

UNIVERSITY OF ILLINOIS AT CHICAGO COLLEGE OF MEDICINE Chicago, Illinois	CONTINUING MEDICAL EDUCATION POLICY CHARGE TO THE COLLEGE COMMITTEE	Policy Number: 14 Effective Date: July 6, 1996 Reviewed: July 6, 2006
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CHARGE TO THE COLLEGE COMMITTEE:

The College CME Committee is responsible for:

Compliance with ACCME standards

Through its Executive Committee, certification of all Category 1 activities

Joint (i.e. collegewide) planning

Development and approval of Collegewide policies

Provision of oversight of all College and regional site CME activity

Delegation of responsibility to site CME subcommittees.

Oversight responsibilities include the certifying of the activities of the regional site committees, especially in their review of individual CME activities.

Overall program oversight and evaluation is a responsibility of this committee. This will be performed by review of the regional site annual reports, the mission statement, the relationship between them, and the determination of modifications to the mission statement and/or the activities of the regional site.

Committee will meet no fewer than four times a year. A concerted effort will be made to have two of these meetings full day retreats at various sites.

An annual report will be presented by each campus. The Mission Statement will be reviewed annually using the Site and College annual reports as resource data.

Agendas will be determined by query of the Site CME Committees, suggestions from the CME Coordinators, and recommendations of the Associate Deans for CME in consultation with the College CME Committee Chair.

Minutes of all meetings will be maintained. After review by Committee members, minutes will be circulated to Site CME Committees for information. Official approval of minutes will occur at the next COM committee meeting.

All Site CME Coordinators and members of all site committees are invited guests at all meetings of the College CME meetings.

An annual report to the faculty is made at the end of the fiscal year.

An Executive Committee of the College Committee on CME will meet monthly to review and certify activities recommended for approval by the site CME committees. The Executive Committee shall consist of the Chairs of each of the site CME committees, the COM Committee, and the Senior Associate Dean.

Minutes of the Executive Committee shall be circulated to the sites monthly. Following their approval, these minutes shall be kept in the College CME office.

The Executive Committee, through its minutes, shall report its activities to the College Committee on CME on a quarterly basis.