

## CME Accreditation - Planning Overview

The University of South Carolina School of Medicine – Prisma Health Midlands Continuing Medical Education (USCSOM-PHM CME) Organization’s CME activities are designed/created around the educational needs of practicing physicians.

An Activity Planning Committee (APC), led by a physician (APC Chair), guides the planning and development of the CME activity. The APC identifies a coordinator to serve as the liaison between the CME office and the APC to handle logistics, schedule meetings, and oversee administrative processes related to the CME process.

Please be prepared to discuss the items below during the initial meeting with the CME office.

- **Purpose of the activity(ies)**
  - What is the professional practice gap(s) of your learners on which the activity is based?
  - What is the educational need(s) that underlie the gap(s)?
- **Overall educational objective**
  - What will the learners know or be able to do as a result of attending this activity?
- **Target audience for the activity**
  - What is the primary group of physicians, physician specialty, and/or targeted patient population?
- **Needs assessment**
  - How was the need for this activity determined?
- **Type of activity & frequency**
  - Annual Conference/Symposium – planning begins at least 12 months in advance
  - Regularly Scheduled Series (RSS) – planning begins at least one month in advance
  - Enduring Materials – planning begins at least six months in advance
- **Activity location** (If virtual, identify a streaming platform.)
- **Educational methods/Instructional design** - Lecture, case conference, etc.
- **Evaluation method(s) and delivery**
- **Activity budget** – Identify funding if applicable - exhibitors, registration fees, etc.
- **Credits from other disciplines** (nursing, PAs, NPs, etc.)