

SECTION: 14 Faculty Affairs

AREA: Continuing Medical
Education

NUMBER: 14.05.04

SUBJECT: CME Education Planning and Evaluation

I. Purpose and Scope

- A. This policy outlines the procedures used by the Tilman J. Fertitta Family College of Medicine to ensure that all continuing medical education (CME) activities are strategically planned and effectively evaluated in accordance with ACCME accreditation requirements.
- B. It applies to all individuals involved in the planning, delivery, and assessment of CME activities, including faculty, course directors, planning committee members, and Office of Continuing Medical Education staff.

II. Policy

- A. All CME activities sponsored by the Fertitta College of Medicine must be designed in alignment with the college's CME Mission Statement and in compliance with ACCME Core Accreditation Criteria. Activities are to be based on demonstrated educational needs, planned to address professional practice gaps, and evaluated for effectiveness and educational outcomes.
- B. The overall CME program will be reviewed on a recurring basis to assess its alignment with institutional goals and its impact on faculty competence, performance, and patient care outcomes.

III. Definitions

- A. **CME:** Continuing Medical Education
- B. **Needs Assessment:** A process that identifies current gaps in knowledge, skills, or performance among a target audience and determines the educational goals needed to address those gaps.
- C. **Professional Practice Gap:** The difference between current and optimal levels of professional performance or patient care.

IV. Supporting Policy Information

The following components must be incorporated into each CME activity:

- A. **Needs-Based Planning:**
Each CME activity must address an identified educational need—relating to knowledge, competence, or performance—that stems from a recognized professional practice gap.
- B. **Design for Impact:**
Activities must be planned to improve clinical competence, performance, or patient outcomes in accordance with the CME program’s mission.
- C. **Use of Data:**
Planning must be informed by credible data such as quality improvement metrics, peer-reviewed research, learner surveys, chart audits, and national guidelines.
- D. **Defined Learning Objectives:**
Learning objectives must be created from the needs assessment and shared with participants before the activity.
- E. **Activity Evaluation:**
Each CME activity must be evaluated to determine if it effectively addressed the targeted educational need and learning objectives.
- F. **Program-Level Evaluation:**
The overall CME program must be reviewed periodically using aggregated activity data to support continuous quality improvement.
- G. **Documentation Requirements:**
A completed CME Planning Form for *AMA PRA Category 1 Credit™* must be submitted and signed prior to the delivery of the activity.

V. Disciplinary Action for Non-Compliance

- A. Failure to comply with the planning and evaluation requirements may result in denial of CME credit, delay in activity approval, or revocation of future CME sponsorship for the involved party.

VI. References

- A. Accreditation Council for Continuing Medical Education (ACCME). Accreditation Criteria:
<https://accme.org/accreditation-rules/accreditation-criteria>

VII. 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:

<i>Dean's Cabinet Approval Date</i>	<i>10/06/2025</i>
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<i>Date Approved by CMEC:</i>	<i>07/30/2025</i>
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<i>Revised to reflect current best practices in CME Operations</i>	<i>03/01/2025</i>
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