

SECTION: 14 Faculty Affairs

AREA: Continuing Medical  
Education

NUMBER: 14.05.03

SUBJECT: Office of Continuing Medical Education Staff Responsibilities in CME Activity  
Planning & Implementation

## I. Purpose and Scope

- A. This policy outlines the responsibilities of the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine) Office of Continuing Medical Education in planning and implementing accredited continuing medical education (CME) activities.
- B. It applies to all CME activities coordinated by the Office of Continuing Medical Education for full-time faculty, voluntary faculty, and community physicians, whether directly or jointly provided.

## II. Policy

- A. The Fertitta College of Medicine is committed to delivering high-quality CME in accordance with the standards of the Accreditation Council for Continuing Medical Education (ACCME). As an accredited provider, the Office of Continuing Medical Education maintains oversight of accreditation compliance and supports the educational mission of the College through administrative guidance and recordkeeping.

## III. Definitions

- A. **CME Office Staff:** Individuals within the Office of Faculty Affairs and Continuing Medical Education responsible for oversight of compliance and administrative support related to CME activities.
- B. **Joint Provider:** An external, non-accredited entity that partners with the Fertitta College of Medicine to deliver CME-accredited activities.
- C. **ACCME:** The national accrediting body for continuing medical education providers.

## IV. Supporting Policy Information

- A. **Responsibilities of Office of Continuing Medical Education Staff include:**
  - a. Adhering to timelines for approving an activity for CME credit

- i. Three (3) months in advance for an RSS, Journal – Based activity or series
- ii. Six (6) months in advance for live conferences or major events or Enduring Materials
- b. Reviewing and processing CME credit activity planning forms
- c. Ensuring compliance with all ACCME accreditation requirements and standards
- d. Coordinating and documenting Continuing Medical Education Committee (CMEC) meetings
- e. Ensuring proper evaluation of CME activities
- f. Initiating needs assessments at the CMEC's request or at designated intervals
- g. Maintaining and updating activities and activity attendance in ACCME PARS on a regular basis
- h. Communicating with the ACCME in a timely and compliant manner

**B. CME Office Staff are not responsible for:**

- a. Acquiring meeting space
- b. Recruiting faculty/speakers
- c. Coordinating IT support
- d. Managing food and beverage arrangements
- e. Negotiating contracts
- f. Handling registration revenue (in the absence of an LMS)
- g. Managing onsite event logistics
- h. Web hosting
- i. Budget reconciliation

These excluded responsibilities fall to the sponsoring departments unless otherwise negotiated.

## V. Disciplinary Action for Non-Compliance

- A. Failure to adhere to Office of Continuing Medical Education responsibilities or bypassing Office of Continuing Medical Education's oversight in areas outlined above may result in the delay or denial of CME credit and jeopardize compliance with accreditation standards.

## VI. Review and Responsibility

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|------------------------|------------------------------------------------------------------------|
| 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<br>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*