

Creighton
UNIVERSITY
Medical Center

Services of the

Continuing Medical Education Division

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CME Committees

For each CME activity, we establish a planning committee based on the identified educational needs to oversee the planning process and ensure that the activity meets the standards for *AMA PRA category 1 credit*. Dr. O'Neill chairs each activity planning committee.

In addition to the activity-specific planning committees, the CME Division is supported by a number of permanent committees that ensure continued high quality CME programming for the Creighton University community. These committees are:

CME Committee

Provides advice to the CME Division on CME activities, policies and procedures, and long-range planning.

Program Review Subcommittee

Meets monthly to review each program that is submitted for *AMA PRA category 1 credit*.

Strategic Planning and Policy Subcommittee

Establishes policies to keep the CME Division current with ACCME requirements; establishes procedures to assist in the overall management of the CME Division and to identify the recipient of the Distinguished CME Faculty Award. Establishes the goals and strategic plan for the CME Division.

Distinguished Lecture Series Committee

Reviews and selects lecturers for the Distinguished Lecture Series.

Health Sciences Education Committee

Coordinates continuing education activities within the Creighton University Health Sciences.

Curriculum Coordinator's Committee

Coordinates regularly scheduled conferences for the Creighton University School of Medicine.

Conflict of Interest Review Committee

Reviews and resolves any conflict of interest that may be identified in the areas of research and CME. This is a university committee co-chaired by Dr. O'Neill.

Continuing Medical Education Division

The Continuing Medical Education (CME) Division, an office of the Dean of the School of Medicine, is a service division dedicated to providing high quality CME opportunities in response to the needs of the Creighton University community. We sponsor an average of 55 CME conferences annually, attracting attendees from the local, national, and international health care communities.

Our Mission

Within the Jesuit tradition of Creighton University, the mission of the CME Division is to provide continuing medical education for physicians and other health care professionals. In the spirit of lifelong learning, the CME Division produces educational activities for the advancement of knowledge to help physicians and other health-care professionals maintain and enhance the quality of their clinical practices, to assist health sciences scholars in becoming better teachers and researchers and to provide comprehensive, quality and compassionate patient care for diverse populations.

Subhash C. Bhatia, MD, Chair, CME Committee and
Sally C. O'Neill, PhD, Associate Dean, CME Division



Planning a CME activity?

We're here to help!

As you know, offering a high quality CME activity requires more than just identifying an interesting and relevant topic. Advanced planning, coordination, and promotion of the activity are also essential to its success. We are here to assist you with all aspects of program planning, design, and implementation, including the following:

Needs Assessment and Planning

- Conducting needs assessment
- Identifying the target audience
- Defining the activity's purpose and specific learning objectives
- Establishing a timetable for optimum planning and implementation of the activity
- Determining appropriate program design and format that are linked to the needs assessment
- Coordinating arrangements for the facility, food, travel, speakers, and audio/visual needs
- Identifying and coordinating faculty presenters, including compiling biographical data sheets and obtaining faculty agreement letters and disclosure forms



Category 1 Credit Applications

- Preparing and reviewing applications for AMA PRA category 1 credit (and/or other credits as needed)

Budget Administration

- Establishing and managing the activity budget, including providing assistance with obtaining funding for the activity
- Determining fees, honoraria, facility costs, food costs, audio/visual costs, and administrative fees
- Determining commercial support and obtaining required letters of agreement

Promotion

- Developing promotional and educational materials
- Promoting the activity, including compiling a mailing list

Evaluation and Follow-Up Reporting

- Planning appropriate evaluation of the activity, including developing, distributing, and summarizing activity evaluation forms
- Compiling program follow-up statistics
- Providing outcome measurement data

Registration and Record Keeping

- Overseeing registration and record keeping, including receiving registrations and money, issuing refunds, preparing name tags and sign-in sheets, and obtaining registration supplies
- Providing program updates to the Course Director on a regular basis
- Entering data into the CME Division Transcript Program for Creighton University personnel who participate in CME activities

ACCME Accreditation & CME Credits

Through the Creighton University School of Medicine, the CME Division is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The American Medical Association (AMA) recognizes physicians who participate in CME with the Physician's Recognition Award (PRA) and has established the *AMA PRA category 1 credit* system to track physician participation in CME activities and to ensure the quality of those activities. As an ACCME-accredited CME provider, the Creighton CME Division is qualified to designate CME programs for AMA PRA category 1 credit, ensuring that the activities meet the high standards of both the ACCME and the AMA.

The CME Division also offers credit hours for other health professionals such as nurses, pharmacists, social workers, and has worked with professional organizations, such as the American Academy of Family Physicians, to obtain approval for credits and/or endorsements.

New as of January, 2007 the CME Division will begin developing a resource center for faculty and staff. Resources in the Center will include information on Adult Education Principles, Presentations Tips, Creative Openings and Closings of Presentations and much more.

Call 280-1830 for more information or stop by the CME Division at CUMC, Suite 2130. We welcome the opportunity to share the information with you.

Contact Us at Least 6 Months in Advance

We are best able to serve your needs if you include us in the planning process right from the start. By contacting us at least six months prior to the CME activity, and submitting applications by the 15th of the month, we are able to work with you on the granting of continuing education credits, avoiding conflicts in scheduling, reserving the preferred location for the activity, and achieving effective promotion and planning. To schedule a meeting with Dr. Sally O'Neill, Associate Dean for Continuing Medical Education, call the CME Office at 280-1830.

The CME Division may charge administrative fees for some of the services it provides, depending on the nature of the activity you are planning. Dr. O'Neill will discuss such fees with you early in the planning process.



Lee Taylor, Administrative Assistant; Marilyn Stockdale, Administrator; and Karen Wise, Executive Administrative Assistant



CME Division Hours

*Our hours of operation are
Monday - Friday, 8:00 a.m. - 4:30 p.m.*

Associate Dean, Continuing Medical Education

Sally C. O'Neill, Ph.D.