

CE Activity Course Director and Planning Committee Roles and Responsibilities

COURSE DIRECTOR

Individual who has overall responsibility for planning, developing, implementing and evaluating the content and logistics of an accredited activity. This includes compliance with all Joint Accreditation Criteria, ACCME Standards for Commercial Support, and University of Minnesota Interprofessional Continuing Education policies. Specific responsibilities include:

- Review and complete the CE Activity Planning Packet
- Identify educational needs and provide appropriate sources to justify the need
- Identify the target audience
- Complete disclosure form and submit with CE Activity Planning Packet
- Attend (either in person or by calling in) regular planning meetings
- Ensure content of activity is developed around valid content that matches the healthcare team's current or potential scope of practice
- Ensure content of the activity provides a balanced view of therapeutic options
- Ensure activity is free of commercial influence
- Assist OCPD with the resolution of conflicts of interest
- Identify and invite the planning committee
- Develop agenda or outline
- Select presenters/faculty on the basis of their subject matter expertise
- Secure presenters'/faculty topics and time commitments (with planning committee assistance as appropriate)
- Oversee and/or moderate activity presentations/session, or identify others to do so
- Review and comply with Joint Accreditation Criteria and ACCME Standards for Commercial Support
- Remain on-site for duration of activity

COURSE CO-DIRECTOR (OPTIONAL)

Individual who shares responsibility for planning the accredited activity. Designating an activity co-director is optional, but strongly encouraged. See Course Director responsibilities.

PLANNING COMMITTEE MEMBER

In addition to the Course Director and Co-Director, the persons chiefly responsible for the design and implementation of this activity.

- Assist Course Director(s) in the identification of educational needs and provide appropriate sources to justify the need
- Represent the intended target audience to ensure goals and objectives are relevant and reflected in the educational activity
- Complete disclosure form for submission with CE Activity Planning Packet
- Confirm that activity content meets criteria for objectivity, balance, scientific rigor, and independence from commercial influence

- Assist with securing presenters'/faculty topics and time commitments
- Assist with selecting presenters/faculty on the basis of their subject matter expertise
- Attend (either in person or by calling in) regular planning meetings
- Review the content of presentations and conflicts of interest, as needed
- Review and comply with Joint Accreditation Criteria and ACCME Standards for Commercial Support

ADMINISTRATIVE COORDINATOR

Individual responsible for the operational and administrative support of the accredited activity; this is usually an administrative or staff assistant in the department or unit of the course director.

- Review and comply with Joint Accreditation Criteria and ACCME Standards for Commercial Support
- If involved in the selection of speakers or topics for the activity, complete disclosure form for submission with CE Activity Planning Packet
- Assist in collecting required documentation