

## Continuing Medical Education (CME) Course Chair Responsibilities

Designing, developing, delivering, evaluating and certifying CME courses takes a partnership. That is why there are key responsibilities for those serving in the role of the CME Course Chair for an approved CME course. If you are a CME course chair, your responsibilities include:

- Per AB [1195](#) and AB [241](#) ensure the activity integrates cultural & linguistic competency and implicit bias standards into the course curriculum, including at least one related learning objective.
- Ensuring everyone involved in the planning, design, and implementation of this activity is accountable and responsible for adhering to OCME procedures, Accreditation Council for Continuing Medical Education (ACCME) requirements and ACCME’s Standards for Commercial Support located [here](#).
- Ensuring that commercial entities do not influence the development or delivery of the course.
- Ensuring that all marketing materials are sent to OCME for review prior to distribution.
- Confirming that all content is evidence-based and free of commercial bias.
- Overseeing that a disclosure summary page, including those without conflicts, is posted for all attendees to view prior to the commencement of the course.
- Providing all documentation related to the planning and implementation of the course by deadlines noted.
- Overseeing course budget and ensure payment of all course related expenses, including OCME fees.
- Agreeing that no educational grants (monetary or in-kind) will be sought without express permission by OCME and if permitted, only OCME may submit requests for educational grants.
- If the course is jointly provided, serve as the liaison with the external organization.
- Notifying OCME if there is a change in the coordinator supporting the course.
- If this is the first time you are a course chair and/or chairing a recurring series, attend Faculty Course Chair training.
- Ensuring your department coordinator also attends OCME coordinator training.
- For renewal consideration of a recurring series, submit course request documentation three months prior to expiration date.

### Course Chair Action Items

Please submit to OCME	Due Date
<b>Course Agenda</b>	As soon as possible
<b>Marketing Materials</b>	OCME to review prior to distribution
<b>Financial Disclosures for all Presenters</b>	4 weeks prior to course date
<b>Conflict of Interest Resolution Forms</b>	3 weeks prior to course date
<b>Content Validation Forms</b>	3 weeks prior to course date
<b>Attendance Records</b>	*If no LMS, date TBD by OCME based on course
<b>Evaluation Summary</b>	*If no LMS, date TBD by OCME based on course
<b>Final Budget/Financial Information</b>	Upon completion of the course

*\*Most courses require use of CME’s Learning Management Systems (LMS). If LMS is used, data will be obtained from LMS.*