The University of Utah
Continuing Medical Education

Course Director Duties

Current Faculty Appointment at The University of Utah

Provide Leadership for Course Planning and Evaluation

Responsible for the Course Planning and Administration Functions; Content Validation

Development of the gap analysis, needs Assessment, Desired Results/Outcomes, Educational Design and Evaluation

Comply with the Accreditation Council for Continuing Medical Education (ACCME) 2006 accreditation criteria

Review and Sign Course Planning Application and LOA for a CME Event

Submit CME Course Planning Document & LOA to UUCME Office for approval

Keep within Budgetary Constraints per CME Plan

Assure Independence from Commercial Supporters

With Regards to Planning, Designing, Delivering, and Evaluating the Activity; Separation of promotion and education

Content and Presentations are Free of Commercial Bias

Facilitate Resolution of any planner and speaker Conflict of Interest (COI) prior to Activity;

Meet Course Deliverables schedule per LOA for a CME Event (i.e. promotional materials, syllabus); Provide Course oversight during activity

Planner/Speaker Disclosures Must be Made to the Learner Prior to the Start of the Activity (Document Verbal Disclosures if Applicable); Acknowldege commercial support

Provide UUCME end of course materials (i.e. evaluation, financial summary, attendance forms)

Ensure course evaluation (i.e. Commitment to Change) measures change in competence, performance, or patient outcomes; Prepare End of Course Review

10/15/2009