



Office of Continuing Medical Education

Planning a CME Activity

The practice of continuing medical education at Texas Heart Institute is physician driven. The role of the Office of Continuing Medical Education is to guide the physician program director through the planning, implementation, and evaluation of all continuing medical education activities accredited by Texas Heart Institute.

Texas Heart Institute is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Requests to conduct a continuing medical education activity, including a regularly scheduled series, must be reviewed by the Texas Heart Institute's Medical Education Committee. The purpose of the committee is to assist in all phases of educational programs, including maintaining and securing approval for training programs, and to review and approve medical education endeavors accredited by the Texas Heart Institute.

The guidelines used to approve continuing medical education activities include, but are not limited to –

- The overall goal of the activity is in keeping with the mission statement of the Texas Heart Institute continuing medical education program.
- The program director and program committee members have demonstrated a willingness to follow criteria for continuing medical education as set forth by the committee.
- The educational need and professional practice gaps are clearly defined and documented.
- The target audience is clearly defined.
- The learning objectives are defined to meet the needs of the target audience.
- The program's agenda meets the learning objectives.
- The learning methods are appropriate and conducive to instructing adult learners.
- The faculty has demonstrated expertise in specific subject areas, knowledge of practice issues and problems related to the subject matter, good speaking and presentation skills, and knowledge of teaching methods and adult learning strategies.
- The evaluation methods to be used are appropriate for the target audience.



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- All commercial supporters are clearly identified to the audience and the faculty has disclosed to the audience any affiliation or financial interest that may influence the speaker's presentations.
- The committee has the assurance that material presented will be free of bias regarding a commercial product and that the speaker(s) will present objective information based on accepted scientific methods.
- The activity's budget includes projected revenues and expenses.

The following documents will assist you in planning. They are available from the Office of Continuing Medical Education and most can be downloaded from the appropriate section of the CME website (www.texasheart.org/cme).

- Guidelines for ACCME Compliance
- Planning a CME Activity (*this document*)
- Instructions for CME Application
- Needs Assessment and Learning Objectives
- Guidelines for CME Activity Evaluation
- CME Application Form
- Program Director Disclosure Form
- Faculty Packet
- Budget Template