

Policy on Administration of Accredited Continuing Education (CE) Activities

Purpose

To establish standardized procedures for the planning, implementation, documentation, and evaluation of accredited continuing education (CE) activities to ensure compliance with accreditation requirements and to maintain the quality and integrity of educational offerings.

Scope

This policy applies to all accredited CE activities developed, delivered, or jointly provided by Southern Illinois University School of Medicine, regardless of format or discipline (e.g., physicians, nurses, social workers, etc.). All accredited CE must be overseen by the Office of Continuing Professional Development.

Definitions

- **Accredited CE Activity:** A planned educational intervention designed to address professional practice gaps and improve knowledge, competence, performance, or patient outcomes, eligible for credit under an approved accreditation system.
 - **Joint Providership:** An arrangement in which an accredited organization works with another accredited provider or a non-accredited partner to plan and implement a CE activity.
 - **Course Director / Activity Chair:** The individual responsible for the overall planning and execution of the CE activity.
 - **OCPD:** The Office of Continuing Professional Development, which is responsible for oversight of all accredited CE activities.
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Policy Statements

1. Activity Planning and Documentation

- All CE activities must begin with a documented planning process that includes:
 - Identification of professional practice gaps
 - Needs assessment (e.g., literature review, survey data, expert input)
 - Clearly defined learning objectives

- Intended target audience
- Educational design and delivery format
- Appropriate evaluation methods

2. Roles and Responsibilities

- Each activity must have an assigned Course Director or Activity Chair.
- OCPD will provide oversight, guidance, and support to ensure adherence to accreditation criteria.
- Planning committees must include content experts and avoid influence from commercial interests.
- Planning committees should include a representative of each credit type sought.

3. Commercial Support and Independence

- All activities must comply with the ACCME's Standards for Integrity and Independence in Accredited Continuing Education.
- Commercial support must be disclosed and managed through written agreements.
- All commercial support and advertising programs (i.e. exhibitors) must be managed by OCPD.
- Accredited education content must be developed independently of any commercial influence.

4. Financial Relationships / Conflict of Interest (COI) Disclosure and Resolution

- All individuals in a position to control content must disclose financial relationships with ineligible companies.
- Identified conflicts must be mitigated prior to the individual's involvement in content development or delivery.
- If a course director or planning committee member has relevant financial relationships with any ineligible company, all decisions about content must be peer-reviewed by someone who does not have relevant financial relationships with any ineligible companies.
- Disclosure information must be communicated to learners before the start of the activity.

5. Credit Designation and Accreditation Statements

- Accreditation statements and credit designation language will be provided to the course director after course approval. These statements must be included on all marketing and promotions that reference the availability of continuing medical education credits.
- Credit hours will be determined by the Office of Continuing Professional Development based on the educational content, activity format, and length of education.

- The appropriate accreditation, credit, and disclosure statement must be included on all promotional materials, activity content, and certificates.
- Learners must meet defined participation requirements (e.g., attendance, evaluation) to receive credit.

6. Joint Providership

SIU School of Medicine, Office of Continuing Professional Development, supports collaborative development of CE activities with other organizations. It will work closely with non-ACCME accredited entities to develop and offer jointly provided activities (as defined by the ACCME), on a case-by-case basis. Co-providership with organizations that are ACCME-accredited CME providers will also be considered. Proposals should be discussed with the Director of Continuing Professional Development.

- Activities conducted through joint providership must follow the same planning and administrative procedures.
- Southern Illinois University School of Medicine retains full responsibility for compliance with all accreditation standards.

7. Marketing and Promotional Materials

- All materials must be reviewed and approved by OCPD prior to distribution.
- Marketing may not include product promotion or suggest endorsement of any commercial interest.

8. Evaluation and Outcomes Measurement

- Each CE activity must include an evaluation mechanism. Evaluation mechanisms must assess changes in knowledge, competence, performance in practice, and/or patient outcomes, and to assess if commercial bias was present.
- Evaluation data will be reviewed for quality improvement and reported as required by accrediting bodies.

9. Records Management

- CE activity documentation, including planning records, disclosures, evaluations, and participant credit records, must be maintained for a minimum of six years.

Compliance

Non-compliance with this policy may result in the suspension of CE activity approval, revocation of credit, or other administrative actions as deemed necessary by OCPD.

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