

SECTION: 14 Faculty Affairs

AREA: Continuing Medical
Education

NUMBER: 14.05.12

SUBJECT: Cancellation and Rescheduling of Continuing Medical Education Presentations and Activities

I. Purpose and Scope

- A. This policy outlines the process for handling cancellations and rescheduling of Continuing Medical Education (CME) presentations, speakers, and/or activity series coordinated through the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine).
- B. This policy supports the ACCME's commitment to maintaining the integrity, reliability, and consistency of accredited CME activities. Timely rescheduling ensures learners receive dependable and continuous access to high-quality education.
- C. This policy applies to all speakers, course directors, planning committee members, and Office of Continuing Medical Education staff involved in scheduled continuing medical education activities.

II. Policy

- A. Each presenter or speaker is permitted a maximum of two (2) cancellations and/or reschedules for any continuing medical education activity. If the presenter is unable to attend on the originally scheduled date, the presentation may be deferred to the next available session or postponed until the following calendar year, if the need is still warranted. The Course Director and the Office of Continuing Medical Education must be promptly notified of all cancellations or schedule changes by the presenter. The Office of Continuing Medical Education may contact the presenter directly for clarification or to determine next steps.
- B. A Course Director or prospective course director is permitted to have a maximum of two (2) cancellations and/or rescheduling of a proposed activity for a live activity, regularly scheduled series, committee learning or enduring material for any reason. If the course director is unable to begin the activity in the originally targeted timeframe, the activity may be deferred for another three (3) months or postponed until the following calendar year, if the need is still warranted.
 - a. No response to reminders and/or request for updates by the Office of Continuing Medical Education across a three (3) month period will be considered a cancellation of the activity.

III. Definitions

- A. **CME:** Continuing Medical Education—structured learning opportunities for physicians and other healthcare professionals to maintain, develop, or increase knowledge and performance.

IV. Supporting Policy Information

A. Process for Cancellation or Rescheduling

- a. Notification of cancellation or rescheduling of a speaker or activity must be shared promptly with:
 - i. The Office of Continuing Medical Education
 - ii. Course Director
 - iii. Program Committee (if applicable)
 - iv. Registered attendees and relevant stakeholders
- B. Written communication must be issued immediately to announce the change and update schedules, calendars, and communication channels accordingly (e.g., website, email, flyers).
- C. If applicable, Food Services and Facility Services must be notified immediately to cancel catering orders and room reservations.
- D. Frequent cancellations of activities may negatively impact the continuity of learning and will interfere with the ability to evaluate changes in learner competence or performance. The Office of Continuing Medical Education will monitor any trends and take appropriate steps to mitigate risks to educational outcomes.
- E. All cancellations and rescheduling of activities will be documented by the Office of Continuing Medical Education and included in annual reports or self-studies to support continuous quality improvement and ACCME audit readiness.

V. Disciplinary Action for Non-Compliance

- A. Failure to provide timely notification or repeated cancellations beyond the two-permitted limit may result in removal from the CME speaker roster or ineligibility for future activity participation.

VI. Review and Responsibility

Responsible Party:	Director, Continuing Medical Education
Review:	Every 2 years
Date Issued:	01/01/2023
Date Approved:	10/06/2025
Next Review Date:	10/06/2027

Responsible Office(s): Office of Continuing Medical Education
Fertitta College of Medicine

Revision and Approval History:

Dean's Cabinet Approval Date 10/06/2025

Date Approved by CMEC: 07/30/2025

Revised to reflect current best practices in CME Operations 03/01/2025