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| **Policy Title:** | **Activity Director Eligibility for a Dartmouth-Hitchcock (D-H) Accredited Continuing Medical Education (CME) Activity** | **Policy ID:** | **Reference #** |
| **Keywords** | **Keywords continuing education, CME, CE, activity director, accredited, Live Activity ,Conference, Course, Symposium, Regularly Scheduled Series, Grand Rounds, Morbidity and Mortality, Case Conferences, Journal Clubs, Enduring Material, online learning activities** |

 **I. Purpose of Policy –** The purpose of this policy is to define eligibility for official status as a CME Activity Director of a D-H Accredited CME Activity. This status is a privilege that ties directly to the awarding of academic credit associated with credentialing and licensure of physicians and other healthcare professionals. The CME Activity Director of a D-H Accredited CME Activity is responsible for the academic excellence and fiscal integrity of the Activity to protect the interests of D-H constituent organizations, including the Dartmouth Hitchcock Clinic (DHC) and Dartmouth Hitchcock Community Group Practices (CGPs), Mary Hitchcock Memorial Hospital (MHMH),Veterans Administration Medical Center (VAMC), and the Geisel School of Medicine at Dartmouth, Geisel School of Medicine at Dartmouth faculty, learners, patients and their families, and the general public.

**II. Policy Scope** **–** The scope of this policy includes: all individuals with an official, current faculty appointment at the Geisel School of Medicine at Dartmouth.

**III. Definitions**

**Accredited CME Activity** – An accredited CME Activity is an educational offering (e.g., Live Activity/Conference/Course/Symposium, Regularly Scheduled Series/Grand Rounds/Morbidity and Mortality/Case Conferences/Journal Clubs, Enduring Material/online learning activities) that is planned, implemented, and evaluated in accordance with the Accreditation Council for Continuing Medical Education (ACCME ) *Essential Areas, Elements, and Criteria* accreditation criteria and associated D-H policies and protocols.1

**ACCME Standards for Commercial Support** - The *ACCME Standards for Commercial Support: Standards to Ensure Independence in CME Activities* are the rules that accredited CME providers, including D-H, must follow when receiving and managing commercial support (grants) for an Activity. Revenues that CME providers receive from industry for advertising and exhibits associated with an Activity are ***not*** considered commercial support but, rather, business transactions which also have management guidelines to assure independence.2

**IV. Policy Statement –** The determination of eligibility for qualifying as an approved CME Activity Director rests with the Geisel School of Medicine at Dartmouth Associate Dean for CME and D-H Director of Operations (CLPD).

A qualified CME Activity Director must meet all of the following criteria:

1. be a physician, physician-researcher, researcher, doctorate-prepared educator who possesses an official, current or emeritus/a faculty appointment from the Geisel School of Medicine at Dartmouth;
2. be an employee in good standing at the DHC, MHMH, CGPs, Geisel School of Medicine at Dartmouth, or VAMC;
3. be qualified by educational training and experience to take responsibility for oversight of the **academic** quality of the Activity;
4. be qualified by administrative training and experience to take responsibility for oversight of the **financial** integrity of the Activity;
5. be qualified by administrative authority to be accountable financially for meeting all D-H, Geisel School of Medicine at Dartmouth, and Dartmouth College policies and procedures including required reporting related to the Activity;
6. be committed **to disclosing and reporting** all personal conflicts of interest or lack thereof in accordance with the *Dartmouth-Hitchcock (D-H) and the Geisel School of Medicine at Dartmouth Conflict of Interest (COI)/COI Resolution and Disclosure Form*3*;*
7. be committed **to resolving, if necessary, her/his personal conflict of interest** under the prescribed process and with the intervention of the Geisel School of Medicine at Dartmouth Associate Dean for CME, D-H Director of Operations, or a peer reviewer;
8. be committed **to resolving individuals’ conflicts of interest**, or the lack thereof, of all planning committee members, speakers, authors or others with ability to control content of the activity, and reporting that information transparently; and,
9. be committed **to implementing all of the *ACCME Essential Areas, Elements, and Criteria* as well as *Standards for Commercial Support*.**

**V. References**

1 *ACCME Essential Areas, Elements, and Criteria -* <http://accme.org/requirements/accreditation-requirements-cme-providers/accreditation-criteria>

2 *ACCME Standards for Commercial Support* - <http://accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>

3 *Dartmouth-Hitchcock (D-H) and the Geisel School of Medicine at Dartmouth Conflict of Interest (COI)/COI Resolution and Disclosure Form*- <http://med.dartmouth-hitchcock.org/documents/Conflict_of_interest.docx>

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| **Responsible Owner:** | Center for Continuing Education in the Health Sciences, CME Office  | **Contact(s):** Associate Dean or Director of CME | ccehs@hitchcock.org  |
| **Approved By:** | D-H Chief Clinical Officer, D-H Chief Medical Officer, Geisel Sr. Associate Dean for Education, VAMC COO, CME Advisory Committee | **Version #** | Version |
| **Current Approval Date:** | Approved: October 2007Revised: March 2008, November 2010, August 2014 | **Old Document ID:** | **N/A** |
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| **Related Polices & Procedures:** |  |
| **Related Job Aids:** |  |