

## **AOAO CME Policy 2016-2018**

### **CME Committee Responsibilities:**

The purpose of this committee is to design patient centered evidence-based continuing medical education programs for the AOA in keeping with the Academy's overall education mission. The committee will work with the leadership of each section to select topics and speakers for each educational conference. The Committee will use innovative ideas for new and relevant programs and develop the session schedules for each conference. The Committee shall consist of such number of members, representing each specialty section, as the President, in conjunction with the Chairman, shall appoint to serve such terms as the President shall determine. Committee meetings shall be as directed by the Chairman or President; however, the committee will be responsible for meeting during or immediately following the Postgraduate Seminar and the Annual Meeting to determine the scientific program for each meeting respectively the following year.

### **Committee Chair**

The Chairman of the committee is appointed annually by the President.

### **Responsibilities of Chair:**

The Chair of the CME Committee shall attend all AOA CME conferences during his/her term for important updates and information regarding CME programs at least once during each three-year cycle. The Chair shall also guide the Committee's activity, including the development of objectives and needs assessment. Using past participant evaluation results and post conference surveys as well as interacting with section leadership, the Chair shall be aware of the status of the CME programs and will be responsible for overseeing the programs' educational content to ensure its relevance to osteopathic orthopedic surgery and that all requirements are met. The Chair shall develop the overall learning objective for the conference and work with the Program Chair to ensure all deadlines are met. The Chair will also determine the session schedule for both the Postgraduate Seminar and the Annual Meeting.

### **Responsibilities of Vice Chair:**

The Vice Chair of the CME Committee shall be responsible for the development of alternative sources of CME, including but not limited to online content and hands-on regional skills labs. The Vice Chair will assist the Chair with overseeing the Committee's activity and making sure the committee members meet deadlines for development of educational sessions. If the Chair is unable to attend an AOA CME conference, the Vice Chair will attend in his/her place.

### **Committee Assignments:**

At the direction of the Chair, the committee is charged with designing evidence based CME programs that address the needs for learning of the AOA membership. Committee members will be responsible for developing the session schedules for the Postgraduate Seminar and the Annual Meeting. The committee shall provide innovative ideas for new and interesting programs or sessions, using a variety of learning opportunities including didactic lectures, hands-on sessions, and/or small group session. The committee will keep in mind the AOA's requirement that at least 50% of the total number of speakers must be DOs. The committee shall work toward including all levels of membership in the educational programs, being mindful of all AOA requirements for accredited providers.

Committee members are responsible for writing the needs assessment and objective for their assigned session(s).

### **Program Chair**

The 3<sup>rd</sup> Vice President of the AOA would serve as the Postgraduate Seminar Program Chair during his/her year of service. The First Vice President of the AOA would serve as the Annual Meeting Program Chair during his/her year of service.

### **Program Chair Responsibilities:**

The Program Chair will:

1. Choose theme and title of the program, including overall objective
2. Assist the Academy office staff to ensure moderators and speakers fulfill their responsibilities and meet deadlines.
3. Provide needs assessment and objectives for lectures when necessary.
4. Provide questions for the pre and post activity evaluation for outcomes measures.
5. Be available on-site for their meeting.

### **Moderator Responsibilities:**

1. Introduce each speaker during their assigned session.
2. Be available to fill in as a speaker if necessary.
3. Encourage post lecture dialogue and develop appropriate questions to stimulate discussion.

### **Speaker Responsibilities:**

1. Develop presentation for participants that is relevant to osteopathic orthopedic surgery, but free from commercial bias, using the guidelines and objectives provided by the CME Committee.
2. Follow deadlines set forth for submission of required materials.
3. Develop 2-3 questions from their lecture to be incorporated into post meeting surveys, online CME modules or evaluations. These questions should be designed in board examination format.

### **Administrative Staff Responsibilities:**

1. Assist CME Committee with development of educational activities.
2. Assist with deadlines reminders.
3. Provider speakers with deadlines and information for each meeting.

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4. Coordination and facilitation of on-site management of the meeting.
5. Market the meeting to the AOA membership.
6. Inform the Chair and/or Vice Chair of any changes in the program, and to assist with missing information from moderators and speakers.

**Monetary Guidelines for CME Activities:**

Executive Director approval is required prior to any arrangements with speakers other than those outlined below. To receive reimbursement or honoraria, presentation must be at least 20 minutes in length. Any other monetary compensation shall be submitted to the Executive Director, in writing, for approval prior to making any arrangements with the presenters.

|   | <b>Honorarium</b>  | <b>Per Diem</b> | <b>Other</b>  |
|---|--|-----------------|---|
| Program Chair   |  |                 | Complimentary CME for their meeting   |
| Committee Chair/Vice Chair  |  |                 | Complimentary CME for each meeting attended during his/her term                       |
| Committee Member  |  |                 | Complimentary CME for the meeting for which they develop a session                    |
| AOAO Member Speakers  |  |                 | \$100 Amazon gift card per lecture; included in registration packet for each speaker. |
| AOAO Member Moderators  | * Note: all responsibilities must be met to receive honorarium.  |                 | Complimentary CME for the meeting for which they develop a session                    |
| Non-member physician guest speakers for all other sessions (and key note speaker if applicable) | <p>Honoraria will be \$400 per speaking day</p> <p>\$350 per speaking day (Speakers are reimbursed for actual expenses up to \$350.) The per diem includes lodging &amp; meals. (Incidentals such as service bar, movies, internet, etc are not reimbursable.)</p> <p>Honoraria up to \$5,000 will require Executive Director approval and over \$5,000 Board approval.</p> <p>Reimbursable expenses: 1. Economy/coach non-refundable airfare only (First class will be reimbursed at the lowest economy fare.); Maximum reimbursement of \$600 – unless prior authorization is received from AOA Executive Director; 2. Taxi, Parking (no valet), rental car for a maximum of actual expenses up to \$200; 3. Auto (roundtrip) (reimbursed according to</p> |                 |   |

|  | Government allowance) - reimbursed only if airfare is not claimed |      |   |
|--|---|------|---|
| AOAO Non-Member Orthopedic Surgeons      | NONE  | NONE | NONE  |
| Non-member, non-physician guest speakers | \$400 per speaking day  | NONE | Any speaker wishing to promote his or her company's product(s) will submit an Exhibit Agreement. Contact the administrative office for details. |

**Timeline for the Planning Process:**

**Thirteen (13) Months Prior**

1. Thirteen (13) months in advance of the CME conference the CME Committee provides a draft program for the meeting.
2. Twelve (12) to thirteen (13) months prior, moderators are selected for each session. The CME committee finalizes the schedule and confirms speakers for each lecture. This information is communicated to the administrative office.
3. Ten (10) to twelve (12) month prior, the AOAO office confirms with moderators, sends speaker letters and publishes the program online/opens registration.
4. The AOAO will solicit exhibits and grants for the CME activity.
5. Up to three (3) months prior to the CME conference, the committee member/moderator shall resolve any issues surrounding presenters not being able to present, non-compliance with submission deadlines, etc.

**Any changes in presenters or topics shall be communicated to the AOAO Association Manager immediately.**