

Continuing Medical Education (CME) Enduring Materials Policy

Purpose

This policy outlines the standards and procedures for the development, review, approval, and maintenance of Continuing Medical Education (CME) enduring materials to ensure high-quality, evidence-based, and accredited educational content that supports physician learning and professional development.

Scope

This policy applies to all CME enduring materials produced, hosted, or jointly provided by Southern Illinois University School of Medicine Office of Continuing Professional Development, including but not limited to online modules, recorded webinars, podcasts, print publications, and multimedia content.

Definitions

- **Enduring Material:** A CME activity that does not occur in real time. It can be accessed at any time by learners, including printed, recorded, or digital formats.
- **Content Owner:** The individual or department responsible for the creation and scientific integrity of the content.
- **Course Director / Activity Chair:** The individual overseeing the CME activity and ensuring it follows OCPD policies and accreditation standards.

Policy Statements

1. **Educational Integrity**
 - Content must be based on the best available evidence and reflect current standards of care.
 - All educational activities must be designed to address identified practice gaps and educational needs.
 - Content must be free from commercial bias and adhere to ACCME Standards for Integrity and Independence in Accredited Continuing Education.
2. **Needs Assessment**
 - A documented needs assessment must inform each activity.

- Sources may include literature reviews, expert input, survey data, outcomes analyses, or regulatory changes.
- 3. Content Review and Approval**
 - All materials must undergo peer and OCPD review before release.
 - Reviewers assess for scientific integrity, relevance, balance, alignment with learning objectives, and absence of commercial influence.
- 4. Conflict of Interest (COI) Disclosure**
 - All planners, faculty, and content contributors must disclose financial relationships with ineligible companies.
 - Relevant relationships must be mitigated according to established procedures before content development.
 - Learners must be made aware of conflicts, mitigations, or the absence of such prior to engaging in the learning.
- 5. Credit Designation**
 - The amount of CME credit will be determined based on estimated time for completion and review.
 - CME credit type (e.g., *AMA PRA Category 1 Credit™*) will be assigned by the Office of Continuing Professional Development.
- 6. Expiration and Review Cycle**
 - All enduring materials must include an expiration date not to exceed two years from the release date.
 - Materials must be reviewed at least once before the expiration to determine if they remain current or require revision.
- 7. Learner Access and Evaluation**
 - Learners must complete a post-activity evaluation to receive credit.
 - Evaluation data will be used to improve future activities.
- 8. Archiving**
 - All records, including disclosures, evaluations, and planning documents, will be retained for at least six years in accordance with accreditation requirements.

Responsibilities

- **OCPD:** Ensures compliance with accreditation guidelines and policy implementation.
- **Course Director / Activity Chair:** Leads development and quality control.
- **Content Owners/Authors:** Create scientifically valid content and participate in peer review.