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Owner Jane McHowat:
FT 12 Mo Faculty
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Organizational Documents
Applicability Saint Louis
University

Continuing Medical Education Committee Charter

Mission Statement/Purpose

The Continuing Medical Education (CME) Committee will advise the CME Accrediting Director and the CME Program Director regarding policies and issues affecting the general operation of the overall continuing medical education program.

Membership

Voting members of the CME Committee are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

There will be seven voting members of the committee comprised of full time faculty who are involved in the CME activities at the School of Medicine.

Up to four (4) voting members will be included from clinical areas such as Schools of Nursing, Social Work, Doisy College of Health Sciences, and members of the SSM Health Saint Louis University Hospital group as applicable. Membership will ensure the ACCME criteria for planning and delivery of interprofessional continuing education (IPCE) meets the required criteria for accreditation.

Members of the CME Committee will serve a three-year term, with eligibility for an additional term. Succession to the position may be attained for a maximum of another six successive years after vacating the office or committee for at least a year.

Failure to attend a minimum of fifty percent (50%) of the meetings for that committee shall constitute forfeiture of office.

Ex officio members will include the CME Accrediting Director, CME Business Director, CME Program Director and CME Program Coordinator.

Chair

Marie Philipneri, M.D., Ph.D., CME Accrediting Director (Co-Chair)

Amanda Sain, CME Program Director (Co-Chair)

Responsibilities

The CME Committee will advise and make recommendations regarding policies for the operation of CME programs in compliance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCCME) and the Standards for Integrity and Independence in Accredited Continuing Education.

The Committee will discuss the mission statement every two years to ensure the CME Program is meeting the goals of the mission.

The CME Committee will review the evaluation of the overall CME program at regularly scheduled intervals, the effectiveness of the administrative aspects of the CME Office or Program and outline the strategic plan for the program.

Other areas of discussion may include joint provider review to determine if the joint providers mission falls in line with that of the School of Medicine, compliance issues with a department or joint provider, and items for the CME Program website.

Meetings/Procedures

The committee members shall meet in person, or virtually, every quarter. Special meetings may be called by the Committee Chair. Urgent topics or issues can be requested from the CME Program Director or the committee members. Urgent topics or issues will be reviewed by the Committee Chair to determine if a special meeting is appropriate or if the matter can wait until the next scheduled meeting.

The order of business for the meetings shall be determined by the CME Accrediting Director and the CME Program Director. Members of the committee can submit topics prior to each meeting for consideration.

Roberts' Rules of Order shall prevail for the conduct of meeting business.

When a quorum (6 or more) is present, matters of business requiring a vote shall be decided by a show of hands or paper ballot at the discretion of the Accrediting Director. *Ex Officio* members will not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.

The CME Program Coordinator shall have supplies on hand at each meeting and will assist in tallying such voting. Any voting member of the committee may request a secret ballot on any item on which a vote is to be taken.

Minutes will be recorded by the CME Program Coordinator and distributed to the CME Committee members within one month of each meeting occurrence.

History

Drafted by Amanda Sain, CME Director

Approved by CME Committee 6/8/2022; updated to new SOM Charter template and approved by CME Advisory Committee members 10/10/2023

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	10/14/2023
SOM of Policy and Procedure Review Committee	Stephanie Decker	10/14/2023
SOM of Policy and Procedure Review Committee	Jane McHowat: FT 12 Mo Faculty	10/13/2023

Applicability

Saint Louis University