members-at-large.
 - 3.2. There shall be a Chair and a Vice-Chair whose term of office shall be three (3) years. Ideally, there shall be a one year overlap for the Chair and Vice Chair to provide for experience for the Vice Chair who will assume the Chair position.
 - 3.3. Recommendations for Chair and Vice Chair may be presented by the Divisions to the Committee.
 - 3.4. The President and the Executive Director shall attend Ex-Officio.
4. Meetings. The Committee shall meet at both the Annual and Midyear Conferences



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and at any other time deemed necessary to carry out the duties of the Committee.

5. Responsibilities

5.1. Chair:

- 5.1.1. The Chair shall be responsible for steering the Committee in recommending policy and developing implementation strategies of policies approved by the Board of Trustees.
- 5.1.2. Shall develop appropriate agendas, schedule meetings and submit a written report to each meeting of the Board of Trustees.
- 5.1.3. Assure appropriate minutes are recorded for each meeting and submitted to the Central Office within thirty (30) days of the meeting.
- 5.1.4. Assure compliance of initiatives approved by the Committee and the Board of Trustees.
- 5.1.5. Conduct other duties as directed by the Board of Trustees.

5.2. Vice Chair

- 5.2.1. Assist the Chair with all duties and responsibilities in order to be able to assume the Chair position.

6. Funding

- 6.1. Budgets shall be reviewed by the CME Committee for each CME conference and special course. Funds shall be appropriated for the CME Conferences from the general operating budget (see Reimbursement Policy). Special courses should be self-supporting. Included in the budgets shall be any funding request deemed necessary to support the goals of the College to provide timely, relevant CME programs.
- 6.2. It should be noted that funding requests above and beyond the usual should be submitted in advance to the Finance Committee for consideration.
- 6.3. Speakers shall be provided an honorarium and reimbursement of expenses as outlined in the Reimbursement Policy. The Program Chair may petition the Finance Committee and/or the Treasurer for additional funds on an as needed basis.
- 6.4. The committee shall utilize the following considerations for developing budgets:
 - 6.4.1. Honoraria and travel for speakers.
 - 6.4.2. Licensing of an on-line resource library through the College's web site.
 - 6.4.3. CME offerings through the College's web site.
 - 6.4.4. Electronic media or software required
 - 6.4.5. Development and administration of "Presenter Workshops" for College members.
 - 6.4.6. Funding of approved requests by member or residents for research projects related to our College's fields of interest that will subsequently be presented to the College at a CME Conference.
 - 6.4.7. Equipment and technologies that enhance the quality of CME offerings and the educational experience for attendees.
 - 6.4.8. Support of regional CME Conferences approved by the Board of Trustees and CME Committee.



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- 6.4.9. CME Committee and CME Program Planning Sub-Committee teleconferences and meeting expense.
- 6.4.10. Appropriate temporary convention staff services for any conferences and special courses.
- 6.4.11. Evaluation activities associated with CME offerings
- 6.4.12. CME filing fees
7. AOA Approval. As an AOA-approved, provider of 1-A CME credit it is imperative the College operate within the parameters of the AOA rules and regulations. The Committee shall be aware of these rules and regulations and assist staff in assuring compliance.
8. Criteria for CME Committee Approval of Basic or Advanced Courses *(approved by the BOT)*
 - 8.1. Divisions offering a basic or advanced course in their discipline will:
 - 8.1.1. Establish a course sub-committee consisting of a minimum of three (3) AOCOPM members who will be responsible for:
 - 8.1.1.1. Conducting a needs assessment
 - 8.1.1.2. Developing a written Statement of Purpose, Learning Objectives, and outline of Course Content to be included in the AOCOPM Policy and Procedure Manual.
 - 8.1.1.3. Presenting the above information to the CME Committee and BOT for approval.
 - 8.1.1.4. Recommends a member of the Sub-Committee as the Course Director, subject to approval by the CME Committee.
 - 8.1.1.5. Identifying and obtaining CME Committee approval of course faculty members.
 - 8.1.1.6. Submitting changes in course content or faculty to the CME Committee.
 - 8.2. Criteria for Basic or Advance Course Sub-Committee membership:
 - 8.2.1. Shall hold a valid license to practice medicine.
 - 8.2.2. Must be a member in good standing of the AOA and the AOCOPM.
 - 8.2.3. At least one member will be board certified by the AOA in the Division offering the Course (where such board certification exists).
 - 8.2.4. Other members shall be certified or otherwise qualified in the area of expertise when specific certification does not exist.
 - 8.3. Basic or Advanced Course faculty must be approved by the CME Committee based upon a review of their curriculum vita outlining qualifications as a subject matter expert appropriate to the learning objectives to be covered in the Course.
 9. Sub-Committees
 - 9.1. CME Program Planning Sub-Committee:
 - 9.1.1. Is Chaired by the Conference Program Chair
 - 9.1.2. Also includes the CME Committee Chair and Vice Chair, and the Division Chairs and Vice Chairs, the Chair and Vice Chair of any Basic and Special Courses. The President, Secretary, and Executive Director shall also attend.



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- 9.1.3. Fulfill the AOA CCME requirement of conducting a comprehensive needs assessment
 - 9.1.3.1. Identify competency deficiencies of learners
 - 9.1.3.2. Identify emerging specialty-specific healthcare trends, patient population healthcare issues and disparities, as well as gaps in the healthcare delivery system.
 - 9.1.3.3. Provide supporting bibliographical citations for each topic area, lecture and learning module.
- 9.1.4. Assist the Program Chair and Executive Director with the on-site conduct of the conferences.
- 9.1.5. Select a Riland Memorial Lecturer, as well as other honored Division lecturers.
- 9.1.6. Apportion learning module slots equitably among the Divisions.
- 9.1.7. Shall provide each speaker with information about the College's accreditation requirements of speakers as well as current honoraria, reimbursement policies and six-month planning horizon.
 - 9.1.7.1. Shall ensure that speakers adhere to all established deadlines for submission of their speaker packets, and handout materials.
 - 9.1.7.2. Shall ensure that at least 50% of the Faculty members are either DOs or full-time paid faculty members of a College of Osteopathic Medicine.
 - 9.1.7.3. Ensure that the learning content of each speaker's presentation adequately covers the leaning objectives and needs assessment established by the sub-committee.
- 9.1.8. Shall perform all other duties as requested by the CME Committee and/or the Program Chair.
- 9.2. Program Chair(s)
 - 9.2.1. Shall be responsible for the development of the didactic program and the orderly execution of the program. In this capacity the Program Chair shall seek the assistance of the CME Program Sub-Committee in fulfilling all duties and responsibilities including recommending topics, securing speakers, on-site speaker introductions, etc.
 - 9.2.2. Shall establish deadlines for receipt of speaker/topic information, consistent with the six-month planning horizon.
 - 9.2.3. Shall assure that Speaker Packets are completed for each speaker and submitted to the Central office in a timely manner (by the established deadlines).
 - 9.2.4. Shall act as, or appoint, daily moderators to introduce speakers and assure the orderly delivery of the didactic program.
- 9.3. Basic Course(s) Program Planning Sub-Committee
 - 9.3.1. Shall submit completed program (faculty and topics) to the Central Office by approved deadline consistent with our six-month planning horizon
 - 9.3.2. Basic Course Program Chair
 - 9.3.2.1. Shall be responsible for the development of the didactic program and the orderly



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9.3.2.4. Shall act as, or appoint, moderators to introduce speakers and assure the orderly delivery of the didactic program.

Revised: July, 2010