Course Director Responsibilities

Course directors are responsible for assuring that the educational activity is educationally sound, free of commercial influence and fiscally responsible. Specific responsibilities include:

1. Developing activities that conform to the AMA’s definition of CME
2. Assuring the content of the activity provides a balanced view of therapeutic options
3. Precluding commercial interests from participating in curriculum planning activities or faculty selection. Faculty includes all individuals involved in the development and implementation of the educational activity, such as the planning committee members, speakers, and moderators.
   Commercial entities are NOT permitted to submit a list of potential faculty or suggest any content. It is the responsibility of the course director to select course faculty on the basis of their academic educational and clinical credentials.
4. Conducting the educational planning process
5. Conducting the needs assessment
6. Identifying the professional practice gap
7. Identifying potential barriers
8. Developing the design of the activity to match the anticipated outcomes
9. Selecting the individuals planning and/or delivering the content of the activity
10. Verifying that faculty are competent in the subject area and aware of the course objectives and needs of the target audience
11. Knowing and complying with the ACCME’s Standards for Commercial Interests
12. Assuring that all budget assumptions and honoraria payments are reasonable and comply with all the Feinberg School of Medicine’s (FSM) policies
13. Ensuring that all presentations and content are free of commercial bias. The Accreditation Council for Continuing Medical Education encourages the use of generic names. Any mention of trade or brand names should include all products within a class of pharmaceuticals or devices. In addition, faculty may not promote products, books or publications in which they have a commercial interest
14. Assuring that faculty relationships with industry are disclosed to participants prior to the educational activity
15. Informing the faculty that they must disclose experimental and off-label uses to participants
16. Assuring that there is no marketing or other sales activity in the room in which the activity is conducted