**Case Western Reserve University School of Medicine**

**Continuing Medical Education**

**Activity Director Expectations**

* The Activity Director (AD) must be a current full time or a clinical faculty member of the School of Medicine (SOM).
* When a faculty member is considering the role of an AD or immediately after they have committed, the CME program must have an independent conversation with the AD stressing that they are integrally involved in reviewing or altering education if needed.
* The AD will assure education is well balanced in terms of tests or treatment.
* The faculty member strongly endorses the content and subject matter and is able to verify that they are supervising and vetting the content.
* The AD is responsible for completing mitigation forms and troubleshooting issues as they arise.
* The AD will review evaluation results for program improvement.
* The program planning process will be in compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education.
* An educational need of the target audience has, or will be, verified.
* The CME Program will only sponsor an activity when Program staff has been involved from the earliest stages of educational development, preferably the entire planning process.
* Appropriate faculty is available to provide the education.
* Administrative resources are available to manage the activity.
* Financial resources are available to pay activity expenses in full.
* Commercial sources have not, and will not, guide the development of the activity or its educational content.

Approved January 27, 2023