

Role Definitions for Continuing Medical Education (CME) Activities

Purpose

To define the roles and responsibilities of individuals involved in the planning, development, implementation, and evaluation of accredited Continuing Medical Education (CME) activities in accordance with ACCME standards and Southern Illinois University School of Medicine, Office of Continuing Professional Development policies.

Scope

This document applies to all personnel involved in the delivery of CME activities accredited by Southern Illinois University School of Medicine, including internal staff, faculty, and external collaborators.

1. Course Director (Activity Chair)

Primary Responsibility: Overall leadership and accountability for the educational activity.

Key Responsibilities:

- Lead the needs assessment and gap analysis.
 - Ensure learning objectives and content align with professional practice gaps.
 - Select qualified planners and faculty.
 - Ensure compliance with ACCME Standards, including working with the Office of Continuing Professional Development to help collect speaker disclosures and mitigation of financial relationships.
 - Review and approve content for scientific integrity and absence of commercial bias.
 - Oversee activity evaluation and outcomes assessment.
 - Collaborate with The Office of Continuing Professional Development throughout the activity lifecycle.
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2. Planning Committee Member

Primary Responsibility: Assist in planning and developing the CME activity under the Course Director's leadership.

Key Responsibilities:

- Participate in needs assessment and learning objective development.
 - Contribute to educational content and format decisions.
 - Identify and recommend faculty.
 - Disclose all financial relationships with ineligible companies.
 - Assist in ensuring content is fair, balanced, and evidence-based.
 - Serve as a peer-reviewer of educational content as needed.
 - Support outcome measurement and evaluation.
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3. Faculty (Speaker / Presenter)

Primary Responsibility: Deliver educational content in accordance with ACCME, OCPD, and Course Director expectations and activity objectives.

Key Responsibilities:

- Prepare and deliver content that is scientifically accurate and evidence-based.
 - Disclose all financial relationships with ineligible companies and comply with mitigation requirements.
 - Ensure presentations are free from commercial bias.
 - Align content with stated learning objectives.
 - Ensure presentation delivery is appropriate for the course format
 - Use inclusive, respectful, and professional communication.
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4. Office of Continuing Professional Development (OCPD) designee

Primary Responsibility: Provide compliance, educational development, and planning support for CME activities.

Key Responsibilities:

- Ensure compliance with ACCME Standards by working closely with the Course Director (or designee) throughout the activity lifecycle.

- Review all disclosures, make conflict determinations, and implement mitigation strategies.
 - Maintain accreditation documentation (e.g., disclosures, evaluations, attendance).
 - Credit administration logistics, including pre-registration, evaluations, and certificates.
 - Serve as liaison between planners, faculty, and accrediting bodies.
 - Oversee and facilitate all commercial support and exhibitors.
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6. Department Administrative Support Designee

Primary Responsibility: Provide administrative support to the course director, planning committee, and OCPD as requested.

Key Responsibilities:

- Order and oversee any day of catering or other hospitality offered at the activity.
- Assist with obtaining COI forms in OCPD if unsuccessful.
- Assist with the promotion of the activity within the hosting department, established community partners, and others.

5. Reviewer / Content Validator

Primary Responsibility: Independently review educational content for bias, accuracy, and alignment with objectives.

Key Responsibilities:

- Review slide decks or written content for balance, objectivity, and evidence.
 - Confirm content is free of commercial promotion.
 - Provide feedback to the Course Director, faculty, and OCPD before and after the activity.
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6. Learners / Participants / Attendees

Primary Responsibility: Engage actively in the educational activity and apply learned knowledge to practice.

Key Responsibilities:

- Complete pre/post-assessments and evaluations as required.
- Claim credit based on participation.

- Apply learning to improve clinical competence and/or patient care.
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7. Commercial Supporter (If applicable – per ACCME Standards)

Primary Responsibility: Provide educational grants or support in compliance with ACCME Standards for Integrity and Independence.

Key Boundaries:

- No influence over content, faculty, or educational design.
- No access to learner data or activity planning discussions.
- Must agree to the terms outlined in a Letter of Agreement (LOA) with the Office of Continuing Professional Development.

Note: All commercial support must be managed by the Office of Continuing Professional Development.

Compliance Reminder

All individuals involved in CME planning and delivery must:

- Disclose financial relationships with ineligible companies.
 - Comply with financial disclosure mitigation as required.
 - Adhere to ACCME Standards for Integrity and Independence in Accredited Continuing Education.
 - Maintain professionalism and uphold educational integrity.
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