

Joint Accreditation CME Activity Planning Roles and Responsibilities

Activity/Course Director	Co-Director	Activity Administrator	Activity/Series Coordinator	Faculty/Speaker	Nurse Planner AND Other Planning Committee Members
<ul style="list-style-type: none"> Typically a content expert Ensure speakers/faculty are qualified to provide instruction Chair of planning committee (ensure adequate representation) Delegate planning tasks to appropriate planning team members Help ensure list of participating faculty and related COIs remain up to date Ensure any potential COIs do not impact CME activity learning House documentation of attendance, passing attendees (MOC), gap analysis and needs assessment, any assessment results, etc. for review in the event of an audit Review activity assessment results for incorporation into future events 	<ul style="list-style-type: none"> Typically knowledgeable about educational content Individual designated to assist with roles and obligations outlined for Activity/Course and/or Activity/Series Coordinator, as delegated by Activity/Course Director 	<ul style="list-style-type: none"> Management of CME application and Cloud CME portal activity entry Designated point of contact with CE office/CloudCME Administration of post-activity assessment Encourage attendee completion of post-course assessments Responsible for resubmission of activity CME application, as needed, prior to expiration Designated CloudCME user (has ability to make edits such as faculty, learning objectives, uploading slides, etc. in CloudCME platform) Ensure CloudCME Activity Manager list of faculty and COIs remain up to date 	<ul style="list-style-type: none"> Responsible for ensuring series activity dates are accurately reflected in CloudCME Helps review faculty listings and COIs for each series session and alerts planning team/faculty member to non-compliance Provides attendance records or otherwise facilitates attendance 	<ul style="list-style-type: none"> Remain qualified to provide education in area of instruction Provide education free from commercial bias Remain mindful of principles of diversity, equity and inclusion during content delivery Ensure COI form is up to date (completed within 1 year of date of activity) Ensure potential COIs are clearly communicated to audience during instruction Provide session specific learning objective for RSS Encourage evaluation completion at close of educational session 	<ul style="list-style-type: none"> Provide unique professional perspectives on the educational activity and are actively engaged in planning Represent diverse professional disciplines Remain cognizant of the aim for an interprofessional focus Engaged in content recommendations, needs assessment, gap analysis, crafting learning objectives, assessment of learning/changes, or other tasks as needed. Help ensure activity is applicable to profession Assist with additional tasks as delegated by Activity/Course Director.