

## **How to Plan Continuing Medical Education (CME)**

**The Mission of Ventura County Health Care Agency (VCHCA) is to provide comprehensive, cost-effective, compassionate health care for our diverse community, especially those facing barriers, through an exceptional workforce, education and forward thinking leadership.**

**The purpose of the Continuing Medical Education (CME) Program is to assess the educational needs of Ventura County Medical Staff and, as determined by those needs, to provide broad educational programs of excellence that will enhance optimal patient care.**

### **Timeline for Continuing Medical Education (CME) Approval**

- 2-12 months before a planned CME Activity, set up and document department or planning meetings to identify educational needs based on physician practice gaps.
  - Contact the CME Department to begin Activity & Planning Worksheet (APW) and set up the logistics that will lead to CME Approval. CME must be designed specifically for physician education although the audience may include all health professionals.
- Collect Disclosures from all planning committee members and contact potential speakers.
- 4-6 weeks before CME Activity, provide contact information for potential speakers to CME Department who will send a formal VCHCA Letter of Invitation. The Letter of Invitation must include the planned IMQ compliant Objectives and 2 Cultural and Linguistic Components that the speaker will be asked to address. The Letter of Invitation will include the dates that the speaker's power point and VCMC disclosure form must be received in order to be reviewed and approved (Conflict of Interest addressed or revisions requested). Speaker's CV is also required to be on file. Once the power point is approved the pre/post-test questions and evaluation can be completed and a compliance monitor assigned.

Certain time lines and requirements must be met or CME cannot be provided.

These include:

Disclosure forms must be signed and reviewed for potential Conflict of Interest at least 2-4 weeks before the activity.

Final Power point must be received at least 1 week before the activity to allow for insertion of disclosure slides and printing for audience handouts.

Our accreditation statements (and logos) must be on all handouts and publicity (CME calendar). No publicity is allowed without prior approval by the CME Department.

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## Ventura County Medical Center



## CMA/CME logo

Ventura County Medical Center is accredited by the Institute for Medical Quality/California Medical Association (IMQ/CMA) to provide continuing medical education for physicians.

Ventura County Medical Center designates this live activity for a maximum of 1 *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

This credit may also be applied to the CMA Certification in Continuing Medical Education.



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