I. POLICY STATEMENT
The Continuing Medical Education Committee of Carondelet Health Network shall accept responsibility that the Essentials and Standards of the Accreditation Council for Continuing Medical Education (ACCME) and the Arizona Medical Association (ArMA) are met when educational activities are planned and conducted for which CME credit is offered by the Carondelet Health Network.

II. PURPOSE
To provide guidelines for planning and conducting Continuing Medical Education activities for which CME credit is offered by the Carondelet Health Network.

III. DEFINITIONS
CME: Continuing Medical Education
ACCME: Accreditation Council for Continuing Medical Education
ArMA: Arizona Medical Association
AMA: American Medical Association

IV. ROLES AND RESPONSIBILITIES
The CME Committee and its Chair are responsible in assuring that all guidelines are met when educational activities are planned for which CME credit is offered by the Carondelet Health Network.

The CME Coordinator(s) shall assist the Activity Director in the design of publicity materials, an evaluation form, and any certificate of participation. The CME Coordinator(s) shall also assist in applying for educational grants to ensure that proper procedure is followed. The CME coordinator(s) shall record credits from the evaluation forms returned by participants and issue an annual summary to CHN-affiliated clinicians.

V. SPECIAL CONSIDERATIONS
Any and all commercial support must be in the form of an educational grant and adhere to CHN’s Policy for Commercial Support of CME. Commercial support may only be sought for activities of more than two hours duration occurring off campus. Copies of all agreements with sponsors must be provided to the CME coordinators, along with copies of checks received.

VI. PROCEDURE
All ACCME Essentials will be followed in the planning, design and development of activities, including but not limited to, educational objectives, design and evaluations. All fliers and publicity will contain the following two-paragraph statement:

Carondelet Health Network is accredited by the Arizona Medical Association to provide Continuing Medical Education for physicians.
Carondelet Health Network designates this live activity for a maximum of n AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Dialogue between the Continuing Medical Education Committee of Carondelet Health Network and the department or unit requesting CME Category 1 Credit must be initiated no less than thirty (30) days prior to the scheduled activity. Activities planning to use commercial support must be initiated no less than 120 days prior to the scheduled activity. The activity shall be presented for approval at the next scheduled meeting of the CME Committee or by email to the CME Committee members requesting a vote.

The CME Committee will be involved in the planning of the activity from the beginning until the end.

VII. DOCUMENTATION
The following items shall be provided by the requesting department or unit sixty (60) days prior to the activity date for activities anticipating commercial support and twenty (20) days prior to the activity date for other activities:

- Completed CME Activity Proposal form
- All pertinent attachments to the Activity Proposal, including:
  - Practice Gap data/Needs Assessment
  - Curriculum Vita for proposed faculty
  - Signed Disclosure of Conflict of Interest for each faculty member, Activity Director & all planners
  - Budget
  - List of potential commercial sponsors, if applicable

VIII. REFERENCES

IX. CHN POLICY/PROCEDURE CROSS REFERENCES
Policy for Commercial Support of CME

X. APPROVAL

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