

WHAT TYPES  
OF ACTIVITIES  
ARE  
CONSIDERED  
CONTINUING  
MEDICAL  
EDUCATION?

Continuing Medical Education is defined as educational activities that are designed to meet the learning needs of practicing physicians and the delivery of quality patient care. These educational activities are developed in accordance with identified needs of physicians and other healthcare professionals. A variety of educational formats may be used for CME activities such as live activities (conferences, regularly scheduled series, satellite/telemedicine live transmissions, and case conferences) or as enduring materials (printed monographs, video/ audiotapes, CD-ROMs, internet/ WWW educational sites).

IMPORTANT  
CONSIDERATIONS

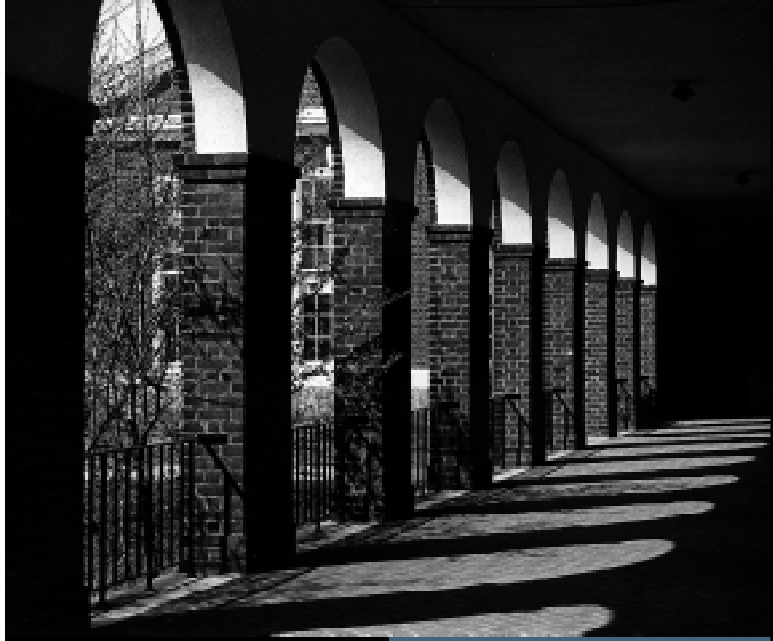
The Office of Continuing Medical Education requires the endorsement of a clinical department or CME affiliated hospital prior to designating AMA Category 1 credit for any CME activity.

The Office of Continuing Medical Education does not have any discretionary monies for the development of CME activities. As a revenue-neutral office, all excess revenues or deficits from any CME activity are the responsibility of the clinical department, CME Affiliated Hospital or Professional organization (when endorsed by the clinical department).

Any CME activities presented to the CME Committee for review in a timeframe of 90 days or less (from the first of the month) are charged a \$500 late application fee. Incomplete applications or inadequate supporting documentation can delay consideration by the CME Committee.

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CONTINUING  
MEDICAL  
EDUCATION



At The  
University  
of Virginia

WHAT TO  
DO IF  
YOU ARE  
INTERESTED  
IN A CME  
PROJECT?

The Office of Continuing Medical Education is responsible for the development and implementation of CME activities that are approved for AMA Category 1 credit. The staff in the CME office is knowledgeable about the required educational, financial and logistic processes required for the development of CME activities. If you have an idea for a CME project, please contact Tammy Rogers in the CME office at 982-3635 to schedule an appointment with Jann Balmer RN Ph.D., Director of Continuing Medical Education. This initial meeting serves as the starting point for idea development and planning.

WHAT  
INFORMATION  
IS IMPORTANT  
TO AN  
INITIAL  
DISCUSSION  
ABOUT  
A CME  
PROJECT?

The initial meeting with the Director for CME involves a review of the Essential Areas, Elements and Standards described by the Accreditation Council for Continuing Medical Education (ACCME). The ACCME is the national accrediting organization for CME programs that designate AMA Category 1 credit. The required educational processes include:

- Identification of the potential target audience
- Documentation of learning needs for this population
- Ideas for developing educational activities or projects to meet these identified needs
- List of interested faculty/staff who can serve on a planning committee or as faculty for the activity
- Potential financial resources to support the development of this idea

RECOMMENDED  
TIMELINES  
FOR CME  
PROJECT  
DEVELOPMENT

The Office of Continuing Medical Education recommends a minimum planning timeline of 9-12 months for new CME ventures. Many educational, financial and logistic planning elements require substantial advance planning for optimum results. This lead-time provides the planning committee and faculty an opportunity to work with the CME staff to create an educational activity commensurate with the reputation of the University of Virginia.

Ongoing /regularly scheduled CME series generally take a shorter time to develop but require documentation of at least 3 months advance planning.

Ongoing case presentation conferences have specific parameters that can be discussed at the initial meeting. Innovative projects, often enduring materials, can take from 12 months to 24 months to develop depending on the complexity and current resources available for the project.

