Continuing Medical Education Committee CHARTER

Title
Continuing Medical Education Committee

Purpose
To assess and develop continuing medical education offerings that meet the needs of the medical community in Northeastern Wisconsin, and to ensure that all medical education offerings meet the requirements to award AMA PRA Category 1 Credits™ while also ensuring the offerings are the most up to date rooted in evidence based cost effective care.

Ownership
X System

System Link
☐ Bylaws/Governance
☐ Clinical Informatics
☐ Clinical Quality
X Medical Education
☐ BHP
☐ Population Health

Scope of Governance
All Medical Staff

Reports to
MEC, BHP, and BHS Board of Directors

Frequency of Report
Minimum of quarterly, and as needed

Type of Duties
☐ X Advisory
☐ Representation
☐ X Performance
☐ X Decision

Duties

ADVISORY Duties
(ex: providing expert review, gathering expert opinion, making recommendations)
1. Identify educational needs and interests of the Medical Staff (both within BHS and Northeast WI)

Example: DECISION Duties
The committee has the authority to make the following system decisions:
2. Ensure that all medical education offerings meet the requirements to award AMA PRA Category 1 Credits™ and the accreditation requirements of ACCME

Example: PERFORMANCE Duties
(ex: monitoring, evaluating, developing, and implementing actions)
3. Coordinate continuing medical education activities
4. Evaluate effectiveness of programs offered (participant reaction and practical application)

Leadership
Medical Leader: Dr. Molly Kleiman
Administrative Partner: Jason Perry

Chair Qualifications
All Chairs must be active members of the Medical Staff. (Bylaws, 6.A.1.)

Chair Terms
The Continuing Medical Education Chair has a term of 3 years. (6.D.1.a). Chairs are eligible to serve successive terms as long as he/she meets all other qualifications of the position. (Bylaws, 6.A.1)

Chair Selection Process
The President of the Medical Staff, in consultation with the CEO, appoints all non-departmental committee chairs, and submits this recommendation to the Board of Directors for approval (Bylaws, 6.A.1)
Chair Responsibilities

1. Identify areas of risk
2. Identify important aspects of quality care and indicators used to monitor the care
3. Develop and implement the committee monitoring and evaluation process
4. Assure committee participation in the evaluation process and report findings to the appropriate department
5. Provide input concerning credentials issues as requested by department chair
6. Accept any other duties as assigned by the department chair
7. At least once annually, present a report to the BHS Medical Executive Committee of actions taken by the Committee (Bylaws, 6.A.2)

Membership Composition

Multiple department representation; Committee requires Medical Education Program Coordinator, a representative from Nursing Service, a representative from System Quality, a representative of Allied Health Professionals Staff, the Health Science Librarian, and the BHS Administrative Representative

Member Terms

Two year terms with no limitation (Bylaws 6.A.3)

Member Selection Process

Appointed by CEO of BHS.

Member Responsibilities

1. Implement committee monitoring and evaluation process
2. Participate in review and approval of proposed activities

Frequency of Meetings

At least quarterly (6.D.1.c)

Meeting Practices

Notice of meeting must occur 5 days in advance (Bylaws, 4.E.1)
Committee Chairs may rule definitively on all matters of procedure (Bylaws, 4.E.3)

Decision Processes

Must have at least 2 members present for a quorum. (Bylaws, 4.D.5)

Voting

(This committee may decide if voting is required to make decisions. Bylaws are silent on decision making processes.)

If a vote is taken, the following Bylaw procedures apply:
1. No fewer than 2 members voting
2. Voting may occur in person or through electronic participation (mail, facsimile, e-mail, hand delivery, or telephone) (Bylaws, 4.D.4 & 4.D.5)

Confidentiality

n/a