

OFFICE OF CONTINUING MEDICAL EDUCATION

REGULARLY SCHEDULED SERIES RESPONSIBILITIES OF COURSE DIRECTORS/CHAIRS, COORDINATORS, AND UMMS OCME

The UMMS Office of Continuing Medical Education (UMMS OCME) has direct responsibility for all aspects of Regularly Scheduled Series approved for *AMA PRA Category 1 Credit(s)*[™]. To this end, all activities approved for CME credit must meet the ACCME requirements and guidelines, and adhere to UMMS policy.

Our principal goal is to be available to help each faculty group accomplish the accreditation process as thoroughly and easily as possible. Questions related to any aspect of the process should be directed to:

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Continuing Medical Education/Memorial Campus, J2
Phone: (508) 334-6168 | Email: Jermynp@ummhc.org

COURSE DIRECTOR RESPONSIBILITIES (UMMC FACULTY)

1. Assist the Office for Continuing Medical Education in assuring compliance with the ACCME Essential Areas and Elements.
2. Complete and sign the RSS Accreditation application and submit with required documentation.
3. Formulate educational content based on the stated objectives and identified learning needs.
4. Secure and confirm faculty topics and time commitments.
5. Supervise each scheduled RSS or appoint an individual to do so.
6. Contact OCME regarding all aspects of commercial support from pharmaceutical companies.

COURSE COORDINATOR RESPONSIBILITIES

1. Follow Regularly Scheduled Series guidelines that comply with the ACCME.
2. Complete and submit an annual RSS Accreditation application.
3. Submit Faculty Disclosure forms for all UMMC faculty, residents, visiting faculty, and any other person in control of RSS content.
4. Correspond with speakers.
5. Arrange for out-of-town speakers (including travel arrangements).
6. Promote course to appropriate audience. The OCME Accreditation Statement and Credit Designation Statement (see below) must be stated on all promotional material in a readable format, **including email or intranet meeting notifications**.

Accreditation Statement

The University Of Massachusetts Medical School, Office of Continuing Medical Education is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

***** The statement *AMA PRA Category 1 Credit(s)*[™] must always be italicized*****

Credit Designation Statement

The University of Massachusetts Medical School, Office of Continuing Medical Education designates this educational activity for a maximum of ____ *AMA PRA Category 1 Credit(s)*[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

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7. Submit handouts for every RSS via email, CD, or hard copy (double sided) as requested to OCME. Grand Rounds or lecture handouts can be in the format of a Power Point, agenda or summary. All other RSS meetings (M&Ms, Journal Club, Tumor Board, etc) handouts can consist of journal articles, patient number and diagnosis, committee meeting agenda, etc.
8. Submit documentation as requested to OCME.

OFFICE FOR CONTINUING MEDICAL EDUCATION RESPONSIBILITIES

1. Program Planning
 - a. Complies with ACCME accreditation standards
 - i. Identifies physician needs
 - ii. Approves course objectives
 - iii. Assures that education design and content is appropriate for target audience
 - b. Provides appropriate forms for developing the conceptual framework and logical considerations of the activity which address target audience, learning objectives, program description, faculty, etc.
 - c. Designates appropriate number of hours of *AMA PRA Category 1 Credit(s)TM*
 - d. Documents systematic planning procedures
 - e. Assures completion of Disclosure Forms for each speaker and rectifies any conflict of Interest.
 - f. Assures that evaluations are used that assesses the extent to which educational objectives are met, quality of the instructional process, participants perception of enhanced professional effectiveness and whether or not commercial bias was noted.
2. Program Promotion
 - a. Reviews all promotional materials for compliance with ACCME guidelines
 - b. Ensures correct use of accreditation, disclosure and credit designation statement
3. Maintenance of Records
 - a. Reviews and maintains financial records and evaluation summaries
 - b. Retains Attendance Summaries
 - c. Responds to inquiries regarding CME credit.
4. Audits
 - a. Conducts regular audits of RSS to assure all of the above are met