

SECTION: 14 Faculty Affairs

AREA: Continuing Medical
Education

NUMBER: 14.05.02

SUBJECT: Types of Continuing Medical Education Activities Offered

I. Purpose and Scope

- A. This policy outlines the types of accredited continuing medical education (CME) activities offered by the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine), in compliance with the Accreditation Council for Continuing Medical Education (ACCME) standards.
- B. It applies to all CME activities planned, approved, and administered by the Fertitta College of Medicine Office of Continuing Medical Education for faculty, voluntary faculty, and community physicians.

II. Policy

- A. As an accredited provider, the Fertitta College of Medicine is committed to offering CME activities that meet the highest standards of educational integrity, scientific accuracy, and relevance to physician practice. CME credit will be provided only for activities that meet ACCME and American Medical Association (AMA) standards. All CME activities must be submitted using the official *Tilman J. Fertitta College of Medicine Continuing Medical Education Activity Planning Form* and approved by the Office Continuing Medical Education and the Continuing Medical Education Committee (CMEC).
- B. Accredited activities include:
 - a. Live Activity
 - b. Regular Scheduled Series (RSS)
 - c. Journal – Based
 - d. Enduring Materials

III. Supporting Policy Information

- A. All CME activities must submit a CME Activity Planning Form at least:
 - a. Three (3) months in advance for an RSS, Journal – Based and/or Enduring Material activity

- b. Six (6) months in advance for live conferences or major events
- B. The Office of Continuing Medical Education will review the application form for compliance prior to CMEC for final approval.
- C. CME credit will not be granted without formal approval and documented compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education.
- D. Activities must serve patient and learner needs, provide unbiased scientific content, and maintain a clear separation from commercial interests.

IV. Definitions

- A. **Live Activity:** A single or multi-day in-person educational session such as a conference or annual meeting.
- B. **Regularly Scheduled Series (RSS):** A recurring CME activity (e.g., Grand Rounds) where each session presents a different topic under a unified set of educational objectives.
- C. **Journal-Based CME:** An activity based on the review and analysis of peer-reviewed journal content.
- D. **Enduring Material:** An enduring material is a non-live CME activity that endures, or lasts, over time. It is most typically a video recording, audiotapes, podcast, archived webinars, internet-based materials, and other web-based activities. The learning experience by the physician learner takes place at any time and in any place, rather than only at one time and one place, like a live CME activity. Journals, textbooks, or reference books are not considered as Enduring Materials.

V. Disciplinary Action for Non-Compliance

- A. Activities implemented without proper planning form submission and CMEC approval will not be eligible for *AMA PRA Category 1 Credit™* and may be removed from the CME calendar. Repeated non-compliance may impact a department's ability to offer future CME activities.

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