



Office of Continuing Medical Education
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ROLES AND RESPONSIBILITIES OF MEMBERS OF THE MUSOM CME ADVISORY COMMITTEE

It is the mission of Marshall University School of Medicine Continuous Medical Education (CME) division to “inspire and promote lifelong learning to all of its broader family of health care providers” by accreditation of high quality CME which leads to better care to every patient we serve”. To that effect, CME division is committed to advance the knowledge and support physician competence and performance in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

Continuing Medical Education (CME) is one of the major ways in which MUSOM and its family of health care institutions/providers supports its overall mission.

The role of the CME Advisory Committee is to advise and assist the Associate Dean of CME to provide oversight, leadership, coordination and direction to the individual Program Chairs for all of the CME functions identified by the Accreditation Council for Continuing Medical Education (ACCME) by:

- 1.** Periodic review as assigned by the chair of the CME programs provided by MUSOM to ensure that ACCME criteria are met, including documentation, evaluation, and freedom from commercial bias are followed by all activity Chairs, and Coordinators in the planning and implementation process.
- 2.** At the request of the CME chair, provide specialty knowledge and insight of their respective specialties leading to guidance to the CME staff on programs, scientific content of certain CME activities Identify Program Chairs for new proposed programs provided by the institution
- 3.** When possible, at the request of the CME chair, attend and audit a sample of the MUSOM accredited CME and review the content of each program as presented and provide feedback to Chair regarding the compliance of these activities with ACCME criteria
- 4.** When requested by chair, Provide developmental assistance to the Program Chairs in areas of educational process, appropriate formats, topics of interest for discussion, and framework
- 5.** Assist the chair by reviewing the CME program needs assessments and program evaluations and use the data in planning future programs, identifying speakers, setting up content, and bridging gaps
- 6.** Serve as a resource for Best Practices in program creation