



Office of Continuing Medical Education
Mohammed Ranavaya MD, JD, MS, FRCPI, FFOM
Associate Dean, CME
1616 13th Avenue, Suite 3A
Huntington, WV 25701
Email: CMEoffice@marshall.edu

ROLES AND RESPONSIBILITIES OF MEMBERS OF THE MUSOM CME ADVISORY COMMITTEE

It is the mission of the Marshall University School of Medicine's 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 for every patient we serve. To that effect, the CME division is committed to advancing the knowledge and supporting 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 support their overall mission.

The Liaison Committee on Medical Education (LCME), the accrediting authority for medical education programs leading to the MD degree, now requires—under Standard 6.7-1—that faculty ensure medical students are provided with structured opportunities to engage in academic environments that promote interaction with students from other health professions, as well as those pursuing graduate and professional degrees. In addition, students must have access to clinical learning environments that support interaction with physicians participating in graduate medical education (GME) and continuing medical education (CME) programs.

As part of the LCME reaccreditation process, the Committee evaluates whether the medical school and/or its clinical affiliates are accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide CME activities for physicians. The review includes documentation of current accreditation status, the duration of accreditation granted, and the date of the next scheduled accreditation review.

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, is 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 into 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 the Chair regarding the compliance of these activities with ACCME criteria.
4. When requested by the chair, they would 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.

Updated July 2025 by Mohammed Ranavaya MD, JD, Associate Dean CME

<https://jcesom.marshall.edu/continuing-medical-education>

MR 11-30-2022