Pacific Northwest University of Health Sciences

Policy: CME Program – Administration

Purpose: This policy provides guidelines for the systematic organization and administration of PNWU’s overall CME Program and individual sponsored CME activities.

Policy: The CME Program business and management practices, as they relate to human resources, financial affairs, and legal obligations, are guided by and function within the standard operating procedures of Pacific Northwest University of Health Sciences.

Definitions: N/A

Procedure:
To best ensure that PNWU’s CME Program achieves its obligations and commitments, the following procedures have been implemented.

Financial Management
1. Accounting activity associated with the CME Program will be processed by PNWU’s Finance Department, to include all receivable and payable items, such as travel, honoraria, educational grants, registration fees, materials, and catering costs.
2. Continuing education activities that are approved for credit must include a budget document that details the projected income and expense associated with the activity. A final reconciled budget that lists actual amounts must be submitted to PNWU’s Finance Department within 90 days of the activity end date.

Program Management
1. The CME Committee manages the overall CME Program and the component activities offered by PNWU. Primary responsibilities of the CME Committee are outlined in the current Charter.
2. The CME Director works with the CME Committee to assist in the planning, implementation and evaluation of CME activities. Primary responsibilities of the CME Director are outlined in the current job description. The general functions, as they relate to formal CME, include the following:
   a. Assessment of educational needs
   b. Marketing and promotion of CME activities
   c. Faculty Liaison
   d. Compliance monitoring
   e. Evaluation of CME activities and overall Program
   f. Administrative management of the CME Program

This policy and procedure are not to be construed as an employment agreement or contract.
Pacific Northwest University of Health Sciences retains the right to amend or change any policy or procedure at any time without prior notice.
3. The CME Committee will appoint a Course Director for each approved CME activity. The Course Director must have adequate credentials associated with the educational content area. The Course Director will be expected to assist in the content validation process.

4. The CME Committee may appoint an ad-hoc CME Planning Committee for any approved CME activity, on which the CME Director will serve as a facilitator.

5. The CME Committee will request assistance of support staff, as needed, to assist with the administrative duties of CME activity planning, implementation, and evaluation. Support staff will receive the necessary training to perform the duties as assigned.

6. All continuing education activities being considered for credit must be submitted for review and approval to the CME Committee utilizing the approved application form.

**Related Documents:**
- PNWU CME Committee Charter
- PNWU CME Director Job Description
- PNWU CME Activity Application and Planning Tool

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