



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Continuing Education Policies: Overview

Policy 5.01

Volume 5 Continuing
Education
Chapter 01 Continuing
Education Policies: Overview
Responsible Office: Continuing
Education
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Policy Statement

The Division of Continuing Education ensures compliance with institutional and professional organization requirements in awarding professional educational units. The Division of Continuing Education, within the institutional and university policy, is the only authorized provider of Continuing Education Units, Continuing Dental Education, and Continuing Medical Education. This policy covers all aspects of planning and implementation of continuing education activities.

Reason For Policy

The Division of Continuing Education is to provide educational activities that address the strategic needs of Georgia by offering comprehensive life-long learning activities with the goal of improving participant knowledge and enhancing patient care. The content areas covered by the educational activities include topics pertaining to allied health sciences, dentistry, graduate studies, medicine, and nursing. Its responsibility is to address the university's purpose and mission for teaching, research, and service of health-care providers and citizens of Georgia.

Entities Affected By This Policy

All continuing education course directors, course planning committees, course faculty, commercial supporters (sponsors, grantors, exhibitors), course participants, and university administrators are covered by these policies.

Who Should Read This Policy

This policy should be read by continuing education course directors, course planning committees, course faculty, commercial supporters, and university administrators.

Contacts

Contact	Phone	e-mail/URL
Director, Continuing Education	706-721-3967	http://www.mcg.edu/ce/
Senior Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/med.html
Dental Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/dental.html

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p501.pdf>

Related Documents

Accreditation Council for Continuing Medical Education (ACCME):
<http://www.accme.org/>

Definitions

These definitions apply to these terms as they are used in this policy and related policies:

Continuing Education (CE) Continuing educational activities provided by the Schools of Medicine, Dentistry, Allied Health Sciences, Nursing, and Graduate Studies.

Continuing Dental Education (CDE) Educational activities that serve to maintain, develop, or increase the knowledge, skills, professional competence and relationships a dentist uses to provide services for patients, the public, or the profession. The content of CDE is the body of knowledge and skills generally recognized and accepted by the profession as within the basic dental sciences, the discipline of clinical dentistry, and the provision of health care to the public.

Continuing Medical Education (CME) Educational activities that serve to maintain or develop to increase the knowledge, skills, professional competence, and relationships a physician uses to provide services for patients, the public, or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public [ACCME Policy 1982-B-03].

Commercial support Financial, or in-kind, contributions given by a commercial interest, that is used to pay all or part of the costs of a Continuing Education activity.

Disclosure & Resolution The Medical College of Georgia Division of Continuing Education identifies the presence or absence of relevant financial relationships for all planning committee members, course directors, invited faculty presenters/authors, and staff through the use of a standardized disclosure form.

Enduring Materials Printed, recorded or computer-assisted instruction that may be used over time and which, in themselves, constitute a planned CE activity.

Needs Assessment Data collected for all planned educational activities in order to implement meaningful, quality educational content in accordance with the mission and purpose of MCG and the Division of CE.

Overview

The Medical College of Georgia requires that all continuing education activities accredited through this institution be developed independently and be scientifically rigorous, balanced, and objective in the presentation and discussion of content, theories, and practices. The Division of Continuing Education ensures compliance with institutional and professional organization requirements in awarding professional educational units.

Process/Procedures

Section 1. Purpose and Mission of Division of Continuing Education

The Division of Continuing Education is a functional unit of the Medical College of Georgia. Its responsibility is to address the university’s purpose and mission for teaching, research and service.

- A. The mission of the Division of Continuing Education (CE) is to provide quality professional educational activities to support the Medical College of Georgia’s (MCG’s) tripartite mission of teaching, research and service. In accordance with the mission statement of MCG, the targeted audience for the Division of Continuing Education’s activities includes Georgia’s health care providers and citizens.
- B. The purpose of the Division of Continuing Education is to provide educational activities that address the strategic needs of Georgia by offering comprehensive life-long learning activities with the goal of improving participant knowledge and enhancing patient care. The content areas covered by the educational activities include topics pertaining to allied health sciences, dentistry, graduate studies, medicine, and nursing. MCG’s Division of CE offers a variety of educational activities including traditional live activities, correspondence activities, distance education, Grand Rounds, Journal Club and on-line offerings. The Division of Continuing Education expects to provide learning activities to address MCG’s Strategic Planning Education Priority: “to continuously enhance the quality of the educational programs to address the changing health care environment.”

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.01, Continuing Education Policies: Overview, are:

Director, Division of Continuing Education	Provide oversight and ensure compliance with all policies for Continuing Education activities and management of the division.
Senior Conference Coordinator	Provide oversight and ensure compliance with policies for all Continuing Medical Education activities in the process of course planning and implementation.
Dental Conference Coordinator	Provide oversight, and ensure compliance with policies for all Continuing Dental Education activities in the process of course planning and implementation.
Course Directors	Understand and follow guidelines in the process of course planning and implementation and offer direction to course faculty.
Course Faculty	Follow Continuing Education guidelines in implementation of course content that helps fulfill the mission of MCG.
Commercial Supporters	Understand and comply with guidelines for providing commercial support for Continuing Education activities.
Vice President for Instruction and Associate Provost for Academic Affairs	Oversees the operation of the Division of Continuing Education, ensuring that the educational programs provide professional development and life-long learning for health care professionals.

Forms:

Continuing Education Forms, such as Activity Planning Worksheets, Compliance Disclosures, Letters of Agreement, and Objectives Worksheet, are updated as necessary and are found in an online forms repository:

<http://www.mcg.edu/ce/Forms.htm>