

Note: A Course Medical Director and a department site coordinator are required for all CME programs. Please see the description of responsibilities for each role below.

Course Medical Director Responsibilities

- Meet annually and collaborate with site coordinator, planning committee, and SR-AHEC Continuing Medical Education (CME) Director to plan or renew series and review gaps, needs, goal, outcomes, evaluation, and schedule
- Review ACCME Standards for Integrity and Independence in Accredited Continuing Education (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>)
- Identify and mitigate planners' relevant financial relationships prior to them assuming their role
- Determine the educational needs, goal, topics, and potential speakers for the overall series
- Identify the practice-based problem(s) that exist(s) and the plan(s) to address the gap(s)
- Complete and sign *Course Medical Director Agreement*
- Sign *Planning Document*, attesting approval of the series
- Identify and mitigate presenters' relevant financial relationships and complete peer review and *Clinical Content Validity Review*, as needed

Site Coordinator Responsibilities

- Meet annually with SR-AHEC CME Director, planning committee, and Course Medical Director to renew or plan program
- Review ACCME Standards for Integrity and Independence in Accredited Continuing Education (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>)
- Create and/or update eeds "Education Provider" account - SR-AHEC will give you coordinator rights in eeds
- Complete or review "Activity" (series session) information in eeds including objectives, presenters, disclosures, etc.
- Reserve room/ location for series
- Distribute flyer within department announcing program (text, email, posting)
- Have appropriate AV equipment and support available for speakers and assist with sharing slides
- Coordinate with SR-AHEC regarding food if applicable
- If speaker(s) recruited internally, ensure all *Disclosure Forms* have been signed and returned, and slides/objectives have been submitted to SR-AHEC CME Director prior to the beginning of the corresponding session
- If SR-AHEC CME Director cannot be on-site, assume responsibility to facilitate session logistics
- Return all SR-AHEC CME documentation within two days of the activity ending or add materials to eeds
- Communicate with SR-AHEC CME Director regarding any series updates such as change in Course Medical Director, medical education needs, or time and location of series; cancellation or rescheduling of a session; etc.

SR-AHEC Responsibilities

- Meet annually with Course Medical Director, site coordinator, and planning committee to renew the RSS or plan a program
- Finalize identification and mitigation of all planner and presenter relevant financial relationships
- Provide eeds orientation and collaborate to ensure activities are accurately reported
- Provide site with all necessary CME materials
- Provide support for Course Medical Directors, site coordinators, and planning committee to meet annual goals and assess outcomes
- Process documentation from site, which includes data entry, applying credit for each attendee and maintaining the credit files (electronic) for 7 years
- Provide reports and data from evaluation results
- Communicate with planners regarding schedules and speakers (frequency determined by site); work with AHEC liaisons to secure external speakers for sites
- Order food as applicable
- Suggest revisions to materials and objectives as needed to comply with ACCME Standards and copyright law
- If external presenter is arranged by SR-AHEC CME, confirm dates and times with all faculty of presentation and request CV, signed Disclosure Form, and course materials
- Set up webinar links, as needed