

CONTINUING MEDICAL EDUCATION REVIEW/APPROVALS

Policy Number:

Owner Department: Academics

Approved Date/Effective Date: August 23, 2017

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

The SCNM Continuing Medical Education Committee (CMEC) is dedicated to the life-long learning of the medical professionals taught and employed by SCNM. It is imperative that health professionals stay up-to-date in this ever-changing environment, both to remain current in their practice and to meet the continuing education requirements of their professional organizations and licensures.

The SCNM CMEC is empowered by the Arizona Naturopathic Physicians Medical Board to grant CME credits to programs for naturopathic physicians, who are required to complete 30 hours per year. The Committee also endeavors to provide accredited programs for other health practitioners as requested or required.

SCNM adheres to the guidelines of the Council on Naturopathic Medical Education and following are the policies for the operation of the Continuing Medical Education Committee (CMEC).

Purpose:

- A. To provide naturopathic physicians and other health professionals with the opportunity of keeping current in their field of medicine.
- B. To provide information and training to help naturopathic physicians and other health professionals in providing improved care to patients.
- C. To fulfill the requirements of the licensing boards for continuing medical education.

II. POLICY STATUS

Revised

III. HISTORY/BACKGROUND

In 2003, Southwest College of Naturopathic Medicine and Health Sciences sought and obtained authority from Naturopathic Physicians Medical Board to grant continuing medical education credit for programs it deems of sufficient quality to merit the granting of credit. The SCNM CME Committee continues to approach and work with boards and organizations from other health professions to provide appropriate credit for educational programs.

IV. DEFINITION(S)

- A. Internal programs: Sponsored by a SCNM Department or a fulltime employee. These include on-site (SCNM campus), off-site or online. SCNM will receive the net proceeds of the program.
- B. External programs: Sponsored by applicants who are not fulltime employees of SCNM or, for which SCNM does not receive the net proceeds of the program. These include on-site and off-site.

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V. SCOPE/KEY STAKEHOLDERS

- A. Members of the CMEC
- B. Organizer(s) of CME program – Internal and External

VI. POLICY ITEMS

- A. Guidelines of the Council on Naturopathic Medical Education states that continuing education, certificate programs, and other special instructional activities are important adjuncts to a naturopathic medicine program's primary mission. If a program is to provide these offerings, the following shall be used as the parameter within to develop and evaluate them.
- B. The CMEC is responsible for:
 - 1. Assuring the quality, coordination and organization of all continuing education offerings it approves.
 - 2. Maintaining a fiscally sound continuing education program.
 - 3. Assuring that all program offerings are consistent with naturopathic philosophy, values and content.
 - 4. Assuring that all promotional information is accurate and that program content is consistent with advertised goals and objectives.
 - 5. Reviewing all applications for continuing education credit programs to assure that they meet these guidelines.
 - 6. The CMEC does not guarantee content of programs to be accurate or beneficial, but does determine if the content is appropriate to be presented using the authority of SCNM to grant the CME certification, and to use the campus and its resources.
- C. Types of Programs: Requests for CME status for any activity include but are not limited to the following:
 - 1. Educational lectures/seminars/conferences/forums targeted to health professionals
 - 2. Promotional lectures/seminars/conferences/forums targeted to health professionals
 - 3. Professional development for health professionals
 - 4. Risk management/financial planning targeted to health professionals
 - 5. Workshops and skill labs targeted to health professionals
- D. Fees Structure: The CMEC maintains the authority to assess fees, approve and/or monitor all continuing education and certificate courses. Using a process, the CMEC will review each application to determine fees, levels of involvement, space requirements and availability and will grant or deny approval.

VII. RESPONSIBILITY FOR IMPLEMENTATION

Members of the CMEC

VIII. RELATED DOCUMENTS

[CMEC Operating Code](#)

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CME Procedures

IX. NEXT REVIEW DATE

Annually

X. VERSION CONTROL AND CHANGE HISTORY

| Version Control | Approved By/Date | Date Effective | Amendment |
|-----------------|-------------------------------|----------------|-----------|
| 1 | President's Council/8-23-2017 | 8/23/2017 | |
| 2 | | | |
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XI. POLICY AUTHOR/CONTACT

CMEC