



<i>Policy #:</i>	2.0	<i>Origination Date:</i>	2003
<i>Subject:</i>	CME Committee Composition and Membership Appointment	<i>Date of Last Revision:</i>	May 2018

2.1 MSV Administration and Oversight of the CME Program

The Medical Society of Virginia will review the organizational structure of applicants seeking initial accreditation and continued accreditation. The provider must:

- Have an organizational framework for the CME unit that provides the necessary resources to support the CME mission
- Have an organizational structure for the CME program and its administration, designating an entity responsible for CME and delineating its authority.
- Define individuals involved in the CME program and their function in the planning process.
- Have written policies and procedures for the CME program, including position descriptions.
- Define a budget for the overall CME program and its major components.
- Provide information resources conducive to learning.
- Utilize competent faculty. *(From the 2002 MSV Essential Areas for Intrastate Providers of CME)*

2.1.1 Membership

The CME Committee will be composed of the following:

- System Chief Medical Officer
- CME Medical Director
- CME Director
- Additional CME Staff
- Medical Staff Appointees
- Directors or physician educators from departments producing CME activities

2.2 Appointment and Terms of Office

The CME Committee will be reassessed every two years, but the standard is those involved will remain intact for the duration of their affiliation with Inova Health System or for the period of time in which physician education falls under their purview. Departmental directors or physician educators will be appointed by the CME Medical Director and Director.

The primary role of the CME Committee is to act as advisors for the Operating Units as well as the health system. The members of the committee must be engaged in continuing education within Inova. Dates and times for meetings will vary as necessary but the committee will meet at least twice each year. The CME Director will send notices of scheduled meetings and cancellations to all members of the CME Committee. The Director will also circulate meeting notes and keep correspondence on file in accordance with ACCME/MSV regulations.

The CME Committee shall:

- Evaluate the overall CME Programming on an annual basis and forward the results to the Inova Chief Medical Officer as well as the Medical Director and Director of CME;
- Participate in the annual review of the CME Mission Statement;
- Participate in the annual review of the CME Policy and Procedure Manual and approve any and all policy changes as appropriate;
- Review educational needs assessed in other key committees and Operating Units on a as necessary basis, suggest program needs to the CME Director and department planners;
- Review issues pertinent to adhering to policy and procedure in the design, implementation and ethics associated with producing continuing medical education;
- Disseminate relevant information pertaining to CME guidelines, changes, procedures, etc., to medical staff members of his/her department;
- Assist in the Medical Society of Virginia Accreditation Survey and participate in the survey review