

POLICY AND PROCEDURE

EXTRA EVENT POLICY

Policy:

It is the policy of the OCME to support a department's request to add an occasional, out-of-sequence or extra activity to a regularly scheduled series of grand rounds, M & M conferences, tumor board, etc.

Procedure:

When a department would like to add a one-time extra event and have it qualify for CME credits, and the event does not exceed 2.0 hours, the department is responsible for providing:

A memo requesting that an event be added to the grand rounds schedule and qualify for continuing medical education credit.

The grand rounds program coordinator will add the additional activity to the department's ongoing activities and consider it in the same manner as any other event in the series.

If non-faculty attend and wish to have a CME certificate, the sponsoring department or the individual will be required to pay for a certificate.

A copy of any material announcing or advertising the event must be approved by the OCME PRIOR to the material going to prospective attendees.

There will be no application fee if the above guidelines are followed.