



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Journal-Based Continuing Education Policy

Policy 5.10

Volume 5 Continuing Education
Chapter 10 Journal-Based
Continuing Education Policy
Responsible Office: Continuing
Education
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Policy Statement

The educational activity plan for a journal-based continuing education activity must be reviewed by the Division of Continuing Education to determine if the content and educational plan for the journal article review is consistent with accreditation guidelines for awarding educational credit. A journal-based Continuing Education activity is not completed until the learner documents participation in that activity to the provider. This requirement shall be communicated to the learner. Advertising within the pages of a journal-based Continuing Education activity article(s) or within the pages of the related questions or evaluation material is prohibited.

Reason for Policy

The Division of Continuing Education is controlled by accrediting organizations that require specific planning, delivery, and independence protocols for journal-based education. Medical College of Georgia Division of Continuing Education must adhere to these protocols to maintain accreditation.

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

Continuing Education course directors, course planning committees, course faculty, commercial supporters, and university administrators should read this policy.

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
Assistant Conference Coordinator for Medicine	706-721-3967	http://www.mcg.edu/ce/med.html
Dental Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/dental.html
Assistant Conference Coordinator of Dentistry	706-721-3967	http://www.mcg.edu/ce/dental.html
Nursing/Allied Health Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p510.pdf>

Definitions

These definitions apply to these terms as they are used in this policy.

Journal-Based Continuing Education Activity The reading of an article(s), monograph, or other stipulated learner phase, and a requirement for the completion by the learner of a predetermined set of questions or tasks relating to the content of the materials as part of the learning process.

Overview

The educational activity plan for journal-based Continuing Education must meet the same accreditation criteria as other educational activities awarding Continuing Education credit. Additionally, the article must be reviewed by the Division of Continuing Education to determine if the content and the plan for the journal article review are consistent with accreditation guidelines for awarding educational credit. In order to award credit, the learner must answer a predetermined set of questions relating to the content as part of the learning process.

Process/Procedures

Journal-based Continuing Education activities include a requirement for the completion of a predetermined set of questions or tasks that relate to the content of the material as a part of the learning process. Journal-based Continuing Education must meet the same criteria for planning, disclosure, conflict resolution, commercial support, and evaluation as live activities.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.10, Journal-Based Continuing Education Policy, are:

Director of Continuing Education	Provides oversight and ensures compliance with accreditation agencies regarding the guidelines for journal-based Continuing Education credit.
Senior Conference Coordinator	Manages planning process to include measures to ensure compliance with accrediting bodies for journal-based Continuing Education.
Assistant Conference Coordinator for Medicine	Compiles documentation necessary to comply with accreditation requirements for journal-based Continuing Education.
Dental Conference Coordinator	Manages planning process to include measures to ensure compliance with accrediting bodies for journal-based Continuing Education.
Assistant Conference Coordinator	Compiles documentation necessary to comply with accreditation requirements for journal-based Continuing Education.
Nursing Conference Coordinator	Manages planning process to include measures to ensure compliance with accrediting bodies for journal-based Continuing Education.
Assistant Conference Coordinator	Provides management for distribution and collection of materials required in the

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	production of Continuing Education activities classified as journal-based Continuing Education.
Registration Manager	Manages planning process to include measures that ensure compliance with requirements of accrediting bodies for journal-based Continuing Education conducted as regularly scheduled series and joint sponsorships.