CME Committee

The primary function of the CME Committee is to oversee the fulfillment of the CME mission.

It is the responsibility of the CME Committee to:

- Review each application for CME credit and identify that a need truly exists.
- Designate CME activities for category 1 credit.
- Formulate policies and procedures associated with the CME program at CHKD.
- · Participate in individual program development.
- Assist in CME needs assessment.
- Assist in CME evaluation.
- Act as a liaison between the Committee, department staff and community health care staff.

Committee members meet monthly on the second Tuesday at 8:00 a.m.

Membership

Strong physician support is an integral component of an effective CME committee. Therefore, to ensure that the CME Committee is comprised of individuals who are committed to the integrity of CME and to provide adequate representation of the medical staff, the following criteria will be fulfilled:

Identify physicians who have an interest in education and encourage them to accept membership on the CME Committee.

Ensure the Committee has representation from the major clinical departments.

Ensure that the Committee is a "working" committee.

Appointment to the Committee will be made by the CHKD Medical Director in conjunction with the CME Committee Chairman on an annual basis.

The CME Committee consists of:

Chairman
Physicians from the major clinical departments of CHKD
Physicians from the community
CME Program Manager

<u>Finance</u>

CHKD is committed to providing CME activities as a service to staff and community physicians. Therefore, nominal fees will be charged for single activities and commercial support will be utilized when available to supplement activity budgets.

As the CME office does not charge presenting departments any fees to plan and implement CME activities, the following procedures will be utilized to supplement the program budget:

- Any profits resulting from a CME activity will be split on a 60/40 basis between the CME office and the presenting department respectively. These funds will support the program budget and allow CHKD to continue to offer quality, low-cost activities to physicians.
- The presenting department shall assume liability for CME activities, per the Financial Risk Agreement, and will reimburse the CME office for any expenses incurred as a result of the activity. The presenting department will also be responsible for obtaining commercial funds necessary to support the activity.

Compensation for CME Presentations

Members of the CHKD professional staff will not receive remuneration for presenting at a CME activity sponsored by CHKD. However, professional staff will receive reimbursement for necessary hotel, meal and transportation expenses.

Guest speakers will receive reasonable honoraria in addition to appropriate hotel, meal and transportation costs. Any honoraria above \$1000 per presentation will require approval by the CME Committee.

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